

Invitation to Tender for:

 **Signature Events Spring 2023**

 **September 22 to April 23**

**Contract No. EVENT/22/2**

**Document Two – Form of Tender**

**TO BE COMPLETED AND RETURNED BY BIDDERS**

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**TENDER CHECKLIST**

**Have you completed/supplied?**

Form of Tender [ ]

Collusive Tendering Certificate [ ]

Equality Act Declaration [ ]

Appendix B Tender Quality Questions [ ]

Appendix D Standard Selection Questionnaire [ ]

Insurance Documents [ ]

**All documents should be uploaded to the Kent Business Portal by the due/date time as referenced in *Document 1 Instructions & Information.***

# FORM OF TENDER

**Project Title: Signature Events Spring 2023**

**Contract Term: September 22 To April 23**

**Contract No. EVENT/22/2**

 We are willing to contract for and hereby undertake to carry out the works included in the Specification, and drawings, (if any), prepared by or in collaboration with Click or tap here to enter text., Click or tap here to enter text. and to Choose an item. entire satisfaction, for the sum of:

|  |  |  |
| --- | --- | --- |
| Tender Sum | £ |  |
|  |  | + |
| Contingency | £ |  |
|  |  | = |
| TOTAL TENDER | £ |  |

The Total Tender submitted is to remain valid for a period of 120 days from the date of tender submission.

**a)** **For the use of a Registered Company**

|  |  |
| --- | --- |
| \*For and on behalf of (COMPANY NAME) |  |
|  |
| To be signed by duly authorised officers on behalf of the company |  |
|  |
| Address of Registered Office |  |

**b) For the use of a Partnership or Sole Trader**

Names must be in full Christian and Surnames and in the case of a partnership, all members of the firm must sign.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
|  |
| Name: |  | Signature: |  |
|  |
| Name: |  | Signature: |  |
|  |  |  |  |
| Trading as: |  |
|  |  |
| Address: |  |
|  |  |
| Date: |  |  |

**c) For the use of a Direct Services Organisation or other Organisation**

To be signed by duly authorised Officers on behalf of Direct Services Organisation or other Organisations

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
|  |  |  |  |
| Name: |  | Signature: |  |

Notes**:** (a) Ashford Borough Council do not bind themselves to accept the lowest or any tender.

 (b) No tender will be considered where the tenderer in any way alters the conditions of tendering. Secretaries of Registered Companies are requested to insert the full name of the Company after the words "for and on behalf of" when signing the Form of Tender.

# COLLUSIVE TENDERING CERTIFICATE

TO: Ashford Borough Council

 Civic Centre, Tannery Lane

 Ashford, Kent TN23 1PL

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement of arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

(a) communicate to a person (outside this organisation) other than the person calling for those tenders the content of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.

(b) enter into any agreement or arrangement with any other person (outside this organisation) that they shall refrain from tendering or as to the amount of any tender to be submitted.

(c) offer or pay or give or agree 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 tender or proposed tender to the said work any act or thing of the sort described above.

In this certificate, the word 'person' includes any persons and body or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Name: |  |
|  | (in BLOCK capitals) |
| In the capacity of: |  |
|  |
| duly authorised to give such certificate for and on behalf of  |
|  |
|  (in block capitals) |  |
|  |  |
| Telephone No: |  |
|  |  |
| Email: |  |
|  |  |
| Address: |  |

# THE EQUALITIES ACT 2010 FORM

In accordance with Section 18 of the Local Government Act 1988 this form duly completed and signed **MUST** be returned with your tender. Failure to return the form may result in your tender not being considered for acceptance.

|  |  |
| --- | --- |
| **Question** | **Answer** |
| 1. Is it your policy as an employer to comply with your statutory obligations under the Equality Act 2010 and, accordingly, your practice not to treat one group of people less favourably than others because of any protected characteristic in relation to:- recruitment and selection- promotion and transfers- training and development opportunities- pay and all other conditions of employment? | YES/NO |
| 2. Is your equal opportunities/equality policy set out in:1. instructions to those concerned with recruitment, training and promotion;
2. documents available to employees, recognized trade unions or other representative groups or employees;
3. recruitment advertisements or other literature;
4. appropriate training to staff and managers?
 | YES/NO |
| 3. Do you make specific reference to removing barriers to equal access and opportunity and preventing discrimination or less favourable treatment on the grounds of gender reassignment or being transgender? | YES/NO |
| 4. In the last three years, has your organisation been involved in any Employment Tribunal proceedings, including receiving an ET1 form, on grounds of alleged unlawful discrimination? | YES/NO |
| 5. If the answer to question 4 is affirmative what was the finding and what steps, if any, did you take in consequence of that finding?  |  |
| Signed |  |
| Name in BLOCK CAPITALS |  |
| Designation |  |
| Company Name |  |
| Date |  |

# SPECIFICATION

# Please refer to document Appendix A Specification.

# The specification will form part of your contractual obligations to ABC if you are awarded a contract.

# It should be noted that by submitting a bid, you confirm that you understand and can meet the requirements in Appendix A Specification.

# TENDER RESPONSE DOCUMENT

**NOTE TO BIDDERS: ALL WHO WOULD LIKE TO EXPRESS AN INTEREST OR TENDER ARE REQUIRED TO RESPOND IN FULL TO THE QUESTIONS IN APPENDIX B TENDER QULAITY QUESTIONS**

# Your response to the tender quality questions will form part of your contractual obligations to ABC if you are awarded a contract.

# Please respond to each of the questions as listed in Appendix B Tender Quality Questions.

# Answers should be concise and proportionate to the scale and complexity of the project.

# Please adhere to the word count or page requirement as shown in Appendix B Tender Quality Questions for each question. Answers should be in Arial 12 point font. Please state the question number on any additional pages used. Only information provided within these parameters will be scored. Answers which exceed these parameters and additional appendices (unless specified) will NOT be considered.

# The questions in Appendix B Tender Quality Questions carry a maximum score of 90% and are weighted and scored accordingly.

# Each evaluation question will be scored in accordance with the table below:

|  |  |
| --- | --- |
| **Score for Assessed Questions** | **Judgement** |
| **0** | Statement is unsuitable and / or suggests unacceptable risk |
| **2** | Statement fails to meet requirements in a significant way |
| **4** | Statement fails to meet requirements in some way |
| **6** | Statement meets all the requirements (“par”) |
| **8** | Statement exceeds requirements and adds some value |
| **10** | Statement exceeds requirements and adds significant value |

# PRICING

# Your response to pricing as listed in Appendix B Tender Quality Questions will form part of your contractual obligations to ABC if you are awarded a contract.

# STANDARD SELECTION QUESTIONNAIRE

# Your response to Appendix D Standard Selection Questionnaire will form part of your contractual obligations to ABC if you are awarded a contract.