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**ANSA ENVIRONMENTAL SERVICES LIMITED**

**OPEN PROCEDURE RESPONSE DOCUMENT**

**INVITATION TO TENDER**

**Supply, Fitting, Repair, Maintenance and Management of Tyres**

**Contract Period: Contract Period:** 1st April 2020 until 31st March 2023 with two one year extensions permitted at Ansa’s sole discretion.

The contract includes a break clause effective 31st March 2021 which can be actioned by either party with 3 month notice There will be no recourse for either party to seek for costs or consequential losses if the break clause is implemented.

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

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**Version 2.0**

**SELECTION OF LOTS**

Ansa has split its requirements for the Supply, Fit, Repair, Maintenance and Management of Tyres in to separate lots. The lots have been categorised in terms of the requirement for Ansa and for AES.

Bidders are required to stipulate which lot/s they are bidding. Bidders are not limited to the number of lots they are bidding for.

Within the Schedule 5 - Pricing Schedule spreadsheet, there are specific Pricing Schedules for each lot. Bidders MUST ensure the correct Pricing Schedule is completed relevant to the lot/s they are bidding for.

Quality Questions provided at Schedule 6 must be answered in full. Unless otherwise stated, it will be assumed that the responses provided relate to both lots. If there are specific elements of a quality question response which relate to a specific lot then this should be clearly outlined. It should be noted that different scores could be awarded for the same quality question response should there be relative advantages or value that would apply to one but not both of Ansa and AES.

Please tick the appropriate box outlining the lot/s your organisation will be bidding for.

|  |  |  |
| --- | --- | --- |
| **LOT ONE;**  **ANSA REQUIREMENTS** | **LOT TWO:**  **AES REQUIREMENTS** | **BOTH LOTS ONE AND TWO** |
|  |  |  |

**CHECKLIST FOR MINI COMPETITION BIDDERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered. Please ensure that all documents are uploaded in a single zipped folder, with all appendices / attachments accurately labelled.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in the Response?** |
| 1 | Form of Tender |  |
| 2 | Certificate of Non-Collusion and Canvassing |  |
| 3 | Business Questionnaire |  |
| 4 | Compliance with Specification |  |
| 5 | Pricing Schedule |  |
| 6 | Qualitative Response |  |
| 7 | Declarations |  |
| **BE UPLOADED AS SEPARATE DOCUMENTS** | | |
| Insurance Certificates | |  |
| Selected Financial Documents | |  |

SCHEDULE ONE – FORM OF TENDER

**Supply, Fitting, Repair, Maintenance and Management of Tyres (the “Contract”)**

To: Ansa Environmental Services Ltd

(Via ‘The Chest’)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the Attention of Andrew Bennett, **via the Chest**

Dear Sir/Madam,

TENDER FOR THE PROVISION OF Tyre Replacements and Tyre Management

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.

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 Ansa Environmental Services Ltd 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

Name:

Position

For and on behalf of **[Bidding Co Name]** .

# SCHEDULE TWO – CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING

**Supply, Fitting, Repair, Maintenance and Management of Tyres (the “Contract”)**

To: Ansa Environmental Services Ltd

(Via ‘The Chest’)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the Attention of Andrew Bennett **via the Chest**

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of Ansa in connection with the proposed award of the Contract by Ansa, 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 Ansa 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 Ansa 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 Ansa, 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.
        4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

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, Ansa and where this may affect and/or could bring about a conflict with Ansa’s interest.

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

I/we agree that Ansa 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 **[Bidding Co Name]**

# SCHEDULE THREE - BUSINESS QUESTIONNAIRE

This Suitability Assessment Questionnaire (“SAQ”) has been issued by Ansa in connection with a tender under Part 4 of the Public Contracts Regulations 2015 (“the Regulations”). Your response to the SAQ will be used by Ansa to understand the nature of the bidding organisation and to undertake a financial assessment of bidders.

**Notes for completion**

Please ensure that you complete this SAQ fully, as requested, as part of the tender submission. Failure to do so may result in your tender being disqualified. If the question does not apply to you please write N/A; if you do not know the answer please write N/K.

* “You”/ “Your” or “Supplier” means the business or company which is completing this SAQ.

**Verification of Information Provided**

Unless specifically requested within this document, please do not send any supporting documents with your tender.

**However, Ansa may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.**

You may also be asked to clarify your answers or provide more details about certain issues.

|  |
| --- |
| **NOTE TO ORGANISATION:**   * *Schedule 3 Suitability Assessment will be a mixture of both scored and pass and fail questions.* * *Applicants will fail on incomplete responses and/or if the responses do not meet the overall minimum pass score of 50%. Tenders that fail Schedule 3 will not be evaluated any further.* * *Questions marked ‘for information only’ will not be assessed however they must still be answered in full.* * *Where you are asked to mark an* ***‘X’*** *to indicate your answer, please double click the grey box and select ‘checked’. Try it here* * *Failure to answer a question which is* ***scored*** *will result in a score of zero for that question.* * *Failure to provide an* ***acceptable explanation*** *with any “****Fail****” Questions answered will fail on Schedule 3 as a result.* * *Tenderers are therefore strongly advised to ensure they answer all questions within each section* |

For further assistance, please refer to the ITT Guidance Document.

1. **ORGANISATIONAL PROFILE**

*(This section will not be scored and is included as information only)*

All elements of the Organisational profile are required to be completed.

Business name & registered address:

|  |
| --- |
|  |

Type of organisation (e.g. private limited company, partnership, sole trader):

|  |
| --- |
|  |

If you have included details of an ultimate holding/parent company above would this company be willing to guarantee your contract performance and enter into any requisite legal documentation?

|  |
| --- |
|  |

Name of Authorised person responsible for this tender and who can enter into contracts:

|  |  |
| --- | --- |
| Authorised Person’s name: |  |
| Authorised Person’s position: |  |
| Authorised Person’s telephone number: |  |
| Authorised Person’s e-mail address: |  |
| Company Website Address(if available): |  |

Main contact / account manager details:

|  |  |
| --- | --- |
| Contact name: |  |
| Contact's position: |  |
| Contact's telephone number: |  |
| Contact's fax number: |  |
| Contact’s email address: |  |
| VAT number: |  |
| Company registration No: |  |

1. **MANDATORY EXCLUSION GROUNDS**

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

Please answer the following questions in full. Note that every organisation is required to meet the selection criteria and must complete Declaration at Schedule 7.

|  |  |  |
| --- | --- | --- |
| **Grounds for mandatory exclusion** | | |
| **Question number** | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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 on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes  No  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes  No  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes  No  If Yes please provide details at 2.1(b) |
| 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: Ansa 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.

1. **DISCRETIONARY EXCLUSION GROUNDS**

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

Please answer the following questions in full. Note that every organisation is required to meet the selection criteria and must complete Declaration at Schedule 7.

|  |  |  |
| --- | --- | --- |
|  | **Grounds for discretionary exclusion** | |
|  | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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? | Yes  No  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes  No  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes  No  If yes please provide details at 3.2 |
| 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? | Yes  No  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes  No  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes  No  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No  If yes please provide details at 3.2 |
| 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? | Yes  No  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  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.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  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 provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2 |

1. **INSURANCE**

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

Your Organisation should have the below level of insurance in place at the time of quotation or agree to obtain it prior to contract award, should your Organisation be successful.

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:

|  |  |  |
| --- | --- | --- |
| **(a)** | 1. **Employer’s Liability Insurance\*** = £10 million is required in respect of each and every claim. 2. **Public Liability Insurance** = £5million is required in respect of each and every claim with no abuse exclusion/inner limit. 3. **Product Liability Insurance** = £10 million 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 |
| **(b)** | Do you have the relevant levels of insurance in place at time of tender? | Yes  No |
| **(c)** | Do you certify that you agree to obtain relevant levels of insurance prior to contract award, should the organisation be successful. | Yes  No |

**PUBLIC LIABILITY INSURANCE:**

1. Insurer: **(Name of Insurance company not broker)**
2. Policy Number:
3. Extent of cover:
4. Expiry date:

**EMPLOYER'S LIABILITY INSURANCE:**

1. Insurer: **(Name of Insurance company not broker)**
2. Policy Number:
3. Extent of cover:
4. Expiry date:

**PRODUCT LIABILITY INSURANCE:**

1. Insurer: **(Name of Insurance company not broker)**
2. Policy Number:
3. Extent of cover:
4. Expiry date:

**Please ATTACH copies of all insurance certificates/ Insurer letters evidencing required levels of cover**

1. **TECHNICAL CAPACITY AND EXPERIENCE**

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

5a. Suppliers must provide information of (up to three) similar contracts carried out over the past 3 years which outlines a brief explanation of the works completed, including the approximate contract value and contact details for references.

**NOTE TO ORGANISATION:** Ansa may elect to contact any of the referees which you have provided. Your permission to do so will be assumed, unless otherwise stated.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reference / Company A** | **Reference / Company B** | **Reference / Company C** |
| Location: |  |  |  |
| Client: |  |  |  |
| Customer Name: |  |  |  |
| Customer Address: |  |  |  |
| Contact Name: |  |  |  |
| Telephone Number: |  |  |  |
| Email Address: |  |  |  |
| Contract Value: |  |  |  |
| Contract Duration: |  |  |  |
| Brief Description of Services: |  |  |  |

5b. In the event that you are unable to provide three references, please include in the box below an explanation for the limited information provided. Ansa reserve the right to issue a ‘fail’ for this section if the supplier does not provide Ansa with an explanation of suitable experience or expertise as required:

|  |
| --- |
| *Please outline all details as required here* |

5c. Please provide an overview of the resources available to your organisation to provide the contract Specification. The responses should consider the below points in conjunction with your organisation’s wider contractual commitments:

* Maintenance provision
* Supply of tyres – supply chain assurance
* Back office support
* Industry experience and market intelligence

|  |
| --- |
| *Please outline all details as required here* |

1. **EQUALITY AND DIVERSITY**

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

Suppliers are required to complete the relevant sections as detailed below. For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

**6.1. To be completed by Suppliers employing less than 5 employees:**

Organisations must provide written assurance that the appropriate level of the Equality Standard will be achieved by completed the confirmation below:

I confirm that the appropriate level of the Equality Standard as set out at Appendix Two will be achieved following any recruitment, including transfer of staff under this Contract, which increases the size of the company to 5 or more employees.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of [Supplier]

Suppliers with less than 5 employees are not required to complete section 4.2 therefore, please proceed to section 4.3.

**6.2. To be completed by Suppliers employing more than 5 employees**

Suppliers must complete the following self-certification.

Suppliers need to demonstrate compliance with equality in employment legislation through their answers to the following questions and by providing supporting evidence. Where you have answered a question and further information may be required, please use the area in section (e) and complete the confirmation at the end of the questionnaire.

|  |  |  |  |
| --- | --- | --- | --- |
| **(a)** | Number of direct employees: | [ ] | |
| **(b)** | Do you have a policy as an employer which complies with your statutory obligations and to consider and promote non mandatory requirements to staff and applicants for employment under the equality and non-discrimination laws as listed under “the Acts” namely Equality Act 2010 and The Human Rights Act 1998. *If no, please provide further information.* | | Yes  No |
| **(c)** | In the last three years has any finding of unlawful discrimination or other breach of these laws been made against the Organisation by any court or industrial tribunal? *If yes, please provide further information.* | | Yes  No |
| **(d)** | In the last three years has the Organisation been the subject of formal investigation by the Equality and Human Rights Commission (EHRC) on grounds of alleged unlawful discrimination? *If yes, please provide further information.* | | Yes  No |
| **(e)** | *Please outline all details as required here* | | |

I/We can confirm that the above information is correct; Appendix One standards are met and have attached a copy of the Organisations’ Equal Opportunities Policy.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of [Supplier]

**6.3. To be completed by all Suppliers**

Suppliers must complete the below self-certification and provide relevant explanations in section (c)

|  |  |  |
| --- | --- | --- |
| **(a)** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes  No |
| **(b)** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “**YES**” to one or both of the questions in this module, please provide a summary using the field below to confirm the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, again, please use the field below to explain what action (if any) you have taken to prevent unlawful Discrimination from reoccurring. | Yes  No |
| **(c)** | *Please outline all details as required here* | |

1. **ECONOMIC AND FINANCIAL STANDING**

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

Suppliers will be assessed according to the level of potential risk to Ansa. Your submission may be rejected if you are given an **‘above average risk’** rating.

Suppliers must provide one of the following documents to demonstrate your economic / financial standing and complete the statement below:

* The information provided must relate solely to the organisation proposing to deliver this contract and not to a group, parent or holding company.

|  |  |  |
| --- | --- | --- |
| **(a)** | A copy of the audited accounts for the most recent two years | Yes |
| **(b)** | A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation | Yes |
| **(c)** | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position | Yes |
| **(d)** | Alternative means of demonstrating financial status, if any of the above is 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 |

1. **SOCIAL VALUES**

Suppliers must complete the below self-certification and provide additional information regarding Social Values specifically regarding Modern Slavery, Corporate Social Responsibility and your Environmental Commitment.

**8.1. Environmental Safety (Weighting 20%)**

|  |  |  |
| --- | --- | --- |
| **(a)** | Please confirm that in performing this contract / service, you will adhere and abide by all relevant Environmental Legislation (where applicable). | Yes  No |
| **(b)** | Outline the processes and policies you have in place which promotes environmental sustainability such as the reduction of; waste, noise, and carbon footprint. In the box below.  *Word Limit: 1,000 Words – Weighting 50%* | |
| *Enter your response here* | |

**8.2. Modern Slavery (Pass / Fail)**

|  |  |  |
| --- | --- | --- |
| **(a)** | Do you comply with the Modern Slavery Act 2015 and comply with the Ethical Trading Initiative (<http://www.ethicaltrade.org/>) as well as demonstrating measures to ensure continuing compliance with this legislation, including ensuring that employees are paid the national living wage. | Yes  No |
| **(b)** | Do you ensure all workers have provided documentation evidencing their right to work in the UK before they start employment? | Yes  No |
| **(c)** | Do you check your records to identify whether a number of unrelated people are using the same bank account number? | Yes  No |
| **(d)** | Are your suppliers asked to evidence their commitment to preventing modern slavery? Do you do this by letter or within the contract? | Yes  No |
|  | *If the organisation cannot answer yes to any of the above please provide reasons and further explanation here.* | |

**8.3. Corporate Social Responsibility (Weighting 20%)**

|  |  |  |
| --- | --- | --- |
| **(a)** | Outline your Organisations’ Corporate Social Responsibility values and commitment to ensuring the organisation and its supply chain are providing all services in a socially responsible manner including social values, equality in employment and ethical trading. | |
|  | Outline your organisation’s processes and policies for ensuring sustainability as well as working towards ensuring ethical trading within its operation  *Word Limit: 500 Words - Weighting 5%* |
| *Enter your response here* |
|  | Detail how your organisation ensures that all employees and representatives follow the company’s CSR policies and processes  *It is advised that copies of relevant documentation is included within your response although this will not be scored.*  *Word Limit: 500 Words – Weighting 5%* |
| *Enter your response here* |
|  | Detail how your organisation supports local communities and charities within your operational region.  *Word Limit: 500 Words – Weighting 5%* |
| *Enter your response here* |
|  | Outline how you ensure that your supply chain will support your Corporate Social Responsibility  *Word Limit: 500 Words – Weighting 5%* |
| *Enter your response here* |

1. **HEALTH AND SAFETY**

Suppliers must complete the below self certification and provide additional information regarding your commitment to Health and Safety. Where additional information has been requested (such as a risk assessment) these must be included as an appendix but will not be scored

Suppliers are required to describe the specific measures taken in respect of Contract. Suppliers are expected to use example within their response.

|  |  |  |  |
| --- | --- | --- | --- |
| **(a)** | **Management of Health and Safety: (Weighting 15%)**  Please provide details of how your company manages health and safety, (e.g. structure, roles, responsibilities including detail of the identified competent person as required under the Management of Health and Safety at Work Regulations). (1,500 Words)  Your response should include:   * Detail of how you manage health and safety * Outline the structure, roles and responsibilities of persons responsible for the health and safety in your organisation * Outline the process of implementing and updating policies, training and support to protect your employees’ health and safety. | | |
| *Enter your response here:*  *Words:* | | |
| **(b)** | **Risk Assessments: (Weighting 15%)**  Outline the procedure for carrying out Risk Assessments (1,500 Words)  Your response should include:   * The procedure followed to complete a risk assessment. * How you manage and mitigate risks found following the completion of a Risk Assessment * Copies of Risk assessments specific to tyre fitters for: * Roadside repairs * Lone Working * Manual Handling | | |
| *Enter your response here:*  *Words:* | | |
| **(c)** | **Accidents, Emergencies and First Aid Requirements: (Weighting 15%)**  Detail how you respond to accidents, emergencies and first aid requirements whilst completing a project, including employees and members of public. (1,500 Words)  Your response should include:   * Your company policy and processes in responding to emergencies and first aid requirements * Detail of training your employees have completed to respond to an accident, emergency or first aid requirement and keeping the training up to date. | | |
| *Enter your response here:*  *Words:* | | |
| **(d)** | **Reporting Accidents: (Weighting 15%)**  Outline the process in place for reporting accidents and near misses. (1,500 Words)  Your response should include:   * The process and procedure within your organisation for reporting accidents and near misses. * Confirmation of the number of accidents, RIDDOR reportable accidents and near misses in the past 3 years at your company. | | |
| *Enter your response here:*  *Words:* | | |
| **(e)** | **Health and Safety Commitments: (Pass / Fail)**  Please self certify, where applicable, that your Organisation has the following Health and Safety commitments: | | |
|  | To provide adequate control of the health, safety and welfare risks arising from our work activities which may affect workforce or others | Yes  No |
|  | To consult with our workforce on matters affecting health and safety | Yes  No |
|  | To provide and maintain safe plant and equipment | Yes  No |
|  | To ensure safe handling and use of substances | Yes  No |
|  | To provide information, instruction and supervision for workforce | Yes  No |
|  | To ensure all workforce are competent to do their tasks, and to give them adequate training | Yes  No |
|  | To prevent accidents and cases of work related ill health | Yes  No |
|  | To maintain safe and healthy working conditions | Yes  No |
|  | To ensure sufficient funds are available to implement this statement; and | Yes  No |
|  | To review and revise this statement as necessary at regular intervals not exceeding 12 months. | Yes  No |
| Please enter any additional information you feel relevant:  *Note: information included within this section will not be scored.* | | | |

1. **SUBCONTRACTING**

*(This section will not be scored and is included as information only)*

Suppliers, whom propose to use subcontractors for any part of this contract, should complete the following section. This section is for information only, however Ansa reserves the right to reject the use of a subcontractor.

Any supplier found to be subcontracting who has failed to declare this may incur the following action:

1. The contract may be cancelled
2. All other contracts won by your company may be reassessed

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subcontracting**  Suppliers that propose to use subcontractors or third party providers for any element of this contract should detail the subcontractors they proposed to use their relationship with the subcontractor and outline details of similar projects which the supplier and subcontractor have completed together.  Note: Ansa may elect to contact any of the referees which you have provided. Your permission to do so will be assumed, unless otherwise stated.  Should more than three subcontractors be used by the supplier, additional rows can be added either within this table or as an attachment, if an attachment has been provided, please confirm this within the table. | | |
| Number of subcontractors to be used during this contract: |  | |
| Subcontractor 1. | | |
| Name of subcontractor: |  | |
| Service area(s) of contract the subcontractor will provide and location: |  | |
| Main point of contact name: |  | |
| Phone number: |  | |
| Email address: |  | |
| Explanation of relationship: |  | |
| Detail of similar projects completed together: |  | |
| Subcontractor 2. | | |
| Name of subcontractor: |  | |
| Service area(s) of contract the subcontractor will provide and location: |  | |
| Main point of contact name: |  | |
| Phone number: |  | |
| Email address: |  | |
| Explanation of relationship: |  | |
| Detail of similar projects completed together: |  | |
| Subcontractor 3. | | |
| Name of subcontractor: |  | |
| Service area(s) of contract the subcontractor will provide and location: |  | |
| Main point of contact name: |  | |
| Phone number: |  | |
| Email address: |  | |
| Explanation of relationship: |  | |
| Detail of similar projects completed together: |  | |
| Have you provided supplementary attachments detailing other subcontractors which may be used during this contract: | | Yes  No |
|  | **Benefits of using subcontractors**  Outline the reasons why using the listed subcontractors will be beneficial to the contract, detailing assets and added value which the subcontractor can bring to the contract at no extra cost to the supplier or Ansa.  Your response should include:   * The reason you have proposed to use subcontractors to perform the required services * The areas of expertise the subcontractor has to benefit Ansa and the contract * Further benefits of using the named sub-contractor | | |
| *Enter your response here:* | | |
|  | **Management of subcontractors**  Detail how you intend to manage the subcontractors ensuring that the predefined milestones and objectives are met.  Your response should include:   * How you will manage service or KPI failures by the subcontractor; * How you will ensure for service continuity and delivery throughout the term of the contract * How you ensure that the subcontractor complies with the contract and relevant legislation such as Modern Slavery Act 2015 * If relevant, how you will manage data shared through the project to ensure that there is not a data breach | | |
| *Enter your response here:* | | |

# SCHEDULE FOUR – COMPLIANCE AND SERVICE CAPABILITIES

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

Please confirm you have understood the requirements expressed within the tender documents and are able to comply with the specification, ITT documents and Contract, by entering an ‘X’ in the field below:

|  |  |
| --- | --- |
| YES |  |

If you cannot comply to the tender documents, please advise areas which you may not be able to meet, please include how you will overcome the elements of non-compliance providing relevant variations you propose:

|  |
| --- |
| *Enter details here* |

# SCHEDULE FIVE - PRICING SCHEDULE

This section will be scored as 35% of the total Tender Evaluation Score.

Suppliers shall complete the separately attached Appendix 5a Pricing Schedules within the Excel Spreadsheet incorporating all other associated costs which Ansa may incur through this contract.

The quoted price must be guaranteed and remain fixed for the initial term of the contract unless otherwise agreed with Ansa.

Costs must be included for the relevant unit cost, exclusive of VAT, in GBP (£). Any additional costs which are not outlined within this pricing schedule may not be chargeable.

The Specification is intended to cover execution of all items necessary to provide the services outlined within the Specification. Should there be any details which have not been referred to in the Specification or in the Pricing Schedule but the necessity for which may be reasonably implied or inferred there from or which are usual or essential to the performance of the Services in all aspects the same, shall be deemed to be included in the rates and prices submitted by the Supplier in the Pricing Schedule.

Suppliers must satisfy themselves that requirements outlined within the Specification are fully understood in order to accurately price all costs. It is important for Suppliers to raise clarifications should there be any confusion regarding requirements which could influence the Supplier’s ability to complete the Pricing Schedules. Ansa will not be liable for any costs other than those outlined within the Pricing Schedule.

See separate documents for Lot 1 (Ansa – Cheshire East region) and Lot 2 AES (High Peak and Staffordshire Moorlands regions) provided for completion and upload via “the chest”

# SCHEDULE SIX - QUALITATIVE RESPONSE

**The total quality score available is 65%.**

The suppliers are expected to provide in depth information of specific elements for key areas of the services offered in relation to Ansa’s requirements this ITT. Ansa have outlined key areas which the suppliers should include within their answers to ensure that all areas are clearly defined.

Suppliers are reminded that this Response Document will form part of the contract; therefore the information provided within Schedule Six should be accurate in relation to the service provision throughout the contract term.

The supplier should include other information that they deem relevant to the running of this contract. All such information included as part of your response needs to be suitably cross referenced to ensure ease of access and to eliminate ambiguity.

Where a word limit is applied, suppliers are asked to state the number of words used at the end of each limited word count response (e.g. *498 words)*. If a supplier exceeds this word count, the information included after the allocated number of words shall not be considered for the evaluation of the suppliers’ submission. All responses to this section much be submitted in Arial 11 font format.

All responses should be input directly into this response document. Appendices can be provided but Ansa are not committed to consider the content as part of the Response unless they are specifically requested.

Suppliers should not assume prior knowledge on the part of those who evaluate the bid and should include all detail reasonably required for this purpose.

Suppliers are advised to answer all of the below questions. Failure to answer any question may result in the supplier’s submission being rejected.

All questions are individually weighted. Please refer to each question for individual question weightings.

Each question will be scored 0-10 as outlined within section 9.2.4 of the Guidance Document. Supplier’s scores will then be converted into a percentage in accordance with the weighting outlined for each question.

Where the suppliers have outlined that subcontractors will be used for all or part of the services (within section 8 of the Business Questionnaire), the suppliers are required to include information of how they will manage the subcontractors ensuring that subcontractors will adhere to the information provided by the supplier for each Qualitative Questions within the Qualitative Response.

Should suppliers advise that subcontractors will be used but have not included information in all of the Qualitative Questions, Ansa reserves the right to reject the supplier and/or the use subcontractors as Ansa will have limited assurance that the contract will be delivered to Ansa’s standards and requirements, achieving the relevant milestones and deadlines.

Please ensure that your responses are clear and logical following the structure of the questions set.

Please respond using Arial 11pt font and provide in Word format

|  |  |  |
| --- | --- | --- |
| **Criteria** | | **Weighting** |
| **Q1** | **Contract Management, administration and delivery**  (1,500 word limit) | **10%** |
| Please detail how the service will be managed, administered and delivered, please provide a detailed response encompassing the following:   * Name of contract manager for this contract with details of relevant experience and contact details (Telephone no and email address). * Detail the single telephone number for service calls, the number of staff providing this service and their experience in this role. Please also confirm that this number is available 24 hours per day, 365 days per annum and how this is ensured. * Provide details of the system(s) that will be used to manage the contract, enabling performance monitoring and MI Relevant to the contract as stated in the guidance document 10.3 to be provided. * How calls are answered and appropriate responses provided and how this is managed and monitored. * How warranty claim support will be provided. * Complaints process and escalation procedure.   Any differences in your response for lots 1 and 2 should be clearly referenced. | | |
| *Insert response here* | | |
| **Q2** | **Service Delivery**  (2,000 word limit) | **15%** |
| Please detail how you will ensure that a quality service will be provided detailing how:   * the supplier will ensure that a quality service is provided and that fleet uptime is maximised. Please detail how the requirement for call out attendance within 90 minutes will be ensured and that repairs and replacements are completed within 2 hours of attendance. * legal compliance will be maintained at all times * you will ensure that key sites are stocked with built up spares to minimise disruption and how these stocks will be managed. * non-urgent requests are managed to ensure that they do not escalate. * removed tyres will be managed to ensure that a build up of scrap tyres does not occur. * monthly inspections will be ensured and reports on condition of wheels and tyres be provided on a consistent basis. * wheel re-torques will be managed and evidenced * Re-treading will be carried out and managed to extend life and reduce costs * ITT systems used will assist in managing and evidencing the contract, ensuring that fleet remains legal, issues are identified and pricing remains competitive and that any alternative products adhere to the tyre supply and pricing policy detailed in 4.25 P22 of the Guidance Document. Please detail any online access available to Ansa advising of the limits of information available online * You can provide further MI reports to those requested to evidence quality of service provided, please provide examples.   Any differences in your response for lots 1 and 2 should be clearly referenced. | | |
| *Insert response here* | | |
| **Q3** | **Mobile fitter and call out Service**  (1,000 word limit) | **10%** |
| Please provide details of the mobile service to be provided, including but not limited to:   * Locations and numbers of mobile fitters detailing distances from: * Lot 1 - Middlewich, Macclesfield and Crewe * Lot 2 - Leek, Buxton and Glossop)   to support both the LCV and HGV elements of the fleet, confirming fitter experience, qualifications and that they are suitably equipped to support Ansa/ AES Fleets. The response to this question should also detail the same information for any sub-contractors that may be used.   * How fitters are notified of call outs and how it will be ensured that they attend with the correct equipment, tyres and at the correct location. * How competency of fitters will be maintained throughout the contract including any sub-contractors used to support this contract. * Contingencies in place in the event of a mobile technician breaking down whilst travelling to a call out. * How the timeframes provided in 5.2 of the guidance document will be adhered to and reported upon. * How calls regarding lone female drivers and vulnerable persons will be prioritised. * How call-outs outside of operational boundaries will be attended to and managed.   Any differences in your response for lots 1 and 2 should be clearly referenced. | | |
| *Insert response here* | | |
| **Q4** | **Tyres**  (1,000 words) | **10%** |
| You should detail the make and model of tyres that you are submitting to support this contract in the pricing schedule for both preferred and alternative tyres. Ansa is seeking Mid-Range & Remould tyres to meet our requirements stated in the Guidance Document. Please note that Ansa expects all efforts to be made to provide the preferred offer tyres suggested, with the alternative tyre to be provided only due to lack of availability of the preferred offer tyre.  Please detail below the reasons for selecting each of the tyres offered (both 1st choice offer and alternative(s)) especially relating to the performance expected of the tyres with regards to wear and poor weather performance, also detailing any other information to evidence the quality of your offer.  *NOTE - the score for this question is the sum of the score for the written response (maximum 5%) plus the score for the wet grip rating category (Maximum 5%) from the Pricing Schedules.* | | |
| *Insert response here* | | |
| **Q5** | **Tyre Disposal**  (1,000 words) | **5%** |
| Please detail your company (and those of any sub-contractors used to provide the service) procedures to ensure that all redundant tyres, tubes and other tyre related waste are disposed of in a manner to minimise the impact on the environment, to include but not be limited to:   * How tyres, tubes and other tyre related waste is recycled. * The legislation that you are required to comply with and how this will be adhered to and managed throughout the contract term. * Evidencing that the maximum of by-products from this service have been recycled * Provide evidence of good practice * Provide a copy of your waste carrier licence   Any differences in your response for lots 1 and 2 should be clearly referenced. | | |
| *Insert response here* | | |
| **Q6** | **Standards and Compliance**  (1,000 words) | **5%** |
| Please detail how you will ensure that all tyres fitted throughout the term of this contract will conform to the minimum standards required as described in 3.6 Page 19 of the Guidance Document whilst ensuring that tyres provided are fully compliant with all prevailing legislation.  Any differences in your response for lots 1 and 2 should be clearly referenced. | | |
| *Insert response here* | | |
| **Q7** | **Continuous Improvement, Innovation and Support**  (1,500 words) | **5%** |
| Please advise how you would provide continuous improvement throughout the duration of the contract providing evidence of past success in this area. Please also detail how you will assist to reduce costs through innovation, advising and supporting Ansa/AES throughout the contract term.  Please provide details of similar contracts where you have added value/made savings for the customer through added improvements/ innovation.  Any differences in your response for lots 1 and 2 should be clearly referenced. | | |
| *Insert response here* | | |
| **Q8** | **Business Continuity**  (1,000 words) | **5%** |
| Please provide details of your plan for business continuity detailing how you will continue to provide the service during unexpected events such as adverse weather or issues with availability of staff and/or premises.  Any differences in your response for lots 1 and 2 should be clearly referenced. | | |
| *Insert response here* | | |

# SCHEDULE SEVEN - DECLARATIONS

**Ansa Environmental Services Ltd**

**DECLARATION**

I/We certify that the information supplied by me/us in this document is accurate to the best of my/our knowledge. I/We understand that the giving of false or incomplete information could result in my/our exclusion from the quotation exercise and may result in Criminal Proceedings.

I/We also understand that it is a Criminal Offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower Ansa Environmental Services Ltd to cancel any contract currently in force and will result in my/our exclusion from the quotation exercise as per the bribery act 2010.

I/We certify that I/we have not now or will in the future, canvassed or solicited any member, officer or employee of Ansa Environmental Services Ltd and any other companies in the group of which Ansa Environmental Services Ltd forms part, in connection with this document and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

Signed for on the behalf of the Organisation:

Name:

Position/Status in the Organisation:

Date: