**PART c Tender response pack – Selection and generic forms**

**Contract for the provision of Catering Suppliers for Events at the Town Hall, Oxford**

**Contract term – 4 years from Contract Commencement**

**Procurement portal ref: DN314391**

**Tenderers name: [insert name of individual/company submitting tender]**

Tenderers are required to provide responses in this document as well as complete the Tenderers Response to the Specification that they are bidding for.

Unless otherwise instructed in this document, Tenderers are advised to refer to the Invitation to Tender for further instructions.

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| **Tender response checklist for Selection and Generic Forms:** | **Enclosed yes / no** |
| Part 1 Potential Supplier Information |  |
| Part 2: Exclusion Grounds |  |
| Part 3: Selection Questions |  |
| Appendix 1: Form of Tender |  |
| Appendix 2: Confidential Information Statement |  |
| Appendix 3: Anti-collusion and Competition Code Certificate |  |
| Appendix 4: Anti-canvassing Certificate |  |
| Appendix 5: Freedom of Information Disclosure Statement |  |

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| **Tender response checklist to the Specification (Lot specific)** | **Enclosed yes / no** |
| Appendix 6 Tenderers Response to the Specification |  |
| Appendix 7 Pricing Schedule |  |

**Standard Selection Questionnaire**

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the Tenderer), that you do not meet any of the grounds for exclusion (Please refer to Mandatory Exclusion Grounds documents within the Tender pack). 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.

**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.

**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.

**CONTRACT FOR THE PROVISION OF CATERING SUPPLIERS FOR EVENTS AT THE TOWN HALL**

**DN314391**

**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. All sub-contractors are required to complete Part 1 and Part 2
7. 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.

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| **Part 1: Potential supplier Information** | | | |
| **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 1** | **Potential supplier information** | | |
|  | **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)** | **Please mark “X” in the relevant box to indicate your trading status:** |  | **Yes** |
| 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 member state where it is established?** | | **Yes** |
| **No** |
| **N/A** |

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| **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) [[1]](#footnote-1)** |  | |
| **1.1(n)** | **Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2) - Name; - 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-3) (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:**

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| **Section 1** | **Bidding model** | | | | | | |
|  | **Question** | | **Response** | | | | |
| **1.2(a) - (i)** | **Are you bidding as the lead contact for a group of economic operators?** | | **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.** | | | | **Yes** |
| **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.** | | | | **No** |
| **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 subcontractor will take in providing the works and/or supplies e.g. key deliverables | |  | |  |  |  | | |
| The approximate % of contractual obligations assigned to each subcontractor | |  | |  |  |  | | |

**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.

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| **Section 1** | **Contact details and declaration** | |
|  | **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.**

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| **Section 2** | **Grounds for mandatory exclusion** | | | | | |
|  | **Question** | | | **Response** | | |
| **2.1(a)** | **Regulations 57(1) and (2)**  **The detailed grounds for mandatory exclusion of an organisation are set out in Mandatory Exclusion Grounds document within the Tender pack which should be referred to before completing these questions.**  **Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed in** **Mandatory Exclusion Grounds documents within the Tender pack**  **If you reply Yes to any of the questions in 2.1(a) please provide details at 2.1(b)** | | | | | |
| Participation in a criminal organisation. | | | **Yes** | | |
| **No** | | |
| Corruption. | | | **Yes** | | |
| **No** | | |
| Fraud. | | | **Yes** | | |
| **No** | | |
| Terrorist offences or offences linked to terrorist activities | | | **Yes** | | |
| **No** | | |
| Money laundering or terrorist financing | | | **Yes** | | |
| **No** | | |
| Child labour and other forms of trafficking in human beings | | | **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 the grounds listed the conviction was for, and the reasons for conviction. Identity of who has been convicted.**  **If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.** |  | | |
| **2.2** | | **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)** | | | **Yes** |
| **No** |
| **2.3(a)** | | **Regulation 57(3)**  **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 any part 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?** | | | **Yes** |
| **No** |
| **2.3(b)** | | **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.** |  | | |

**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.**

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| **Section 3** | **Grounds for discretionary exclusion** | | | | |
|  | **Question** | | **Response** | | |
| **3.1** | **Regulation 57 (8)**  **The detailed grounds for discretionary exclusion of an organisation are set out in the Mandatory Exclusion Grounds documents within the Tender pack, which should be referred to before completing these questions.**  **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.** | | | | |
| **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 procedure?  If yes please provide details at 3.2 | | **Yes** |
| **No** |
| **3.1(h)** | | Been involved in the preparation of the procurement procedure?  If yes please provide details at 3.2 | | **Yes** |
| **No** |
| **3.1(i)** | | 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?  If yes please provide details at 3.2 | | **Yes** |
| **No** |
| **3.1(j)** | | **Please answer the following statements** | | |
| **3.1(j) - (i)** | | 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.  If yes please provide details at 3.2 | | **Yes** |
| **No** |
| **3.1(j) - (ii)** | | The organisation has withheld such information.  If yes please provide details at 3.2 | | **Yes** |
| **No** |
| **3.1(j) –(iii)** | | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  If yes please provide details at 3.2 | | ***Yes*** |
| **No** |
| **3.1(j)-(iv)** | | 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.  If yes please provide details at 3.2 | | **Yes** |
| **No** |

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| **3.2** | 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 for exclusion? (Self-Cleaning) |  |

**Part 3: Selection Questions**

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| **Section 4** | **Economic and Financial Standing** | | |
|  | **Question** | **Response** | |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two 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** |
| **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** |

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| **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 organisation** | |  | |  |  | |
| **Point of contact in the organisation** | |  | |  |  | |
| **Position in the organisation** | |  | |  |  | |
| **E-mail Address** | |  | |  |  | |
| **Description of contract** | |  | |  |  | |
| **Contract start date** | |  | |  |  | |
| **Contract completion date** | |  | |  |  | |
| **Estimated contract value** | |  | |  |  | |
| **6.2** | 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) 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) | | | | | |
|  | | | | | |
| **6.3** | If you cannot provide at least one example for questions 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 a contract. | | | | | |
|  | | | | | |
| **Section 7** | **Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 [[4]](#footnote-4)** | | | | | |
| **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")? Which means do you operate at all within the UK with a turnover in excess of 36M | | | | | **Yes** |
| **N/A** |
| **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 - Please provide the relevant URL to view full statement | | | **Yes** |
| No - Please provide an explanation | | | **No** |

**8. Additional Questions**

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

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| **Section 8** | **Additional Questions** | | |
| **8.1** | **Insurance** | | |
| **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: | | **Y/N** |
| Employer’s (Compulsory) Liability Insurance = £5m \* |  |  |
| Public Liability Insurance = £5m |  |  |
| Professional Indemnity Insurance = £2m |  |  |
| Product Liability Insurance = £5m |  |  |
|  | |  |
| \*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. | | |

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| **8.2** | **Skills and Apprentices – (please refer to supplier selection guidance)** |  |  |
| **a.** | Public procurement of contracts with a full life value of £10  million and above and duration of 12 months and above  should be used to support skills development and delivery  of the apprenticeship commitment. This policy is set out in  detail in Procurement Policy Note 14/15.  Please confirm if you will be supporting apprenticeships  and skills development through this contract. | **Yes** | **No** |
| b. | If yes, can you provide at a later stage documentary  evidence to support your commitment to developing and  investing in skills, development and apprenticeships to  build a more skilled and productive workforce and  reducing the risks of supply constraints and increasing  labour cost inflation? | **Yes** | **No** |
| c. | Do you have a process in place to ensure that your supply  chain supports skills, development and apprenticeships in  line with PPN 14/15 (see guidance) and can provide  evidence if requested? | **Yes** | **No** |

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| **8.3 Health and safety** | | | |
| a. | Please self-certify that your organisation has a Health & Safety policy that complies with current legislative requirements. | **Yes** | **No** |
| b. | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  The Council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | **Yes** | **No** |
| c. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | **Yes** | **No** |

**APPENDIX 1 - Form of Tender**

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

**Statement from Tenderer**

Having examined the Contract Terms & Conditions, and the Specification for the above-mentioned requirement, I / we offer to perform the Services for the initial Term from the Date of Commencement and to comply with the Contract Terms & Conditions. I / we understand that Oxford City Council is not bound to accept the lowest or any Tender it receives.

I / we understand that no payment will be made for any expenses or losses incurred in the preparation of my / our Tender.

I/we agree that this Tender remain open for acceptance for ninety days after the last day for receipt of Tenders.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 2 - Confidential Information Statement**

**[Insert tenderers name],** understand that we are allowed access to confidential information belonging to Oxford City Council (“the Council”) in order to prepare our tender for the Contract. This includes personal information under the terms of the Data Protection Act 1998.

This information will be kept secure at all times while in our possession. Only those staff within our organisation that are required to see the information in order to deliver the Contract are to be given access to the information, and then only in order to provide the supplies/services/works.

The information should not be used for any purpose, other than for which it is being supplied.

No part or parts of the information will be retained once the supplies/service/works has been provided save as that required to be retained for audit and compliance purposes. The recipient will retain the minimum confidential information that is required for the audit and compliance purposes and will treat such information with the same degree of care as we exercise for own confidential information.

The Terms of this Agreement will also be applied to any other organisations, such as sub-contractors or consultants, who may work with us to provide the supplies/services/works.

Should any breach of the above take place, I will immediately notify the Council’s Chief Technology & Information Manager by emailing [dataprotection@oxford.gov.uk](mailto:dataprotection@oxford.gov.uk).

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| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 3 - Anti-collusion and Competition Code Certificate**

In recognition of the principle that the essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all those Tendering

I / WE CERTIFY THAT:

1. This Tender is made in good faith, and that we have not fixed or adjusted the amount of the Tender in accordance with any agreement or arrangement with any other person.

I / we also certify that I / we have not and shall not before the award of any Contract:

(a) communicate to any person other than Oxford City Council (“the Council”) as recipient of this Tender the amount or approximate amount of the Tender or proposed Tender, in accordance with any agreement so to communicate except where the disclosure, in confidence, or the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;

(b) enter into any agreement or arrangement with any other person other than the Council as recipient of this Tender that they shall refrain from tendering, that they shall withdraw any Tender once offered or vary the amount of any Tender to be submitted;

(c) pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the work, any act or thing of the sort described in paragraphs (a) or (b) above.

2. I / we further certify that the principles described above have been, or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing materials or services connected with the Tender and any Contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word “person” includes any persons and anybody or association, corporate or unincorporated; “any agreement or arrangement” includes any transaction, formal or informal and whether legally binding or not; and “the work” means the work in relation to which this Tender is made.

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| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 4 - Anti-canvassing Certificate**

I / We hereby certify that I / We have not and shall not canvas or solicit any member, officer or agent of Oxford City Council (“the Council”) in connection with this or any other Tender or proposed Tender, and that no person employed by me/us or acting on my/our behalf has done any such act.

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

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| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 5 - Freedom of Information Disclosure Statement**

Oxford City Council (“the Council”) undertakes to hold confidential any commercially sensitive information provided by the Tenderer subject to:

* disclosure of information specified above as liable for release to the public; and
* the Council’s obligations under law including the Freedom of Information Act 2000 and the Environmental Information Regulations.

Please state below any information that the Tenderer specifically does not wish the Council to disclose together with any timescale relating to this non-disclosure e.g. for first 6 months, lifetime of the Contract etc.

Tenderers should note that the Council may still need to disclose such information if necessary to comply with its obligations. This may include the disclosure of unsuccessful tenderers.

The Council will endeavour to consult with the Tenderer about commercially sensitive information before making a decision regarding disclosure.

I / we agree that information relating to this Tender or subsequent Contract may be disclosed, save for the information specified below which we consider to be commercially confidential:

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| **Commercially sensitive information** | **Period of sensitivity** |
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| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**appendix 6 - tenderers response to the specification**

**Additional Suitability**

A response of **‘no’** to questions 1.1 to 1.8 will result in a ‘fail’ and your bid will not be considered further.

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| **Project specific questions to assess Technical and Professional ability** | | |
| 1.1 | Do you have a food safety management system based on the principles of Hazard Analysis and Critical Control Points (HACCP)? (if so, please provide a copy) | ▢ Yes (Pass)  ▢ No (Fail)  ▢ Copy attached |
| 1.2 | Do you have a minimum of a 4\* Food Standards Authority Hygiene Rating? (if so, please provide a copy of your most recent environmental health report) | ▢ Yes (Pass)  ▢ No (Fail)  ▢ Copy attached |
| 1.3 | Can you confirm that all staff delivering the catering service on site will be qualified to at least Chartered Institute of Environmental Health (CIEH) Level 2 Food Safety in Catering? | ▢ Yes (Pass)  ▢ No (Fail) |
| 1.4 | Can you confirm that for each event with alcohol, a Personal License Holder will be present? (if so, please provide copies of licenses) | ▢ Yes (Pass)  ▢ No (Fail)  ▢ Copy attached |
| 1.5 | Can you confirm that you will provide a staff member to act as an Event Manager for each event at the Town Hall? | ▢ Yes (Pass)  ▢ No (Fail) |
| 1.6 | Can you confirm you will adhere to the Council’s Health & Safety Policy? (see Appendix B) | ▢ Yes (Pass)  ▢ No (Fail) |
| 1.7 | Can you provide a risk assessment for delivering catering at the Town Hall, Oxford? (if so, please provide a copy) | ▢ Yes (Pass)  ▢ No (Fail)  ▢ Copy attached |
| 1.8 | Can you provide a copy of the indicative menu that will be supplied to prospective clients? (if so, please provide a copy) | ▢ Yes (Pass)  ▢ No (Fail)  ▢ Copy attached |

**1. Technical Capacity, Expertise & Experience**

1.1 Please provide 4 case studies of catering contracts you have managed that are relevant to the Council’s requirement and have been provided in the past 3 years. Please use some of the following examples:

* Weddings (e.g. 500 people)
* Meetings and Conferences (e.g. 5 people)
* Corporate Events
* Seated Dinners
* Social Events e.g. Parties

*Maximum word count 2000 – score 10%*

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1.2 Please enclose details of your organisations structure, including the number of staff working in each area of the business and how they would be involved in the delivery of this Contract.

*Maximum word count 1000 – score 5%*

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**2. Operations & Service Delivery**

2.1 Please explain how you intend to manage the Contract.

Include as a minimum:

* How you will ensure clients receive an acknowledgement to enquiries within 1 working day and a quotation, if requested, within 3 working days.
* Whether you work with subcontractors to staff events and how you manage and select them.
* What does the role of the event manager include?
* How you will work with the Town Hall to ensure a successful event.

*Maximum word count 1000 – score 10%*

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2.3 Oxford is a diverse city. Please explain how you manage the wide range of catering requirements that a city like Oxford can provide and how you would ensure that all clients of the Town Hall were catered for.

*Maximum word count 1000 – score 10%*

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**3. Quality Assurance**

3.1 Please specify and provide documentary evidence for any quality assurance schemes you have been accredited with e.g. ISO 22000, Food Safety Management. If you do not have any certification, please detail how your organisation complies with environmental legislation.

*Maximum word count 1000 – score 10%*

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3.2 Explain how you manage your own supply chain, ensuring quality and sustainability of supply and explain your supplier sourcing process.

*Maximum word count 1000 – score 5%*

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3.3 As with many local authorities, Oxford City Council is trying to develop good practice in Fair Trade procurement and Oxford has been a ‘Fair Trade’ city since 2004. Please explain how you could support this drive in relation to products carrying the FAIRTRADE Mark or equivalent.

*Maximum word count 1000 – score 5%*

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3.4 One element of the Council’s Procurement Strategy is to ‘support growth in the local economy and facilitate opportunities for local and small businesses.’ Please explain how you could support this strategy.

*Maximum word count 1000 – score 5%*

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**4. Environment**

4.1 Explain and provide a copy of your environmental policy and evidence how you put this into practice in terms of some of the key areas as follows:

* Energy usage
* Food waste
* Recycling (food and non-food)
* Environmentally friendly products

*Maximum word count 1000 – score 10%*

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**5. Health & Safety**

5.1 Provide a copy of your company’s Health Safety and Environment (HSE) policy and demonstrate the following:

* How will the policy and related procedures be implemented when catering for an event at the Town Hall?
* How do you ensure that your health and safety obligations are met or exceeded (including but not limited to Food Hygiene Regulations, General Food Law Regulations, the Health and Safety at Work Act 1974), incidents and accidents are minimised and best practice is adhered to at all times?
* How do you ensure that all staff are trained and competent in all relevant aspects of health and safety and food hygiene?

*Maximum word count 1000 – score 10%*

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**appendix 7 – pricing schedule**

Please state the fixed rate (%) of commission you will pay the Council for each event you cater for at the Town Hall, Oxford. This rate is to be a minimum of 10% and must be to the nearest whole number. This will be scored out of 20% as described in Part A of the tender pack.

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1. See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/smedefinition\_en [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
4. Procurement Policy Note 9/16 Modern Slavery Act 2015 [↑](#footnote-ref-4)