



## 4 Tender Submission

**Contract Reference**

**T00116CO**

**Contract Title**

**Corporate Secure Shredding**

**Procurement Procedure**

**Open**

**Maximum Period of Contract**

**4 years**

**Return Date**

**Tuesday 29 November 2016**

**Return Time**

**12:00 noon**

**Return To**

**[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)**

**Applicant Name**

# Contents

Stage One – Standardised Selection Questionnaire .....	3
A. Information for Potential Suppliers .....	3
B. Notes for Completion .....	5
C. Questionnaire .....	6
Part 1. Potential Supplier Information .....	6
Part 2. Exclusion Grounds.....	12
Part 3. Selection Questions .....	17
Stage Two – Award.....	23
1. Pass / Fail Criteria.....	23
2. Method Statements.....	24
3. Technical Questions .....	27
Information Only Question (Not Scored).....	28

# Stage One – Standardised Selection Questionnaire

## A. Information for Potential Suppliers

### Potential Supplier Information and Exclusion Grounds: Part 1 & 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<sup>1</sup>. 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.

Alternatively you can submit the completed Exclusion Grounds of the [EU ESPD \(Part III\)](#) as a downloaded XML file to the buyer contact point 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.

---

<sup>1</sup> For the list of exclusion please see:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

## **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

## B. 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 criteria 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.

## c. Questionnaire

### Part 1. Potential Supplier Information

#### 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:			
	a) Public Limited Company			
	b) Limited Company			
	c) Limited Liability Partnership			
	d) Other Partnership			
	e) Sole Trader			
	f) Third Sector			
	g) 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	Yes		
		No		

	member state where it is established?	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):			
	a) Voluntary Community Social Enterprise (VCSE)			
	b) Sheltered Workshop			
	c) Public Service Mutual			
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	Yes		
		No		
1.1(n)	Details of immediate parent company (please enter N/A if not applicable):			
	– 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)			
1.1(o)	Details of ultimate parent company (please enter N/A if not applicable):			
	– Full name of the ultimate parent			

<sup>2</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>  
Page 7 of 28

For Submission

	company	
	– Registered office address (if applicable)	
	– Registration number (if applicable)	
	– Head office DUNS number (if applicable)	
	– Head office VAT number (if applicable)	

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



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

<b>Section 1. Bidding Model</b>			
<b>Question Number</b>	<b>Question</b>	<b>Response</b>	
1.2(a) – (i)	Are you bidding as the lead contact for a group of economic operators?	Yes	
		No	
		<p>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.</p> <p>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</p>	
1.2(a) – (ii)	Name of group of economic operators (if applicable)		
1.2(a) – (iii)	<p>Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded.</p> <p>If you do not propose to form a single legal entity, please explain the legal structure.</p>		
1.2(b) – (i)	Are you, or if applicable, the group of economic operators proposing to use sub-contractors?	Yes	
		No	

For Submission

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

Question Number	Question	Response	
2.1(a)	<p><b>Regulation 57(1) and (2)</b></p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">web page</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has the powers of representation, decision or control in the organisation who has been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">web page</a>.</p>		
	Participation in a criminal organisation: If yes please provide details at 2.1(b)	Yes	
		No	
	Corruption: If yes please provide details at 2.1(b)	Yes	
		No	
	Fraud: If yes please provide details at 2.1(b)	Yes	
		No	
	Terrorist offences, or offences linked to terrorist activities: If yes please provide details at 2.1(b)	Yes	
		No	
	Money laundering or terrorist financing: If yes please provide details at 2.1(b)	Yes	
		No	
	Child labour and other forms of trafficking in human beings: If yes please provide details at 2.1(b)	Yes	
		No	
	2.1(b)	If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of	

	<p>the grounds listed the conviction was for and the reasons for conviction;</p> <p>Identity of who has been convicted:</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority and precise reference of the documents.</p>		
2.2	<p>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)</p>	Yes	
		No	
2.3(a)	<p><b>Regulation 57(3)</b></p> <p>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 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?</p>	Yes	
		No	
2.3(b)	<p>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.</p>		

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			
Question Number	Question	Response	
3.1	<p><b>Regulation 57(8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">web page</a>, which should be referred to before completing these questions.</p> <p>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.</p>		
3.1(a)	Breach of environmental obligations? If yes please provide details at 3.2	Yes	
		No	
3.1(b)	Breach of social obligations? If yes please provide details at 3.2	Yes	
		No	
3.1(c)	Breach of labour law obligations? If yes please provide details at 3.2	Yes	
		No	
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? If yes please provide details at 3.2	Yes	
		No	
3.1(e)	Guilty of grave professional misconduct? If yes please provide details at 3.2	Yes	
		No	
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition? If yes please provide details at 3.2	Yes	
		No	
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement	Yes	
		No	

	<p>procedure?</p> <p>If yes please provide details at 3.2</p>		
3.1(h)	<p>Been involved in the preparation of the procurement procedure?</p> <p>If yes please provide details at 3.2</p>	Yes	
		No	
3.1(i)	<p>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?</p> <p>If yes please provide details at 3.2</p>	Yes	
		No	
3.1(j)	Please answer the following statements:		
3.1(j) – (i)	<p>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.</p> <p>If yes please provide details at 3.2</p>	Yes	
		No	
3.1(j) – (ii)	<p>The organisation has withheld such information.</p> <p>If yes please provide details at 3.2</p>	Yes	
		No	
3.1(j) – (iii)	<p>The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.</p> <p>If yes please provide details at 3.2</p>	Yes	
		No	
3.1(j) – (iv)	<p>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.</p> <p>If yes please provide details at 3.2</p>	Yes	
		No	
3.2	<p>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</p>		

For Submission

	for exclusion? (Self Cleaning)	
--	--------------------------------	--



## Part 3. Selection Questions<sup>3</sup>

Section 4. Economic and Financial Standing			
Question Number	Question	Response	
4.1	Are you able to provide a copy of your audited accounts for the last 2 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	
4.2(b)	If you have answered No to question 4.2(a) please provide an explanation for this, e.g. your organisation is a new start-up.		
4.3(a)	Do you give permission for a financial check to be undertaken through the credit management agency DNBi?	Yes	
		No	
4.3(b)	If you have answered Yes to question 4.3(a) please provide the company registration number the check is to be made in relation to:		

<sup>3</sup> [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

Section 5. If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:			
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

### 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:			

For Submission

Brief Description of Contract:			
Contract Start Date:			
Contract Completion Date:			
Estimated Contract Value			

6.2	<p>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)</p> <p>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)</p>
6.3	<p>If you cannot provide at least one example for question 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 contract.</p>

Section 7. Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 <sup>4</sup>			
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	
		No	
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	
		No	
	If you have answered yes, please provide the relevant URL:		
	If you have answered no, please provide an explanation:		

<sup>4</sup> [Procurement Policy Note 9/16 Modern Slavery Act 2015](#)

**Section 8. Additional Questions**

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

<b>8.1</b>	<b>Insurance</b>		
a)	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:	Yes	
		No	
	Employer’s (Compulsory) Liability Insurance* =	£10,000,000	
	Public Liability Insurance =	£5,000,000	
	Professional Indemnity Insurance =	£5,000,000	
	Product Liability Insurance =	N/A	
*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.			

**8.2 Project Specific Questions to Assess Technical and Professional Ability - Short listing question**

The following scoreable Selection question is **for ALL Applicants to answer**. The response will be scored in line with the ‘One to Ten Scoring’ Award criteria, as detailed in section 2.6.2 of Volume 2 – Information. Please note that of the 100% Selection scoring criteria available, Applicants must score a minimum of 50% for their response to progress to Stage Two – Award of this Tender process.

<b>Question Number</b>	<b>Question</b>	<b>Response</b>
8.2.1	<p><b>Customer Service</b> - Please evidence how your company seeks to achieve excellence in terms of the services delivered to its customers. Please include in your response how customer liaison and complaints are dealt with.</p> <p><b>Word Limit: 500 words</b></p>	Weighting of 100%

**Response:**

## Stage Two – Award

### 1. Pass / Fail Criteria

The questions within this section shall be assessed on the basis of pass or fail

Question Number	Questions	Assessment Criteria
1	<p>Please confirm that you fully comply with all of the Mandatory Requirements set out in section 1.5 of 3 Specification.</p> <p><b>Minimum Requirement:</b> That the Applicant meets all of the Mandatory Requirements of this Contract.</p>	Yes / No
<p><b>Response:</b></p>          		

## 2. Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient of detail to demonstrate that the stated outcomes will be deliverable, as defined within 3 Specification.

Responses must be relevant to the question and be appropriate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it clearly relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Method Statement Number	Method Statements	% Score / Weighting
1	<p><b>Secure Collection then Destruction and Disposal</b></p> <p>Please describe how you are going to operate the Secure Collection then Destruction and Disposal of all waste which will result in meeting the required outcomes as detailed in Volume Two (2) – Specification and in line with your submitted pricing, within Volume Four (4) – Pricing Schedule.</p> <p>Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> <li>• The means of lockable bins/containers and identification of these containers;</li> <li>• Details of how the bags will be clearly marked;</li> <li>• A collection timetable of the proposed service;</li> <li>• A statement detailing, where possible, the process followed for the material eligible for recycling;</li> <li>• A statement demonstrating the methods used for transporting the material to the Applicant's premises for disposal.</li> </ul> <p>A statement demonstrating to the Authority that the Method Statement is deliverable</p> <p><b>Word Limit: 1000 words</b></p>	<p><b>15%</b></p>
<p><b>Response:</b></p>		
2	<p><b>'On-site' secure Destruction in a specially equipped vehicle (and Disposal)</b></p> <p>Please describe how you are going to operate the 'On-site' Secure Destruction in a specially equipped vehicle (and Disposal) of all waste which will result in meeting the required</p>	<p><b>15%</b></p>



	<p>outcomes as detailed in Volume Two (2) – Specification and in line with your submitted pricing, within Volume Four (4) – Pricing Schedule.</p> <p>Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> <li>• The means of lockable bins/consoles and identification of these consoles;</li> <li>• Details of how the bags will be clearly marked;</li> <li>• A statement demonstrating the use of specially equipped vehicles to thoroughly destroy all waste ‘On-site’ and at the locations of Torbay Council Business Units how the destroyed waste will be securely transported and disposed of;</li> <li>• A statement detailing, where possible, the process followed for the material eligible for recycling;</li> <li>• A statement demonstrating to the Authority that the Method Statement is deliverable.</li> </ul> <p><b>Word Limit: 1000 words</b></p>	
<p><b>Response:</b></p>		
<p><b>3</b></p>	<p><b>Running the Contract</b></p> <p>Please describe how you are going to operate this Contract to ensure that it is set up and run efficiently and effectively which will result in meeting the required outcomes as detailed in Volume Two (2) – Specification and in line with your submitted pricing, within Volume Four (4) – Pricing Schedule.</p> <p>Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> <li>• Proposals for delivery;</li> <li>• Benefits of proposals;</li> <li>• How the proposals set the Applicant apart from other potential Applicants;</li> <li>• Future developments for the Service area;</li> <li>• A summary statement on the outcomes met by virtue of the proposed service;</li> <li>• A statement demonstrating to the Authority that the Method Statement is deliverable.</li> </ul> <p>Topics to specifically include:</p> <ul style="list-style-type: none"> <li>• Approach to the mobilisation of this Contract;</li> <li>• What help and support you require during Contract</li> </ul>	<p><b>15%</b></p>

	<p>Mobilisation;</p> <ul style="list-style-type: none"><li>• Approach to the running of the Contract;</li><li>• Working in partnership with the Torbay Council and any future arms-length companies wholly owned by the Authority;</li><li>• Approach to Contract Management;</li></ul> <p>Details of Management Information you will provide covering your service provision; including in what format this will be made available to the Council and how frequently.</p>	
<p><b>Response:</b></p>		

### 3. Technical Questions

Applicants are required to submit their response to the following Technical Question. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient of detail to demonstrate that the stated outcomes will be deliverable, as defined within 3 Specification.

Responses must be relevant to the question and be appropriate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it clearly relates and appended to the main submission.

If a word limit has been set the evaluation of the response will not go beyond that limit.

Question Number	Questions	15% Score / Weighting
1	<p>Please explain the features of your Company's standard invoice and confirm the details it will include taking account of Torbay Council's labelling/identification requirements (see Volume Two (2), Appendix A – Console Label), confirming that the Authority's corresponding order number will be clearly displayed on every invoice.</p> <p><b>Word Limit:</b></p>	
<b>Response:</b>		
2	<p>In confirming your Company's ability to provide secure Destruction Certificates to each department for all waste; please explain the features of the document your company would propose to use.</p> <p><b>Word Limit:</b></p>	
<b>Response:</b>		
3	<p>For off-site shredding please explain how all collected waste is transported to your Company's business premises, with particular reference to security.</p> <p><b>Word Limit:</b></p>	
<b>Response:</b>		
4	<p>If larger ad-hoc collections of shredding are required by Torbay Council in addition to regular weekly collections, please confirm your Company's ability to comply with such requests and how you would do so.</p> <p><b>Word Limit:</b></p>	
<b>Response:</b>		
5	<p>With regards to the Council's environmental commitments on recycling and sustainability (<a href="http://www.torbay.gov.uk/environmentpolicy">http://www.torbay.gov.uk/environmentpolicy</a>); please explain</p>	

	how all waste handled by your company is disposed of or recycled in order to reduce the impact on the environment as much as possible.
<b>Response:</b>	
<b>6</b>	Please describe your business continuity procedures (how your Company plans to ensure its continued functioning and servicing of its customers after a major event, e.g. a flood or fire that results in the loss of computers, telephones, premises, vehicles, etc).
<b>Response:</b>	

The following question is for information only and will not be scored.

Please can you provide details of any other sized secure lockable consoles which you may be able to supply and what (if any) additional costs may be involved.
<b>Response:</b>