**Invitation to Tender**

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| INVITATION TO TENDER FOR: SERVICES  “Project Management and Installation of Gosport Temporary Public Art  & Public Realm Improvements” |
| INVITATION TO TENDER RETURN DATE AND TIME: (DEADLINE): Noon, 29th September 2021 |

**1.** **INTRODUCTION AND BACKGROUND**

**1.1** **Contents of the ITT**

This invitation to Tender (**ITT**) comprises:

* Tender completion requirements, evaluation model, specification and schedules.
* Details of service provision

**1.2** **Introduction to the Council**

The Council is conducting the ITT to consider proposals for the contract and is seeking responses in relation to the technical capacity, professional ability, and the economic and financial standing of Respondents.

This ITT contains further information about the procurement process, the Services, and assessment questions for Respondents to complete. Each Respondent’s response (Tender) should be detailed enough to allow the Council to make an informed selection of the most appropriate solution.

**1.3 The Opportunity**

Gosport is a large urban town located within the South Hampshire sub region serving a population of over 84,000 and comprises a main retail centre, with secondary retail comprising Lee on the Solent and Stokes Road, plus smaller district centres.

Gosport Borough Council (the Council) and its partners - working through the Gosport Place Board - wishes to engage the services of an external Project Manager to conceive, consult upon and deliver a programme of short term public art installations and amendments to the public realm over the next 6 months, as part of wider economic recovery efforts following the Covid 19 outbreak.

Working via the Gosport Place Board, the partners in the project are:

* Gosport Borough Council
* Hampshire Cultural Trust
* Hampshire County Council
* Gosport Cultural Consortium/Compact
* Gosport & Fareham Multi-Academy Trust
* Gosport Discovery Centre
* Arts Council England

The Gosport partners are keen to build upon the opportunities arising from the government’s recognition of the vital role of arts and culture can play in stimulating future economic recovery and social cohesion, as part of wider efforts to regenerate the town centre and other locations across the Borough.

Utilising funding provided by HM Government/ERDF ‘Welcome Back Fund’ and via the Historic England High Street HAZ (HSHAZ) and HSHAZ Cultural Programme, the Council and partners, is seeking to deliver a six month programme of public art and public realm installations at specific locations across Gosport as part of economic recovery efforts following the lifting of Government Covid restrictions.

Gosport is recognised by Historic England as one of 68 towns in England designated as a High Street Heritage Action Zone and work is already underway to regenerate its High Street and Stoke Road Conservation areas, seeking to stimulate new community, cultural, leisure and residential usages for former retail premises and voids above, to reinvigorate the Town and better capitalise upon its extensive waterfront access. More recently, Gosport has secured further funding from Historic England, the Arts Council and the National Lottery Fund for a three year HSHAZ Cultural Programme to help animate the High Street/Stoke Road area and celebrate the key role that High Streets play in terms of community engagement.

The HSHAZ is seen as the first step in a ten year plan to revitalise the centre of the Town using culture and the arts as a key driver for wider regeneration efforts capable of opening up new employment, training and community engagement opportunities for local residents. A new Economic Development Strategy for Gosport was published in January 2021 which will, alongside a revised Local Plan, provide a joint framework for transformational change, with culture and the arts at its core.

Spatial challenges arising from its peninsula location restrict Gosport’s efforts to diversify its economy or attract significant inward investment, driving a need to develop a bespoke and innovative approach towards future economic and cultural development. Social challenges and health issues, affect much of the Borough, making it an exception to the more prosperous, dynamic and better connected neighbouring authorities within both Hampshire and the wider South East of England.

Despite these challenges, Gosport benefits from a strong local community, a belief that it has an economic asset base capable of increased, sustainable exploitation, plus the support of national, regional and sub-regional partners, encouraging and supporting the Borough to make the transition towards becoming a modern, forward-looking local economy.

Significant natural assets, a prime waterfront location, plus a large stock of vacant heritage buildings provide a strong platform for economic and cultural ‘re-invention and repositioning’, allowing Gosport to ultimately make a much enhanced contribution towards both the regional and UK economy.

Much of the groundwork is in place and the Gosport Place Board – with potential access to substantive Government and partner investment - is well positioned to play its role in delivery, part of which will be to transform delivery of arts & culture locally, increasing and diversifying the local arts infrastructure and offer, providing genuine opportunities for residents to achieve their full cultural or artistic potential, through animation of the public realm and by better exploiting the Town’s maritime heritage.

**1.4** **Scope of the Project**

As outlined above, the Council and Partners are already rolling out an ambitious High Street Heritage Action Zone (HSHAZ) programme which will in turn be supported by a separately funded HSHAZ Cultural Programme that together will run until March 2024.

One of the core projects of the Gosport HSHAZ programme will be to redevelop the Gosport Museum and Art Gallery to create a focal point for future cultural development and act as a means of increasing the vitality and viability of the Town Centre.

Public arts performance and animation of the High Street with its historic market will provide a further strong foundation upon which to build greater diversity of community engagement in culture and the arts, providing local artists and traders the opportunity to showcase their work.

**The Council therefore wishes to procure the services of a Consultant to:**

Manage the delivery of the programme of public realm interventions, public artworks, events, activities and design commissions / competitions in Gosport Town Centre that are to be presented as part of the ***‘Reimagining Gosport’* Project Plan**(available end August 2021).

**The suppliers will in particular be expected to:**

Coordinate the delivery of a 9 month programme of events / activities and interventions in the Project Plan which may include:

* Attend selected meetings with, traders, Council representative, local artists and creatives.
* Write briefs for local artists to deliver key-pieces, source local and other artists known within locality and further afield.
* Produce sketches indicating how the Town Centre could be better organised/curated
* Ensure co-ordination of efforts between interested parties
* Assist with the procurement of artists/builders etc. to implement intervention
* Oversee construction/implementation of interventions
* Produce schematic drawings which identify options for clients, key uses, stakeholders which are to be used for presentation purposes.
* Draft cad drawing options produced to show design intent and various options exploring the key elements as set out above and propose key complementary activation around opportunities around lighting, street art, building and road
* Presentation images and document to be used as a basis for further discussion and input with client, key stakeholder’s and local businesses and all those associated with.

**The suppliers will be expected to deliver the following outputs:**

**Technical:**

* key pieces of street furniture as set out in the Project Plan
* all key 1:50 + 1:20 + 1:10 Plans + Details + Sections and assembly drawings for pricing and construction purposes.

**Project manufacturing and construction:**

* manage and co-ordinate installation and manufacture of furniture, temporary architecture and key public realm enhancements as set out in the Project Plan.

**1.5** **Contract term**

The Council proposes to enter into a Contract for a maximum period of 12 months with the successful Respondent

**The anticipated service commencement date 18th October 2021**

|  |  |
| --- | --- |
| Insurance Requirements: | Professional Indemnity: £1 million *(for the life of the contract)*  Public Liability: £1 million |

**1.6** **Purpose and scope of this ITT**

This ITT:

* Asks Respondents to submit their Tenders in accordance with the instructions set out in the remainder of this ITT.
* Sets out the overall timetable and process for the procurement to Respondents.
* Provides Respondents with sufficient information to enable them to submit a compliant Tender (including providing templates where relevant).
* Sets out the Award Criteria and the Quotation Evaluation Model that will be used to evaluate the Tenders.
* Explains the administrative arrangements for the receipt of Tenders

**1.7** **Clarifications about the Services or ITT**

Any clarifications relating to this ITT must be submitted to the procuring officer Andrew Sugden via the Proactis portal

The Council will respond to all reasonable clarifications as soon as possible via Proactis. If a Respondent wishes the Council to treat a clarification as confidential and not issue the response to all Respondents, it must state this when submitting the clarification. If, in the opinion of the Council, the clarification is not confidential, the Council will inform the Respondent and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Respondents.

The deadline for receipt of clarifications relating to the Services or this ITT is set out at 2.1 below.

Respondents are advised not to rely on communications from the Council in respect of the Services or ITT unless they are made in accordance with these instructions.

**1.8** **Clarifications about the contents of the Tender**

The Council reserves the right (but is not obliged) to seek clarification of any aspect of a Respondent’s Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation.

Respondents are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly or render the Tender non-compliant.

**2. TIMETABLE**

**2.1** **Key dates**

This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Respondents are treated equally.

The key dates for this procurement (**Timetable**) are currently anticipated to be as follows:

|  |  |
| --- | --- |
| Event | Date |
| Issue Invitation to Tender | 25th August 2021 |
| Deadline for receipt of clarifications | 1st September 2021 |
| Deadline for receipt of Tenders | Noon, 29th September 2021 |
| Initial Evaluation of Tenders | 4th October 2021 |
| Presentations | 11th October 2021 tbc |
| Final evaluation of Tenders and notification of contract award decision | 13th October 2021 |
| Confirm contract award | 15th October 2021 |
| Target service commencement date | 18th October 2021 |

Any changes to the procurement Timetable shall be notified to all Respondents as soon as practicable.

**2.2** **Deadline for receipt of Tenders**

**Responses to this ITT must arrive at the address and in the manner prescribed under Paragraph 3.1 no later than the Deadline, Noon, 29th September 2021**

Any Tender received after the Deadline shall not be opened or considered. The Council may, however, in its own absolute discretion extend the Deadline and in such circumstances the Council will notify all Respondents of any change.

**2.3** **References**

Respondents are requested to supply 2 references in order for your Tender to qualify for consideration. A reference form is attached at Schedule 4 which respondents must complete the first section prior to passing it to the referee, with the referee returning it direct to the Council.

**Failure to supply two references will disqualify any Tender**

References will also be used to verify the technical proposals put forward in the Tender and be used as part of the evaluation of your Quality score overall.

**2.4** **Presentations**

Respondents may be invited to deliver a presentation to representatives of the Council in support of their Tenders, as set out in the Timetable. You should keep this date free in case you are asked to attend.

The names and positions of those attending from the Council will be notified to all Respondents in advance of the presentation.

**2.5** **Contract award**

The Council may award Contract(s) on the basis of a Tender submitted in accordance with the instructions below.

Contract award is subject to the formal approval process of the Council. Until all necessary approvals are obtained no Contract will be entered into.

Once the Council has reached a decision in respect of a contract award, it will notify all bidders of that decision via Proactis and before entering into any Contract(s).

**2.6** **Debrief**

The contract award notification will be sent to each Respondent. The Council will inform all unsuccessful Respondents of the identity and relative advantages and characteristics of the successful Tender as compared with the addressee’s Tender.

**3.** **TENDER COMPLETION INFORMATION**

**3.1** **Formalities**

**All documents comprising the Tender must be submitted through the portal and will remain sealed until the deadline has passed.**

The following requirements must be adhered to when submitting Tenders:

* A detailed timeline and milestones for the completion of the work must be included
* A table of Respondents individual time to be spent on the project, day rate and overall cost must be provided
* Any additional pre-existing material which is necessary to support the Tender should be included as schedules with cross-references to this material in the main body of the Tender. Cross-references to this ITT should also be included in the Tender whenever this is relevant.
* Where documents are embedded within other documents, Respondents must upload separate copies of the embedded documents.
* The Tender must be in English and drafted in accordance with the drafting guidance set out in this ITT.
* A table of contents must be provided.
* The Tender must be fully cross-referenced.
* A list of supporting material must be supplied.

The Tender must be clear, concise and complete. The Council reserves the right to mark a Respondent down or exclude them from the procurement if its Tender contains any ambiguities, caveats or lacks clarity. Respondents should submit only such information as is necessary to respond effectively to this ITT. Tenders will be evaluated on the basis of information submitted by the Deadline.

The Respondent must download, complete and include a duly executed Form of Tender (Schedule 3)

Where the Respondent is a company, the Tender must be signed by a duly authorised representative of that company.

Where the Respondent is a consortium, the Tender must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the Contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has Council to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of a sole trader, s/he should sign and give his/her name in full together with the name under which s/he is trading.

**3.2** **Executive Summary**

Each Respondent must also provide an executive summary of its Tender. Each Respondent must include in its executive summary:

* An outline of the way in which the Council’s requirements are to be met by its proposal.
* A summary of all the services offered by the Respondent in response to the ITT.
* Proposed timeline, clearly indicating the Respondents approach towards minimising the effect of their work on the electoral period
* An overview of the Respondent’s overall costs and proposals in relation to pricing.
* A clear statement of whether it is a consortium or a group of companies with one supplier.
* A clear statement of its commitment to meet the Council’s requirements and the pricing, payment and performance model.
* Confirmation that the Tender(s) will remain open for a period of 90 days.

If changes subsequently occur in relation to the statements set out in the executive summary, the applicable Respondent must promptly notify the Council of them. The Council reserves the right to disqualify any Respondent that fails to duly notify the Council.

**3.3** **Submission of Tenders**

Each Respondent must submit a Tender meeting the Council’s minimum requirements, operating as a standalone bid and not be dependent on any other bid or any other factors external to the Tender itself.

That is, the Tender must be capable of being accepted by the Council in its own right.

**3.4** **Warnings and disclaimers**

While the information contained in this ITT is believed to be correct at the time of issue, neither the Council, its advisors, nor any other awarding authorities will accept any liability for its accuracy,

adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Respondents. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Council.

If a Respondent proposes to enter into a Contract with the Council, it must rely on its own enquiries and on the terms and conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Council (or any other person) to enter into a contractual arrangement.

**3.5** **Confidentiality and Freedom of Information**

This ITT is made available on condition that its contents (including the fact that the Respondent has received this ITT) is kept confidential by the Respondent and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Respondent to submit a Tender.

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

Respondents should be aware that, in compliance with its transparency obligations, the Council routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website without consulting the provider of that information.

The Council shall treat all Respondents’ responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party’s commercial interests, and in accordance with the Council’s transparency obligations.

Therefore, Respondents are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the Respondents competitive edge, has been clearly identified to the Council in the template provided at Schedule 2.

**3.6** **Publicity**

No publicity regarding the Services or the award of any Contract will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of the Council.

**3.7**  **Respondent conduct and conflicts of interest**

Any attempt by Respondents or their advisors to influence the contract award process in any way may result in the Respondent being disqualified. Specifically, Respondents shall not directly or indirectly at any time:

* Devise or amend the content of their Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, or provider of finance.
* Enter into any agreement or arrangement with any other person as to the form or content of any other Tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender.
* Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender.
* Canvass the Council or any employees or agents of the Council in relation to this procurement.
* Attempt to obtain information from any of the employees or agents of the Council or their advisors concerning another Respondent or Tender.

Respondents are responsible for ensuring that no conflicts of interest exist between the Respondent and its advisers, and the Council and its advisors. Any Respondent who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Council.

**3.8** **Council’s rights**

The Council reserves the right to:

* Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Council.
* Seek clarification or documents in respect of a Respondent’s submission.
* Disqualify any Respondent that does not submit a compliant Tender in accordance with the instructions in this ITT.
* Disqualify any Respondent that is guilty of serious misrepresentation in relation to its Tender, expression of interest, or the Invitation to Tender process.
* Withdraw this ITT at any time, or to re-invite Quotations on the same or any alternative basis.
* Choose not to award any Contract as a result of the current procurement process.

Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason

**3.9** **Bid costs**

The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Respondent in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

**4.** **TENDER EVALUATION MODEL**

**4.1** **Award Criteria and Evaluation Criteria**

Any Contract(s) awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to the Council. The Award Criteria are:

* 75% technical or quality.
* 25% cost.

Scores are arrived at following the application of the Evaluation Criteria (EvaluationCriteria) set out below to the Respondent’s Tender.

Respondents are required to submit a Tender strictly in accordance with the requirements set out in this ITT, to ensure the Council has the correct information to make the evaluation. Evasive, unclear or hedged Tenders may be discounted in evaluation and may, at the Council’s discretion, be taken as a rejection by the Respondent of the terms set out in this ITT.

The Tender Evaluation Model showing the Evaluation Criteria and the maximum scores attributable to them is set out below.

|  |  |  |
| --- | --- | --- |
| Criteria | | Weighting |
| *1 Methodology:*    *Tenders will be evaluated in accordance with the scoring model set out at Section 4 of the ITT as to the proposed method for delivery of the Contract in accordance with this ITT including:*     * *Overall approach proposed for delivering the Contract including methods of working* * *Proposed method for carrying out consultation and communications* * *Proposed arrangements for managing political and working*   *relationships in providing the Contract*   * *Proposed method for monitoring of performance and quality assurance* | | 75% |
| *Information required from Respondents:* | | |
| *(a)*      *(b)*        *(c)*      *(d)*  *(e)* | *Details of how you intend to satisfy the council’s requirements in accordance with the Contract, including:*  *Project team organisational structure, indicating lines of communication and a summary of the way in which you propose to ensure a sound working relationship throughout your team and with the Place Board, cultural groups and Partners (20%)*  *Details of how you will deliver the consultation phases of the project including communications, resident feedback and reporting (40%)*  *Details of how you propose to manage and monitor performance and quality throughout the project including any proposed KPIs. (10%)*  *Two references clearly highlighting capacity to deliver the project (5%)* | |
| Criteria | | Weighting |
| *2* | *Tender Sum*    *All prices shall be stated in pounds sterling and exclusive of VAT*    *Tender sum will be evaluated by the application of the formula in Section 4 of the ITT* | 25% |
| *Information required from Respondents:* | |  |
| *(a)*  *(b)*  *(c)* | *Completed Form of Tender*  *Detailed pricing schedule*  *Two completed Reference Forms completed by Referees and returned direct to the Council (Tenderers responsibility to organise)* |  |

**5.** **Evaluation process**

**Technical or quality evaluation**

The technical evaluation will be scored in accordance with the table below.

**SCORING MODELS**

Methodology & Innovations

The answers provided for methodology and innovation will be awarded a score out of 20, as per the scoring model below. This score will have the weighting applied using the formula: allocated score/20 x weighting = aggregated score. (see example below).

|  |  |
| --- | --- |
| Assessment | Allocated Score |
| Very Poor – [completely fails to demonstrate that it will meet the criteria] | 0 |
| Poor – [some, but very limited evidence of that it will meet the criteria] | 1-5 |
| Satisfactory – [provides evidence that it will meet the criteria sufficiently] | 6-10 |
| Good – [shows attributes in a number of areas that are in excess of the criteria] | 11-15 |
| Very good – [in excess of the criteria in all areas] | 16-20 |

Scoring Model for Tender Sum

*All Prices shall be stated in pounds sterling and exclusive of VAT.*

**The following formula will be applied: lowest price/bidder’s price x 25 = score**

7.3 Worked example

Bidder A - £20,000

Bidder B - £25,000

Bidder C - £24,000

Bidder D - £23,000

The Tender sum would be

Bidder A – 25/25

Bidder B – 20/25

Bidder C – 21/25

Bidder D – 22/25

|  |  |  |  |
| --- | --- | --- | --- |
| Question | Score/20 | Weighting | Aggregated Score |
| Methodology a. | 15 | 12 | 9 |
| Methodology b. | 12 | 12 | 7.2 |
| Methodology c. | 17 | 6 | 5.1 |
| Health and Safety a. | 14 | 15 | 10.5 |
| Health and Safety b. | 10 | 10 | 5 |
| Health and Safety c. | 12 | 5 | 3 |
|  |  | TOTAL | 39.8% |

|  |  |  |  |
| --- | --- | --- | --- |
| Totals |  |  |  |
| Methodology & Health and Safety |  |  | 39.8 |
| Tender Price |  |  | 40 |
|  |  | TOTAL TENDER SCORE | 79.8 |

Note: Failure to demonstrate the criteria in 4 (Equality and Diversity), or, 5 (Data Protection, or, 6 (Freedom of Information and Environmental Information) will result in the Tender being rejected.

**SCHEDULE 1**

**SPECIFICATION**

The Council therefore wishes to procure the services of a Consultant to:

Manage the delivery of the programme of public realm interventions, public artworks, events, activities and design commissions / competitions in Gosport Town Centre that are to be presented as part of the ***‘Reimagining Gosport’* Project Plan** (available end August 2021).

**The suppliers will in particular be expected to:**

Coordinate the delivery of a 9 month programme of events / activities and interventions in the Project Plan which may include:

* Attend selected meetings with, traders, Council representative, local artists and creatives.
* Write briefs for local artists to deliver key-pieces, source local and other artists known within locality and further afield.
* Produce sketches indicating how the Town Centre could be better organised/curated
* Ensure co-ordination of efforts between interested parties
* Assist with the procurement of artists/builders etc. to implement intervention
* Oversee construction/implementation of interventions
* Produce schematic drawings which identify options for clients, key uses, stakeholders which are to be used for presentation purposes.
* Draft cad drawing options produced to show design intent and various options exploring the key elements as set out above and propose key complementary activation around opportunities around lighting, street art, building and road
* Presentation images and document to be used as a basis for further discussion and input with client, key stakeholder’s and local businesses and all those associated with.

**The suppliers will be expected to deliver the following outputs:**

**Technical:**

* key pieces of street furniture as set out in the Project Plan
* all key 1:50 + 1:20 + 1:10 Plans + Details + Sections and assembly drawings for pricing and construction purposes.

**Project manufacturing and construction:**

* manage and co-ordinate installation and manufacture of furniture, temporary architecture and key public realm enhancements as set out in the Project Plan.

**SCHEDULE 2**

**COMMERCIALLY SENSITIVE INFORMATION.**

I declare that I wish the following information to be designated as commercially sensitive

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|  |

The reason(s) it is considered that this information should be exempt under FOIA is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is [until award of Contract **OR** during the period of the contract **OR** for a period of [NUMBER] years until [MONTH], [YEAR]].

|  |
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|  |  |
| --- | --- |
| SIGNATURE: |  |
| NAME (PRINT): |  |
| POSITION: |  |
| COMPANY: |  |
| DATE: |  |

**SCHEDULE 3**

**FORM OF TENDER**

Respondents are to complete and include the attached Form of Tender to their completed Tender submission.

**FORM OF TENDER**

**UNCONDITIONAL AND IRREVOCABLE OFFER TO GOSPORT BOROUGH COUNCIL**

**Re: Invitation to Tender dated 26th August 2021**

**Services – “Project Management and Installation of Gosport Temporary Public Art & Public Realm Improvements”**

Gosport Borough Council

Town Hall

Gosport

Hampshire

PO12 1EB

Having carefully examined and considered the Invitation to Tender including without limitation the Instructions to Respondents, Form of Tender, Contract Documents and Employers requirements for the Consultancy Services included in the Invitation to Tender and in consideration of you considering this Tender:

1. We offer to supply and carry out the ancillary services specified and to complete the contract in accordance with the Contract Documents and our Tender; we offer to execute and complete in accordance with the conditions of contract described for the sum of:

………………… …………………………………. plus VAT

1. We confirm we are able to carry out the works specified.

1. We agree that if errors in pricing or arithmetic are discovered in the Schedules etc. before this offer is accepted they will be dealt with in in writing between the two parties. This Tender remains open for consideration for 6 weeks from the date fixed for submitting Tenders

1. We confirm that this offer is made in good faith and that the we have not fixed or adjusted the amount of the Tender by or in accordance with any agreement or arrangement with any other person. We certify that we have not and will not:

* 1. communicate to any person other than the person inviting these offers the amount or approximate amount of the offer, except where the disclosure, in confidence, of the
  2. amount or approximate amount of the offer was necessary to obtain professional advice and/or quotations required for the preparation of the offer or for insurance purposes; and

* 1. enter into any arrangement or agreement with any other person that the other person shall refrain from making an offer or as to the amount of any offer to be submitted.

1. We understand that the paragraph below will be a term of the contract:

“The Council may terminate this contract and recover all its loss if the Contractor, its employees or anyone action on the Contractor’s behalf do or collude in any of the following things:

* + 1. offer, give or agree to give to anyone any inducement or reward in respect of this or any

Council contract (even if the Contractor does not know what has been done), or

* + 1. commit an offence under the Prevention of Corruption Acts 1889 to 1916 or Section 117(2)

Local Government Act 1972, or

* + 1. commit any fraud in connection with this or any other Council contract, whether alone or in conjunction with the Council members, contractors or employees.

Any clause limiting the Contractor’s liability shall not apply to this clause.”

1. We agree that in delivering the services under the Contract we shall at all times assist and co-operate with the Council in the compliance of its corporate requirements and statutory obligations namely: equality and diversity; and the processing of information pursuant to The Freedom of Information Act 2005, Environmental Information Regulations 2004, and Data Protection Act 1998.

1. We confirm that if our Tender is accepted we will, upon demand:

* + 1. produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force; and

* + 1. sign the Contract / formal documentation if required.

1. We acknowledge that given the tight timescales for gaining planning permission we will be required to enter into a design licence as set out in the ITT.

1. We confirm that the prices and charges offered are firm for the period of the Contract.

1. We agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 90 days from this date.

1. Unless and until a formal Contract is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand the Council is not required to accept any Tender it receives.

Authorised Signatory: ………………………Date: …………………………

Name: …………………………………………………… *(Capitals)*

Position in Firm or Company: ………………………………………………………...

Name and Address of Firm or Company:

**SCHEDULE 4**

**PROJECT MANAGEMENT AND INSTALLATION OF GOSPORT TEMPORARY PUBLIC ART & PUBLIC REALM IMPROVEMENTS**

**REFERENCE QUESTIONNAIRE**

PLEASE RETURN YOUR RESPONSE BY: 28th September 2021

Email: [purchasingandprocurement@gosport.gov.uk](mailto:purchasingandprocurement@gosport.gov.uk)

Thank you for taking the time to complete and return this questionnaire.

Please be aware that if we do not receive a returned questionnaire this may result in 0 points being awarded for the bidder's reference which is a requirement for this procurement project.

If you require an extension of time to complete the questionnaire please inform the Supplier seeking the reference and the Council using the email address above.

**SECTION 1 - CONTRACT OVERVIEW**

***To be completed by supplier expressing interest in the Authority's tender before forwarding the questionnaire to the Client referee***

1. **Name of Tenderer**

|  |
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|  |

1. **Title of Project**

|  |
| --- |
|  |

1. **Client**

|  |  |
| --- | --- |
| Company name |  |
| Name of contact |  |
| Position in organisation |  |
| Company address |  |
| Email |  |
| Telephone number |  |

1. **Location**

|  |  |
| --- | --- |
| Site name |  |
| Address |  |
| City |  |

1. **Contract Dates -** Start and end dates e.g. May 2017 – May 2018

|  |  |  |
| --- | --- | --- |
| **Contractor** | **Start Date** | **End Date** |
|  |  |  |

1. **Contract Value -** eg. £ X Thousands

|  |  |
| --- | --- |
| **Contractor** | **Value** |
|  |  |

1. **Contractors Team -** Provide details of your key delivery team, providing for each member:

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Contract Responsibilities / Services |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Contract Responsibilities / Services |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Contract Responsibilities / Services |  |

1. **Description of the Project**

* Provide a general overview of the project

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**SECTION 2 - REFERENCE QUESTIONNAIRE**

***To be completed by the Client referee and forwarded directly to the Council via the email address stated***

**Client Referee Details**

|  |  |
| --- | --- |
| **Contract/Project Name** |  |
| **Company Name** |  |
| **Name of Referee** |  |
| **Position in Company** |  |
| **Telephone Number** |  |
| **Email** |  |

|  |  |  |
| --- | --- | --- |
| **Representation of Services** | **Yes** | **No** |
| Please confirm that the description of the project, dates and values provided in the Contract Overview is an accurate representation of the services and works undertaken for your organisation in respect of the discreet package of services and works covered under the contract stated. |  |  |
| Please provide any further comments as required (expand box as needed): | | |

Please rate the service performance of the bidder in each of the areas set out in the table below. Tick (or type Y) in the relevant box for the performance areas set out below using the following criteria:

|  |  |
| --- | --- |
| **Judgement** | **Performance** |
| Excellent | The bidder exceeded the service levels expected. |
| Good | The bidder met the service levels expected to a high standard. |
| Satisfactory | Overall the bidder met the service levels expected. |
| Unsatisfactory | The bidder failed to meet expected service levels to the extent that terms of the contract / specification / offer were breached in full or in part |
| NA | Not applicable to the contract / project delivered |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Performance**  **Element** | **Excellent** | **Good** | **Satisfactory** | **Unsatisfactory** | **Extremely Unsatisfactory** | **NA** |
| 1. Delivery to agreed cost |  |  |  |  |  |  |
| 1. Delivery to agreed target dates |  |  |  |  |  |  |
| 1. Quality of Work |  |  |  |  |  |  |
| 1. Management of staff/sub-contractors |  |  |  |  |  |  |
| 1. Interaction with Customers/residents/stakeholders |  |  |  |  |  |  |
| 1. Level of added value (if any) brought to the contract. |  |  |  |  |  |  |
| 1. Management of Contract-invoicing and any statistical returns |  |  |  |  |  |  |

Please provide any comments you may have regarding the performance of the Contractor below (expand box as needed) that support any ratings you have provided above or that relate to any additional elements not listed above.

|  |
| --- |
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