**Request for Quotation**

For

**Air Conditioning and Mechanical Ventilation Services**

**Ref PSSC031**

Issue Date: 22 January 2018

Return Date: 19 February 2018

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**SECTION 1: INTRODUCTION**

**1 GENERAL REQUIREMENTS**

Quotations are invited for the supply of repairs and servicing to air conditioning units and mechanical ventilation systems.

The Council’s detailed requirements are defined in the Specification.

**1.1 BACKGROUND**

This Invitation to Quote is in principle based on the open procedure as illustrated in the Public Contracts Regulations; therefore, a two stage evaluation process will be undertaken. Stage one will assess potential providers capability of providing the required goods or services. Those selected for stage 2 will then be evaluated based on the tender evaluation criteria as described in section 7 and Appendix B.

**1.2** **SUBMISSION OF QUOTATION**

Quotations, which should be received no later than 19/02/2018 13:00 and uploaded on to the Council’s [e-tendering](https://procontract.due-north.com/Loginhttps%3A/procontract.due-north.com/Login) portal. Any queries relating to tis opportunity should also be emailed via the e-tendering portal.

**1.3 FREEDOM OF INFORMATION**

Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Tenderers should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**SECTION 2: PROCUREMENT PROGRAMME**

|  |  |
| --- | --- |
| **Event** | **Date** |
| Advertise EOI Issue RFQ | 22nd January 2018 |
| Closing date for RFQ returns | 19th February 2018 |
| ITQ evaluation | 26th February 2018 |
| Contract award | 28th February 2018 |
| Contract commencement | 1st May 2018 |
| Contract End date | 30th April 2021 |

**SECTION 3: STAGE ONE QUESTIONS**

1. **Instructions on provision of information**
	1. You should complete and provide **ALL** the details for the organisation that it is proposed would enter into the contract with Swale Borough Council.
	2. **Organisational information**

|  |  |
| --- | --- |
| Organisation name | Click here to enter text. |
| Type (Legal status) | Click here to enter text. |
| Year of registration (as applicable) | Click here to enter text. |
| Address / registered address | Click here to enter text. |
| Contact name | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |
| Web- site | Click here to enter text. |

**3.3 Economic and financial information**

* + 1. Please supply a copy of the Tendering Organisation’s most recent accounts that cover the last two years of trading, or for the period that is available if trading for less than two years.
		2. Please supply details of existing insurance cover and policies.
	1. **Technical and / or professional ability**
		1. Details of previous experience of relevant contracts undertaken most recently (preferably within the last year) together with names and addresses of clients / referees (preferably from the Public Sector). Please ensure that Referees have no objections to the Council contacting them during the pre-qualification stage for reference purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| *Client Organisation name and address* | *Reference contact name, telephone number and email address* | *Approx.**value & date work undertaken* | *Brief description of works / services* |
| **1.**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **2.**  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **3.** | Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |
| --- |
| **3.4.2** Please provide details of qualifications and accreditations that demonstrate technical competence of your company and employees who will carry out all the service checks for Swale House equipment as described in the specification. Please specify what category certificate obtained under the SRAC qualification or alternative relevant qualification.Click here to enter text. |

\*Please list and if applicable provide a copy of your policies relevant to the provision of the service.

**3.5 Equal Opportunities**

3.5.1 Do you comply with the [Disability Rights Commission](https://www.gov.uk/rights-disabled-person/overview) or [Equality and Human Rights Commission](https://www.gov.uk/government/organisations/equality-and-human-rights-commission) on grounds of alleged unlawful discrimination?

 **Yes / No**

3.5.2 Is it your policy, as an employer, to comply with your statutory obligations under the Equalities Act 2010 and accordingly, your practice not to discriminate against someone on grounds of their sex (including gender reassignment), sexual orientation, marital status, race, nationality, ethnic origin, religion, beliefs, disability, pregnancy or childbirth or because they are a member, or not, of a trade union, or a part-time workers? **Yes / No**

3.5.3 In the last three years, has any finding of unlawful discrimination been made against your organisation by any court or industrial tribunal?

**Yes / No**

3.5.4 In the last three years, has your organisation or predecessor organisations’ been the subject of a formal investigation by the [Equality and Human Rights Commission](https://www.gov.uk/government/organisations/equality-and-human-rights-commission) for Racial on race, gender, disability, sexual orientation, faith or belief and age set out? **Yes / No**

3.5.5 Do you observe as far as possible the [Equality and Human Rights Commission](https://www.gov.uk/government/organisations/equality-and-human-rights-commission) or the [Disability Rights Commission](https://www.gov.uk/rights-disabled-person/overview), which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment, including the steps that can be taken to encourage members of the ethnic minorities to apply for jobs or take up training opportunities? **Yes / No**

* 1. **Health & Safety Policy & Other Issues**
		1. The Service Provider shall provide all risk assessments and Safe Methods of operation for delivering the service. The Service Provider will be requested to provide his revised annual risk assessments electronically.
		2. The Council requires all its suppliers and contractors to comply with all relevant Health and Safety legislation and standards and that you properly manage all Health and Safety risks specific to this contract.

3.6.3 Does your company comply with the Health & Safety at Work Act 1974 as amended? **Yes / No**

* + 1. Please confirm that your company agrees to co-operate with Swale Borough Council, where required, to ensure you also adhere to the Council’s Health and Safety policy. **Yes / No**

Swale Borough Council’s [Health and Safety Policy](http://www.swale.gov.uk/assets/Strategies-plans-and-policies/Health-and-Safety-Policy.pdf)

* + 1. Does your organisation comply with the following minimum health & safety standards;

● Implement effective health and safety policies and procedures. **Yes / No**

● Operate an adequate health and safety management system including a designated 'competent person' to provide advice and guidance. **Yes / No**

● Provide appropriate health and safety training for staff. **Yes / No**

● Ensure processes are in place to sufficiently assess the competence and capabilities of sub-contractors to work safely. **Yes / No**

● Ensure effective monitoring processes are in place. **Yes / No**

* 1. **Other Issues**
		1. Has your company / organisation been involved in any actions in employment tribunal, the European Commission, Office of Fair Trading, HM Revenue & Customs, the Information Commissioner’s Office, the Financial Services Authority or for any breach of environment, health and safety law over the past three years? If so, please provide details. **Yes / No**

**If yes please provide details;**

Click here to enter text.

* + 1. Ethical Standards
* What are the values and behaviours your company / organisation is encouraging and discouraging? Click here to enter text.
* How are employees and (if applicable) board members held to account collectively and individually for ethical issues? Click here to enter text.
* What is the internal control environment for maintaining ethical behaviour and standards in your company/organisation? Click here to enter text.
* How is ethical awareness embedded in your company/organisation? Click here to enter text.
* How does your company/organisation encourage its intended values and behaviours? Click here to enter text.
* How does your company/organisation learn from criticism and compliments? Click here to enter text.
	+ 1. TUPE

In the event of the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 applying to this Contract please indicate if you have experience of managing the transfer of staff from an incumbent to your own company / organisation under TUPE legislation. **Yes / No**

**Declaration**

I am authorised by the Tendering Organisation to supply the information given in this RFQ response. I declare that, at the date of signing this declaration, the information given is complete and accurate to the best of my knowledge having made reasonable enquiries.

Swale Borough Council has our permission to:

* carry out all necessary actions to verify the information provided; and

* to pass any information provided to a third party commissioned by the Council for the purposes of evaluating our responses.

I acknowledge that:

* it is an offence to give or offer any gift or consideration to employee of a public body as a reward or inducement in relation to the awarding of a public contract and that such action will give the Council the right to exclude a Tendering Organisation from the procurement process; and
* any price fixing or collusion with other bidders in relation to the project shall give the Council the right to exclude a Tendering Organisation from the procurement process and may constitute an offence.

Signed: e-signature

Name: Click here to enter text.

Position: Click here to enter text.

Organisation: Click here to enter text.

Date: Click here to enter a date.

**\*Failure to complete this form, provide reference points or provide non-conforming answers may lead to your exclusion from the bidding process.**

**ANNEX 1**

**STATEMENT RELATING TO GOOD STANDING**

[**Click here**](http://www.swale.gov.uk/assets/Procurement/Statement-relating-to-good-standing.pdf) **to view the Statement Relating to Good Standing**

**Tick to agree to the Statement Relating To Good Standing** [ ]

**Organisation's name** Click here to enter text.

**Authorised Signatory** **E-signature**

**Position**

**Date**

\* **In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the Candidate is carrying on business in the trade in question in the UK at a specific place of business and under a specific trading name.**

**Failing to agree, tick, sign and date the Statement Relating To Good Standing above may invalidate your R.F.Q. Submission.**

**ANNEX 2 – Evaluation Criteria**

a) The selection process will be undertaken by a panel of assessors consisting of a minimum of three representatives from Swale Borough Council with assistance from external consultants as necessary. Tenderers are advised that in the event of a very high number of tenders (>5) being received, these will all first be evaluated on price. Those tenders with a low price score (i.e. highest price) which cannot mathematically achieve a sufficient overall score to be successful, even with the maximum score awarded for quality, may not progress to the quality evaluation stage. This means that the Council may be unable to provide feedback on some tender submissions.

b) The following criteria is mandatory and failure to meet the minimum requirements may automatically exclude your company. **Existing or written assurance to provide, Public Liability of a minimum £5 million and Employers Liability of at least £10 million**.

c) Only the information supplied in the manner requested and within the space provided in this document will be assessed (unless otherwise instructed). Swale Borough Council regrets that it cannot evaluate any other form of submission. e.g. Sales Brochures, Company Literature or other forms of information unless specifically requested in this document.

d) ***Annex 1 (Statement Relating to Good standing):*** The checking process will also determine that none of the circumstances described in Regulation 57 of the Regulations, apply. Regulation 57 sets out the "mandatory" and "voluntary" criteria, under which a Contracting Authority must, or may, determine that a Potential Provider is ineligible to participate in a procurement process. Where there is any doubt concerning a Potential Provider’s eligibility to qualify legal opinion will be sought and the RFQ treated as incomplete until confirmation of eligibility has been secured.

**Annex 3 – Selection Criteria Chart-** *(****For Swale Borough Council use only*)**

|  |  |  |
| --- | --- | --- |
| **Information Supplied** | **Evaluation method** | **Rating** |
| Contractor Details | For Information | Not scored |
|  |  |  |
| \*Questions 3.1 & 3.3.1. Financial Information | \*Financial Status and Stability will be checked unsatisfactory submissions may lead to exclusion.  | Pass / Fail |
| \*Questions 3.2 & 3.3.2. Contractor Profile Insurance Information | Insurance details will be assessed to ensure that minimum cover is in place or an assurance to provide minimum insurance has been given. The requirement is £5million Public Liability Insurance & £10million Employees Liability Insurance. Professional Indemnity £2million (if applicable) | Pass / Fail |
| **\* A fail may lead to exclusion** |
| **Selection Criteria** | **Evaluation method** | **Pass / Fail** |
| **Questions 3.4, 3.4.1 & 3.4.2**Technical and/or professional ability | The places in the short list will be allocated to those who receive a full set of ‘Pass’ marks, ‘Fail’ may lead to exclusion.The council anticipate short listing 6-8 depending on number of submissions. | Pass / Fail |
| **Question 3.5.1, 3.5.2, 3.5.3, 3.5.4 & 3.5.5**Equal Opportunities | Pass / Fail |
| **Questions 3.6.1, 3.6.2, 3.6.3, 3.6.4 & 3.6.5**Health & Safety | Pass / Fail |
| **Question 3.7.1, 3.7.2 & 3.7.3**Other IssuesEthical StandardsTUPE |  | Pass / Fail |
| **The statement relating to good standing contained in Appendix A (below) must be signed and returned with this document** | Signed statement relating to good standing **Yes / No** | Pass / Fail |
|  | **Pass / Fail** | Pass / Fail |

**SECTION 4: CONTRACT CONDITIONS**

4.1 The Tenderer will be required, upon the acceptance of quotation to enter into a Contract through the issue of a Council order. A web link to the Council’s current Conditions of Contract is available to view within **Appendix A.**

4.2 Materials

 All materials are to be of a good quality, appropriate and fit for purpose and meet the requirements of the Specification. Where a British Standard is current and appropriate, goods and materials shall, where appropriate, be in accordance with that specification. All materials shall be obtained from approved suppliers and manufacturers and used strictly in accordance with the manufacturer’s instructions unless otherwise specified.

4.3 Workmanship

 Workmanship and labour shall be of a good standard. The whole of the works are to be carried out in accordance with specification and relevant Codes of Practice and other guidance.

**Contract Insertions to Appendix A** (clause numbers to selected contract)

4.5 Commencement Datemeans the 01 May 2018

4.6 Contract Period 3 years

At the Council’s sole and exclusive option the Contract Period may be extended for further periods up to a maximum of number of 2 years, in which case, for the purpose of the Contract, the Contract Period shall be deemed to apply to such extended period.

4.7 The relevant Contract Manager / Supervising Officer will be Deborah Hardy.

**SECTION 5: SPECIFICATION**

To service and carry out any repairs to air conditioning and mechanical ventilation systems at Swale House

The contractor will be responsible for ensuring the assets listed below are maintained in a safe and effective way with minimum disruption. Servicing is to be carried out annually during November, in addition to reactive calls to breakdowns.

The contractor shall hold current membership with the Building and Engineering Services Association.

Where possible the emphasis will be placed on preventative maintenance rather than repairing breakdowns. The contractor will be expected to advise on the condition of the assets and make recommendations to ensure SBC achieves maximum value from the assets and the contract.

Servicing to include the following as a minimum:

* Examine and clean all components and surfaces
* Renew filter, oil all moving parts
* Clean ductwork to toilet extracts
* Add refrigerant where necessary
* Check for leaks and faults
* Make adjustments necessary to ensure motors and units working efficiently and to manufacturer’s specifications
* Report to SBC on work carried out and recommendations

**Air handling plant**

2No Supply fan: - Centrifugal

Manufacturer, A.A.F. Ltd.

Max speed 496 rpm *(measured as 198 rpm running condition)*

Shaft No. AC 7273 Bearing No. 4AAK 1575

Belt No. SPA 3550 Unit No. H 52 LP/ACE/YA

# **2No Supply fan motor: -**

Manufacturer, Brooks Motors Ltd.

Output kW 18.5 RPM 1460 *(measured as 1500 rpm)*

Rating CMR 4DXZ

# **2No Extract fan: - Axial**

Manufacturer, Woods of Colchester (Aerofoil)

354938 / 53Y Ref

Continuous air stream rating IEC 34 – 1 BS 2613 BS 170

**Air conditioning units**

PABX room:

2No. Mitsubishi ceiling mounted DX systems – Model nos. PCA-RP60GA and PUHZ-RP60VHA3

Server room:

3No. Mitsubishi wall mounted DX systems – Model nos. PKA-P2FAL and PUP2-5VCA

**Extractor fans**

Toilets:

8No. Vent Axia extract fans - Model no. HR250

**MONITORING ARRANGEMENTS**

Orders will be issued with an expected timescale, according to urgency. The timescales are in the three bands of:

* Emergency - to be made safe within 24 hours;
* Urgent - to be completed within 5 working days;
* Routine - to be completed within 30 calendar days

The contractor’s performance will be monitored against feedback from staff and users of the facilities. Regular reviews of the timescales and values of orders completed will also take place, with particular emphasis on the proportion of orders that can be resolved on the first visit.

Please enclose Disclosure and Barring Service documentation

**SECTION 6: PRICING SCHEDULE**

The costs should be broken down into components with a full description of each component and its associated time and costs. This is a fixed price contract over the duration of the contract, up to and including any extension period given. No indexation will be applied to this opportunity.

|  |  |  |
| --- | --- | --- |
| **Component** | **Component description** | **Costs (£)** |
| Annual service for air conditioning units | All inclusive cost to carry out a safety check and service in line with manufacturers’ recommendations to 5 air conditioning units | Click here to enter text. |
| Annual service for ventilation and extract units | All inclusive cost to carry out a safety check and service in line with manufacturers’ recommendations to 2 air handling units and 8 extract fans and 1 main extract fan.  | Click here to enter text. |
| Annual Service for AH plant equipment | All inclusive cost to carry out a safety check and service in line with manufacturers’ recommendations to all AH Plant equipment. | Click here to enter text. |
| Hourly rate (Mon-Fri 0800 – 1800) | Rates to include all travel time, call out and labour costs associated with one operative attending during working hours | Click here to enter text. |
| Hourly rate out of hours | Rates to include all travel time, call out and labour costs associated with one operative attending outside of working hours | Click here to enter text. |
| Percentage to be applied to materials used | Percentage that will be applied and charged in addition to cost of materials used during repairs | Click here to enter text. |

**SECTION 7: FORM OF TENDER AND DECLARATIONS**

**TENDER FOR THE PROVISION OF (Air Conditioning and Mechanical Ventilation Services, PSSC031)**

TO: THE SWALE BOROUGH COUNCIL

I / We …………………INSERT NAME OF BIDDNG ORGANISATION, Company registration number **NUMBER** whose registered address is **ADDRESS**, having examined the Request for Quotation (R.F.Q) and other documents made available to us hereby tender to provide all the Services described in the tendering documents including appendices and confirm our submission of a compliant Bid.

I / We hereby offer to supply the Service subject to the terms and conditions set out in such Conditions of quotation, Conditions of Contract Specification and other documents (if any) at the prices and rates contained in the Pricing Schedule.

I / We undertake in consideration of having been supplied with the particulars and permitted to tender, that this quotation shall not be withdrawn or modified for 30 days from the date of its delivery but shall remain binding upon me / us during that period.

I / We understand you are not bound to accept the lowest or any tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

Unless and until a formal Contract is prepared and executed this Tender together with your written acceptance thereof shall not constitute a binding Contract between us.

**Anti-Collusive Tendering Certificate**

I / We declare that:

1. This is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.

2. I / We have not done and I/we undertake that I / we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

a communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium quotations required for the preparation of the tender.

b entering into any agreement or arrangement with any other persons that they shall refrain from tendering or as to the amount of any tender to be submitted.

c offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above. We acknowledge that if we or anyone who acts on our behalf behaves improperly or commits an offence under the Prevention of Corruption Acts 1889-1916, the Council may cancel the contract and recover all costs and losses.

In this certificate, the word ‘person’ includes any persons or anybody or associated, corporate or unincorporated, and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

Dated this 00th day of Month Year

Signature e-signature

For and on behalf of COMPANY

Status of signatory Click here to enter text.

*(E.g. Partner or Director)*

**APPENDIX A**

**APPENDIX A- CONDITIONS OF CONTRACT**

**Please check the box to show you have read, understand and agree to the Council’s current** [**Standard Terms & Conditions for Goods & Services**](http://archive.swale.gov.uk/assets/Procurement/Terms-and-Conditions/Standard-Terms-and-Conditions-for-Goods-and-Services.pdf) **for this opportunity.** [ ]

**Failure to agree to the terms and conditions and to check the box above may invalidate you tender submission.**

**APPENDIX B – EVALUATION CRITERIA**

**Award Criteria**

|  |  |  |
| --- | --- | --- |
| **Information Supplied** | **Evaluation method** | **Rating** |
| **Selection Criteria** | **Max Score** |
| Price | 60 |
| Non-Price / Technical | 40 |
| The contract will be awarded to the organisation that scores the highest number of points out of 100, by the evaluation panel. The individual panel member’s scores will be averaged to arrive at a final score at a moderation meeting. |  |
| **Maximum Total** | **100** |

* In terms of Price, each Tender will be awarded points based on its relationship with the lowest Tender. The Tender with the lowest annual equivalent sum (AES) will be awarded 60 Points; each of the remaining Tenders will be awarded points on a pro rata basis in accordance with the following calculation (rounded to two decimal places):-

**Lowest AES / AES x 60**

 For example, based upon a notional figure of £1.00 One pound:-

 Tender AES £ Points Awarded

 A 1.00 60.00

 B 1.05 57.14

 C 1.07 56.07

 D 1.10 54.54

Please note that the figures are merely examples and are in no way an indication of the contract value.

In terms of Specification, a maximum of 40 points will be awarded

In order to assist in evaluating the relative merit of various Tenders with regard to specification a weighting model will be used to compare the various criteria by means of a points system. The methodology by which the comparison is made in the model is as follows:-

The Council will allocate points within the Specification evaluation as follows:

|  |
| --- |
| 1. Please provide details of relevant experience of the three mentioned contracts from 3.4.1. Please provide method statements, risk assessments and an example of electrical testing reports that you have already completed. **Up to 10 points**

Click here to enter text. |

|  |
| --- |
| The testimonial should detail the work that that you have undertaken on their behalf and the type of contract. We would expect that the testimonial will reference the quality of work, the adherence to contractual response times and the level of customer care experienced. Tenderers are to submit a maximum of three testimonials**.** (Only testimonials on the referees headed paper or company email will be accepted with full contact details provided) **- up to 12 points**Click here to enter text. |

|  |
| --- |
| Please attach your Health and Safety Policy Statement and your accident statistics for the last three years **- up to 10 points** Click here to enter text. |

|  |
| --- |
| SOCIAL VALUE: Some Social Value Measures are outlined in Table 1 of the [Local First Policy](http://archive.swale.gov.uk/assets/Strategies-plans-and-policies-2015/Local-First-Policy.pdf). Please list all Social Value Measures applicable to your tender, whether they are listed in the table of this documents plus any additional Social Value that has relevance to your tender. Please note the number of Social Value measures included is expected to be proportionate to the size of the contract **- up to 8 points.**Click here to enter text. |

* The weighted Price / Non-price / Presentation scores will be added to obtain the total weighted score. The Tender with the highest total weighted score is that which is perceived to be the economically most advantageous under the terms of this model.

**TABLE B**: - Non Price, Method Statement Scoring – **COUNCIL USE ONLY**

|  |  |  |
| --- | --- | --- |
| **TITLE** | **SCORE** | **MAXIMUM SCORE** |
| Please provide details of relevant experience of the three mentioned contracts from 3.4.1. Please provide method statements, risk assessments and an example of electrical testing reports that you have already completed.- **Maximum Score - 10 points.** | 0 - 10 | Click here to enter text. |
| The testimonial should detail the work that that you have undertaken on their behalf and the type of contract. We would expect that the testimonial will reference the quality of work, the adherence to contractual response times and the level of customer care experienced. Tenderers are to submit a maximum of three testimonials**.** (Only testimonials on the referees headed paper or company email will be accepted with full contact details provided) **Maximum Score - 12 points.** | 0 - 12 | Click here to enter text. |
| Please attach your Health and Safety Policy Statement and your accident statistics for the last three years- **Maximum Score - 10 points.** | 0 - 10 | Click here to enter text. |
| SOCIAL VALUE: Some Social Value Measures are outlined in Table 1 of the [Local First Policy](http://archive.swale.gov.uk/assets/Strategies-plans-and-policies-2015/Local-First-Policy.pdf). Please list all Social Value Measures applicable to your tender, whether they are listed in the table of this documents plus any additional Social Value that has relevance to your tender. Please note the number of Social Value measures included is expected to be proportionate to the size of the contract **-** **Maximum Score - 8 points.** | 0 - 8 | Click here to enter text. |
| Total Score | **Max 40** |  Click here to enter text. |

**Appendix C - Swale Borough Council** [**Bribery Act Policy**](http://www.swale.gov.uk/assets/Procurement/Procurement-Policies/Bribery-Act-Policy.pdf)**:**

The reputation of Swale Borough Council and the trust and confidence of those with whom the council deal with are of fundamental importance.

Therefore Swale Borough Council condemns bribery and corruption in all its forms.

Swale Borough Council’s Bribery Act Policy explains the process through which the Council intends to maintain its high standards and to protect the organisation, employees, Members and business partners against any allegations of bribery and corruption. Compliance with the Policy is important.

By signing this form of tender and declarations you confirm that you have read, understood and agree to comply with Swale Borough Council’s Bribery Act Policy. Appendix C.

In this certificate, the word ‘person’ includes any persons or anybody or associated, corporate or unincorporated, and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

Dated this **DAY of MONTH YYYY**

Signature **E-signature**

For and on behalf of (Name of Organisation)

(Status of signatory (e.g. Partner or Director) **STATUS OF SIGNATORY**

**Please refer to** [**www.swale.gov.uk**](http://www.swale.gov.uk)

**Appendix D – Statutory Duties**

Health & Safety at Work Act 1974

Bribery Act 2010

The Public Service (Social Value Act 2012)

Rights of Third Parties Act (1999)

Equalities Act 2010

Children Act 2004

**APPENDIX E – FIRE SAFETY POLICY**

**Please check the box to show that you have read, understand and agree to the Council’s Fire Safety Policy** [ ]

**Failure to agree to the Fire Safety Policy and to check the box above may invalidate you tender submission.**