Part 4a - Tender Submission Document

**Asset Protection Services**

**Reference – STSC DN 542162**

**Public Contract Regulations 2015 Open Process**

**CONFIDENTIAL – NOT FOR DISCLOSURE OR CIRCULATION**

**CHECKLIST FOR ORGANISATIONS**

Organisations are required to include all the information and documentation set out below in their Submission.

Failure to provide all of the items in the checklist below may cause your tender to be non-compliant and, therefore, not considered.

| **Item** | **Included in tender submission** |
| --- | --- |
| 1. Form of Tender – **fully completed and signed**
 | [ ]  |
| 1. Standard Selection Questionnaire – **All sections with signatures where required**
 | [ ]  |
| 1. Quality/Technical Questions - **Completed in full as appropriate in line with guidance**
 | [ ]  |
| 1. Certificate of non-collusion and non-canvassing - **fully completed and signed**
 | [ ]  |

Additional documents to be submitted, included but not limited to:

|  |  |
| --- | --- |
| **Item** | **Included in tender submission** |
| Part 4b – Pricing Schedule |  |
|  |  |
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|  |  |

**Bidding organisations are reminded to clearly label any commercially sensitive information provided in their tender (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) as "Not for disclosure to third parties”. Valid reasons in support of the information being exempt from disclosure under the Act and the EIR must be provided where information is labelled as such.**

1. FORM OF TENDER

Tenders are invited for **Plant & Equipment Hire and Servicing**

We certify that:

 I/We, the undersigned, 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 providing a Tender for the provision of the Contract and upon the terms of the Contract.

 Attached to this Form of Tender are the following:

* My/our response to Specification in Section 2.
* The completed Pricing Schedule.
* A signed Certificate of Non-Collusion and Non-Canvassing.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We agree in the event of acceptance of our Tender to execute the Contract within 15 business days of acceptance (or otherwise as agreed with the Authority), and in the interim, provide the Contract in accordance with the Contract if necessary.

I/We understand that the Authority 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 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 needed.

I/We confirm that the I/we are authorised to commit the bidder to the contractual obligations contained in the Invitation to tender and the Contract.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Signature |       |
| In the capacity of |       | Duly authorised to sign Tenders for and on behalf of |       *[Organisation submitting the Tender]* |
| Address |       | Contact Email Address |       |
| Telephone Number |       | Date |       |

**Standard Selection Questionnaire**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. (For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>) If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

**Part 1: Potential supplier Information**

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| This section is for information purposes only.  |

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.

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| --- | --- |
| Section 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)[[1]](#footnote-1)? | [ ] Yes[ ] No |
| 1.1(n) | Relevant classifications Relevant classificationsDetails of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2) - 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. [[3]](#footnote-3)(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 | Bidding model |
| 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, Part 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, Part 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 |       |       |       |       |       |

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**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

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| --- | --- |
| Section 1 | Contact details and declaration |
| 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.

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| **Instructions:**‘Self-cleaning’Any Supplier that answers “Yes” to questions 2.1, 2.2, 2.3 3.1 or 3.2 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The supplier must demonstrate it has taken such remedial action, to the satisfaction of the authority, in each case. If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.Conflicts of interestIn accordance with question 3.1 (g), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.**Evaluation:****Section 2 and 3 of Part 2: Exclusion Grounds will be evaluated on a pass or fail basis.**In order to pass this section you must:* Either tick “No” to confirm that your organisation has had no finding of unlawful discrimination against them, **or**, tick “Yes” to confirm that your organisation has had a finding of unlawful discrimination and has outlined the remedial actions taken place subsequently, which the Authority must deem sufficient.

This section will be evaluated as a fail if:* If you have ticked “Yes” to any parts of question 2.1, 2.2, 2.3 or 3.1 or there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering and have not outlined the remedial actions taken place subsequently or you have outlined the remedial actions taken place subsequently but the Authority does not deem the remedial actions to be sufficient.
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| 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 the webpage (link listed below), 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 have been convicted anywhere in the world of any of the offences within the questionnaire below and listed on the webpage (link below): <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>  |
|  | Participation in a criminal organisation.  | [ ] Yes[ ] NoIf Yes please provide details at 2.1(b) |
|  | Corruption.  | [ ] Yes[ ] NoIf Yes please provide details at 2.1(b) |
|  | Fraud.  | [ ] Yes[ ] NoIf Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | [ ] Yes[ ] NoIf Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | [ ] Yes[ ] NoIf Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | [ ] Yes[ ] NoIf 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 convictedIf 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.

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| Section 3 | Grounds for discretionary exclusion  |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on the webpage (link below), which should be referred to before completing these questions: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> 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[ ] NoIf yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | [ ] Yes[ ] NoIf yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations?  | [ ] Yes[ ] NoIf 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[ ] NoIf yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | [ ] Yes[ ] NoIf yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | [ ] Yes[ ] NoIf 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[ ] NoIf yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | [ ] Yes[ ] NoIf 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[ ] NoIf 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 statementsThe 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 provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | [ ] Yes[ ] NoIf Yes please provide details at 3.2[ ] Yes[ ] NoIf Yes please provide details at 3.2[ ] Yes[ ] NoIf Yes please provide details at 3.2[ ] Yes[ ] NoIf 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) |       |

1. **Economic and Financial Standing**

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| **Notes to Potential Suppliers****Evaluation:**For the purposes of the evaluation of this section, the Supplier will be required to have a minimum level of economic and financial standing of £100,000 per annum. This value is indicative only and will be used for the purposes of the financial evaluation and is not the Authority’s expectation of the values of bidder’s tender submissions.Potential suppliers must demonstrate a turnover of at least £100,000 per annum to proceed. A credit check may be carried out, which must indicate no material concerns. Candidates may rely on the financial standing of their parent company or companies, but if they do so a parent company guarantee will be required if successful.This section will be evaluated on a pass or fail basis.In order to pass this section you must:* Tick “Yes” to question 4.1, or if you tick “No”, can you tick “Yes” to either 4.1(a), 4.1(b) or 4.1(c); and also tick “No” to question 4.2

This section will be evaluated as a fail if :* Tick “No” to question 4.1, and all of 4.1(a), 4.1(b) and 4.1(c); or
* Tick “Yes” to question 4.2.

**If you fail this section the Authority, at its discretion, may undertake a separate manual assessment of your financial standing before making a final decision.** |

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| **Section 4** | **Economic and Financial Standing**  |
|  | 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** | Please confirm that if any of the following apply to your organisation: 1. where you are sole trader, you are registered as bankrupt;
2. where you are a corporate entity, the organisation is insolvent or has made a composition with its creditors in the last 12] months.
 | [ ] Yes[ ] No |
| **4.3** | 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. | [ ] Yes[ ] No |

1. **Economic and Financial Standing – Additional Information**

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| **Notes to Potential Suppliers****Evaluation Criteria:**This section will be evaluated on a pass or fail basis.In order to pass this section you must:* Tick “Yes” to question 5.1, and
* Tick “Yes” to either question 5.2 or question 5.3.

This section will be evaluated as a fail if :* Tick “No” to question 5.1, and
* Tick “No” to either question 5.2 or question 5.3.
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| **Section 5** | **If you have indicated in the Selection Questionnaire 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** |       |

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| --- | --- | --- |
| **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 |

1. **Modern Slavery Act**

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| **Notes to organisation**:A relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015?” as follows:  A “relevant commercial organisation” for the purposes of the Modern Slavery Act 2015 is a commercial organisation that carries on a business or a part of a business in the UK, supplies goods or services and has an annual turnover of £36 million or more.EvaluationThis section will be evaluated on a pass or fail basis.In order to pass this section you must:Tick “Yes” or “N/A” to question 6.1, and if you tick “Yes” to 6.1 you must either tick “Yes” to 6.2 and provide the relevant url, or tick “No” to 6.2 and provide an explanation which the Authority deems sufficient.This section will be evaluated as a fail if :You have not ticked “Yes” or “N/A” to question 6.1, or you have ticked “Yes” to question 6.1 and have then not either ticked “Yes” to 6.2 and provided the relevant url, or ticked “No” to 6.2 and not provided an explanation which the Authority deems sufficient. |

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| **Section 6** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |
| **6.1** | 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 |
| **6.2** | If you have answered yes to question 6.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | [ ] YesPlease provide the relevant url …     [ ] No Please provide an explanation      |

1. **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.

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| * + - * Notes to organisation:
			* Evaluation

This section will be evaluated on a pass or fail basis.In order to pass this section you must:* Tick ‘Yes’ to confirm that your organisation has or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover as detailed below.

This section will be evaluated as a fail if: * You have ticked ‘No’ confirming that your organisation does not have or cannot commit to obtain, prior to the commencement of the contract, the levels of insurance cover as detailed below.
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| **Section 6** | **Additional Questions**  |
| **6.1** | **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: [ ] Yes[ ] NoEmployer’s (Compulsory) Liability Insurance = £10,000,000Public Liability Insurance = £5,000,000Professional Indemnity Insurance = £1,000,000 \*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. |

1. **QUALTIY/TECHNICAL QUESTIONS**

11.1 The following questions have been designed to test the bidder’s ability to deliver the contract in line with the requirements of the specification. Each question has an assigned weighting and will be scored using the evaluation scoring criteria as detailed in 7.2.

Please use the boxes below for your response, being mindful of the length of response required for each question. Should bidders want to attach an Appendix to support the response to a particular question then they should use the naming format as follows:

Appendix QQQQ – Ref – Bidder’s Name

\*Where “QQQQ” is the question reference number to which the supplementary information relates and Ref is your reference to the specific appendix.

For example:

For question Q1 from a Bidder named ‘Consultant 1 Ltd’ will be named as follows:

Appendix Q1 – (your reference for the appendix) – Consultant 1 Ltd

Please note that any attachments you submit in support of your response to a particular question should reference that question number. Any attachments not referenced to the question number or incorrectly referenced may result in information not being considered in support of your response.

**Question 1 – Implementation of policies – 15% Weighting**

Please provide detail around how you would ensure effective implementation of your policies/procedures with your frontline workforce.

The bidder is to describe how policy and procedures are developed and then implemented and communicated at all levels including the front line and management teams involved.

Maximum 2 sides of A4 paper, single spacing

**Question 2 – Understanding of the requirement – 15% Weighting**

Please demonstrate your understanding of the Contract and detail how you would ensure successful delivery of this requirement?

Response should include your understanding of the requirement and how any lessons learned on previous security projects would impact your management of these services?

Please provide examples of previous CDM security contracts with detailed lessons learned on those projects, also give examples of what additional measures you think this project / contract would benefit from if the risk profile increases due attempted theft.

Identify the top 3 risks associated with this project and how you would ensure effective management and mitigation.

A minimum score of 60 points must be achieved (Satisfies the requirement) in order to progress to the full quality evaluation. If your score is less than 60 you will not be taken any further in the process.

Maximum 4 sides of A4 paper, single spacing

**Question 3 – Continuity of service 10% Weighting**

.Please demonstrate how you will ensure continuity of service during holiday and any sickness periods?

Response should include as a minimum a description of the specific contingency plans and solutions you would provide should staff be unavailable. Please also include a disaster recovery plan as part of your response

Maximum 4 sides of A4 paper, single spacing

**Question 4 – Mobilisation Plan - 15% Weighting**

Please provide details of your proposed mobilisation plan for this contract.

The bidder is to include plans from award to final mobilisation, taking in to account any necessary milestones to ensure there is no interruption of services provided.

Maximum 4 sides of A4 paper, single spacing

**Question 5 - Social Value – 20% Weighting**

What is your approach to employing people from the local area and how does your organisation work with and give back to the community?

* Examples may include but are not limited to:
* Employing a range of people from different backgrounds and or having a training strategy that could include an apprenticeship scheme.
* Teesworks skills academy or training providers to be utilised locally
* Charity work / giving back to the local community

Maximum 3 sides of A4 paper, single spacing

**Question 6 – Added Value – 5% Weighting**

Please detail how you intend to promote added value through the life of the contract to improve the operational and commercial performance of the service, keeping in mind the objectives of the Teesworks specification.

The bidder should indicate how they propose to improve the contract from an operational and commercial perspective, detailing how this will tie in with the specification of the tender.

Maximum 2 sides of A4 paper, single spacing

**Pass / Fail Questions – please can you confirm that you will have the following in place by the start date of this contract:**

1. Please confirm the Contracting Authority will have access to an on-call Contract Manager who can attend site within 30 minutes in case of emergency requirement.

**Yes: Pass**

**No: Fail**

**By responding ‘No’ to this question bidders will not be taken to the next stage of the process.**

**Scoring Criteria**

Technical Questions

Questions 1 – 6 will be evaluated in line with the scoring criteria in table 1.

**Table 1**

|  |  |
| --- | --- |
| **Points** | **Evaluation Criteria** |
| 0 | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the organisation has the ability, understanding, skills, resource to deliver the Contract, with little or no evidence to support the response. |
| 20 | Satisfies the requirement with major reservations. Considerable reservations of the organisation relevant ability, understanding, skills, and resource to deliver the Contract, with little or no evidence to support the response. |
| 40 | Satisfies the requirement with minor reservations. Some minor reservations of the organisation relevant ability, understanding, skills and resource to deliver the Contract, with little or no evidence to support the response. |
| 60 | Satisfies the requirement. Demonstration by the organisation of the relevant ability, understanding, skills, and resource to deliver the Contract, with evidence to support the response. |
| 80 | Satisfies the requirement with minor additional benefits. Above average demonstration by the organisation of the relevant ability, understanding, skills, and resource required to deliver the Contract. Response identifies some factors that will offer potential added value, with evidence to support the response. |
| 100 | Satisfies the requirement with major additional benefits. Above average demonstration by the organisation of the relevant ability, understanding, skills, and resource required to deliver the Contract. Response identifies a significant number of factors that will offer potential added value, with evidence to support the response. |

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

***Example*** *if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 (60/100 x 10 = 6)*

**Price**

**Price 20 Points**

This includes the ‘Tender Total’. The number of points will be awarded such that the lowest tender receives 20 points, the others will receive points based on their percentage above the lowest tender.

Example

Lowest Tender Total: £15k – 20 Points

Next Lowest Tender: £18k – (15/18 x 20) – 17 Points

Next Lowest tender: £22k – (15/22 x 20) – 14 Points

1. **CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING**

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Authority in connection with the proposed award of the Contract by the Authority, 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 Authority 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 competitive bidding for the Authority is that it shall receive bona fide competitive tenders from all organisations.

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 the Authority, 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 Tenders 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.

I/we agree that the Authority may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed by:

|  |  |
| --- | --- |
| Signature: |       |
| Name: |       |
| Position: |       |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. 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-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)