

**Invitation to Tender (Open) Volume One – Instructions for Tendering**

**For the Provision of Handyperson Service 2022**

**Commencing:** 1 February 2023

**Contract Term:** 2 years with an optional 2-year Extension

**Please submit by:** Monday 21July 2022 no later than 13:00pm

**Volume One**

Instructions to Tender

Tender submission guide

Evaluation Model

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**North Somerset Council Background Information**

North Somerset Council is the local authority of North Somerset. It is a unitary authority, possessing the powers of both a non-metropolitan county and district council combined. There are two parliamentary constituencies in the North Somerset boundary the North Somerset constituency and the Weston-super-Mare constituency.

The main settlements are Weston-super-Mare and three smaller towns of Clevedon, Nailsea and Portishead.



North Somerset Council provides a full range of local government services including highways, social services, children services, planning, parks and open spaces, waste collection and disposal, property maintenance and the council is also a local education authority. It has a population of around 206,100. North Somerset borders the local government areas of Bristol, Bath and Northeast Somerset, Mendip and Sedgemoor.

As a contracting authority, we spend around £160 million per annum on various works, goods and services to bring benefits to the area and its residents. The council operates out of the Town Hall, Weston-super-Mare and Castlewood, Clevedon.

[www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

**1. Scope of the Contract**

Handyperson services provide low-level, low-cost interventions that are considered extremely helpful if not vital by service users. They also contribute to several strategic objectives to keep vulnerable people safe and independent in their own home and can be used to facilitate reablement and hospital discharge. A good handyperson service can identify other issues in the client’s life or home environment which may be having a detrimental impact on their quality of life, safety, or health. Early identification of such issues can reduce the likelihood of future crises. As such, handyperson services contribute to the wider prevention agenda and aid independence for people in their own homes.

Please refer to the Specification for further details.

**2.** **Timetable of Key Dates**

2.1 Set out below is the indicative procurement timetable. This is intended as a guide and whilst the council does not intend to depart from the timetable it reserves the right to do so at any stage.

|  |  |
| --- | --- |
| **STAGE** | **DEADLINE** |
| Tender published on the portal | Monday 20 June 2022 |
| Closing time and date for clarifications of the tender documents to be sent to the council | Thursday 14 July 2022 no later than 13:00pm |
| Closing date and time for receipt by the council of bidder responses | Thursday 21July 2022 no later than 13:00pm |
| Evaluation of tender responses | July/August 2022 |
| Successful/unsuccessful notification / Award of Contract | August - October 2022 |
| Mobilisation | Nov 2022 – Jan 2023 |
| Contract starts | 1 February 2023 |

**3.**  **Bidder’s Responsibility**

3.1 It is the responsibility of the bidder to satisfy themselves as to the nature, extent, circumstances, and situation of the site / service and that will be held to have,by their own independent site visits and inspection**,** fully informed and satisfied themselves as to the deliverability of the works in accordance with the contract.

3.2 Bidders will be taken to have, by their own examination of the contract documents, satisfied themselves as to the full requirements of the contract.

3.3 Bidders should be aware that the council envisages that the contractor should mobilise to provide the services required under the contract 12 weeks after the date of contract award. The contractor shall be prepared to commence the service when advised.

3.4 The bidder must satisfy themselves that execution of the contract is within their capabilities and powers and demonstrate this to the council.

**4. Council Clarifications**

4.1 The council may well wish to conduct interviews, make enquiries of your existing customers, sample services, carry out site visits and/or require further information of you at any stage during the selection process.

4.2 The council reserves the right to clarify any element of the submitted tender.

4.3 The council may reject non-compliant tender responses.

**5. Anti-collusion Certificate**

5.1 You must complete the Anti-Collusion Certificate found in Volume 2, Part 5. If you do not do so, the council reserves the right at its own choice and without consulting you either to reject the tender or to treat you as having agreed, by submitting your tender, to bind yourself to the Anti-Collusion Certificate as though you had completed it. You should also note that the council will regard the lodging of a false Anti-Collusion Certificate as grounds justifying immediate rejection of your tender without further reference to you or for immediate termination of your contract in the event of a successful tender.

**6. Transfer of Undertakings and Protection of Employment Regulations**

6.1 The council is assuming that the European Acquired Rights Directive No 77/187 and/or the Transfer of Undertakings (Protection of Employment) Regulations 2006 (“TUPE”) will apply to this contract. However, it shall be at the successful contractor’s risk whether TUPE may apply either at the beginning or end of the contract. Please completed the attached Non-Disclosure Agreement (NDA) and return via the messaging section of the e-tendering portal. You will then be sent the TUPE details from the incumbent provider. Please make your own enquiries for any further information.

**7. Monitoring**

7.1 The contractor is required to collaborate with the council over the contract period to achieve continuous improvement in the quality and delivery of the services in accordance with the council’s obligations under Part 1 of the Local Government Act 1999.

**8. The Councils Corporate Initiatives**

8.1 The council strives to improve the environment and quality of life of North Somerset and its surroundings. You should attempt to demonstrate that you can and will seek to make a positive contribution to the council’s energy and environmental aspirations.

**9. Freedom of Information Act**

9.1 The Freedom of Information Act 2000 came into force for local authorities on 1st January 2005. It affects all information held by local authorities. It is a matter of law and local authorities cannot contract out of it. The council currently expects the position as to what information may be accessible to the public, to be as follows. However, it can give no guarantee that this will continue to be the case, as the legislation develops and as the Information Commissioner issues decisions in this area. Nor can the council give any commitment that it or other customers may not be required or feel obliged to make information available to the public or to withhold it on some other basis. By submitting your tender, you are taken to accept this.

|  |  |
| --- | --- |
| **Information** | **How it is treated** |
| Tender submissions | Will be treated as publicly inaccessible at least until the successful bidder has signed the contract. |
| Identity and amount of tenders | The identity and amount of the successful tender will become publicly accessible during the award process. Whilst details of unsuccessful tender submissions will be considered as confidential for the purposes of Freedom of Information, this does not extend to the identities of the bidders (unless the identity would be considered to be personal data). If amounts appear in publicly accessible documents, the bidders will normally not be identified by name. Unsuccessful bidders will continue to have their existing rights to know details about their own tender, but not other peoples. |
| Contract documents as completed by the successful bidder | Accessible during the advertisement period under the council’s auditing regime. |
| Amounts spent on purchases etc. | Accessible |
| Trade secrets and other information that is genuinely commercially confidential | Under European Law the council is obliged not to disclose information that is genuinely confidential (such as the formula for making a particular product). However, the Information Commissioner has made it clear that this cannot be used as a blanket justification for refusing access, and that councils may not agree to treat information as confidential unless there is a really strong justification for doing so. |

**10. Whistleblowing**

10.1 Council contracts include provisions under which the contract will be terminated if the contractor or anyone on its behalf bribes or tries to bribe anyone in connection with any contract or commits an offence under the Bribery Act 2010.

10.2 There are stringent similar provisions under both UK and European law in respect of money laundering and misconduct in respect of European funding.

10.3 The council takes these issues very seriously. It encourages all contractors, bidders or for that matter anyone else, to contact it if any Councillor, employee or other contractor, bidder or potential bidder approaches them and either attempts to engage them in any such activity or infers that they could do so.

10.4 If so, or for that matter in respect of any concerns a contractor may raise about any other sort of irregularity, it will treat their information in confidence in comparable fashion as the protection offered to employees under the council’s whistle-blowing policy. This can be found on the council’s publicly accessible website.

10.5 You should not attempt to canvass any Member or Officer of the council about your tender or try and obtain confidential information relating to the service or the tendering process from anyone associated with the council or from any other past or present contractor to the council. If you do so your tender is likely to be rejected.

**11.**  **Instructions to Bidders**

11.1 Tenders must be submitted in accordance with the following instructions. Any tenders not complying with the requirements of the tender in any particular may be rejected by the council, whose decision in the matter shall be final.

11.2 These instructions are designed to explain matters to bidders in simple terms. If there is any conflict or incompatibility between these instructions and any condition or provision in the contract, the contract shall prevail.

11.3 Bidders should read the instructions and guidance carefully before completing the tender documentation. Failure to comply with these requirements for completion and submission of the tender response may result in the rejection of the tender.

11.4 All tender documents must be completed in their entirety. The bidder who is awarded the contract will be required to sign further documentation.

11.5 By submitting a tender, you will be taken to have agreed that your tender will remain open for acceptance for a minimum of 90 days from the closing date.

11.6 Bidders may modify their quotation prior to the deadline for receipt. No quotation may be modified subsequent to the deadline for receipt. Bidders may withdraw their quotations at any time prior to accepting the notification of award.

11.7 Tenders must not:

* + - Be qualified;
    - Be conditional;
    - Be accompanied by statements which could be construed as rendering them equivocal and/or placed on a different footing to those of other tenders.

11.8 If the council suspects that there has been a technical or arithmetical error in the submission, the council reserves the right to seek such clarification as it considers necessary from that bidder only.

11.9 All clarifications either by the bidder or the council must be made via the Portal only.

11.10 All clarification questions must be **received no later than 13:00pm Thursday 14 July 2022** to allow time within the Invitation to Tender period for a detailed response to be distributed.

11.11 All documentation supplied by the council shall remain its property and confidential to it. Bidders may not without the council’s written consent at any time use for your own purposes or disclose to any other person (except as may be required by law) the tender or contract documents or any information or material which the council may make available to bidders all of which shall remain confidential to the council.

11.12 Only tenders submitted without qualification strictly in accordance with these instructions will be accepted for consideration. The council’s decision on whether or not a tender is acceptable will be final and the bidder concerned will not be consulted. If a tender is excluded from further consideration the bidder concerned will be so notified.

11.13 The council does not bind itself to accept the lowest or any tender and shall not be liable for any loss or expense incurred by any bidder in the production of the tender or as a result of its decision not to award the contract to any bidder.

11.14 The council reserves the right to accept or reject any written tender and to abort the tender process and reject all written tenders at any time prior to award of contract without incurring any liability to the affected bidders. The council is not bound to accept the lowest or any tender response made as a result of this invitation and reserves the right to accept all or part of an offer, unless the bidder expressly stipulates to the contrary.

**12. Completing the Invitation to Tender**

12.1 These instructions are designed to ensure that all bidders are given equal and fair consideration. It is important therefore that bidders provide all the information asked for in the format and order specified. Please do not make changes to any part of the tender document. Failure to adhere to this request may invalidate your tender.

12.2 You must complete the Invitation to Tender in English and in the format outlined in the Form of Tender (Volume One, 15) unless you are choosing to submit the European Single Procurement Document (ESPD) in the place of parts 1 and 2 of the Supplier Selection Questionnaire (SQ) and return it via the online procurement portal, to arrive not later than the date specified on the front page. If you do choose to submit the ESPD, please ensure you also respond to Part 3 of the SQ.

12.3 You should provide your responses to the questions in Volume Two underneath each of the questions posed, unless otherwise advised. If it is really necessary for you to refer to another document that you are submitting with your tender, it is your responsibility to make sure that you do this clearly, in a way that is easy to follow and identifies which document, and the page and paragraph that deals with the question. If the reference is ambiguous or the council cannot trace or follow your answer, that will be at your risk, and is likely to have a detrimental effect on the evaluation of your tender.

12.4 Where a word limit has been indicated for a specific response, please do not exceed this limit. Where a response exceeds the limit stated in the question, the additional words may not be read, and The Council reserves the right to disregard them from the evaluation.

* The use of diagrams, structure charts, flow charts and numerical spreadsheets are acceptable, in addition to the word limit specified. **However,** these should only be used for illustrative purposes to enhance points already made in your text. They should not be used to provide new information that is not reflected elsewhere in your answer. Please ensure your responses are specific to your North Somerset proposal. Where possible, these should be embedded in your response, rather than provided as attachments.
* Tables and text boxes **will** contribute towards your total word count. Please do not include tables or text boxes as images within your submission.

12.5 Where a word limit has been indicated, the bidder must add their word total at the end of each response. Random checks will be made by the Council.

12.6 Tenders should be submitted in pounds Sterling and exclusive of Value Added Tax (VAT).

12.7 If there are any questions in the tender documentation you cannot answer or any requested information you cannot provide, you should give a full explanation as to why within your tender documentation.

12.8 Please do **NOT** submit your tender as one PDF file or provide your responses to method statements or other questions in PDF files. This makes the evaluation process very difficult (including word counts).

**13. Pricing Schedule**

13.1 The pricing schedule can be found at Appendix 1.

13.2 Please sign and date the pricing schedules. Electronic signatures are accepted following the Electronic Signatures Directive 1999.

13.3 Prices must be kept open for a period of 90 days from your submission.

**14. Communication and Clarification**

14.1 The council is utilising an electronic tendering tool to manage this procurement and communicate with bidders with the contract being awarded using The Portal ‘Supplying the South West’.

14.2 During the tender process, any communication with the council shall be via the on-line portal. After the closing date for receipt of tenders the council expects only to make contact with bidders for the following purposes:

* To clarify a response or document received as part of the bidder’s submission,
* To inform bidders of the award decision,
* To agree the commencement date.

14.3 If you have any enquiries about the contract documentation which might have any bearing on your tender, you should raise these through the online portal, and in any case not later than seven calendar days before the date for return of tenders. Where such an enquiry has been made, the council will circulate a copy of the enquiry and its written reply to all bidders but will preserve the anonymity of the enquirer.

14.4 Bidders should notify the council promptly of any perceived ambiguity, inconsistency or omission in the tender documents, any of its associated documents and/or any other information issued to them during the procurement process. All questions and/or requests for information regarding this tender should be made via the on-line portal, using the messaging function.

14.5 Where such queries require revision of the tender/contract documents, a tender amendment shall be issued via The Portal.

14.6 The council may make changes to the contract documentation with any such changes notified to the bidder via the on-line portal as tender amendments. Where such tender amendments are issued within six working days of the submission date, the council shall extend the deadline of the tender period where significant changes are made.

14.7 Bidders will be notified of the outcome of their tendering according to the indicative timetable provided at 2.0 above, and no useful purpose will be served by communications with the council in the meantime, unless invited to do so by the council.

14.8 Any tenders received after the specified deadline will not be considered unless the closing date for receipt of tenders is formally extended by the council and communicated. Submissions received after the closing date may be considered in exceptional cases where submission is not possible for reasons outside of the Bidder’s control, however this will be permitted only at the discretion of North Somerset Council and their decision on this will be final. Bidders are responsible for ensuring their tender pack is completed correctly and in full, including their Social Value response, by the closing date and time, therefore the Council is not bound to allow any bidder the opportunity to submit any part of their bid late if they do not deem it appropriate and fair to other bidders to do so. Should elements of a Bidder’s submission be missing, the council may, at its discretion, allow the Bidder to provide these outstanding documents within a strict time limit, decided by the council.

14.9 Tenders must be based upon the conditions set out in the following documents, otherwise they may be rejected technically, commercially, or both on the grounds of non-compliance.

* Instructions for Tendering Volume One
* Invitation to Tender Volume Two
* The Specification
* Draft Contract Document
* All Appendices

(together referred to as the ‘contract documentation’)

14.10 Bidders must complete the following documents which will form part of the contract with the council if the Bidder is successful.

* Completed Bidder Information (Volume 2, Part 1-3)
* Completed Quality Submission (Volume 2, Part 3)
* Completed TOMs spreadsheet
* Completed Pricing Schedule (Appendix 1)
* Completed Anti-collusion Certificate (Volume 2, Part 5)
* Completed Certificate as to Canvassing (Volume 2, Part 5)
* Completed Form of Tender (Volume 2, Part 5)

(together referred to as the ‘tender documentation’)

14.11 Prices quoted shall be exclusive of VAT.

14.12 Any information provided that has not been asked for will not be taken into consideration.

14.13 Tenders will only be accepted electronically if issued on [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) (The Portal). Tenders will not be accepted by fax or email unless otherwise agreed on an individual basis.

14.14 The tender documents must not be amended by the bidder; any modifications considered to be expedient should form the subject of a separate part of the tender submission and marked ‘AlternativeProposals’. No altered or erased figures should appear on the Pricing Schedule without being initialled by the bidder authorised signatory.

14.15 The submission of a tender by the bidder is deemed to mean that they have understood the nature and extent of the service required. No claim founded on a bidder’s failure to obtain interpretation of the contract prior to submission of their tender will be considered.

**15. Form of Tender**

15.1 You are to submit your tender in the following format with the required information. Failure to do so may disqualify your tender.

|  |  |  |
| --- | --- | --- |
| **Part/Section** | **Required information** | **Further information** |
| Part 1, Section 1 | Provider Information  Bidding Model  Contact Details | Complete all questions of all parts of Volume 2 Part 1 Section 1. |
| Part 2,  Section 2 | Grounds for mandatory exclusion | Please indicate your answer by marking a ‘X’ in the relevant box |
| Part 2, Section 3 | Grounds for discretionary exclusion | Please indicate your answer by marking a ‘X’ in the relevant box |
| Part 3, Section 4 | Economic and Financial Standing | Respond to all of the questions laid out. |
| Part 3, Section 5 | Organisational relationships | Please complete this section with the detail requested. |
| Part 3, Section 6 | Technical and Professional Ability | Please complete this section with the detail requested. |
| Part 3, Section 7 | Modern Slavery | If appropriate, please complete this section with the detail requested. |
| Part 3, Section 8 | Additional Questions | If appropriate, please complete this section with the detail requested. |
| Part 3, Section 9 | Project specific questions to assess Technical and Professional Ability | Please complete each of the areas within this section. |
| Part 4 | Pricing | Complete the pricing schedule which can be found at Appendix 1. |
| Part 5 | Anti-Collusion Certificate | Complete, sign and submit the Anti-Collusion Certificate |
| Part 5 | Certificate as to Canvassing | Complete, sign and submit the Certificate as to Canvassing |
| Part 5 | Form of Tender Letter | Complete, sign and submit the Form of Tender Letter |

**16. Tender Evaluation**

16.1 The council will evaluate tenders on the basis of what is the most economically advantageous to it. It proposes to take into account quality, price and social value, and will take into account any loading of rates or manipulation of the programme that could represent a financial implication for the council.

16.2 All tenders will be scored on a ratio of:

60% Quality

40% Price

16.3 There are a number of Pass/Fail sections within this tender as indicated in Section 18.1, Table 3. These sections will be evaluated first before Section 9 Technical and Professional section. Any tender that fails the initial Pass/Fail sections will not have their Technical and Professional section assessed.

16.4 The weighting attributed to each of these questions is given alongside.

16.5 Each of the questions with the quality submission will be scored using the scoring

matrix shown below:

|  |  |  |
| --- | --- | --- |
| **Score** | **Classification** | **Award Criteria** |
| 5 | Excellent | A response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the contract will be fulfilled either by demonstrating past experience or through a clear process of implementation. |
| 4 | Good | A response supported by good evidence/examples of the Bidders’ relevant ability and/or gives the council a good level of confidence in the Bidders’ ability. All requirements are met, and evidence is provided to support the answers demonstrating sufficiency, compliance and either actual experience or a process of implementation. |
| 3 | Satisfactory | A response that is acceptable and meets the minimum requirement but remains limited and could have been expanded upon. |
| 2 | Weak | A response only partially satisfying the requirement with deficiencies apparent.  Not supported by sufficient breadth or sufficient quality of evidence/examples and provides the council a limited level of confidence in the Bidders’ ability to deliver the specification. |
| 1 | Inadequate | A response that has material omissions not supported by sufficient breadth and sufficient quality of evidence/examples. Overall, the response provides the council with a very low level of confidence in the Bidders’ ability to deliver the specification. |
| 0 | Unsatisfactory | No response or response does not provide any relevant information and does not answer the question. |

“Requirements” are those identified within the Draft Contract & Specification and accompanying tender documents. Please note - The Council reserves the right to fail any bidder who scores less than a 3/5 for any quality question.

16.6 Price will have a weighted score of 40**%** and will be evaluated as follows:

The tender with the lowest price (Basic Hourly Rate/Next Day Rate/%Markup – see further details in Appendix 1 – Pricing Schedule) will receive the maximum score of 40% and the prices of all other tenders will be expressed as a percentage of the maximum score.

As an example, the table below shows 4 differing bids (column A). Column D indicates the % awarded to each of the bid’s dependent on how far away from the lowest bid. This is for example purposes only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| Bidder | Submitted Bid (£) | Difference from Lowest Bid (£) | Price Weighting % | Weighted price score % |
| Bidder A | £108,507 | £42,822 | 40% | 24.21% |
| Bidder B | £65,685 | £0 | 40% | 40.00% |
| Bidder C | £79,386 | £13,701 | 40% | 33.10% |
| Bidder D | £80,813 | £15,128 | 40% | 32.51% |

16.7 Once the pricing submission score is determined against the weighting it will be combined with the weighted quality submission score to give the total weighted score. Bids will be ranked in descending order by their total weighted score. The bidder with the highest overall score who has also passed the Pass/Fail criteria will be awarded the contract.

16.8 If the council considers a Tender to be abnormally low priced and it considers that the tender price is not sustainable, it reserves the right to challenge how the bidder can deliver the expected quality at that price. If the council is satisfied that the tender price is indeed unsustainable, then it is at liberty to reject the tender.

**17.0 Submission of Tender - Electronic Tendering**

17.1 The council is utilising an electronic tendering tool to manage this procurement and communicate with bidders. Accordingly, there will be no hard copy documents issued to bidders and all communications with the council including the submission of bidders responses will be conducted via The Portal,

17.2 Please allow sufficient time to upload It would be unwise to commence uploading documents less than two hours before the deadline. If you experience any technical difficulties in the lead up to the deadline, please contact a member of the Strategic Procurement Service to discuss.

17.3 Pro Actis who provide The Portal also offer supplier support. For all support issues suppliers must in the first instance log their query via the following email:

* [procontractsuppliers@proactis.com](mailto:procontractsuppliers@proactis.com)

If the query is of a time sensitive nature, they also have an Emergency Contact number:

* 0330 0050352

In the first instance bidders should log their call using the email address provided.

17.4 It is the bidder’s responsibility to ensure that all documents are uploaded on time. The e-tendering system ‘Pro Contract’ will hold all of the information that bidders upload securely until the Tender opening date.

**18.0 Method of Evaluation**

18.1 This section seeks to clarify further how each of the sections in Volume Two will be evaluated i.e. whether they are scored or constitute a Pass/Fail

**Table 1 details those sections that will be scored:**

|  |  |  |
| --- | --- | --- |
| **Key Section Question/s** | **Outline** | **Level** |
| Section 9 | **Project specific questions to assess technical and professional ability** | Using the scoring matrix at 16.5 each of the responses from A4-A9 will be scored by a panel of evaluators and weighted accordingly. See Table 2 below. |

Some of the questions/sections detailed in Table 1 that are scored have also been weighted, those weightings are as follows (Table 2) and will be used in producing the overall quality score.

**Table 2**

|  |  |  |
| --- | --- | --- |
| **Key Section Question/s** | **Outline** | **Weighting %** |
| Section 9 | **Project specific questions to assess technical and professional ability** | Minimum score of 3 or more (for all method statements) |
| A4 | Customer Relations | 15% |
| A5 | Service Management & Processes | 15% |
| A6 | Case study for client with additional support needs | 10% |
| A7 | Customer Satisfaction | 5% |
| A8 | Climate Emergency | 5% |
| A9 | Social Value | 10% |
|  | **Total Score** | **60%** |

**Table 3 details those sections that are Pass / Fail:**

**Table 3**

|  |  |  |
| --- | --- | --- |
| **Key Section Question/s** | **Outline** | **Level** |
| Part 2, Section 2 | Grounds for Mandatory Exclusions | The council may exclude any provider who answers ‘Yes’. |
| Part 2, Section 3 | Grounds for Discretionary Exclusion | The council may exclude any provider who answers ‘Yes’. |
| Part 3, section 4 | Economic & Financial Standing  (self-certification) | Full details must be submitted, or the council reserve the right to fail the bidder. Financial standing will be judged by the council’s Finance Officers through an assessment of the company’s profitability, liquidity gearing and turnover and must be judged as acceptable to undertake the contract. Please note if your annual turnover is less than 50% of the annualised contract value then for this contract your application will not pass the financial assessments.  Please refer to 18.4 below for more detailed evaluation guidance.  This is a Pass/Fail requirement. |
| Part 3, Section 6 | Technical and Professional Ability | The responses will be judged on their relevance to this Contract opportunity.  This is a Pass/Fail requirement. |
| Part 3, Section 7 | Modern Slavery Act | The council may exclude any provider who answers ‘No’ to 7.2. |
| Part 3, Section 8 | Insurance  (self-certification) | Minimum:  Employers Liability £5 Million  Public Liability £5 Million  Professional Indemnity £5 Million  This is a Pass/Fail requirement. |
| Part 3, Section 9 | Project specific questions to assess Technical and Professional Ability | Your response to this section will be evaluated, please refer to 18.2, 18.3 and 18.5 below which offers additional guidance on the scoring mechanism to establish a pass/fail for questions **A.1, A.2 and A.3. & A.10.** Evidence of a policy will only be requested of the winning Bidder/s. This is a Pass/Fail requirement. |

18.2 **Additional guidance with regards the Health & Safety**

All questions in this section must be completed. If you are required to provide a Health & Safety policy, it must be of a standard to demonstrate competence and compliance with regards to H&S legislation and will be considered in relation to the nature of each procurement.  
  
All of the questions asked are based on legislative requirements and responses will be evaluated to ensure that the information provided corresponds to the level of risk of the work or service activity(ies) specified within the tender.

**The pass mark for this is 2**

A score of less than **2** for any part will be considered to have failed and removed from the tender process. Where a policy is awarded a score of less than **2**, it will also be deemed to have failed, and the next most economically advantageous tender will be assessed.

|  |  |
| --- | --- |
| Excellent Response, wholly compliant, | 3 |
| Good response, the key information / standards are in place. Some minor omissions | 2 |
| Information submitted is inadequate | 1 |
| Significant omissions. Response wholly inadequate or no response. | 0 |

If you have self-certified that you have SSIP status or hold OHSAS18001/ISO 45001, instructions around the Health and Safety policy will not apply however you may be asked to evidence your status/qualification.

18.3 **Additional guidance with regards Equalities & Diversity**

If required, your equality and diversity policy, as requested at Section 9, A2, Volume Two, will be assessed using the following criteria:

* Inclusion of all 9 protected characteristics specified in the Equality Act (age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage or civil partnership, sex, gender reassignment)
* A statement of acknowledgement of compliance with responsibilities under the Equality Act 2010
* A statement of how equality issues are being considered by the organisation in both employment and service delivery
* A statement of how equality issues are reviewed or monitored in the organisation, including the overall responsibility for the implementation of the policy
* An action plan on how equality issues are being improved across the organisation.

A point will be awarded for each fulfilled criteria which is evident in your policy. **The pass mark for this is 3/5.**

18.4 **Additional guidance with regards to the Financial Evaluation**

The key objective of financial appraisal is to analyse a bidder’s financial position and ability to carry out this contract. A range of factors needs to be considered as part of the appraisal and various financial statistics, ratios and figures analysed. Once the appropriate data has been obtained a professional judgement must then be applied to the issues.

When undertaking the financial vetting the council looks at the two most recent sets of bidder’s accounts, which shows three years of financial information, along with those of any parent company (if applicable and acting as guarantor). These would be checked for general audit qualification issues and then analysed to give an indication of turnover and contract capacity, profitability, liquidity, net worth, asset/debt position and general stability.

An Experian risk report will also be obtained and reviewed as part of the process. This report provides a Commercial Delphi Score (out of 100) where the risks have been assessed by Experian.

Initially basic checks are made on a bidder’s title and any relevant registration details (e.g. registered number at Companies House). The council would check whether the bidder is trading or dormant and whether it has a parent company. The status of the accounts is also determined to check whether accounts submitted are for the last accounting period for which statements have been filed and whether there are later accounts that are overdue.

When considering profitability, the council looks at the profit before tax. A loss in the year would be looked at in conjunction with the balance sheet resources available to cover this loss and any losses in the preceding year which would indicate trading difficulties. Return on Capital Employed will be analysed which measures how efficiently a company can generate profits.

When looking at liquidity the council uses the Acid Test ratio. The Acid Test Ratio is a measure of financial strength, which excludes stock so that only liquid assets are included. This addresses the question of whether the bidder has enough current liquid assets to meet the payment schedule of its current debts with a margin of safety for possible losses in current assets.

The council would look at the bidder’s balance sheet and determine the net tangible worth of the organisation and to ascertain whether any elements can be mobilised in a financial crisis. The council could also look at the debt (gearing) ratio, total liabilities against shareholders’ funds, cash balances, debtors and creditor days, interest cover and interest paid against profit before interest and tax. This list of analysis is non-inclusive, and therefore additional financial ratios and analysis could be completed in order to appropriately assess the financial risks of the company.

Contract limit is the size of contract that is considered ‘safe’ to award to a bidder, based on a simple comparison of the annual contract value to the annual turnover of the organisation. This gives the council an idea of financial strength to ensure that the bidder can cope financially with this size of contract. The council assesses the capacity issue of whether the bidder has the resources to carry out the work. The council also considers whether the bidder will become over-dependant on the contract in question. For a DPS this test is excluded at initial testing, until further information on contract values and periods can be obtained.

The council would consider all of the above in assessing the financial standing of bidders and that of any parent (if applicable), and then a judgement would be made as to the level of risk that the organisation would represent to the council.

The final decision regarding the acceptability of the bidder’s financial standing relies on a degree of professional judgement from the council. If the council decides that the financial standing of the bidder is such that it does not have the ability to perform the contact and represents an unacceptable risk to the council, then the bidder will be excluded from further consideration in this procurement process.

18.5 **Additional guidance with regards Climate Emergency**

All questions in this section must be completed. If you are required to provide a policy, it must be of a standard to demonstrate competence and compliance with regards to Environmental legislation and will be considered in relation to the nature of each procurement.  
  
All of the questions asked are based on legislative requirements and responses will be evaluated to ensure that the information provided corresponds to the level of risk of the work or service activity(ies) specified within the tender.

**The pass mark for this is 2**

A score of less than **2** for any part will be considered to have failed and removed from the tender process. Where a policy is awarded a score of less than **2**, it will also be deemed to have failed, and the next most economically advantageous tender will be assessed.

|  |  |
| --- | --- |
| Excellent Response, wholly compliant, | 3 |
| Good response, the key information / standards are in place. Some minor omissions | 2 |
| Information submitted is inadequate | 1 |
| Significant omissions. Response wholly inadequate or no response. | 0 |

If you have self-certified that you hold ISO 4001, instructions around the Climate Change/Environmental policy will/may not apply however you may be asked to evidence your status/qualification.

**Guidance on new supplier Selection Questionnaire**

**Mandatory Exclusion Grounds**

**Public Contract Regulations 2015 R57(1), (2) and (3)**

**Public Contract Directives 2014/24/EU Article 57(1)**

**Participation in a criminal organisation**

Participation offence as defined by section 45 of the Serious Crime Act 2015

Conspiracy within the meaning of

● section 1 or 1A of the Criminal Law Act 1977 or

● article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

**Corruption**

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

The common law offence of bribery;

Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

**Fraud**

Any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

* the common law offence of cheating the Revenue;
* the common law offence of conspiracy to defraud;
* fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
* fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
* fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
* an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
* destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
* fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
* the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

**Terrorist offences or offences linked to terrorist activities**

Any offence:

● listed in section 41 of the Counter Terrorism Act 2008;

● listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;

● under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

**Money laundering or terrorist financing**

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996

**Child labour and other forms of trafficking human beings**

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994

An offence under section 2 or section 4 of the Modern Slavery Act 2015

**Non-payment of tax and social security contributions**

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

● HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or

● a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;

● a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established

**Other offences**

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

**Discretionary exclusions**

**Obligations in the field of environment, social and labour law.**

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including the following:-

● Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.

● In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.

● In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).

● Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;

● Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;

● Where the organisation has been in breach of the National Minimum Wage Act 1998.

**Bankruptcy, insolvency**

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;

**Grave professional misconduct**

Guilty of grave professional misconduct

**Distortion of competition**

Entered into agreements with other economic operators aimed at distorting competition

**Conflict of interest**

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

**Been involved in the preparation of the procurement procedure**.

**Prior performance issues**

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.

**Misrepresentation and undue influence**

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.

**Additional exclusion grounds**

**Breach of obligations relating to the payment of taxes or social security contributions.**

**ANNEX X Extract from Public Procurement Directive 2014/24/EU**

**LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —**

● ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;

● ILO Convention 98 on the Right to Organise and Collective Bargaining;

● ILO Convention 29 on Forced Labour;

● ILO Convention 105 on the Abolition of Forced Labour;

● ILO Convention 138 on Minimum Age;

● ILO Convention 111 on Discrimination (Employment and Occupation);

● ILO Convention 100 on Equal Remuneration;

● ILO Convention 182 on Worst Forms of Child Labour;

● Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;

● Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);

● Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)

● Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

**Consequences of misrepresentation**

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

● The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;

● The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.

● If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).

● If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).