Data security

**Cheshire East Borough Council**

**INVITATION TO TENDER – RESPONSE DOCUMENT**

**CONTRACT FOR THE PROVISION OF FRANKING MACHINES**

**MINI COMPETITION - CCS RM6017 LOT 2 –**

**FRANKING MACHINES, MAILROOM EQUIPMENT AND ASSOCIATED CONSUMABLES**

**PERIOD: 23rd September 2022 – 22nd September 2027**

**CHEST REF: DN612890**

|  |  |
| --- | --- |
| Name of Tenderer: |  |

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**of the Council**

**Version 30**

**CHECKLIST FOR TENDERERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Tender?** |
|  | Form of Tender |  |
|  | Certificate of non-collusion and non-canvassing |  |
|  | SQ - Selection Questionnaire |  |
|  | Data Security Questionnaire(s) and ICO Checklist |  |
|  | ITT Pricing Schedule |  |
|  | ITT Qualitative Evaluation Questions |  |
|  | Compliance with Specification & Scope of requirements |  |

**Cheshire East Borough Council**

Provision of Franking Machines

**Period: 23.09.2022 – 22.09.2027**

**SCHEDULE 1 - FORM OF TENDER**

To: Cheshire East Borough Council

(Via ‘The Chest’)

For the Attention of: **Emma Harris**

Date:

Dear Sir/Madam,

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe ITT.
2. The completed Pricing Schedule.
3. A signed Certificate of Non Collusive Tendering and non-Canvassing.
4. Data Security Questions and Supporting Checklists

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the total costs of (excluding VAT) submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by

Name(s)

Position

for and on behalf of [ Insert Company Name ]

Full registered business / name and registered company address of the Tenderer

.

.

.

**Cheshire East Borough Council**

Provision of Franking Machines

**Period: 23.09.2022 – 22.09.2027**

**SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND**

**NON-CANVASSING**

**Provision of Franking Machines (the “Contract”)**

To: Cheshire East Borough Council

(Via ‘The Chest’)

Date:

For the Attention of: **Emma Harris**

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
        2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
        3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission; or
        4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or indirect financial or non financial interest in an organisation, company, or other body that is doing business with, or has dealings with, the council and where this may affect and/or could bring about a conflict with the Council’s interest.

I/we should notify this to the Council and that failure to disclose or declare such an interest could result in the contract being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed

Name:

Position

For and on behalf of **[Tenderer]**

*(End of Schedule 2)*

**Cheshire East Borough Council**

Provision of Franking Machines

**Period: 23.09.2022 – 22.09.2027**

**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 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.

**Part 1: Potential supplier Information**

***This Section is for Information Only***

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 self-declaration.

|  |  |  |
| --- | --- | --- |
| 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   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. 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 member state where it is established? | Yes  No  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)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-2)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:[[2]](#footnote-3)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.[[3]](#footnote-4)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - 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)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

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

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

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

**Schedule 3 Part 2 – Exclusion Grounds**

*Not Used*

**Schedule 3 Part 3 - Additional SQ modules**

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

Please indicate your answer by marking ‘X’ in the relevant boxes where necessary and enter responses to questions in the fields provided.

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Additional Questions** | |
| **1.1** | **Insurance**  ***(This question is to be scored on a pass/fail basis.)*** | |
| **1.1** | 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:   1. **Employer’s Liability Insurance\*** = £10million.  Is required in respect of each and every claim. 2. **Public Liability Insurance** = £5million Is required in respect of each and every claim. 3. **Professional Indemnity Insurance** = £1million. Is required in respect of each and every claim. 4. **Product Liability Insurance** = £2million. Is required in respect of each and every claim.   *\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders* | **Yes**  **No** |

|  |  |  |
| --- | --- | --- |
| **NOTE TO ORGANISATION:**  ***(This section will be scored on a pass/fail basis)*** | | |
| **1.2** | **DATA SECURITY** | |
| Bidders are required to complete the questionnaires **APPENDIX C**  Please confirm completion of **Appendix C** (ICO IAQ and Hosted Security Questions)and that you have attached the ICO checklists  *Please note that if you plan to sub-contract or partner with another organisation to deliver any part of your data security requirements then it may be necessary for sub-contract or partner organisation(s) to also complete the ICT security questions at* ***Appendix C.*** | | Yes  No |

**2. Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **2** | I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of...................... **(Insert name of supplier).**  I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.  I also declare that there is no conflict of interest in relation to the authority’s requirement.  The following appendices form part of our submission: | | Yes  No |
| **Section ref of SQ** | | **Supplier Appendix number** | |
| *Enter here if necessary…* | | *Enter here if necessary…* | |
|  | |  | |
| **SQ completed by:** | | | |
| **2.1** | Name |  | |
| **2.2** | Role in Organisation |  | |
| **2.3** | Date |  | |
| **2.4** | Signature |  | |

*(End of Schedule 3 SQ)*

**Cheshire East Borough Council**

Provision of Franking Machines

**Period: 23.09.2022 – 22.09.2027**

**SCHEDULE 4 – PRICING SCHEDULE**

**Pricing Schedule – 40% of total evaluation score**

Please complete the pricing schedule at Appendix D for your proposed charges for the provision of Franking Machines.

The Tenderer shall submit a fixed price (even if that price is nil) for each item as set out in the Pricing Schedule which shall remain fixed for the duration of the Contract. The price submitted shall be deemed inclusive of all costs and expenses relating to the provision of the Services. Unless identified and specified in the Pricing Schedule, no further amounts shall be payable by the Council.

The volumes advised within the Pricing Schedule for all sections are for the purposes of evaluation only and the actual volume of specific items will vary in-year. The Council gives no guarantee or warranty or makes any representation as to the accuracy of any indicative volumes.

Please note that the evaluated price will be the Financial **Evaluation Total** (Excluding VAT), over the full contract term.

Failure to quote for all aspects listed will result in a score of zero for this section. If no separate charge is made please indicate the charge is “nil” rather than leave the box blank.

*(End of Schedule 4)*

**Cheshire East Borough Council**

Provision of Franking Machines

**Period: 23.09.2022 – 22.09.2027**

**SCHEDULE 5**

**ITT QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions – 60% of total evaluation score**

**Introduction**

These are the ITT Qualitative award questions, which are contract specific and relate to the technical and professional ability of the supplier.

The Quality Questions in schedule 5 will be marked on a scored basis. Your answers will be assessed as described in the evaluation matrix in the Guidance Document.

Please ensure your response to each question does not exceed the word limit specified. Any part of your response which exceeds the word limit will not be taken into consideration by the Council. Please set out each answer in full rather than cross-referring to information provided in response to other questions. Any part of your response which is merely incorporated by reference will not be taken into account.

Notwithstanding the word limits noted, further supporting information (e.g. tables, organigrams, drawings, diagrams etc.) must be submitted as appendices clearly referencing the question number they are applicable to. Appendices not considered supporting information, i.e. they are considered part of the word limit, or not clearly referenced may not be considered for the evaluation of the tenderer’s submission.

For any Tenderer who fails to answer one of these questions or whose answer scores less than 2, the Council reserves the right to reject that Supplier from participating any further in this procurement

|  |  |  |
| --- | --- | --- |
| **Question** | **Provision of Goods and/or Services** | **Weighting** |
| **1.** | Please give details of the equipment that you intend to provide, including details of resources provided by yourselves, and demonstrate how these services meet our requirements as set out in the Specification. Response should include, but not limited to:   * Name of equipment. * Benefits of nominated kit. * Description of how the nominated kit meets the requirements. * Separate appendix of a detailed specification of nominated kit (does not count against maximum word count).   Maximum Word Count: 1300 12pt arial | **10%** |
| Response: | | |
| **Question** | **Methodology** | **Weighting** |
| **2.** | What is your proposed approach for providing the required solution? Response should include but not limited to:   * Details of your own management structure as it applies to this contract, with reference particularly to how it meets our requirements. * List of any subcontractors which may be used in order to provide any of the services required. * Your understanding of current throughputs on the nominated kit * Detail of how the account will be managed.   Maximum Word Count: 900 12pt arial | **10%** |
| Response: | | |
| **Question** | **Technical Assistance** | **Weighting** |
| **3.** | Please detail what technical assistance, including training provision, ongoing technical support, assistance and explanation of billing and account review you are proposing to provide as part of this contract. Response should include, but not limited to:   * Proposed training for users * Details on the support arrangements * Details regarding billing, especially invoicing for postage costs added to machine.   Maximum Word Count: 900 12pt arial | **10%** |
| Response: | | |
| **Question** | **Implementation Plan** | **Weighting** |
| **4.** | Please describe your proposed implementation plan which includes:   * Timescales, actions and key milestones for the delivery of the services for which you are tendering. * Definition of implementation activities, including any training provision and support that will be offered to Cheshire East Borough Council as part of implementation. * A description of how the machines will be installed, loaded and ready to use with minimum impact as part of the implementation.   Maximum Word Count: 900 12pt arial  Please also attach a timeline plan for the implementation with key milestones/dates in excel format – this will not count towards the word count. | **10%** |
| Response: | | |
| **Question** | **After Sales Service** | **Weighting** |
| **5.** | Describe how you can meet Cheshire East Council requirements regarding contract management, including:   * Invoicing and management information. * Dispute resolution and escalation processes. * A separate appendix that maps out your escalation process (does not count against the maximum word count) * How you propose to handle service reviews i.e frequency and roles that would be in attendance.   Maximum Word Count: 1000 12pt arial | **5%** |
| Response: | | |
| **Question** | **Social Value and Environment Strategy** | **Weighting** |
| **6a** | The Cheshire East Social Value Policy can be found at the following link: -  [Social value (cheshireeast.gov.uk)](https://www.cheshireeast.gov.uk/business/procurement/social-value.aspx)  Within this policy it describes the Social Value Objectives, the outcomes and how they can be delivered.   1. Please describe how you will support the Council in achieving its Social Value objectives and what Social Value you can bring to this Contract, including how this will be implemented and managed throughout the life of this Contract.   This could include, but is not limited to:   * Creation of employment opportunities * Supply chain opportunities * Workforce development and creation of apprenticeships * Sustaining employment * Creation of volunteer opportunities * Energy efficiency * Encourage recycling * Commitment to living wage * Improve health and wellbeing of staff / communities   Also, as part of Social Value we are requesting companies to sign up to the Social Value Award at the link below:  <https://www.socialvaluebusiness.com/social-value-award---cheshire-and-merseyside>  For further information there are FAQs available that may be useful:  <https://www.socialvaluebusiness.com/faqs-social-value-award>  Within your response to this question please can you confirm **YES** or **No** that you are already signed up or that you would be willing to obtain the social value award within 12 months of contract award.  Maximum Word Count: 500 12pt arial | **5%** |
| Response: | | |
| **6b.** | In response to the global challenge of Climate Change, Cheshire East Council has brought forward the development of its Environment Strategy. This sets the following strategic goals: -   * Cheshire East Council will be carbon neutral by 2025 * Reduce waste * Improve air quality * Ensure new development is sustainable * Increase sustainable transport and travel * Protect and enhance our natural environment   The Environment Strategy 2020-24 can be found at the following link: -  <https://www.cheshireeast.gov.uk/environment/carbon-neutral-council/environment-strategy.aspx>   1. Please describe how you will support the Council in meeting its carbon neutral target. 2. Describe the processes and actions you will take to support delivery of the Environment Strategy strategic goals.   Maximum Word Count: 500 12pt arial | **5%** |
| Response: | | |
| **Question** | **Service Levels and Performance Monitoring** | **Weighting** |
| **7.** | Describe how you will manage service levels and monitor performance.  Detail should also include:   * Systems and procedures you have in place to monitor and report on callouts/enquiries.   Maximum Word Count: 500 12pt arial | **5%** |
| Response: | | |

*End of Schedule 5 ITT Response*

**Cheshire East Borough Council**

Provision of Franking Machines

**Period: 23.09.2022 – 22.09.2027**

**SCHEDULE 6**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

**This section will be evaluated on a pass / fail basis**

|  |  |
| --- | --- |
| **Compliance with Specification & Scope** | |
| Please confirm you have complied with the stated specification included within this ITT document, by entering yes in the field - | Yes |
| Please also confirm that you accept and will comply with the terms and conditions of the contract that has been supplied with the tender documentation, as they will not be open to negotiation post award. | Yes |

*End of Schedule 6 ITT Response*

1. “SME” means an enterprise falling within the category of micro, small and medium-sized enterprises defined by Annex 1 to Regulation (EU) No 651/2014

   UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships).

   Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)