



CONTRACT FOR THE PROVISION OF PRIVATE ENVIRONMENTAL ENFORCEMENT SERVICES

IN THE LONDON BOROUGH OF WALTHAM FOREST FOR THE PERIOD

10TH APRIL 2021 TO 30TH NOVEMBER 2025

The London Borough of Waltham Forest ("the Authority") seeks qualified and experienced organisations to tender for the Contract for the Provision of a Private Environmental Enforcement Service in the London Borough of Waltham Forest ("the Contract").

The Contract shall commence on Saturday 10th April 2021 and, subject to satisfactory performance, shall continue until 30th November 2025 ("the Contract Period"). At the sole discretion of the Authority the Contract Period may be extended by the Authority in such period or periods as the Authority deems appropriate up to a maximum of one (1) year until midnight on 30th November 2026 and a further one(1) year until midnight on 30th November 2027.

Organisations that are interested in tendering for the Contract shall complete and submit the Tender Documents, comprising of:

- Appendix 1 - Certificates
- Appendix 2 - Contractual Undertaking
- Appendix 3 – SQ Explanatory Document
- Appendix 4 – Selection Questionnaire
- Appendix 5 – Award Criteria
- Appendix 6 - Method Statements
- Appendix 7 – Financial Submission
- Appendix A – Price Schedule (separate excel sheet)

Access to these tender Documents and further information about the Contract can be obtained from the London Tenders Portal.

Organisations submitting a Tenders shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a standard Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the organisation is financially viable and technically capable of undertaking a contract of this nature. Organisations shall be aware that as a pre-condition to their Tenders being evaluated, they will have to satisfy the Authority's minimum financial standing requirements together with the mandatory and discretionary grounds for exclusion each as detailed more fully in the Selection Questionnaire.

In addition to the requirements in the Selection Questionnaire, the Authority retains discretion to only evaluate tenders submitted by those organisations whose annual turnover in the last two (2) years is no less than five hundred thousand pounds (£500,000).

Contract Evaluation Criteria:

Organisations shall be aware that only Tenders submitted by organisations who satisfy the criteria contained in the Selection Questionnaire shall go on to be evaluated in accordance with the Contract Evaluation Criteria. The Contract shall be awarded based on the most economically advantageous Tender received. This shall be determined in accordance with the Evaluation Criteria of Price 70% and Technical Ability and Quality 30%, as more fully described in the Tender Documents.

Process of Submitting Tender Documents: The Contract Documents comprise:

- Conditions of Contract (Volume A);
- Specification (Volume B);
- Tender Documents (Volume C); and
- The Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended) Staffing Details (Volume D).

The Contract Documents, together with Instructions for Submission of a Tender, are available from www.londontenders.org. To obtain the Contract Documents:

- Register your organisation free of charge at www.londontenders.org;
- Await acceptance. You will receive an e-mail confirming your username and password for the London Tenders Portal;
- Use your username and password to log in to the London Tenders Portal and express your interest in the Contract;
- After you have expressed an interest you will receive an e-mail link to access the Contract Documents;
- Then follow the guidance contained in the Instructions for Submission of a Tender, including in relation to which Tender Documents must be submitted as part of the Tender;
- All Tenders must be submitted via the London Tenders Portal.

Organisations must submit their tender documents via the Authority's eTendering system (www.londontenders.org). The Tender shall be returned by no later than **12noon (12:00 pm) on MONDAY 28TH SEPTEMBER 2020**.

FAILURE TO COMPLETE (IN FULL) AND RETURN THE DOCUMENTS REFERRED ABOVE OF THESE TENDER DOCUMENTS OR TENDERS RECEIVED AFTER 12:00 HOURS (12 noon) ON MONDAY 28TH SEPTEMBER 2020 WILL RESULT IN THE TENDER NOT BEING CONSIDERED.