www.islington.gov.uk

**Invitation to Tender Return (ITT) (open procedure)**



Islington Council

15 November 2017

Dear Tenderer

**RE: 1718-0159 Refurbishment of 49-59 Old Street Islington.**

You are invited by Islington Council to tender for the above contract. The information that you need to complete this tender exercise will be found in this document and any additional documents that have been uploaded to the London Tenders Portal (LTP).

The agreement will run for a period of (twelve) 12-months. It is estimated that the contract will start on 12/03/2018.

The maximum available budget for this service is £2.6m for the maximum (twelve) 12-months term of the contract.

This contract is being procured using the open procedure. Under the open procedure, any organisation may submit a tender. This invitation to tender is in four parts. Parts one to three test the selection criteria for this contract to assess whether your organisation has the capacity and capability to deliver the contract. Part four tests the award criteria for the contract, to determine which bidder has the best proposal. Only those organisations which meet the minimum requirements in parts one to three will have part four of their tender evaluated.

All tender submissions must be returned via the LTP by the date stated in the timetable in this document. It is your responsibility to ensure that you have enough time to upload any submissions to the LTP. Any submissions that arrive late will not be accepted. Responses returned in any other format will not be accepted.

Yours faithfully

The Strategic Procurement Team

On behalf of the Evaluation Panel

**Instructions**

Please ensure you read the document entitled “Open Tender Instructions” before completing this document.

**Timetable**

The provisional timetable that Islington Council plans to follow in the awarding of this contract is set out below. The Council reserves the right to change this timetable.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Closing date for questions | Noon 24 January 2018 |
| Closing date for submission of ITT | Noon 26 January 2018 |
| Anticipated contract start date | 16 April 2018 |

\*NB: Organisations need to note the dates identified for site visits/interviews/presentations in the above timetable and ensure the appropriate representatives are available to attend.

**List of supporting documents**

This ITT comprises of the following supporting documents:

* **ITT 1 1718-0159 Invitation to Tender Instructions 15112017**
* **ITT 2 1718-0159 Invitation to Tender Return 10012018 (this document)**
* **ITT 3 Appendix A –Schedule of Works & Contract Sum Analysis**

ITT 3\_Appendix A –Contract Sum Analysis

ITT 3\_Appendix A – 49-59 Old Street\_Schedule of Works\_TENDER

* **ITT 4 Appendix B – Existing and Proposed Architectural Plans**

ITT 4\_Appendix B\_14507\_JW\_1 - Existing Basement Plan

ITT 4\_Appendix B\_14507\_JW\_2 - Existing Ground Floor Plan

ITT 4\_Appendix B\_14507\_JW\_3 - Existing First Floor Plan

ITT 4\_Appendix B\_14507\_JW\_4 - Existing Second Floor Plan

ITT 4\_Appendix B\_14507\_JW\_5 - Existing Third Floor Plan

ITT 4\_Appendix B\_14507\_JW\_6 - Existing Fourth Floor Plan

ITT 4\_Appendix B\_14507\_JW\_7 - Existing Fifth Floor Plan

ITT 4\_Appendix B\_14507\_JW\_8 - Existing Sixth Floor Plan

ITT 4\_Appendix B\_14507\_JW\_9 - Existing Roof Plan

ITT 4\_Appendix B\_14507\_JW\_10 - Existing Elevations

ITT 4\_Appendix B\_14507\_JW\_11 - Existing Sections

ITT 4\_Appendix B\_A1.1 Site Location Plan

ITT 4\_Appendix B\_A1.2 Location of Swing Gate and Bike Enclosure

ITT 4\_Appendix B\_A1.09 Basement Demolitions Plan

ITT 4\_Appendix B\_A1.10 Ground Floor Demolitions Plan

ITT 4\_Appendix B\_A1.11 First Floor Demolitions Plan

ITT 4\_Appendix B\_A1.12 Second Floor Demolitions Plan

ITT 4\_Appendix B\_A1.13 Third Floor Demolitions Plan

ITT 4\_Appendix B\_A1.14 Fourth Floor Demolitions Plan

ITT 4\_Appendix B\_A1.15 Fifth Floor Demolitions Plan

ITT 4\_Appendix B\_A1.16 Sixth Floor Demolitions Plan

ITT 4\_Appendix B\_A1.17 Roof Demolitions Plan

ITT 4\_Appendix B\_A1.099 Proposed Plan Basement

ITT 4\_Appendix B\_A1.100 Proposed Plan Ground Floor

ITT 4\_Appendix B\_A1.101 Proposed Plan First Floor

ITT 4\_Appendix B\_A1.102 Proposed Plan Second Floor

ITT 4\_Appendix B\_A1.103 Proposed Plan Third Floor

ITT 4\_Appendix B\_A1.104 Proposed Plan Fourth Floor

ITT 4\_Appendix B\_A1.105 Proposed Plan Fifth Floor

ITT 4\_Appendix B\_A1.106 Proposed Sixth Floor Plan

ITT 4\_Appendix B\_A1.107 Proposed Roof Plan

ITT 4\_Appendix B\_A1.200 Fire Strategy Ground Floor Plan

ITT 4\_Appendix B\_A1.201 Fire Strategy Upper Floor Plans 1, 2, 3, 4, 5, 6.

ITT 4\_Appendix B\_A2.10 Demolition North East Elevation

ITT 4\_Appendix B\_A2.11 Demolition South West Elevation

ITT 4\_Appendix B\_A2.12 Demolition South East Elevation

ITT 4\_Appendix B\_A2.13 Demolition North West Elevation

ITT 4\_Appendix B\_A2.100 Proposed North East Elevation

ITT 4\_Appendix B\_A2.101 Proposed South West Elevation

ITT 4\_Appendix B\_A2.102 Rev 01 -Proposed South East Elevation 14122017

ITT 4\_Appendix B\_A2.103 Rev 01 -Proposed North West Elevation 14122017

ITT 4\_Appendix B\_A4.100 Staircase Plans & Sections E-E' & F-F’

ITT 4\_Appendix B\_A4.101 First Floor Balustrade & Roof Deck Layout Sheet 1

ITT 4\_Appendix B\_A4.102 First Floor Balustrade & Roof Deck Layout Sheet 2

ITT 4\_Appendix B\_A4.103 Seventh Floor Roof and Balustrade Layout

ITT 4\_Appendix B\_A4.104 Balustrade Elevations First Floor–Handed for LHS

ITT 4\_Appendix B\_A4.105 Balustrade Elevations Seventh Floor

ITT 4\_Appendix B\_A4.200 Rev 01 Washrooms Plans & Elevations 11122017

ITT 4\_Appendix B\_A4.201 Rev 01 Disabled WC & Shower Plans & Elevations 11122017

ITT 4\_Appendix B\_A4.300 Kitchenette Plans and Schedules

ITT 4\_Appendix B\_A5.100 Balustrade Steelwork

ITT 4\_Appendix B\_A5.101 Balustrade, Decking & Waterproofing Details

ITT 4\_Appendix B\_A5.200 Glass Enclosure Details

ITT 4\_Appendix B\_A6.100 Door Elevations and Jamb Details

ITT 4\_Appendix B\_A6.101 Door and Ironmongery Schedule

ITT 4\_Appendix B\_A6.200 Window Elevations Sheet 1

ITT 4\_Appendix B\_A6.201 Window Elevations Sheet 2

ITT 4\_Appendix B\_A6.202 Window Details

ITT 4\_Appendix B\_A7.100 Dry Lining Details

ITT 4\_Appendix B\_LBI Architectural Drawing Document Issue Receipt Record

ITT 4\_Appendix B\_Existing Proposed Plans Elevations Details (dwg)

* **ITT 5 Appendix C – National Building Specification-49-59 Old Street**

ITT 5\_Appendix C\_National Building Specification - 49-59 Old Street Rev 1Sanitary

ITT 5\_Appendix C\_N13 - Rev 02 - Sanitary appliances and fittings 11122017

* **ITT 6 Appendix D – Mechanical and Electrical Drawings and Specification**

**Mechanical Documents**

ITT 6 Appendix D Mechanical Drawing Issue

ITT 6 Appendix D Section M1 – General Standards and Technical Requirements for Mechanical

ITT 6 Appendix D Section M2 – Particular Specificationfor Mechanical Engineering and Plumbing

ITT 6 Appendix D 17312-SCH-DRA-100 Boosted cold water schematic

ITT 6 Appendix D 17312-SCH-DRA-101 Above ground drainage schematic

ITT 6 Appendix D 17312-SCH-DRA-102 Unvented water heaters safety discharge drainage schematic

ITT 6 Appendix D 17312-SCH-DRA-103 Above ground drainage ground floor level

ITT 6 Appendix D 17312-SCH-DRA-104 Above ground drainage first floor level

ITT 6 Appendix D 17312-SCH-DRA-105 Above ground drainage second floor level

ITT 6 Appendix D 17312-SCH-DRA-106 Above ground drainage third floor level

ITT 6 Appendix D 17312-SCH-DRA-107 Above ground drainage fourth floor level

ITT 6 Appendix D 17312-SCH-DRA-108 Above ground drainage fifth floor level

ITT 6 Appendix D 17312-SCH-DRA-109 Above ground drainage sixth floor level

ITT 6 Appendix D 17312-SCH-DRA-110 Hot & cold water services ground floor level

ITT 6 Appendix D 17312-SCH-DRA-111 Hot & cold water services first floor level

ITT 6 Appendix D 17312-HAC-WS-112 Hot & cold water services second floor level

ITT 6 Appendix D 17312-HAC-WS-113 Hot & cold water services third floor level

ITT 6 Appendix D 17312-HAC-WS- 114 Hot & cold water services fourth floor level

ITT 6 Appendix D 17312-HAC-WS-115 Hot & cold water services fifth floor level

ITT 6 Appendix D 17312-SCH-DRA-116 Hot & cold water services sixth floor level

ITT 6 Appendix D 17312-HAC-WS-117 typical floor layout ac and heating.

ITT 6 Appendix D 17312-HAC-WS-118 AC and heating roof level units

ITT 6 Appendix D 17312-HAC-WS-119 Basement hot and cold water layout

ITT 6\_Appendix D Tender Summary for Mechanical and Plumbing Services

**Electrical Documents**

ITT 6\_Appendix D\_Electrical Drawing Issue 07.11.17

ITT 6\_Appendix D 17020-202-T-1 Basement - Power/Data layout

ITT 6\_Appendix D 17020-203-T-1 Ground Floor Power/Data layout

ITT 6\_Appendix D 17020-204-T-1 First Floor Power/Data layout

ITT 6\_Appendix D 17020-205-T-1 Second Floor Power/Data layout

ITT 6\_Appendix D 17020-206-T-1 Third Floor Power/Data layout

ITT 6\_Appendix D 17020-207-T-1 Forth Floor Power/Data layout

ITT 6\_Appendix D 17020-208-T-1 Fifth Floor Power/Data layout

ITT 6\_Appendix D 17020-209-T-1 Sixth Floor Power/Data layout

ITT 6\_Appendix D 17020-210-T Roof Power/Data layout

ITT 6\_Appendix D 17020-211-T Basement - Lighting layout

ITT 6\_Appendix D 17020-212-T Ground Floor Lighting layout

ITT 6\_Appendix D 17020-213-T First Floor Lighting layout

ITT 6\_Appendix D 17020-214-T Second Floor Lighting layout

ITT 6\_Appendix D 17020-215-T Third Floor Lighting layout

ITT 6\_Appendix D 17020-216-T Forth Floor Lighting layout

ITT 6\_Appendix D 17020-217-T Fifth Floor Lighting layout

ITT 6\_Appendix D 17020-218-T Sixth Floor Lighting layout

ITT 6\_Appendix D 17020-219-T Roof Lighting layout

ITT 6\_Appendix D 17020-220-T Mains Distribution Schematic

ITT 6\_Appendix D 17020-221-T-1 Trenching Detail

ITT 6\_Appendix D - Electrical Trade Preambles E1

ITT 6\_Appendix D - Electrical Detailed Specification E2

* **ITT 7 Appendix E – Structural Drawings and Specification**

ITT 7 Appendix E APPENDIX A Photographs

ITT 7 Appendix E APPENDIX B Drawings

ITT 7 Appendix E APPENDIX C Product Information

ITT 7 Appendix E APPENDIX D NBS Specification

ITT 7 Appendix E APPENDIX E Structural Repair Specification

ITT 7\_Appendix E\_Architects dwg. A5.101 Balustrade Waterproofing Details.pdf- E+M requirements

* **ITT 8 Appendix F – Chubb Security Plans and Information Only – DO NOT INCLUDE IN PRICE**

ITT 8 Appendix F ISLINGTON 49-59 OLD ST EC1 ACC DRWGS

ITT 8 Appendix F ISLINGTON 49-59 OLD STRRET EC1 ACC EST 584950 Rev1

ITT 8 Appendix F ISLINGTON 49-59 OLD STREET EC1 ACC SPEC EST 584950 Rev1

ITT 8 Appendix F ISLINGTON 49-59 OLD STRRET EC1 CCTV SP3EC EST 599491 rev1

ITT 8 Appendix F ISLINGTON 49 OLD ST EC1 CCTV DRWGS rev

ITT 8 Appendix F ISLINGTON 49-59 OLD STREET EC1 CCTV EST 59949 rev1

* **ITT 9 Appendix G – T&P Fire Information Only– DO NOT INCLUDE IN PRICE**

ITT 9 Appendix G – LNW00514 49-59 Old Street Fire Alarm Installation

ITT 9 Appendix G – LSW01348 49-59 Old Street 11.05.17

* **ITT 10 Appendix H – ICOM Information Only– DO NOT INCLUDE IN PRICE**

ITT 10 Appendix H – 877192 49-59 Old Street

* **ITT 11 Appendix I – Amalgamated Lift Proposals**

ITT 11 Appendix I – 49-59 Old St Amalgamated Lift Proposals

ITT 11 Appendix I – Copy of 49 Old St.

ITT 11 Appendix I – Copy of 49 Old St Excel.

* **ITT 12 Appendix J – Employment and Training Code Oct 2017**
* **ITT 13 Appendix K – IKO Roof Specification and Scope of Works**

ITT 13 Appendix K – IKO Polimar Detail Drawing B1, B5, F3

ITT 13 Appendix K – IKO Roof Report Polimar EC\_UV Remedial Specification

* **ITT 14 Appendix L – Not Used**
* **ITT 15 Appendix M – Azko Noble Paint Specification**

ITT 15 Appendix M – 49-59 Old St Ext and Int DECORATION Specification for LBI GB133

* **ITT 16 Appendix N – Contract Documents**

ITT 16 Appendix N JCT IFC 2011 without Design 49-59 Old Street

* **ITT 17 Appendix O – Project Preliminaries**

ITT 17 Appendix O Project Preliminary Clauses

* **ITT 18 Appendix P – Asbestos Management Files**

ITT 18 Appendix P – Asbestos Management File 49-59 Old Street

ITT 18 Appendix P – Asbestos Management File - Unit 1

ITT 18 Appendix P – Asbestos Management File - Unit 2

ITT 18 Appendix P – Asbestos Management File - Unit 3

ITT 18 Appendix P – Asbestos Management File - Unit 4

ITT 18 Appendix P – Asbestos Management File - Unit 5

ITT 18 Appendix P – Asbestos Management File - Unit 6

ITT 18 Appendix P – Asbestos Management File - Unit 7

ITT 18 Appendix P – Asbestos Management File - Unit 8

ITT 18 Appendix P – Asbestos Management File - Unit 9

ITT 18 Appendix P – Asbestos Management File - Unit 10

ITT 18 Appendix P – Asbestos Management File - Unit 11

* **ITT 19 Appendix Q – Pre-contract Health and Safety File**

ITT 19 Appendix Q – Pre- Construction Health and Safety Plan

**TUPE**

TUPE does not apply to this Contract.

**Refurbishment of 49-59 Old Street Islington.**

**1718-0159**

**Open procedure**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. All sub-contractors are required to complete Part 1 and Part 2[[1]](#footnote-1).
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| **Section 1.1** | **Potential supplier information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes  No  N/A |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes  No |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | Yes  No |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-3)   * Name; * Date of birth; * Nationality; * Country, state or part of the UK where the PSC usually lives; * Service address; * The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); * Which conditions for being a PSC are met;   + Over 25% up to (and including) 50%,   + More than 50% and less than 75%,   + 75% or more. [[4]](#footnote-4)   (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:     * Full name of the immediate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:   * Full name of the ultimate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1.2** | **Bidding model** | | | | | | |
| **Question number** | **Question** | | | | **Response** | | |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | | | | Yes  No    If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | | |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) | | | |  | | |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. | | | |  | | |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | | | | Yes  No | | |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | | | | | | |
| Name | |  |  |  | |  |  |
| Registered address | |  |  |  | |  |  |
| Trading status | |  |  |  | |  |  |
| Company registration number | |  |  |  | |  |  |
| Head Office DUNS number (if applicable) | |  |  |  | |  |  |
| Registered VAT number | |  |  |  | |  |  |
| Type of organisation | |  |  |  | |  |  |
| SME (Yes/No) | |  |  |  | |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables | |  |  |  | |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor | |  |  |  | |  |  |

|  |  |  |
| --- | --- | --- |
| **Section 1.3** | **Contact details** | |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| **Section 2** | **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 [webpage](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: The authority 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.

|  |  |  |
| --- | --- | --- |
| **Section 3** | **Grounds for discretionary exclusion** | |
| **Question number** | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](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  f 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) | Please answer the following statements | |
| 3.1(j) - (i) | 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. | Yes  No  If Yes please provide details at 3.2 |
| 3.1(j) - (ii) | The organisation has withheld such information. | Yes  No  If Yes please provide details at 3.2 |
| 3.1(j) –(iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | Yes  No  If Yes please provide details at 3.2 |
| 3.1(j)-(iv) | 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 provided 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 |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**

|  |  |  |
| --- | --- | --- |
| **Section 4** | **Economic and Financial Standing** | |
| **Question number** | **Question** | **Response** |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes  No |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes  No |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes  No |
| (c) Alternative means of demonstrating financial status if any of the above are 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  No |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out.  Islington Council requires your organisation to be financially stable before awarding any contract. Please self-certify by answering ‘Yes’ or ‘No’ that you meet this requirement. | Yes  No |

|  |  |  |
| --- | --- | --- |
| **Section 5** | **If you have indicated in question 1.2 that you are part of a wider group, please provide further details below:** | |
| **Name of organisation** |  | |
| **Relationship to the Supplier completing these questions** |  | |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes  No |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes  No |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes  No |

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| --- | --- | --- | --- |
| **Section 6** | **Technical and Professional Ability** | | |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3. | | |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |
| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) | | |
|  | | |
| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract | | |
|  | | |

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| --- | --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes  No |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes  Please provide the relevant url to view the statement  No  Please provide an explanation |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

|  |  |  |
| --- | --- | --- |
| **Section 8** | **Additional Questions** | |
| **8.1** | **Insurance** | |
| **a** | 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: | |
| Employer’s (Compulsory) Liability Insurance = £5 million | Yes  No |
| Professional Indemnity Insurance | Yes  No |
| Public Liability Insurance = £10 million | Yes  No |
| Product Liability Insurance | Yes  No |
| \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | |

|  |  |  |
| --- | --- | --- |
| **8.2** | **Skills and Apprentices[[5]](#footnote-5) – (please refer to supplier selection guidance) NOT USED** | |
| **a.** | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.  Please confirm if you will be supporting apprenticeships and skills development through this contract. | Yes  No |
| **b.** | If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Yes  No |
| **c.** | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Yes  No |

|  |  |
| --- | --- |
| **8.3** | **Steel[[6]](#footnote-6) – (please refer to supplier selection guidance) - NOT USED** |
| **a.** | Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management |
|  |
| **b.** | Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel. |
|  |
| **c.** | Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:  (i) Your company.  (ii) All your supply chain members involved in the production or supply of steel. |
|  |

|  |  |
| --- | --- |
| **8.4** | **NOT USED - APPLIES TO CENTRAL GOVERNMENT ONLY** |

|  |  |  |
| --- | --- | --- |
| **8.5** | **Grave professional misconduct – additional questions**  **Please answer the following questions in relation to blacklisting**  In relation to the questions set out in 8.5 below the authority may exclude any Supplier who answers ‘No’ in any of the following situations set out in paragraphs (a) to (d); | |
| 8.5(a) | Do you certify that your organisation has not done any act contrary to the Employment Relations Act 1999 (Blacklisting) Regulations 2010, s137 of the Trade Union and Labour Relations (Consolidation) Act 2002 and/or the Data Protection Act 1998 at any time in relation to:   * the recruitment of prospective employees (e.g. seeking references, vetting); * the dismissal of an employee; * the treatment of existing employees (including through the provision of names for inclusion in any blacklist, or through the imposition of other detriment for any related reason); * the use of a blacklist for any reason | Yes  No |
| 8.5(b) | Do you undertake, on behalf of your organisation, to not do any act contrary to the Employment Relations Act 1999 (Blacklisting) Regulations 2010, s137 of the Trade Union and Labour Relations (Consolidation) Act 2002 and/or the Data Protection Act 1998 at any time in relation to:   * the recruitment of prospective employees (e.g. seeking references, vetting); * the dismissal of an employee; * the treatment of existing employees (including through the provision of names for inclusion in any blacklist, or through the imposition of other detriment for any related reason); * the use of a blacklist for any reason | Yes  No |
| 8.5(c) | Do you certify that the principles contained in the Employment Relations Act 1999 (Blacklisting) Regulations 2010 and the Data Protection Act 1998 have been, or will be, brought to the attention of all your employees as well as all your sub-contractors, suppliers, employment/recruitment agencies and associated companies providing services, information or materials connected with the tender and any contract entered into with such sub-contractors, suppliers, employment/recruitment agencies or associated companies will be made on the basis of compliance with the above principles by all parties | Yes  No |
| 8.5(d) | Do you certify that any organisation with which you are legally related (through any parent/subsidiary or group structure) has not done any act contrary to the Employment Relations Act 1999 (Blacklisting) Regulations 2010, s.137 of the Trade Union and Labour Relations (Consolidation) Act 2002 and/or the Data Protection Act 1998 in relation to:   * the recruitment of prospective employees (e.g. seeking references, vetting); * the dismissal of an employee; * the treatment of existing employees (including through the provision of names for inclusion in any blacklist, or through the imposition of other detriment for any related reason); * the use of a blacklist for any reason | Yes  No |
| Note:  In the event that you are unable to provide the certification required in this section please inform the council accordingly providing details relating to the circumstances as to why you are not able to provide the certification. The council will then review the details provided and carry out any necessary investigation to form a view as to whether the facts giving rise to the non-certification amount to an act of grave misconduct in the course of business or profession for purposes of Public Contracts Regulations 2015, Regulation 57(8)(c) such as to disqualify you from tendering for this contract. In order to make this assessment it would be of assistance to the council if you could provide the following information:   * A description of the scope and nature of the blacklisting activities that have been carried out; * A description of the steps taken to repair the damage done by such blacklisting activities; * A description of any personnel changes that have been made to address the problem of blacklisting; * A description of any organisational / structural changes that have been made to prevent blacklisting occurring in the future.   If you are not able to provide the certification in respect of any related company, please provide details as is required of any blacklisting by your organisation (see above). In addition, please provide details of any matters that demonstrate that the offending behaviour cannot be attributed also to your organisation. In this respect, you may consider it relevant to include details of the ownership, management, control and power exercised by the related company and by any common parent company (if different) over your own. | | |

**8.6 Project Specific Questions**

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| --- |
| **This contract is not being split into lots because it is a single construction project.** |

|  |  |  |
| --- | --- | --- |
| **8.6(a)** | **Please answer ‘Yes’ or ‘No’ to questions A1 to A4 below.**  Note: If you answer ‘No’ to any question you do not need to complete the rest of this open tender as your organisation will fail to meet the minimum requirements.  The authority shall exclude any Supplier who answers ‘No’ to any of the questions set out below (A1 to A4); | |
| A1 | Do you agree to abide by the contract condition regarding Whistleblowing as set out in the terms of this contract? | Yes No |
| A2 | Do you understand your role of Principal Contractor under CDM 2015? | Yes No |
| A3 | Do you have experience with working on refurbishment projects on restricted budgets and strict timescales? | Yes No |
| A4 | Are you able to provide all relevant documentation for your operatives and sub-contractors, to ensure that they are trained and certificated in the areas of the work that they are required to complete the project? | Yes No |

The answers to the questions in section **8.6(b) Suitability assessment questions** will be marked using the following 0-5 scale:

|  |  |
| --- | --- |
| **Score** | **Meaning** |
| 0 | There is no response to the question |
| 1 | An attempt has been made to respond, but has not met minimum requirements / experience (has not covered any essential points) |
| 2 | The response/experience has partially met minimum requirements (has covered some essential points) |
| 3 | The response/experience has met minimum requirements (has covered all essential points, may have included clear examples) |
| 4 | The response/experience has exceeded minimum requirements (covered more than the essential points, gave clear examples) |
| 5 | The response/experience has added significant value. Examples are given which clearly illustrate this (covered more than the essential points, gave clear thorough examples that evidence where value has been added) |

|  |  |
| --- | --- |
| **8.6(b)** | **Suitability assessment questions (B1 to B3)**  Please answer the questions below within the specified word limit.  Do not provide additional appendices or supporting documents in response to the questions unless specifically asked to do so.  Do not include any pictures, diagrams, tables, charts, etc. within your response unless specifically asked to do so. Your response should be text only.  Only those organisations who score at least a satisfactory score of three (3) in each question in this section will meet the minimum requirements and their remaining tender will be evaluated.  *Do not exceed 400 words for each question. Any words above the specified limit will be disregarded in the Council's evaluation of your answer. Please include a word count after your response.* |

|  |  |
| --- | --- |
| *B1* | *Question*  Provide two examples of where you have carried out refurbishment works of a similar nature. Explain in your answer how you ensured works were completed within budget and on time, how you kept your project records and demonstrated skills and efficiency of your workforce and reliability of your organisation. |
| *Answer* |  |
| *Word count* |  |

|  |  |
| --- | --- |
| *B2* | *Question*  Please provide evidence of a periodically reviewed H&S policy, endorsed by the chief executive officer. The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organisation. In answer to this question, please highlight aspects of the H&S policy that will be relevant to this project. |
| *Answer* |  |
| *Word count* |  |

|  |  |
| --- | --- |
| *B3* | *Question*  Please provide evidence of a periodically reviewed quality management policy, endorsed by the chief executive officer. The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for quality management at all levels in the organisation. In answer to this question, please highlight aspects of the quality management policy that will be relevant to this project. |
| *Answer* |  |
| *Word count* |  |

|  |  |  |
| --- | --- | --- |
| **8.6(c)** | **Compliance With Equality Legislation** | |
| C1 | 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 |
| C2 | 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, as a separate Appendix, a summary of 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, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes No |
| C3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes No |

|  |  |  |
| --- | --- | --- |
| **8.6(d)** | **Environmental Management** | |
| D1 | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Yes No |
| D2 | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes No |

|  |  |  |
| --- | --- | --- |
| **8.6(e)** | **Health and Safety** | |
| E1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes No |
| E2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes No |
| E3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes No |

**For information only**

The following questions are not being assessed (i.e. your answers to these two questions will have no impact on the Council’s assessment of your suitability that is conducted at this selection stage).

|  |
| --- |
| 1. **London Living Wage – to be completed for all contracts**   Does your organisation pay the London Living Wage (LLW) to its staff who are involved in the provision of the type of services that are the subject of this procurement?  Yes  No  Not known  Prefer not to say  If you were to be awarded this contract for Islington Council, would you be prepared to pay the London Living Wage\* or above?  Yes  No  Not known  Prefer not to say  \*London Living Wage as defined by Citizens UK: [www.livingwage.org.uk](http://www.livingwage.org.uk)  (Please note this figure is updated from time to time.) |

|  |
| --- |
| 1. **Heavy Goods Vehicles (HGV) - only to be completed where HGVs will be used in the provision of the contract**   From Spring 2014, the Council will, when procuring any new, major, council-let contract that involves the use of HGVs in the borough, require that the drivers of these vehicles complete the Safe Urban Driving training course (or equivalent) within a reasonable timeframe at no additional cost to the Council.  Definition of HGV: <http://www.hmrc.gov.uk>  "...a mechanically propelled road vehicle that is:   * of a construction primarily suited for the carriage of goods or burden of any kind and * designed or adapted to have a maximum weight exceeding 3,500 kilograms when in normal use and travelling on a road laden."   Where relevant, if you were to be awarded this contract for Islington council, would you be prepared to ensure all HGV drivers complete the Safe Urban Driving training course (or equivalent)?  Yes  No  Not Applicable to this contract |

|  |  |
| --- | --- |
| **Questionnaire monitoring information**  You do not have to fill in this section. We will use this information for statistical purposes only. | |
| The Commission for Racial Equality defines an ethnic minority as anyone who defines themselves as being in any of the Census 2001 categories other than ‘White British’. An ethnic-minority business is defined as ‘a business at least 51% owned, controlled and operated by members of one or more ethnic-minority group’. | |
| Is your organisation owned by an ethnic-minority group according to the above definition? | Yes  No  Not known  Do not want to answer |

**Part 4:**

**Section 1: Method Statements**

The Council’s award decision will be made on the basis of the most economically advantageous tender (MEAT). MEAT will be identified using 70% cost and 30% quality.

Bidders should demonstrate value for money in their answers throughout the cost/quality statements of their submissions.

The written submission ‘Method Statements’ will be scored to give a total quality score. The pricing schedule will be scored to give a total price score. The contract will be awarded to the tenderer who achieves the highest combined cost and quality score.

The method statements are your opportunity to present your proposal in a convincing and evidenced manner relevant to the requirements of the service. Please refer to the specification and the award criteria.

If you are applying as part of a consortium, or a lead organisation with sub-contractors, please clearly indicate which aspects of your response relate to each participating organisation.

By referring to partners/consortium members/sub-contractors in your submission, you agree that the Council may contact those partners/consortium members/sub-contractors at any stage of this process, in order to obtain further details concerning your bid. You also agree that the Council may supply any information you have provided in your bid to such partners/consortium members/sub-contractors.

In order to be awarded a contract, the winning tenderer must score a minimum of:

3 points for each question.

Your answers to the Method Statements will be marked using the following 0 – 5 scale:

|  |  |
| --- | --- |
| Score |  |
| 0 | There is no response to the question |
| 1 | An attempt has been made to respond, but does not meet requirements/solution does not cover any essential points |
| 2 | The response/solution partially meets requirements (covers some essential points) |
| 3 | The response/solution meets requirements (covers all essential points, may have included clear examples) |
| 4 | The response/solution exceeds requirements (covers more than the essential points, giving clear examples) |
| 5 | The response/solution will add significant value (covers more than the essential points, giving clear thorough examples to illustrate how value will be added) |

**QUESTIONS (1.1– 1.3)**

In order to be awarded a contract, organisations must score a minimum of three (3) points for each question in this section.

Do not exceed the word limit for each question. Any words above the specified limit will be disregarded in the Council's evaluation of your answer. Please include a word count after your response.

Do not provide additional appendices or supporting documents in response to the questions unless specifically asked to do so.

Do not include any pictures, diagrams, tables, charts, etc. within your response unless specifically asked to do so. Your response should be text only.

|  |  |
| --- | --- |
| **1.1** | **Question (weighting 10%)**  **Construction Phase Plan**  Please provide a proposed detailed construction phase plan and methodology for achieving positive outcomes, objectives and value for money in the delivery of the works.  Considering:   * minimal disruption to the public on site while undertaking works * prioritisation of personnel to ensure completion within agreed timescale * site access and site management * contract management * quality control * works completion and sign off processes |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 800 words**  Any words above the specified limit will be disregarded in the Council's evaluation of your answer. | |

|  |  |
| --- | --- |
| **1.2** | **Question (weighting 10%)**  **Communication and Partnership Working**  Please provide your proposed methodology for working with the client, and client-appointed contractors responsible for fire alarm systems, security systems, and cabling systems.  Considering:   * building good working relationships and monitoring progress * ensuring all contractor project specification align with the construction phase plan * reporting cycle of progress updates to inform client * problem resolution and contingencies |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 1000 words**  Any words above the specified limit will be disregarded in the Council's evaluation of your answer. | |

|  |  |
| --- | --- |
| **1.3** | **Question (weighting 10%)**  **Methodology for Mobilising, Implementing and Undertaking the Delivery of the Works.**  Please provide your proposed methodology for mobilising, implementing, undertaking and delivery of the works.  Taking into account (wholly but not exclusively) matters such as:   * site set up * scaffolding * waste management * dealing with materials * numbers of operatives on site * support services and supervision * environmental considerations * health and safety * provision of welfare facilities |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 1000 words**  Any words above the specified limit will be disregarded in the Council's evaluation of your answer. | |

Section 2: Pricing Schedule

The cost element will be assessed by evaluating the submitted pricing schedule. Scores will be assigned to the prices by measuring each price against the lowest sustainably priced tender submitted. The lowest priced tender will achieve the maximum score and any prices above the lowest will be allocated a proportionate score.

See supporting documents:

ITT 3 Appendix A – Contract Sum Analysis

ITT 6 Appendix D – Tender Summary for Mechanical and Plumbing Services

ITT 6 Appendix D – Electrical Detailed Specification E2 (p15 Tender Summary)

Please ensure you complete these documents in full and upload them to the London Tenders Portal with your tender return.

Section 3: Please complete and sign the following appendices

**Appendix 1 - Form of Tender**

To be signed by someone authorised to act for your organisation

TO: THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF ISLINGTON

I/We the undersigned hereby offer to provide Islington Council the works that the Council is procuring. I/we undertake to do this in accordance with the Conditions of Contract and the procurement instructions to Tenderers issued by the Council in connection with this procurement at the prices that we have submitted in the enclosed Pricing Schedule.

If this Tender that we are submitting is accepted by the Council, I/we agree to execute a contract on the terms issued by the Council. I/we agree that, until such a contract is executed the Conditions of Contract and instructions to Tenderers issued by the Council and the tender submitted by us including the prices stated in our Pricing Schedule together with the Council’s written acceptance shall form the Contract.

|  |  |
| --- | --- |
| **Contract price (words)** |  |
| **Contract price (figures)** |  |
| **Signature** |  |
| **Job title** |  |
| **Name and address of tenderer**  *(For a limited liability company, the address of the registered office should be given.)* |  |
| **Date** |  |

**Appendix 2 - Certificate of non-collusion and non-canvassing**

To be signed by someone authorised to act for your organisation.

Please sign the certificate below and also provide a certificate in the same format from each of your partners/consortium members/sub-contractors.

1718-0159 Refurbishment of 49-59 Old Street (the “Contract”)

**(i) Statement of non-canvassing**

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, 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 the Council 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.

**(ii) Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council 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:

(a) communicate to a person other than the Council, 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

(b) 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

(c) 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.

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

I/we agree that the Council may, in its consideration of the tender submitted by us and in any subsequent actions, rely upon the statements made in this Certificate of non-collusion, and non-canvassing.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |

**Appendix 2a - Non-Collusive tendering certificate (where a partnership has been formed)**

To be signed by someone authorised to act for your organisation.

We certify that this is a bona fide tender. It is submitted on our behalf and on behalf of our partners who are <insert name(s) of organisation(s)>. We have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

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

Entering into agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;

Offering or paying or giving or agreeing to 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 of any tender or proposed tender for that said work or thing of any sort described above.

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

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of lead organisation** |  |
| **Date** |  |
|  |  |
| **Signature** |  |
| **Name** |  |
| **For and on behalf of partner organisation** |  |
| **Date** |  |

**Appendix 3 - Business continuity assessment**

To be signed by someone authorised to act for your organisation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Assessment Questions** | **Yes** | **No** | **N/A** | **Don’t Know** |
| Do you have a Business Continuity Plan (BCP)? |  |  |  |  |
| Is the plan documented clearly and easily accessible? |  |  |  |  |
| Have you exercised your plan within the last 12 months? |  |  |  |  |
| Do you regularly review and update your plan? |  |  |  |  |
| Is there someone in your organisation who will have responsibility for looking after business continuity management? |  |  |  |  |

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |

**Appendix 4 – Confidentiality agreement**

To be signed by someone authorised to act for your organisation.

1. Interpretation:

In this agreement, the following terms shall have the meaning ascribed to them below, unless the context otherwise requires:

‘**Confidential Information**’ Means all information which may come in to the possession of the recipient as a result of or in connection with the bidding for or negotiation of the Contract, whether oral or in writing, together with all such other information which relates to the business, affairs, developments, trade secrets, know-how, personnel, customers and providers of the Council or information which may reasonably be regarded as the confidential information of the Council, whether or not such information is reduced to tangible form or marked in writing as ‘confidential’.

**‘The Council’** means the London Borough of Islington

**‘The Parties’**  means ‘the Council’ and ‘the Recipient’

**‘Recipient’** means <insertname of organisation>

2. Confidentiality

2.1 The parties hereby undertake:

That the Recipient shall treat as confidential and not disclose or use other than in the bidding for and negotiation of a Contract (and ensure that all the Recipients employees, agents and sub-contractors do not disclose or use other than in the bidding for and negotiation of the Contract) any and all Confidential Information. However this undertaking will not apply to any information which:

1. Is in or enters the public domain other than by breach of this Agreement; or
2. Is obtained from a third party who is lawfully authorised to disclose such information; or
3. Is in the Recipients possession without restriction in relation to disclosure before the date of its receipt from the Council; or
4. Is authorised for release by the Council’s prior written consent; or
5. Is independently developed without access to the Confidential Information and other than in connection with the process of bidding for and negotiating a Contract;

That any written documents or other tangible materials supplied to or acquired by the Recipient which embodies the Confidential Information in whole or in part will remain the property of the Council and the Recipient will not obtain any right, title or interest therein. The recipient will promptly upon the Council’s request destroy or return to the Council all such materials, including any copies thereof, except as needed in order to meet legal or regulatory requirements; and

To comply with the requirements of the Data Protection Act 1998 and, in particular, not to disclose any personal data other than at the express direction of the Council.

Without prejudice to any rights and remedies the Parties to this agreement may have, the Parties acknowledge that since confidential information is valuable and that damages may not be an adequate remedy for a breach of clause 2.1, a Party shall be entitled without proof of special damages to the remedies of injunction or other equitable relief for any breach or threatened or continuing breach of this agreement by the other Party.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |

**Appendix 5 - Schedule of confidential/commercially sensitive information**

To be completed by someone authorised to act for your organisation.

Please note it is in your interest to complete this Appendix in order to benefit from the protection for confidential information provided by Regulation 21 of the Public Contracts Regulations 2015.

As part of a commitment to transparency the Council is now publishing all spend over £500 each month. This includes spend on contracts, so the successful organisation should expect details of spend against the contract to appear on the Council website [**www.islington.gov.uk**](http://www.islington.gov.uk). The Council is also committed to publishing tender and contract documentation after contract award stage. Commercially sensitive information will be redacted from documentation.

Notwithstanding the provision of the Public Contracts Regulations 2015 if a request is received under the Freedom of Information Act 2000, or the Environmental Information Regulations 2004 Islington Council may be required to disclose any information contained in your proposal unless it falls within one of the exemptions in the legislation. Please confirm below if any part of your proposal contains commercially sensitive information, or is provided to the Council in confidence, and therefore considered to be exempt from disclosure. Note however that the Council retains absolute discretion for determining what information relating to a request for information is to be disclosed. In doing so the Council retains absolute discretion for determining what information it considers to be exempt from disclosure under the legislation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Description of Information** | **2. Commercially sensitive?**  **Yes/No** | **3. Duty of confidentiality**  **exists?**  **Yes/No** | **4. Reason information is considered commercially sensitive/confidential** | **5. Period during which information is considered commercially sensitive / confidential** |
|  |  |  |  |  |
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**Appendix 6 - Charter for Fairness and Equality**

To be signed by someone authorised to act for your organisation

1. We recognise, respect and value Islington’s diverse community and are committed to making Islington a fairer place.

2. We shall promote good relationships between people of different backgrounds and lifestyles.

3. We are committed to creating a borough where children and adults are free from poverty, and are empowered to take responsibility and make a positive contribution.

4. We are committed to identifying, understanding and responding to the different needs and experiences of our community in order to narrow the gap in outcomes on the things that matter.

5. We shall work in a way that takes into account the fact that people may have multiple identities and complex needs which may compound the inequalities which they face.

6. We shall work in partnership to pool information and resources to ensure that there is equality of opportunity and access to services.

7. We are committed to tackling discrimination and inequality in all the service areas for which we are responsible, including in our role as employers.

8. We are committed to targeting our efforts to secure fairness and equitable outcomes in Islington.

I, the undersigned, do hereby declare that <insert name of organisation> supports the Islington Council Charter for Fairness and Equality.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of**  *(To be signed by someone authorised to act on behalf of your organisation, preferably head of organisation)* |  |
| **Date** |  |

Section 4: Partner/Consortium Member/Sub-Contractor Declaration

**This declaration must be completed and signed by each partner/consortium member/sub-contractor referred to in the ‘Technical and/or professional ability’ section or ‘Method Statements’.**

Declaration (to be signed by someone authorised to act for your organisation)

I confirm that, as far as I know, the answers given in this Tender Return (and any supporting modules) are correct. I understand that you will use the information to assess my organisation’s suitability to bid (alongside the lead organisation) for the contract.

I confirm that I have read the method statements submitted by the lead organisation in this Tender Return and they are a true statement to my company’s experience and capability*.*

As far as I know, the information in this Tender Return is accurate. I understand that giving false information could result in this Tender Returned being rejected.

I accept that it would be wrong to try to influence staff or councillors when they are awarding contracts.

By signing this declaration, you agree that you fully understand what this means.

If we find out that you (or someone acting for you, with or without your knowledge) have made any type of gift or promise (financial or otherwise) to get a contract or other agreement, or to prevent other people from getting a contract, we may cancel the contract and recover any costs from your company.

Please note that if you fill in the Tender Return electronically using the London Tenders Portal, we will consider that it has been signed electronically within the meaning of the Electronic Communications Act 2000.

By signing by hand or sending us this Tender Return electronically, you agree that you fully understand what this means. If we find out that you (or someone acting for you, with or without your knowledge) have made any type of gift or promise (financial or otherwise) to get a contract or other agreement, or to prevent other people from getting a contract, we may cancel the contract and recover any costs from your company.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |

Section 5: Declaration

To be signed by someone authorised to act for your organisation.

I confirm that, as far as I know, the answers given in this Tender Return (and any supporting modules) are correct. I understand that you will use the information to assess my organisation’s suitability to bid for the contract.

As far as I know, the information in this Tender Return is accurate. I understand that giving false information could result in my organisation’s bid being excluded.

I accept that it would be wrong to try to influence staff or councillors when they are awarding this contract.

Please note that if you fill in the Tender Return electronically using the London Tenders Portal, we will consider that it has been signed electronically within the meaning of the Electronic Communications Act 2000.

By signing by hand or sending us this Tender Return electronically, you agree that you fully understand what this means. If we find out that you (or someone acting for you, with or without your knowledge) have made any type of gift or promise (financial or otherwise) to get a contract or other agreement, or to prevent other people from getting a contract, we may cancel the contract and recover any costs from your company.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |

1. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-3)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-4)
5. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-5)
6. [Procurement Policy Note 16/15– Procuring steel in major projects](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/473545/PPN_16-15_Procuring_steel_in_major_projects.pdf) [↑](#footnote-ref-6)