## **Invitation to Tender Answer Booklet**



Project Title: School Cleaning Framework Agreement

Reference Number: DN634423

# QUESTIONNAIRE

## **1.1 GENERAL DETAILS**

|  |  |
| --- | --- |
| Trading Name: | [Enter text] |
| Registered Name: | [Enter text] |
| Company or charity registration number | [Enter text] |
| Other registration number: | [Enter text] |

|  |  |
| --- | --- |
| **Contact Details** | |
| Name |  |
| Address |  |
| Post Code |  |
| Country |  |
| Phone |  |
| Mobile |  |
| Email |  |

## **PREVIOUS CONTRACTS**

* + 1. Have you had any contract terminated within the last three years by a client and if so for what reason?

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| --- |
| [Enter text] |

## **SUBCONTRACTING**

* + 1. Is it your intention to subcontract aspects of this provision  **Yes/ No**
    2. Please indicate what share of the contract you intend to subcontract to third parties and any proposed subcontractors

|  |
| --- |
| [Enter text] |

* + 1. Please indicate your position in relation to subcontracting

|  |  |
| --- | --- |
| In discussion with potential subcontractors – initial stages | **Yes/No** |
| In discussion with potential subcontractors – advanced stage | **Yes/No** |
| We have an arrangement in place/existing working relation with other providers who could be subcontractors on this project  -please submit evidence of this arrangement including the names, contact details and legal representatives of the subcontractors in so far as known at this stage | **Yes/No** |

## **Invitation to tender timetable**

Set out below is the proposed procurement timetable. **This is intended as a guide and Medway Council reserves the right to amend it at any time.** Specifically, Medway Council reserves the right not to award the contract on the intended dates, or at all.

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| --- | --- |
| **Date** | **Activity** |
| 27/09/22 | PQQ & Invitation to Tender Issued |
| 21/10/22 | PQQ/ITT Clarification Closing (min 6 days before submission deadline) 12:00 noon |
| 02/11/22 | PQQ/ITT Close 12:00 noon |
| 04/11/22 | Tender Evaluation |
| 16/02/23 | Successful/Unsuccessful Notification |
| 27/02/23 | Standstill Period Ends |
| 28/02/23 | Contract Award |

## **TUPE Information**

1.4.1 Do you agree to provide Medway Council (the Authority) the required TUPE information (and any other information that may be beneficial) upon retender of any contract **Yes/No**

## **METHOD STATEMENTS**

Method statements will each be scored out of 5. **Applicants are expected to score a minimum of 3 for each method statement to be successful.** The questions are weighted as detailed in Section 4.2 of the Instruction document.

**Please respond to each of the method statement questions listed below. Answers should be concise and limited to the maximum words specified per question. Only information provided within these parameters will be scored.**

**Answers which exceed these parameters and appendices will NOT be considered. If you wish to provide visuals for any of the questions, please ensure these remain within the parameters set.**

#### METHOD STATEMENT 1 (20%)

Demonstrate how you plan to deliver school cleaning services in line with the approved school cleaning specification including, but not limited to:

* Details on how you would mobilise a new contract at a single school and multiple schools simultaneously (80%)
* Your relationship with proposed suppliers including your contingency plans. (20%)

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| --- |
| [Enter text]  **Maximum 1000 words** |

#### METHOD STATEMENT 2 (20%)

Demonstrate how you will:

1) Plan and implement the summer deep clean and all out of term cleaning including any one off cleans, ensuring the required outcomes are met in line with the specification (100%)

|  |
| --- |
| [Enter text]  **Maximum 1000 words** |

#### METHOD STATEMENT 3 (20%)

* Demonstrate how you will use technology to deliver innovative equipment and environmentally friendly cleaning solutions to meet the outcomes within the specification. (60%)
* Provide detailed evidence of a contract in the last three years where innovative technologies have been used to improve the quality of the service and performance of staff. (40%)

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| [Enter text]  **Maximum 1000 words** |

#### METHOD STATEMENT 4 (20%)

Demonstrate how you will implement effective contract management including but not limited to:

1) Excellent customer service including all communication methods

2) Disciplinary procedures

3) Reporting arrangements including organisational structure

4) Holiday and sickness cover

5) Staff retention and recruitment showing the percentage of staff turnover in the last 12 months

6) Staff incentives programs to ensure retention

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| [Enter text]  **Maximum 1000 words** |

#### METHOD STATEMENT 5 (20%)

#### Demonstrate and provide evidence of the following policies and procedures including but not limited to:

* ISO 90001 or similar. If you do not have quality management accreditation, then you must provide information on your quality management approach and structure and also provide details of your quality management systems.
* Please include and detail any references to COSHH safety sheets and risk assessments
* All Staff Training
* Safeguarding training and policies

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| --- |
| [Enter text]  **Maximum 1000 words** |

## **2.0 DECLARATION**

1. Suppliers must sign this declaration to indicate that their submission has been made in accordance with this Invitation to Tender document.
2. I/We undertake:
   1. to notify the Company of any changes to the information given in answer to questions in our submissions.
   2. that I/we will not offer or agree to pay or give any sum of money, inducement of valuable consideration directly or indirectly to any person or have done so or cause or have caused to be done in relation to any other response to this Competition any act or omission; and
   3. that I/we will not at any time discuss with any other person any aspect of our submission.
3. I/We certify that:
   1. The information supplied by us in our submission is accurate to the best of my/our knowledge. I/We understand and accept that false information could result in exclusion from this Competition.
   2. I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration as an inducement or reward to any servant of a Public Body. I/We also understand that any such action will empower the Company to cancel any contract currently in force and will result in exclusion from this Competition.
   3. I/we have not and will not canvass or solicit any officer or employee of the Company in connection with this Competition and that no person employed by me/us or acting on my/our behalf has done or shall do.
   4. I am/we are not an unqualified person for the purposes of Articles 64 to 66 of the Fair Employment and Treatment Order 1998.
   5. I/we have not communicated to a person other than the person calling for these quotations the amount or approximate amount of the proposed quotation except where the disclosure, in confidence of the approximate amount of the quotation was necessary for the preparation of the quote.
   6. I/we have not entered into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount of any quote to be submitted; and
   7. I/we have not offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other quotation or proposed quotation for the said work any act or thing of the sort described above.

|  |  |
| --- | --- |
| Organisation’s name | [Enter text] |
| Signed |  |
| Dated | [Enter text] |