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# **Invitation to Tender**

## for the supply of

**Library of Information and Services**

**Document 4 of 6**

**Contract Ref CO819**

# 

Issue Date: 8th May 2018

Closing Date: 15th June 2018 at 17:00

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**This document is one of six parts as listed below, which together form the Invitation to Tender documentation. Please ensure that no part is missing or duplicated.**

|  |  |
| --- | --- |
| **Document No** | **Title** |
| Document 1 | Section 1: Information for Providers  Section 2: Instructions to Providers and Conditions of Tender  Section 3a: Specification  Section 3b: Specification – Supporting Information  Section 3c: Contract & Performance Management Arrangements  Section 3d: Key Performance Indicators definitions and measures  Section 3e: Key Performance Indicators definitions and data returns |
| Document 2 | Section 4: Provider Responses – Business Information  Section 5: Provider Responses – Working methods  Section 6: Provider Responses – Pricing Schedule |
| Document 3 | Section 7: Payment Details  Section 8: Form of Tender  Section 9: Collusive Tendering Certificate  Section 10: Freedom of Information Disclosure Form  Section 11: Not used |
| Document 4 | Section 12: Provider Checklist |
| Document 5 | Section 13: Terms and Conditions of Contract |
| Document 6 | Appendix 1: Explanation of Price Evaluation  Appendix 2: Evaluation Matrix showing Quality Criteria  Appendix 3: Details for partners, consortium members or sub-contractors  Appendix 4: Meanings of Offences |

**Section Description Page Number**

## CONTENTS

**Home Based Reablement Service**

**PL.15.XXX**

12 Provider Checklist 1

Provider should ensure that they have completed the following sections before returning their responses:

**SECTION 12 – PROVIDER CHECKLIST**

**Home Based Reablement Service**

**PL.15.XXX**

|  |  |
| --- | --- |
| **SECTION HEADING** | **COMPLETED?** |
| **Section 4 – Provider Responses – Business Information**  *Please ensure you attach 2 years most recent audited accounts as per requested at Part C, Financial Information.* | **Yes No** |
| **Section 5 – Provider Responses – Working Methods** | **Yes  No** |
| **Section 6 – Pricing Schedule** | **Yes  No** |
| **Section 7 – Payment Details** | **Yes  No** |
| **Section 8 – Form of Tender** | **Yes  No** |
| **Section 9 – Collusive Tendering Certificate** | **Yes  No** |
| **Section 10 – Freedom of Information Disclosure** | **Yes  No** |
| **Appendix Three – (Where applicable) Details for Partners, Consortium Members or Sub-Contractors** | **Yes  No** |

It is important that all sections are completed as failure to do so may result in your tender not being considered.

**Providers who do not wish to offer a tender following receipt of this opportunity are requested to advise the Council’s named contact as soon as possible.**