

**Exploring Opportunities for the Provision of (1) Residential Care and (2) Family Based Placements for Children & Young People**

**Reference: DN410355**

**INVITATION TO QUOTE**

**Quotation Return Document**

**Bidder to Complete**

**Company name:**

**Please confirm which lot/s you are bidding for:**

 **Lot 1 – Residential Care Provision**

 **Lot 2 – Family Based Placement Provision**

**Closing date for receipt of completed documents:**

**Wednesday 5th June 2019 at 5pm**

**1. GROUNDS FOR EXCLUSION (EVALUATED ON A PASS / FAIL BASIS)**

‘Grounds for Exclusion’ question sets are designed to assess your organisation’s suitability to deliver the Authority’s contract requirements. **Please note that you are required to complete these questions directly within ‘The Chest’ (Blackpool Council’s supplier portal).**

You will find these questions in the area on The Chest where you prepare/upload your submission. The relevant section is titled: ‘Question Set – Grounds for Exclusion’

**There are 3 parts to complete as follows:**

Part 1 – Potential Supplier information

* Supplier information
* Declaration

Part 2 – Exclusion Grounds

* Grounds for Mandatory Exclusion
* Grounds for Discretionary Exclusion

Part 3 – Selection Questions

* Economic & Financial Standings
* Insurance
* Health & Safety

The system will save your answers to the ‘Grounds for Exclusion’ questions.

Please note that all other questions in this document (Method Statements outlined below) must be completed within the area provided below and uploaded on The Chest as part of your submission.

# Important Note: You must provide the information requested in a manner and form which complies with the instructions given below and in the accompanying instructions.

**2. METHOD STATEMENT RESPONSES (QUALITY 70%)**

**Please note:**

* You are required to provide a response to each of the following Method Statements. Your statements should be set out in a clear and concise manner (within the response box provided), fully detailing how you will deliver the requirements in the Specification.
* You must respond to the Method Statements in full and avoid making unsubstantiated reference to company policies, statements or other documents. Please do not refer the evaluation panel back to your Grounds for Exclusion response. Any Method Statement that is not answered will automatically be awarded a zero mark.
* If you are applying for more than 1 Lot please ensure your responses below cover all aspects of the required services.
* Should you be sub-contracting any part of the service, please ensure all your responses includes reference to your proposed sub-contractor / who you will be sub-contracting to and how you will ensure they maintain delivery as outlined within the documentation.
* Attachments e.g. - policy documents, procedures should only be provided as evidence in support of your written response. If attachments are submitted as an answer with little or no narrative you will be automatically awarded a zero score. Further, where attachments are not referenced within the narrative they will not be given taken into account.
* If a response exceeds the specified word allocation your response will only be assessed up to the allocated words.  Diagrams, pictures and charts should only be used to clarify points made within your response and not used to exploit the word count allocation.  Any tables or other diagrams containing text will be included within the word count. Unless specifically asked for within the method statement any supporting diagrams, pictures, charts or tables should be included as clearly referenced appendices.

The Authority makes no guarantee that this additional information in any format will be evaluated and consideration of such will be at the absolute discretion of the Authority.

**Self-Certification**

**Suppliers will be excluded from the procurement process if they are unable to confirm compliance with the following requirements of the contract.** Suppliers who self-certify that they meet the requirements to these questions will be required to provide evidence of this if they are successful at contract award stage. Please note however that the Council reserves the right to ask potential suppliers to submit their evidence at any point in the process if it is necessary to ensure the proper conduct of the procurement.

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| **2.1** | **It is a requirement of this contract that the successful bidder is able to** **demonstrate the criteria below:** | **Pass / Fail** |
|  | **Insurance Levels (required at the contract Commencement Date)*** Employer’s (Compulsory) Liability Insurance = £5million
* Public Liability Insurance = £1million
* Professional Indemnity Insurance = £1million

\*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. | ▢   Yes▢   No    |
|  | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | ▢   Yes▢   No |

**Quality Response**

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| **2.2 Relevant Experience and Contract Examples** | **Sub Weighting 30%** |
| 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 2.3.***Assessment Criteria:**** Examples are relevant in size & nature to the service outlined in the specification
* Examples demonstrate previous experience within local authority/health environment
* Response indicates methodologies employed on each contract
* Examples demonstrate positive outcomes and savings achieved
* Response provided includes all requested information
* Applications for both lots demonstrate experience of all required areas within the specification
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| **CONTRACT 1** |
| **Name of customer organisation** |  |
| **Point of contact in the organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **Description of contract (in no more than 300 words)** |  |
| **Please describe the methodology used on the contract and confirmation of outcomes and savings achieved by the local authority / health service as a result of your activity (in no more than 300 words)** |  |
| **Contract Start and Completion date** |  |
| **Estimated contract value** |  |
| **CONTRACT 2** |
| **Name of customer organisation** |  |
| **Point of contact in the organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **Description of contract (in no more than 300 words)** |  |
| **Please describe the methodology used on the contract and confirmation of outcomes and savings achieved by the local authority / health service as a result of your activity (in no more than 300 words)** |  |
| **Contract Start and Completion date** |  |
| **Estimated contract value** |  |
| **CONTRACT 3** |
| **Name of customer organisation** |  |
| **Point of contact in the organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **Description of contract (in no more than 300 words)** |  |
| **Please describe the methodology used on the contract and confirmation of outcomes and savings achieved by the local authority / health service as a result of your activity (in no more than 300 words)** |  |
| **Contract completion date** |  |
| **Estimated contract value** |  |

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| **2.3 Relevant Experience** **(only complete if you cannot complete question 2.2)**  | **Sub Weighting – as per 2.2** |
| If you cannot provide at least one example for question 2.2, 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. Please also describe methodologies used previously and confirm any outcomes and savings achieved as a result of your activity.***Assessment Criteria:**** Examples are relevant in size & nature to the service outlined in the specification
* Examples demonstrate relevant experience within local authority/health environment
* Response indicates methodologies previously employed
* Examples demonstrate positive outcomes and savings achieved
 |
| **Please respond below in no more than 500 words** |

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| **2.4 – Personnel & Implementation** | **Sub Weighting 20%** |
| 1. Please provide details of the staff that you propose would be responsible for the delivery of this contract. You should provide the relevant skills, qualifications and experience of the individual or each member of the team and outline role(s), responsibilities and time commitment. *If CVs are provided these will not be included within the word count.*
2. Please identify any actual or potential conflicts of interest with regards to any other work that you may be undertaking on behalf of other clients or stakeholders and outline your internal processes for ensuring that conflicts of interest are identified and monitored over time.
3. Please also explain how you will ensure continuity and quality of service e.g. in the case of staff sickness or unforeseen circumstances. Please also outline how the delivery of this contract fits within the context of any other commitments the proposed delivery team may have.

**Assessment Criteria*** Key personnel identified and skills, qualifications and experience of all team members are provided and are appropriate
* Roles, responsibilities & time commitments are clear
* Allocated resource matches pricing proposal
* Effective systems in place to monitor and manage any potential conflict of interest.
* Clear and robust contingency plans in place to ensure continuity of service and sufficient cover
* Demonstrates capacity of key personnel to manage the project successfully within the context of workload on other schemes / projects.

If you are applying for more than 1 Lot please ensure your response below covers all aspects of the required services. |
| **Please respond below in no more than 1,000 words** |

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| **2.5 – Delivery & Methodology** | **Sub Weighting 30%** |
| 1. Please outline your methodology, processes and specific approaches to carrying out the described duties and detail how your approach will ensure the delivery of successful outcomes and savings in line with the requirements of the specification.
2. Please outline your approach to liaising with stakeholders and include an example where you have successfully delivered a project and managed stakeholder relationships within a similar environment.
3. Please also describe how you will ensure effective monitoring and reporting of progress (including final reporting), and share relevant learning.

**Assessment Criteria*** Clear, practical and informed robust proposal and procedures identified to carry out the activities and achieve the outcomes in detail.
* Clear understanding of deliverables, methodologies and relevant stakeholder groups demonstrated.
* Clear process for working with stakeholders and managing stakeholder relationships.
* Evidence of successful delivery.
* Clear approach to reporting, communication and knowledge transfer given.

If you are applying for more than 1 Lot please ensure your response below covers all aspects of the required services. |
| **Please respond below in no more than 1,500 words** |

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| **2.6 Alignment with Blackpool Council Supplier Charter Principles**  | **Sub Weighting 20%** |
| Blackpool Council’s Supplier Charter (included at Section 7 of this document) contains a statement of intent of commitment to our suppliers and the expectations we have of current and potential suppliers. Please demonstrate how your organisation proactively operates in a manner which aligns to the 6 Charter principles (as listed below) and how you measure and perform in these areas.* Local employment
* Local supply chains
* Good employer
* Green & sustainable
* Best practice processes
* Healthy workplace

For example you could detail / demonstrate; how you create quality employment and training opportunities; how you ensure that your employees are given a fair reward; awareness of your carbon foot print; use of environmentally sustainable products and materials.Please also include details as to how your organisation will disseminate Blackpool Council’s Supplier Charter principles throughout your workforce.Note: Supplier policies may be attached to support your response only - policies alone will not be considered a suitable response.**Assessment Criteria: *Assessment of the extent to which the tenderer has demonstrated and evidenced:**** Best practice processes comply with the Supplier Charter principles.
* Initiatives align with the principles of the Supplier Charter.
* Robust process for disseminating Supplier Charter principles throughout the workforce.
 |
| **Please respond below in no more than 500 words** |

# Important Note: You must provide the information requested in a manner and form which complies with the instructions given below and in the accompanying instructions.

**3. PRICING INFORMATION (WORTH 30% OF OVERALL SCORE)**

**Please complete the Pricing Schedule/s attached at Appendix 2 ensuring you provide prices for each lot you are applying for.**

**Please note:**

* Rates and prices must be inclusive of ALL disbursements and exclusive of VAT. It is most important that your price submission includes all cost elements which would be chargeable to the Authority (clearly itemised). Blackpool Council will not be liable for any costs / prices not identified in your submission.
* In the event of this Invitation to Quotation incorporating a price / cost schedule, and unless stated to the contrary, the prices tendered against the items on the schedule must be in accordance with the price(s) per unit(s) indicated as being required.

**4. SIGNED DECLARATION / FORM OF TENDER**

Submitted by: (Company name).………………………………………………..…………………………….……

Name & Address ………………………………………………………………………………………………………

…………………………………………………………………………………….…………………………………………..

Tel No: ………………………………………E-Mail:…………………………………………………………………..

* I/We the undersigned, hereby guarantee that all services will comply with the requirements contained in the Authority’s Quotation Document and undertake to provide to the satisfaction of Blackpool Council the Services described herein.
* I/We confirm that the contents of this Tender will remain valid for 90 days from the date of this Form of Tender.
* I/We further undertake and agree to execute if required to do so, after the acceptance of this tender, a formal agreement in accordance therewith to be prepared by the Head of Procurement of the said Council.
* I/we hereby declare that neither I/we nor my/our employees, servants or agents have followed nor will follow in relation to the tender or any contract made pursuant there to the following practices:-

(a) The communication to a person other than the Authority of the amount of any proposed tender in accordance with any agreement and arrangement to so communicate:

* 1. The adjustment of the amount of proposed tender in accordance with any agreement or arrangement between me/ourselves and any person other than the Authority.
* I / We have not corrupted/amended any text whatsoever in this electronically transmitted tender document.

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| Name  |  |
| Signed  |  |
| Position Held |  |
| Date  |  |
| Witnessed by  |  |
| Address  |  |

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

*Note to Organisation*: As a public body it is important that Blackpool Council receives genuine competitive offers from Tenderers, and that all Tenderers act in a manner that is honest and reflects best practices. Tenderers are therefore required to sign this document to certify that they have not and will not undertake any acts of canvassing or collusion.

Statement of Non-canvassing:

I/we hereby certify that I/we have not canvassed any member, director, employee or adviser of the Council in connection with this Tender and 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 or adviser of the Council in connection with this Tender and the proposed award of the Contract and that no person employed by me/us or acting on my behalf, or advising me/us, will do any such act. I/we agree that the Council may, in consideration of this bid, and in any subsequent actions, rely upon the statements made in this Certificate.

**Statement of Non-collusion:**

The essence of the public procurement process for 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 hereby 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 or the price in accordance with any agreement or arrangement with any 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 during the tender process or in the event of my/our tender being successful while the resulting Contract is in force, any of the following acts:

1. enter into any agreement or agreements with any other person that they shall refrain from tendering to the Council or as to the amount of any offer submitted by them; or
2. inform any person, other than the Council of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or
3. cause or induce any person to enter into such an agreement as is mentioned in paragraph 1 and 2 above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or
4. commit any offence under the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972; or
5. 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 causing or having caused to be done in relation to any other Tender or proposed Tender for the performance of the Project covered by the Tender any act or omission.

In this Certificate, the word ’person’ includes any person, body or association, corporate or incorporate and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not.

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

Signed

Name

Position

Date ­­­­­­­­­­­­­­­­­­­­­

For and on behalf of [please insert company name]

**6. INFORMATION PROVIDED IN CONFIDENCE & COMMERCIAL INTERESTS**

**The following forms should be submitted with all quotations and tenders to indicate areas of your submission that you consider to be either *INFORMATION PROVIDED IN CONFIDENCE OR OF COMMERCIAL INTEREST*.**

**It is important these sections are given consideration prior to submission of your bid. You must not simply indicate ‘tender response’ but must identify specific areas of your tender submission with the reason why you consider it to be provided in confidence or of commercial interest.**

**Confidential material** is as defined in Section 41 of the Freedom of Information Act, 2000 (FoI) where the disclosure of the information would constitute an actionable breach of confidence.

**Information deemed to be of commercial interest** is as defined in Section 43 of the FoI and relates to *‘information, the disclosure of which would be likely to prejudice the commercial interests of any person’*.

**Tenderers should make themselves aware of the definition of each term as well as the circumstances in which FoI & Environmental Information Regulations 2004 (EIR) exemptions apply.**

**Confidential material checklist**

**Confidential documents not for disclosure to third parties under the FoI & EIR**

**The authority may be obliged to disclose information in or relating to this quotation / tender exercise following a request for information under FoI or EIR therefore please outline in the table below all items which you consider are genuinely confidential and which are not for disclosure in respect of your application.**

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| **Information / Document**  | **Reference / Page No.** | **Reasons for non-disclosure**  |
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The applicant acknowledges that the confidential information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR.

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be confidential the Council will consider your views however the authority will make the final decision to disclose information or not.

Note: To be kept with the correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule.

**Commercial Interests**

**Information deemed to be of commercial interest and not for disclosure to third parties under FoI or EIR.**

**The authority may be obliged to disclose information in or relating to this quotation / tender exercise following a request for information under the FoI or EIR therefore please outline in the table below items which you consider are genuinely commercially sensitive and which are not for disclosure in respect of your application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Information / Document** | **Reference / Page No.** | **Reasons for non-disclosure (cite exemption(s) to be considered)** | **Duration of confidentiality** |
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The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR.

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive the Council will consider your views however the authority will make the final decision to disclose information or not.

Note: To be kept with the correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule.

**7. BLACKPOOL COUNCIL SUPPLIER CHARTER**



Blackpool Council – Supplier Charter

Blackpool Council’s mission states:

 *“The UK’s number one family resort with a thriving economy that supports a happy and healthy community who are proud of this unique town.”*

With this in mind, the purpose of this Charter is to set out some guiding principles which Blackpool Council will adhere to and to which it will invite its contracted suppliers, the wider business community, other public sector bodies (including Schools) and third sector organisations to adopt.

The Council is a major purchaser within the local economy and seeks to act as a role model of good purchasing practice, and recognises that suppliers play a critical role in the delivery of public services. We want to work with suppliers in a way that promotes a clear understanding of the Council’s needs.

Charter signatories will consider how they can make a positive contribution to improve the economic, social and environmental well-being of Blackpool in order to help achieve the following priorities.

Council Priorities

* “The economy: Maximising growth and opportunity across Blackpool”
* “Communities: Creating stronger communities and increasing resilience”
* “Organisational Resilience: Ensuring the efficient and effective running of the organisation to enable us to deliver quality services”

Charter Principles

* Local employment.
* Local supply chains.
* Good employer.
* Green & sustainable.
* Best practice processes.
* Healthy workplace.

**Blackpool Council’s commitment to suppliers is to:**

* Operate lawful procurement processes that ensure all rules and policies are fairly applied, which also minimises the cost to suppliers and allows equal access to relevant information.
* Encourage a wider and diverse range of suppliers to compete for Council business.
* Any tender that the Corporate Procurement Team undertake will be advertised on the North West e-Tendering Portal – The Chest (<https://procontract.due-north.com/>)
* Where appropriate and practicable, Blackpool Council will balance opportunities with value for money by considering the division of larger contracts into smaller lots, to give SMEs and the Voluntary and Community Sector an equal chance to tender for them.
* Where appropriate Blackpool Council will conduct supplier days to brief, train and support suppliers to submit compliant tenders.
* Respond to enquiries in a courteous, timely and professional manner.
* Publish guidance on how to do business with the Council in appropriate locations and provide clear specifications avoiding unnecessary and onerous contract terms and information requirements.
* Offer constructive feedback to suppliers after award of contracts.
* Where invoices are not in dispute, to meet contractual payment terms.
* Always act in line with our Council values of accountability, fairness, quality, trustworthiness and compassion.

**Signatories of the Charter will commit to or consider the following:**

*Local employment*

* *Creating employment and training opportunities for local residents including people with disabilities and support people into work and work experience placements. Blackpool Council’s* ***Positive Steps into Work*** *scheme is a free, friendly service that will support your business to meet its recruitment needs.*

*Tel: 01253 477300 or email* *positivesteps.intowork@blackpool.gov.uk*

* *Seek opportunities to work with schools to ensure that the young people of Blackpool are equipped with the right skills to match the requirements of the labour market.*
* *Adopt Blackpool Council’s Social Value Toolkit and Sustainable Procurement Code of Practice and use these to consider employment and skills opportunities at every stage of the procurement process.*
* *Seek to deliver other social, economic and community benefits through delivery of the contract.*

*Local supply chains*

* *Support the local economy by choosing suppliers close to the point of delivery.*
* *Encourage suppliers to endorse the principle of buying local through their supply chains.*

*Good employer*

* *Ensure that employees are given a fair reward and help foster a loyal and motivated workforce.*
* *Provide a safe and hygienic working environment.*
* *Ensure that they comply with relevant legislation and industry standards.*
* *Not discriminate based on race, caste, national origin, religion, age, disability, mental health issues, gender, marital status, sexual orientation, union membership or political affiliation.*
* *Not tolerate harassment or intimidation.*
* *Refrain from using ‘zero hours’ employment contracts adopt the Real Living Wage as a minimum and encourage sub-contractors to do the same.*
* *Pledge never to commit, condone, or remain silent about violence in any form against any victim and provide appropriate support for staff who experience domestic abuse through a clear Domestic Abuse Staff Policy. See* [*www.whiteribbon.org.uk*](http://www.whiteribbon.org.uk) *for further information.*

*Green & sustainable*

* *Awareness of carbon footprint, including the indirect carbon used in manufacturing and the direct impact of operations and logistics.*
* *Eliminate unnecessary waste by adopting the “reduce, reuse and recycle” philosophy.*
* *Be a good neighbour, minimise negative local impacts (e.g. noise, air quality) and improve green areas.*
* *Reduce adverse impacts on the environment through the suppliers supply chain.*
* *Utilise more environmentally sustainable products and materials (e.g. low energy, recycled paper, FSC stamped timber, carbon steel).*

*Best practice processes*

* *To work to the highest standards of business integrity and ethical conduct ensuring that actions and behaviours are carried out in line with our Council values of accountability, fairness, quality, trustworthiness and compassion.*
* *Pay suppliers and sub-contractors promptly and in line with the Council’s terms.*
* *Seek to deliver value for money and continuous improvement through the life of the contract.*
* *Ensure compliance with all relevant legislation.*
* *Work collaboratively, suggesting innovative ways to achieve the principles of the Charter.*
* *Provide constructive feedback on processes, including barriers to business.*
* *Communicate problems and concerns quickly to ensure early intervention and resolution of issues.*
* *Support the use of basic technology (e.g. internet and email) to enable suppliers and the Council to benefit from e-sourcing processes.*
* *Conduct all communications in a courteous and timely manner, ensuring that any request to release information, e.g. Freedom of Information Act 2000 is made within permitted timescales.*

*Healthy workplace*

* *Provide opportunities to improve employee health and wellbeing, including promoting and supporting healthier lifestyles. You can find advice and guidance at:* <http://www.nhs.uk/Livewell/workplacehealth/Pages/Workplacehome.aspx>

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For the Contractor:

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Contractor’s Authorised Representative