**Cheshire East Borough Council**

**INVITATION TO TENDER**

### OPEN PROCEDURE RESPONSE DOCUMENT

**CONTRACT FOR THE PROVISION OF SERVICING AND MAINTENANCE OF LIFTS AND HOISTS**

**PERIOD: 1ST JULY 2021 TO 30TH JUNE 2024**

**With 2 x 12 months options to extend**

**CHEST REF: DN517893**

### Procurement Ref.:19 129

|  |  |
| --- | --- |
| Name of Tenderer: |  |

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**of the Council**

**Version 25**

**CHECKLIST FOR TENDERERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Tender?** |
|  | Form of Tender |  |
|  | Certificate of non-collusion and non-canvassing |  |
|  | SQ - Selection Questionnaire |  |
|  | ITT Pricing Schedule (Appendix G) |  |
|  | ITT Qualitative Evaluation Questions |  |
|  | Data Security Questionnaire (Appendix E) |  |
|  | Example Activity Report as requested in Schedule 5 Q 6.2 |  |
|  | Safeguarding Policy – as requested in section 8 |  |
|  | Compliance with Specification & Scope of requirements |  |

**Cheshire East Borough Council**

Provision of Servicing and Maintenance of Lifts & Hoists

**Period: 1st July 2021 to 30th June 2024 with 2 x 12 months options to extend**

**SCHEDULE 1 - FORM OF TENDER**

FORM OF TENDER FOR THE PROVISION OF SERVICING AND MAINTENANCE OF LIFTS AND HOISTS

To: Cheshire East Borough Council

(Via ‘The Chest’)

For the Attention of Emma Harris

Date:

Dear Sir/Madam,

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe ITT.
2. The completed Pricing Schedule.
3. A signed Certificate of Non Collusive Tendering and non-Canvassing.
4. Data Security Questionnaire (Appendix E)
5. Safeguarding Policy

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the total costs of £\_\_ (excluding VAT) submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by

Name(s)

Position

for and on behalf of [ Insert Company Name]

Full registered business / name and registered company address of the Tenderer

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**Cheshire East Borough Council**

Provision of Servicing and Maintenance of Lifts & Hoists

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**SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND**

**NON-CANVASSING**

**CONTRACT FOR THE PROVISION OF SERVICING AND MAINTENANCE OF LIFTS AND HOISTS (the “Contract”)**

To: Cheshire East Borough Council

(Via ‘The Chest’)

Date:

For the Attention of **Emma Harris**

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
        2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
        3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission; or
        4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or indirect financial or non-financial interest in an organisation, company, or other body that is doing business with, or has dealings with, the council and where this may affect and/or could bring about a conflict with the Council’s interest.

I/we should notify this to the Council and that failure to disclose or declare such an interest could result in the contract being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed

Name:

Position

For and on behalf of **[Tenderer]**

*(End of Schedule 2)*

**Cheshire East Borough Council**

Provision of Servicing and Maintenance of Lifts & Hoists

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# Schedule 3 - Standard Selection Questionnaire

|  |
| --- |
| **NOTE TO ORGANISATION:**  Section **8** of Schedule **3** (Standard Selection Questionnaire) will be scored out of a possible 100%.  Applicants will fail on incomplete/unsatisfactory responses and if they don’t meet the **minimum pass score of 60%.** Tenders that fail Schedule 3 will not be evaluated any further.  Questions marked ‘for information only’ will not be assessed however they must still be answered in full.  Tenderers are therefore strongly advised to ensure they answer all questions within each section.  **Cross Referencing an answer; from a questions response to another, will not be taken into consideration and will result in a score of zero for that question.**  **Failure to answer a question which is scored will result in a score of zero for that question.**  Failure to provide an **acceptable explanation** with any **Fail** Questions answered will fail on Schedule **3** as a result.  **Consortia Bids**  If the potential supplier is bidding on behalf of a group, for example, a consortium, or intends to use sub-contractors, there are different actions required for completion of Part 3 of the standard Selection Questionnaire compared to Part 1 and Part 2.  The consortium lead should complete all of the questions on behalf of the consortium and/or any sub-contractors. The consortium lead should make it clear who the lead member of the group is, and who will be contractually responsible for delivery of the contract.  All members of the group are required to provide the information required in Part 3 of the standard Selection Questionnaire or procurement documents, as part of a single composite response (unless the question specifically directs otherwise). We may require members of the group to assume a specific legal form if awarded the contract, if considered necessary for the satisfactory performance of the contract. Where the group is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV) or consortium, they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity. They should also provide the name for the new entity and details of its legal and operational structure. An SPV is a legal entity that is formed to perform a specific contract.  Consortium arrangements may be subject to future changes and any updates to the  bidding model should be provided to the authority so that a further  assessment can be carried out (by applying the selection criteria to the new  information provided). The authority reserves the right to deselect the  Supplier prior to any award of contract, based on an assessment of the updated  information. |

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-2). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

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**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential supplier Information**

***This Section is for Information Only***

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes  No  N/A |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes  No |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-3)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:[[3]](#footnote-4)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.[[4]](#footnote-5)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes  No  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes  No |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion  *(This question is to be scored on a pass/fail basis.)* | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation | Yes  No  If Yes please provide details at 2.1(b) |
|  | Corruption | Yes  No  If Yes please provide details at 2.1(b) |
|  | Fraud | Yes  No  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes  No  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes  No  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes  No  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details:  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction;  Identity of who has been convicted;  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes  No |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes  No |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |
| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion  *(This question is to be scored on a pass/fail basis.)* | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes  No  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes  No  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes  No  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes  No  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes  No  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes  No  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes  No  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements:  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 4** | **Economic and Financial Standing**  *(This question is to be scored on a pass/fail basis.)* | | |
|  | Question | Response | |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | Yes  No |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | Yes  No |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes  No |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | Yes  No |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 5 | **If you have indicated in the Selection Questionnaire question 1.1(o) and/or 1.1(p) that you are part of a wider group, please provide further details below:**  *(This question is to be scored on a pass/fail basis.)* | | |
| **Name of organisation** | | |  |
| **Relationship to the Supplier completing these questions** | | |  |
| **5.1** | | Are you able to provide parent company accounts if requested to at a later stage? | Yes  No |
| **5.2** | | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes  No |
| **5.3** | | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes  No |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability**  *(This section will be scored on a pass/fail basis, please refer to evaluation methodology at the end of section 6)* |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |  |
| --- | --- |
| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries). |
|  |  |

|  |  |
| --- | --- |
| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |  |
|  | **Evaluation Methodology of Question 6.1**  Question 6.1 is a Pass/Fail test in relation to demonstrating minimum standards of Technical and Professional Ability for **Servicing and Maintenance of Lifts and Hoists**  The Council reserves the right to reject Tenderers which fail to satisfy the minimum relevant experience requirements.  In order to pass, the Tenderer must demonstrate:   * Up to three contracts performed in the past 5 years for servicing and maintenance of lifts and hoists provision which each include all of the following characteristics:   + Sourcing of equipment parts   + Supply/collection of equipment to client’s homes   + Minimum of £75,000.00 per annum contract value.   + Repairs to equipment items * or demonstrate equivalent experience or capability within your organisation in your response to Question 6.3. |

|  |  |  |
| --- | --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[5]](#footnote-6)**  ***This question is to be scored on a pass/fail basis.*** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes  N/A |
| **7.2** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes  Please provide relevant the url …  No  Please provide an explanation |

**8 Additional SQ modules**

**Schedule 3, Section 8.5 carries a 100% weighting of the SQ scoring**.

**8) - Project specific questions to assess Technical and Professional Ability**

*Section* ***8*** *will be marked on* ***both pass/fail and scoring*** *basis and weightings are identified individually for each question where applicable.*

**Introduction**

Cross Referencing is not deemed a valid response by the Council.

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage.

Please indicate your answer by marking ‘X’ in the relevant boxes where necessary and enter responses to questions in the fields provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 8** | **Additional Questions** | | | |
| **8.1** | **Insurance**  ***(This question is to be scored on a pass/fail basis.)*** | | | |
|  | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:   1. **Employer’s Liability Insurance\*** = £10million.  Is required in respect of each and every claim. 2. **Public Liability Insurance** = £10million. Is required in respect of each and every claim with no abuse exclusion/inner limit. 3. **Professional Indemnity Insurance** = £1million. Is required in respect of each and every claim. 4. **Cyber Insurance** = £5 million (unless covered by Professional Indemnity incl. data breach, data loss and reputational damage) 5. **Product Liability** = £5 Million Is required in respect of each and every claim   *\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders* | | **Yes**  **No** | |
| **8.2** | **Skills and Apprentices[[6]](#footnote-7) – (please refer to supplier selection guidance)**  *(This question is to be scored on a pass/fail basis.)* | | | |
| **8.2.A** | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.Please confirm if you will be supporting apprenticeships and skills development through this contract. | | | Yes  No |
| **8.2.B** | If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | | | Yes  No |
| **8.2.C** | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | | | Yes  No |
| **8.3** | | **EQUALITY AND DIVERSITY**  *(This section is to be scored on a pass/fail basis.)* | | |

Please indicate the number of directly employed persons in the box below – companies employing less than 5 are not required to answer the following questions, however must provide written assurance that the appropriate level of the Standard will be achieved following any recruitment which increases the size of the company to 5 or more employees.

|  |
| --- |
| Number of direct employees: |

For organisations employing less than 5 employees:

**I confirm that the appropriate level of the Equality Standard as set out in current legislation will be achieved following any recruitment, including transfer of staff under this Contract, which increases the size of the company to 5 or more employees.**

Signed

Name:

Position

For and on behalf of **[Tenderer]**

For organisations employing 5 or more employees:

**Please complete the following questionnaire, in line with legislation guidance on this area.**

|  |
| --- |
| ***NOTE TO ORGANISATION:***  ***This section will be evaluated on a pass /fail basis.***  ***If ‘PASS’ is not achieved on all questions within this section then it will result in a ‘FAIL’.***  ***In respect of questions where further details are required and responses are deemed unsatisfactory then this will result in a ‘FAIL’.*** |

Organisations need to demonstrate compliance with equality in employment legislation through their answers to the following questions and by providing supporting evidence.

**1.**

**Is it your policy as an employer to comply with your statutory obligations and to consider and promote non mandatory requirements to staff and applicants for employment under the equality and non-discrimination laws as listed under the Acts” namely Equality Act 2010 and The Human Rights Act 1998.**

|  |
| --- |
| *Please delete as appropriate: Yes/No. If ‘No’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.* |

**In the last three years has any finding of unlawful discrimination or other breach of these laws been made against the Organisation by any court or industrial tribunal?**

|  |
| --- |
| *Please delete as appropriate: Yes/No. If ‘yes’ please provide details* |

**3.**

**In the last three years has the Organisation been the subject of formal investigation by the Equality and Human Rights Commission (EHRC) on grounds of alleged unlawful discrimination?**

|  |
| --- |
| *Please delete as appropriate: Yes/No. If ‘yes’ please provide details* |

**4.**

**If you answered yes to question 2, or, in relation to question 3 a commission made a finding adverse to the Organisation, what steps did you take to address that finding?**

**5.**

|  |
| --- |
| *Please provide details - . If a satisfactory explanation is received this will not result in a fail.* |

**Are your policies on *equality and Inclusion at work* set out in all of the below:**

* In instructions to those concerned with recruitment, training and promotion?
* In documents available to employees, recognised trade unions or other representative group of employees?
* In recruitment advertisements or other literature?

|  |
| --- |
| *Please delete as appropriate: Yes/No. If ‘Yes’ Please provide details.*  *If ‘No’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.* |

**6.**

**How do you promote and/or consider reducing socio-economic disadvantage through employment?**

*Please provide details.*

*If you ‘do not’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.*

**Do you carry out ‘Equality Impact Assessments’ (please refer to** [**www.cheshireeast.gov.uk**](http://www.cheshireeast.gov.uk) **for further information) of your main employment and services policies, if so how do you report your findings, and what positive impacts can you report in terms of employing a diverse and inclusive workforce?**

|  |
| --- |
| *Please delete as appropriate: Yes/No.*  *If ‘Yes’ Please provide details.*  *If ‘No’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 8.4** | **HEALTH AND SAFETY**  **Section to be evaluated on a pass/fail basis, except where it is stated that questions are for information purposes only** | | |
| **8.4.1** | **Within the last twelve months, have you successfully completed a third-party assessment with a scheme which is a registered member of Safety Schemes in Procurement (SSIP)?**  If the answer is **yes**, you do not need to complete the rest of Section 8.4: Health and Safety. **Please ensure that you provide a copy of your current certificate as evidence.** If you do not provide a copy of your certificate, and do not provide an answer to subsequent questions in this section, this will result in a fail for this section.  If the answer is **no**, please complete the remaining questions in this section. | | YES / NO  *(delete as appropriate)* |
| **8.4.2** | **Who has overall responsibility for health and safety in your organisation? Please tell us about their health and safety experience and any relevant qualifications.** | | |
| Name | |  | |
| Position in Organisation | |  | |
| Experience | |  | |
| Qualifications | |  | |
| **8.4.3** | **Does your organisation (not individuals within it) have current membership of any trade associations, safety organisations or Competent Persons’ Schemes?**  *(This question is for information purposes only)* | | YES / NO  *(delete as appropriate)* |
| If the answer is **yes**, please provide details, using full names of associations, bodies and any applicable registration number. Please do not use abbreviations.  *(This question is for information purposes only)* | | |
| **Response:** | | | |
| **8.4.4** | **Does your organisation have a written Health and Safety Policy (covering General Policy, Organisation and Arrangement) as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 and issue any codes of safe working practices to workforce?** | | YES / NO  *(delete as appropriate)* |
| If the answer is **yes,** please supply a copy of your policy as part of your tender submission. (*We will assess the content and suitability of the policy; if it is not satisfactory it will result in a fail.)*  If the answer is **no**, please give the reason why. (*If a satisfactory explanation is received this will not result in a fail.)* | | |
| **Response:** | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **8.4.5** | **Does your organisation have a procedure for the reporting and recording of accidents and dangerous occurrences in accordance with RIDDOR?** | | | | | YES / NO  *(delete as appropriate)* | |
| If the answer is **yes** please supply a copy of your procedure as part of your tender submission. (*We will assess the content and suitability of the procedure; if it is not satisfactory it will result in a fail).*  If the answer is **no**, please give the reason why. (*If a satisfactory explanation is received this will not result in a fail.)* | | | | | | |
| **Response:** | | | | | | | |
| **8.4.6** | **Does your organisation have Risk Assessment Procedures in place for all work activities as required by the Management of Health and Safety at Work Regulations 1999 and associated legislation?** | | | | | YES / NO  *(delete as appropriate)* | |
| If the answer is **yes**, please supply 2 anonymised examples (so that the vulnerable occupier cannot be identified) of risk assessments and safety method statements for work activity undertaken in domestic premises where a vulnerable occupier is present, undertaken within the last 12 months. This should include manual handling, COSHH or others that are relevant to your work activities. (*We will assess the content and suitability of the risk assessments and safety method statements; if it is not satisfactory it will result in a fail.)*  If the answer is **no**, please explain why. (*If a satisfactory explanation is received this will not result in a fail.)* | | | | | | |
| **Response:** | | | | | | | |
| **8.4.7** | **Does your organisation have a health and safety training programme for your workforce to ensure that they are competent for their duties?** | | | | | YES / NO  *(delete as appropriate)* | |
| If the answer is **yes**, please describe brief details of training courses or programmes undertaken by managers and workforce. (*We will assess the details of your response; if it is not satisfactory it will result in a fail.)*  If the answer is **no**, please explain why. (*If a satisfactory explanation is received this will not result in a fail.)* | | | | | | |
| **Response:** | | | | | | | |
| **8.4.8** | **Does your organisation have arrangements in place for consultation with workforce on health and safety matters?** | | | | | YES / NO  *(delete as appropriate)* | |
| If the answer is **yes**, please provide details of the arrangements for consultation with staff on health and safety matters. *We will assess the details of your response; if it is not satisfactory it will result in a fail.*  If the answer is **no**, please explain why. *If a satisfactory explanation is received this will not result in a fail.* | | | | | | |
| **Response:** | | | | | | | |
| **8.4.9** | **If your organisation uses sub-contractors, do you have a system in place for assessing their competence and the ongoing monitoring and review of their Health and Safety performance?** | | | | | YES / NO  (delete as appropriate) | |
| If the answer is **yes**, please provide details. (*We will assess the details of your response; if it is not satisfactory it will result in a fail.)*  If the answer is **no**, please explain why. *If a satisfactory explanation is received this will not result in a fail.* | | | | | | |
| **Response:** | | | | | | | |
| **8.4.10** | **Please complete the following table in respect of accidents and dangerous occurrences as set out below.** | | | | | | |
| Year | Fatal | **Major Injury or “Over 3-Day”** | **Non-Reportable** | **Dangerous Occurrences** | **Reportable ill-health** | | **Near Misses** |
| **2020 to date** |  |  |  |  |  | |  |
| **2019** |  |  |  |  |  | |  |
| **2018** |  |  |  |  |  | |  |
| **2017** |  |  |  |  |  | |  |
| **Please provide full details of any accidents or dangerous occurrences and explain corrective action taken to prevent re-occurrence. *We will assess the details of your response; if it is not satisfactory, or you do not provide a response, it will result in a fail.*** | | | | | | | |
| **Response:** | | | | | | | |
| **8.4.11** | **During the last five years, has the organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work etc. Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract?** | | | | | YES / NO  (delete as appropriate) | |
| If the answer is **yes**, please provide full details and explain corrective action taken to prevent re-occurrence. (*If a satisfactory explanation is received this will not result in a fail.)* | | | | | | |
| **Response:** | | | | | | | |

|  |  |
| --- | --- |
| **8.5** | **Scored Selection Questions**  **This section will be scored, in order to ‘Pass’ bidders must obtain an overall minimum score of 60% - this is the threshold required to enable bidders to progress to the award stage.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Question** | **Criteria** | **Score** |
| 8.5.1 | Please describe your experience of delivering contracts related to the maintenance of lifts and hoists in the last three years | Your answer should give:   * At least one example of how your organisation has delivered this type of service (or related services) elsewhere * An explanation of how the service addressed outputs/outcomes effectively | 40% |
| Maximum Word Count – 400 words,12pt Arial | | | |
| **No.** | **Question** | **Criteria** | **Score** |
| 8.5.2 | What experience does your organisation have of mobilising relevant services? | Your answer should detail:   * A number of activities related to the mobilisation of services (e.g. recruitment) with relevant examples given of how these activities were undertaken effectively | 30% |
| Maximum Word Count – 400 words, 12pt Arial | | | |
| **No.** | **Question** | **Criteria** | **Score** |
| 8.5.3 | Please describe your experience of achieving high standards of customer care when providing services? | Your response should detail:   * How customer feedback informed service provision * How high standards of customer care were achieved * How customer care standards were monitored | 30% |
| Maximum Word Count – 400 words,12pt Arial | | | |

|  |  |
| --- | --- |
| **8.6 NOTE TO ORGANISATION: DBS checking and Safeguarding** *Questions in section 8.6 will be scored on a pass/fail basis, a response of ‘yes’ is required to pass.* | |
|  |  | |
| Please confirm that you regularly DBS screen staff, with enhanced checks (NOTE: this only applies to ‘front-line’ staff) – please do NOT send any evidence of this | Yes  No | |
| Please confirm that your organisation has safeguarding policies & procedures and confirm that you will attach a policy within your submission | Yes  No | |

|  |  |  |
| --- | --- | --- |
| ***8.7*** | | ***DATA Security Questionnaire (Attached as Appendix E)***  *(This section will be scored on a Pass/Fail basis.)*  ***Please read Guidance on completion below:*** |
|  | | To pass this section, bidders must meet the Council’s expectations which are detailed below:   * Organisations are required to demonstrate that they have the relevant knowledge, ability, understanding, experience, skills, and resource / quality measures needed to meet the Council’s requirements and will be asked to provide evidence to support the responses. * As part of the selection process bidders must demonstrate compliance with the 5 security screening criteria listed in the questionnaire. Please respond in writing to every requirement and question in this section. * **Any references to certifications, accreditations and policies in responses to any questions in the Data Security Questionnaire MUST be backed up by evidence. Evidence could include but not be limited to the following:**   + Data Protection Policy   + GDPR Policy   + Data Breach Policy   + Business Continuity Policy   + ISO Certificates   + Cyber Essentials Certificates   The bidder will be asked to provide such evidence to fully demonstrate compliance with each requirement. Failure to provide any necessary supporting evidence or information to show how you intend to meet the requirements in this section could lead to you failing this section and your full submission being excluded from this process.  Bidders are expected to maintain an awareness of the latest laws and regulations i.e. Data Protection Act 2018, applicable to the storing and protecting data (i.e GDPR) in a public sector environment and you will be expected to ensure that your organisation is up to date in this area for the full term of any contract that may be awarded.  Please note that if you plan to sub-contract or partner with another organisation to deliver any part of your data security or your IT system then it may be necessary for sub-contract or partner organisation(s) to also complete the ICT security questions.  For further guidance on this area please refer to: <https://www.ncsc.gov.uk/> especially the advice & guidance section, where various small business guides are available. |
| ***PLEASE NOTE THAT THE WINNING BIDDER ONLY WILL BE ASKED TO COMPLETE A FURTHER ICT SECURITY QUESTIONNAIRE (INFORMATION ASSURANCE QUESTIONNAIRE - APPENDIX F). THE COUNCIL RESERVES THE RIGHT TO NOT AWARD THE CONTRACT TO ANY BIDDER WHO IS UNABLE TO SATISFY ICT AND DATA SECURITY REQUIREMENTS.*** | |

Bidder represents and warrants that their responses to the questions are accurate and that the system configuration will continue to conform to these answers unless mutually agreed upon by Cheshire East Council and Cheshire West and Chester Council and the Bidder. Bidder further agrees to work with Cheshire East Council and Cheshire West and Chester Council in good faith to maintain compliance with new laws and regulations and/or to improve the security of the system.

Agreed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021

Company Name:

Signer's Name:

Signer's Title:

*End of Data and ICT security questionnaire.*

**9 Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **9** | I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of...................... **(Insert name of supplier).**  I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.  I also declare that there is no conflict of interest in relation to the authority’s requirement.  The following appendices form part of our submission: | | Yes  No |
| **Section ref of SQ** | | **Supplier Appendix number** | |
| *Enter here if necessary…* | | *Enter here if necessary…* | |
|  | |  | |
| **SQ completed by:** | | | |
| **9.1** | Name |  | |
| **9.2** | Role in Organisation |  | |
| **9.3** | Date |  | |
| **9.4** | Signature |  | |

*(End of Schedule 3 SQ)*

**Cheshire East Borough Council**

Provision of Servicing and Maintenance of Lifts & Hoists

**Period: 1st July 2021 to 30th June 2024 with 2 x 12 months options to extend**

**SCHEDULE 4 – PRICING SCHEDULE**

**50% of total evaluation score**

Please complete the pricing schedule **Appendix G** for your proposed charges to undertake the following Lifts and Hoist maintenance activities in accordance with the Specification provided at Appendix A

|  |  |
| --- | --- |
| **Hoists Maintenance Activities** | **Weighting** |
| 1.1 Installation | 1.50% |
| 1.2 Equipment Removal | 3.00% |
| 1.3 Servicing | 8.00% |
| 1.4 Repair | 3.50% |
| **Total Weighting for Hoist Service Provision** | **16.00%** |
| **Lifts Maintenance Activities** | **Weighting** |
| 2.1 Installation | 1.50% |
| 2.2 Equipment Removal | 7.50% |
| 2.3 Servicing | 11.50% |
| 2.4 Repair | 10.50% |
| **Total Weighting for Lift Service Provision** | **31.00%** |
| **Storage Provision** | **Weighting** |
| 3.0 Storage of Items - Single price per year | **3.00%** |

This should represent the charges payable and be fixed for the **full term of 3 years + 2 optional 12-month extensions** available under the contract - **No claim for additional payment will be considered for activities that have not been specified.**

Please ensure that you use the attached pricing schedule Appendix G, guidance for completion is contained within the introduction worksheet of the pricing schedule.

Please note that the evaluated price will be the **Total Amount Payable** (excluding VAT) which must include **ALL** charges in respect of the term of the contract.

Failure to quote for all aspects of the project listed will result in a score of zero for this section.

**The Council reserves the right to clarify/reject abnormally low/high charges**

*(End of Schedule 4)*

**Cheshire East Borough Council**

Provision of Servicing and Maintenance of Lifts & Hoists

**Period: 1st July 2021 to 30th June 2024 with 2 x 12 months options to extend**

**SCHEDULE 5**

**ITT QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions – 50% of total evaluation score**

**Introduction**

These are the ITT Qualitative questions, which are contract specific and relate to the technical and professional ability of the supplier. Please ensure you responses are in line with the questions word/page limits and are in 12pt Arial. Anything beyond the word/page limits will not be taken into consideration by the Councils. Diagrams/images can be included but words within them will contribute towards the word count for that question. Cross Referencing information is not deemed a valid form of response by the Councils.

|  |
| --- |
| **ITT Qualitative Evaluation Questions**  **This section will be scored in line with the guidance issued.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Service Overview** | **Criteria** | **Weighting** |
| 1. | Summarise how your organisation will deliver an effective lifts and hoists maintenance service | **Your response should include the following areas which are described in the service specification:**   * Installation and Removal of Equipment * Storage of Equipment * Testing/Maintenance/Servicing of Equipment * Repair of Equipment * Decontamination of Equipment * Enquiry Point | 10% |
| Maximum Word Count – 1,200 words,12pt Arial | | | |
| Response: | | | |
| **No.** | **Mobilisation** | **Criteria** | **Weighting** |
| 2. | Please provide a high-level mobilisation plan for the lifts and hoist maintenance services which ensures that your organisation is able to provide the required level of service from this contract commencement date. | The high-level mobilisation plan provided should:   1. Be laid out clearly 2. Give a clear list of actions 3. Give start dates and end dates for these actions.   Actions detailed should cover (but not be limited to) the following topics:   * Transfer of stock * Communication * Premises/warehouse * IT System * Recruitment | 8% |
| The plan should be provided in a separate document on no more than two A4 sheets of paper, font 12pt Arial | | | |
| **No.** | **Timeliness of Delivery** | **Criteria** | **Weighting** |
| 3. | How would your organisation ensure that the services are delivered in a timely manner? | Your response should detail:   * How timeliness would be achieved in carrying out repairs * How timeliness would be achieved in conducting scheduled servicing/testing work | 6% |
| Maximum Word Count – 800 words,12pt Arial | | | |
| Response: | | | |
| **No.** | **Business Continuity** | **Criteria** | **Weighting** |
| 4. | How would your service achieve effective business continuity? | Your response should include reference to the following areas:   * IT systems failure * Staff sickness * Supply chain issues (relating to parts) e.g. due to Brexit, COVID-19 * The need to revise business processes due to the ongoing impacts of COVID-19 | 6% |
| Maximum Word Count – 700 words,12pt Arial | | | |
| Response: | | | |
| **No.** | **Quality Management** | **Criteria** | **Weighting** |
| 5. | Describe the systems you will have in place to ensure quality will be effectively managed for this service | Your response should detail:   * How the service will implement an effective system for managing quality * How improvements will be identified and implemented   How a customer focus will be incorporated into management of quality | 6% |
| Maximum Word Count – 600 words,12pt Arial | | | |
| Response: | | | |
| **No.** | **IT System/Reporting** | **Criteria** | **Weighting** |
| 6.1 | How would you ensure that an appropriate IT system will be in place to meet servicing and delivery requirements? | Your response should detail:   * How an electronic inventory of equipment would be maintained   How reporting requirements in the Performance Management Framework would be met | 5% |
| 6.2 | Please provide an example service activity report, ideally in excel format.  **Note: this will be excluded from the word count**  **& should include *example data* only** | Your report should:   * Be added as a separate document   Detail a month of service activity  Include relevant information to allow the Council to relate activities to cost  Be saved using the title Activity followed by your organisation name. |
| Maximum Word Count – 600 words,12pt Arial + 1 attachment (example report) | | | |
| 6.1 Response: | | | |
| **No.** | **Social Value-Environment** | **Criteria** | **Weighting** |
| 7a. | How would you deliver the service to minimise the environmental impact of provision?  Note: this should directly relate to this contract, rather than your organisation in general | Your response should describe:   * Measures relevant to any aspect of service delivery which would reduce environmental impact.   Targets that would be set against these.  Note: these would be incorporated into the Performance Management Framework for this contract | 6% |
| Maximum Word Count – 700 words,12pt Arial | | | |
| Response: | | | |
| **No.** | **Social Value-Economic** | **Criteria** | **Weighting** |
| 7b. | How will you ensure that you are supporting the local employment and employability of people living in Cheshire East?  Note: this should directly relate to this contract, rather than your organisation in general | Your response should describe:   * How the local economy will be supported by your service provision * Targets for this work.   Note: these would be incorporated into the Performance Management Framework for this contract.  As such, your response could include reference to:  -employment of local people,  -provision of apprenticeships  -building the education and skills of employees. | 3% |
| Maximum Word Count – 400 words,12pt Arial | | | |
| Response: | | | |

*End of Schedule 5 ITT Response*

**Cheshire East Borough Council**

Provision of Servicing and Maintenance of Lifts & Hoists

**Period: 1st July 2021 to 30th June 2024 with 2 x 12 months options to extend**

**SCHEDULE 6**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

**This section will be evaluated on a pass / fail basis**

Please confirm you have complied with the stated specification included within this ITT document, by entering an ‘X’ in the field below:

Yes

Please also confirm that you accept and will comply with the terms and conditions of the contract that has been supplied with the tender documentation, as they will not be open to negotiation post award.

Yes

*End of Schedule 6 ITT Response*

1. For the list of exclusions please see: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-2)
2. See EU definition of SME: <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/> [↑](#footnote-ref-3)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-4)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-5)
5. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-6)
6. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-7)