**Invitation to Tender (ITT)**

**Supplier Response Document**



**Provision of Grounds Maintenance (and associated) Agency Staff**

**FTS No: 2021/S 000-028442**

**November 2021**

# CONTENTS

Section 1 – Supplier details

Section 2 – Technical and quality questions

Section 3 – Pricing schedule

Section 4 – Terms & conditions of contract

Section 5 – Declarations

# required DOCUMENTS

Please also complete and provide:

* Standard Selection Questionnaire (SQ)

# appendices

Please list any additional documents you have submitted with your tender:

**SECTION 1 – SUITABILITY QUESTIONNAIRE**

## **1.1 ORGANISATION DETAILS**

This section is forinformation only, but must be completed in full.

The terms 'the organisation' and 'your organisation' used in this document mean your business, company, charity, partnership or any other type of organisation identified below.

|  |  |  |
| --- | --- | --- |
| Full name of the organisation submitting this tender | |  |
| Registered office address: | |  |
| Company registration or charity registration number | |  |
| VAT registration number | |  |
| Name of immediate parent company | |  |
| Name of ultimate parent company | |  |
| Type of organisation:   * public limited company (PLC) * limited company (LTD) * limited liability partnership (LLP) * other partnership * sole trader * third sector (charity) * other (please explain) | | please state which: |
| Are you a Small, Medium or Micro Enterprise (SME)? | | Yes / No |
| **Contact details for questions about this tender** | | |
| **Name:** |  | |
| **Phone:** |  | |
| **Mobile:** |  | |
| **Email:** |  | |

# SECTION 2 – QUALITY/TECHNICAL QUESTIONS

## **2.1 WEighted QUESTIONS**

|  |
| --- |
| **Q1. METHODOLOGY (10%)**  Describe you intended methodology for the of delivering the contract in line with the specifications; response should include;   1. Procedure that would be put in place to prepare and ensure that the contract is able to commence on contract start date 2. Procedure that will be used to recruit / identify suitable candidates that meet the requirements of the posts, as well as, ensure references are obtained and passed on within set time scale. 3. How you will ensure full compliance with the Agency Workers Regulations 4. Any issues that you think might arise and how you would seek to mitigate their potential impact 5. The process your company would take to ensure an effective working relationship with the Council to promote an environment of continuous improvement.   *(Max 5000 words*) |
|  |
| **Q2. EXPERIENCE (5%)**  By reference to similar contracts within the last five years on which you fulfilled a similar role please describe how your company successfully delivered the contract?  Specific examples should be given to   * demonstrate innovations that led to the efficiencies within the life of the contract; and * Procedure implemented to ensure business continuity in a unforeseen circumstances   *(Max 3000 words*) |
|  |
| **Q3. SUSTAINABILITY (5%)**  The Council has made a climate pledge and aims to become carbon neutral by 2030.  Please detail your company’s views on sustainability such as carbon reduction/ footprint and how is this currently managed?  Please provide details of how you will undertake the services of this Contract in a sustainable way, detailing. You will mitigate or eliminate the carbon impact of activities carried out under this contract.  *(Max 1000 words*) |
|  |
| **Q4. SOCIAL VALUE (10%)**  The Council encourages local employment. Please detail how you will ensure that local value’ is met. Specifically how you will look to source local employees capable of meeting our standards and requirements.  Please also detail and specify any limitations or restrictions local recruitment and how these can be mitigated  *(Max 2000 words*) |
|  |

# SECTION 3 – PRICING SCHEDULE

It is envisaged that the majority of staff engaged via this contract will be paid at or around the national living wage (as varied from time to time). The exact **PAY RATE** will be confirmed for each specific job role. You are required to submit your markup as a percentage which will apply to all appointments, which shall be referred to as the **CHARGE RATE**.

The **CHARGE RATE** must be inclusive of all costs associated with providing the service, including (but not limited to); staff pay; holiday pay; NI; PAYE; statutory sick pay; auto enrolment (work place pension) plus the suppliers margin and any additional costs, losses and expenses howsoever incurred.

**Please enter your percentage mark-up on the PAY RATE below;**

|  |  |
| --- | --- |
| **Mark-up** | % |

**TEMP TO PERM FEES;**

F&HDC will not pay any temp to perm fees where a worker has been placed for a period of 12 weeks or more. Prior to 12 weeks, any fee payable can be negotiated and agreed as appropriate.

# SECTION 4 – TERMS & CONDITIONS OF CONTRACT

This Section is **PASS/FAIL.** If you answer 'no' F&HDC is entitled to reject your tender but can choose to allow you to proceed further, after considering your circumstances.

If you answer 'no', please set out the full details in an additional appendix. F&HDC will consider your response before making a decision about whether or not to include your tender in its evaluations or to reject it.

|  |  |
| --- | --- |
| Please ensure you have read **Appendix D and Section 6** of the Instructions document.  Do you accept F&HDC's terms (or the terms as amended by F&HDC in any pre-tender clarifications)? | Yes / No |

# SECTION 5 – DECLARATIONS

TO: The District Council of Folkestone and Hythe (F&HDC)

PROVISION OF: Provision of Grounds Maintenance (and associated) Agency Staff

REFERENCE: DN581901

On behalf of [insert your organisation name], I offer to provide the supplies, services and/or works to F&HDC as specified in the tender documents, commencing and continuing for the period specified in those documents (including any option to extend).

The tender documents consist of:

* Invitation to Tender Instructions
* Specification
* Supplementary information for suppliers
* Draft contract terms
* Standard Selection Questionnaire
* the organisation's completed Price Schedule
* this response document
* and any documents I have submitted with this response document   
  (listed on the first page)

If this offer is accepted, we will execute such documents as maybe appropriate in order to create a binding contract between F&HDC and ourselves.

I agree with the Council in legally binding terms to comply with the provisions of confidentiality set out in the **Invitation to Tender Instructions**.

I understand F&HDC is not obliged to accept the tender with the lowest cost or any tender.

I accept that any costs incurred in preparing this tender are at the organisation's own cost and F&HDC will not provide any reimbursement of these costs for unsuccessful or successful tenders.

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 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.

I declare our tender has not been calculated by agreement or arrangement with any person other than F&HDC and that the pricing information for our tender has not been shared with any person before the Tender Return Date and not without the written consent of F&HDC.

I declare no person at the organisation has canvassed or solicited any member, officer, employee or agent of F&HDC in connection with the award of the Contract and that no person will do so before F&HDC completes the evaluation process.

I warrant that I have all requisite authority to sign this tender and confirm that I have complied with all the requirements of the tender process described in the **Invitation to Tender Instructions** and this **Invitation to Tender supplier response document.**

|  |  |
| --- | --- |
| Signature: |  |
| Name & job title: |  |
| Dated: |  |
| For and on behalf of: |  |