**PART c Tender response pack – Selection and generic forms**

**Contract for the Provision of the Supply, Delivery and/or Installation of Street Nameplates**

**Contract term – 3 years from Contract Commencement with the possibility of extending the contract term by a further period of 2 years (3+2) up to a maximum of 5 years.**

**Procurement portal ref: DN296889**

**Tenderers name: [insert name of individual/company submitting tender]**

Tenderers are required to provide responses in this document as well as complete the Tenderers Response to the Specification that they are bidding for.

Unless otherwise instructed in this document, Tenderers are advised to refer to the Invitation to Tender for further instructions.

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| **Tender response checklist for Selection and Generic Forms:** | **Enclosed yes / no** |
| Part 1 Potential Supplier Information |  |
| Part 2: Exclusion Grounds |  |
| Part 3: Selection Questions |  |
| Appendix 1: Form of Tender |  |
| Appendix 2: Confidential Information Statement |  |
| Appendix 3: Anti-collusion and Competition Code Certificate |  |
| Appendix 4: Anti-canvassing Certificate |  |
| Appendix 5: Freedom of Information Disclosure Statement |  |

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| **Tender response checklist to the Specification (Lot specific)** | **Enclosed yes / no** |
| Appendix 6 Tenderers Response to the Specification |  |
| Appendix 7 Pricing Schedule |  |

**Standard Selection Questionnaire**

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the Tenderer), that you do not meet any of the grounds for exclusion (Please refer to Mandatory Exclusion Grounds documents within the Tender pack). 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).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**CONTRACT FOR THE PROVISION OF THE SUPPLY, DELIVERY AND/OR INSTALLATION OF STREET NAMEPLATES**

**DN296889**

**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
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.

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| **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** | **Potential supplier information** | | |
|  | **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)** | **Please mark “X” in the relevant box to indicate your trading status:** |  | **Yes** |
| a)       public limited company |  |
| b)      limited company |  |
| c)       limited liability partnership |  |
| d)      other partnership |  |
| e)       sole trader |  |
| f)        third sector |  |
| g)       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** |

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| **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)** | a)       Voluntary Community Social Enterprise (VCSE) |  |
| b)      Sheltered Workshop |  |
| c)       Public service mutual |  |
| **1.1(m)** | **Are you a Small, Medium or Micro Enterprise (SME) [[1]](#footnote-1)** |  | |
| **1.1(n)** | **Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2) - Name; - 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:**

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| **Section 1** | **Bidding model** | | | | | | |
|  | **Question** | | **Response** | | | | |
| **1.2(a) - (i)** | **Are you bidding as the lead contact for a group of economic operators?** | | **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.** | | | | **Yes** |
| **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.** | | | | **No** |
| **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 subcontractor will take in providing the works and/or supplies e.g. key deliverables | |  | |  |  |  | | |
| The approximate % of contractual obligations assigned to each subcontractor | |  | |  |  |  | | |

**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** | **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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| **Section 2** | **Grounds for mandatory exclusion** | | | | | |
|  | **Question** | | | **Response** | | |
| **2.1(a)** | **Regulations 57(1) and (2)**  **The detailed grounds for mandatory exclusion of an organisation are set out in Mandatory Exclusion Grounds document within the Tender pack 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 in** **Mandatory Exclusion Grounds documents within the Tender pack**  **If you reply Yes to any of the questions in 2.1(a) please provide details at 2.1(b)** | | | | | |
| Participation in a criminal organisation. | | | **Yes** | | |
| **No** | | |
| Corruption. | | | **Yes** | | |
| **No** | | |
| Fraud. | | | **Yes** | | |
| **No** | | |
| Terrorist offences or offences linked to terrorist activities | | | **Yes** | | |
| **No** | | |
| Money laundering or terrorist financing | | | **Yes** | | |
| **No** | | |
| Child labour and other forms of trafficking in human beings | | | **Yes** | | |
| **No** | | |
| **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.**

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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 in the Mandatory Exclusion Grounds documents within the Tender pack, 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?  If yes please provide details at 3.2 | | **Yes** | | |
| **No** | | |
| **3.1 (b)** | Breach of social obligations?  If yes please provide details at 3.2 | | **Yes** | | |
| **No** | | |
| **3.1 (c)** | Breach of labour law obligations?  If yes please provide details at 3.2 | | **Yes** | | |
| **No** | | |
| **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?  If yes please provide details at 3.2 | | **Yes** | | |
| **No** | | |
| **3.1(e)** | Guilty of grave professional misconduct?  If yes please provide details at 3.2 | | **Yes** | | |
| **No** | | |
| **3.1(f)** | Entered into agreements with other economic operators aimed at distorting competition?  If yes please provide details at 3.2 | | **Yes** | | |
| **No** | | |
| **3.1(g)** | | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?  If yes please provide details at 3.2 | | **Yes** |
| **No** |
| **3.1(h)** | | Been involved in the preparation of the procurement procedure?  If yes please provide details at 3.2 | | **Yes** |
| **No** |
| **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?  If yes please provide details at 3.2 | | **Yes** |
| **No** |
| **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.  If yes please provide details at 3.2 | | **Yes** |
| **No** |
| **3.1(j) - (ii)** | | The organisation has withheld such information.  If yes please provide details at 3.2 | | **Yes** |
| **No** |
| **3.1(j) –(iii)** | | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  If yes please provide details at 3.2 | | ***Yes*** |
| **No** |
| **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.  If yes please provide details at 3.2 | | **Yes** |
| **No** |

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| **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**

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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** | 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** |
| **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** | |  | |
| **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 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. | | | | | |
|  | | | | | |
| **Section 7** | **Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 [[4]](#footnote-4)** | | | | | |
| **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")? Which means do you operate at all within the UK with a turnover in excess of 36M | | | | | **Yes** |
| **N/A** |
| **7.2** | If you have answered yes to question 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 full statement | | | **Yes** |
| No - Please provide an explanation | | | **No** |

**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.**

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| **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: | | **Y/N** |
| Employer’s (Compulsory) Liability Insurance = £10m \* |  |  |
| Public Liability Insurance = £10m |  |  |
| Professional Indemnity Insurance = n/a |  |  |
| Product Liability Insurance = £5m |  |  |
|  | |  |
| \*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. | | |

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| 8.2 | Skills and Apprentices – (please refer to supplier selection guidance) |  |  |
| 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 Health and safety** | | | |
|  | Please self-certify that your organisation has a Health & Safety policy that complies with current legislative requirements. | **Yes** | **No** |
|  | 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 Council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | **Yes** | **No** |
|  | 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** |

**APPENDIX 1 - Form of Tender**

Unless and until a formal Contract is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding Contract between both parties.

**Statement from Tenderer**

Having examined the Contract Terms & Conditions, and the Specification for the above-mentioned requirement, I / we offer to perform the Services for the initial Term from the Date of Commencement and to comply with the Contract Terms & Conditions.I / we understand that Oxford City Council is not bound to accept the lowest or any Tender it receives.

I / we understand that no payment will be made for any expenses or losses incurred in the preparation of my / our Tender.

I/we agree that this Tender remain open for acceptance for ninety days after the last day for receipt of Tenders.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 2 - Confidential Information Statement**

**[Insert tenderers name],** understand that we are allowed access to confidential information belonging to Oxford City Council (“the Council”) in order to prepare our tender for the Contract. This includes personal information under the terms of the Data Protection Act 1998.

This information will be kept secure at all times while in our possession. Only those staff within our organisation that are required to see the information in order to deliver the Contract are to be given access to the information, and then only in order to provide the supplies/services/works.

The information should not be used for any purpose, other than for which it is being supplied.

No part or parts of the information will be retained once the supplies/service/works has been provided save as that required to be retained for audit and compliance purposes. The recipient will retain the minimum confidential information that is required for the audit and compliance purposes and will treat such information with the same degree of care as we exercise for own confidential information.

The Terms of this Agreement will also be applied to any other organisations, such as sub-contractors or consultants, who may work with us to provide the supplies/services/works.

Should any breach of the above take place, I will immediately notify the Council’s Chief Technology & Information Manager by emailing [dataprotection@oxford.gov.uk](mailto:dataprotection@oxford.gov.uk).

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 3 - Anti-collusion and Competition Code Certificate**

In recognition of the principle that the essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all those Tendering

I / WE CERTIFY THAT:

1. This Tender is made in good faith, and that we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person.

I / we also certify that I / we have not and shall not before the award of any Contract:

(a) communicate to any person other than Oxford City Council (“the Council”) as recipient of this Tender the amount or approximate amount of the Tender or proposed Tender, in accordance with any agreement so to communicate except where the disclosure, in confidence, or the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;

(b) enter into any agreement or arrangement with any other person other than the Council as recipient of this Tender that they shall refrain from tendering, that they shall withdraw any Tender once offered or vary the amount of any Tender to be submitted;

(c) pay, give or offer to pay or give any sum of money or other 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 work, any act or thing of the sort described in paragraphs (a) or (b) above.

2. I / we further certify that the principles described above have been, or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing materials or services connected with the Tender and any Contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word “person” includes any persons and anybody or association, corporate or unincorporated; “any agreement or arrangement” includes any transaction, formal or informal and whether legally binding or not; and “the work” means the work in relation to which this tender is made.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 4 - Anti-canvassing Certificate**

I / We hereby certify that I / We have not canvassed or solicited any member, officer or agent of Oxford City Council (“the Council”) in connection with this Tender or any other Tender or proposed Tender, and that no person employed by me / us or acting on my/our behalf has done any such act.

I / We further hereby undertake that I / We will not, in the future canvass or solicit any member, officer or agent of the Council in connection with this Tender or any other Tender or proposed Tender, and that no person employed by me / us or acting on my / our behalf will do any such act.

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

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 5 - Freedom of Information Disclosure Statement**

Oxford City Council (“the Council”) undertakes to hold confidential any commercially sensitive information provided by the Tenderer subject to:

* disclosure of information specified above as liable for release to the public; and
* the Council’s obligations under law including the Freedom of Information Act 2000 and the Environmental Information Regulations.

Please state below any information that the Tenderer specifically does not wish the Council to disclose together with any timescale relating to this non-disclosure e.g. for first 6 months, lifetime of the Contract etc.

Tenderers should note that the Council may still need to disclose such information if necessary to comply with its obligations. This may include the disclosure of unsuccessful tenderers.

The Council will endeavour to consult with the Tenderer about commercially sensitive information before making a decision regarding disclosure.

I / we agree that information relating to this Tender or subsequent Contract may be disclosed, save for the information specified below which we consider to be commercially confidential:

|  |  |
| --- | --- |
| **Commercially sensitive information** | **Period of sensitivity** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

Appendix 6

**appendix 6 - tenderers response to the specification**

**1. Additional Suitability**

A response of **‘No’** to questions 1.1 to 1.7 will result in a ‘fail’ and your bid will not be considered further.

|  |  |  |
| --- | --- | --- |
| **Project specific questions to assess Technical and Professional ability** | | |
| 1.1 | Confirm the installation services will at all times be carried out by a competent member of staff who is a holder of a Street Works Qualification Registration. | ▢ Yes (Pass)  ▢ No (Fail) |
| 1.2 | All services will be carried out in accordance with the terms of the legislation in place at the time of the services being undertaken. | ▢ Yes (Pass)  ▢ No (Fail) |
| 1.3 | Does your organisation have a dedicated design team capable of developing sign product designs and provide sign designs for approval to the authority. (For the first two orders this will be required in an electronic format prior to manufacture). | ▢ Yes (Pass)  ▢ No (Fail) |
| 1.4 | Are you able to manufacture all signage in line with the requirements of the specification? | ▢ Yes (Pass)  ▢ No (Fail) |
| 1.5 | Please confirm there will be ‘**no** minimum quantity’ or ‘minimum value’ for orders placed under this agreement. | ▢ Yes (Pass)  ▢ No (Fail) |
| 1.6 | Please confirm that risk assessments, any work permits or licenses will be available to the Council or OCB’s where applicable. | ▢ Yes (Pass)  ▢ No (Fail) |
| 1.7 | Your organisation will make good and reinstate any damaged pathways / driveways to the Authorised Officers Satisfaction. (Specification A - Generic – Number 11) | ▢ Yes (Pass)  ▢ No (Fail) |

**Method statements**

**2. Technical Capacity and Expertise – Total weighting 14%**

2.1 Please provide comprehensive information of your organisations capacity to fulfil

this contract to the Council and OCB’s

*Maximum word count 1000 – score 9%*

|  |
| --- |
|  |

* 1. Please provide CVs for the proposed project manager, and each of the team members, showing as a minimum the competency level of each member of staff dealing with signage or installation.

*Maximum word count 1000 – score 5%*

|  |
| --- |
|  |

**3. Manufacture, Design and Warranties – Total weighting 20%**

* 1. Please provide a statement on how you ensure that the materials used are in accordance with the specifications of this tender

*Maximum word count 1000 – score 5%*

|  |
| --- |
|  |

* 1. Please detail below your organisations process for the checking of name spelling. Logo’s, nameplate type etc

*Maximum word count 1000 – score 5%*

|  |
| --- |
|  |

* 1. Please provide details of how you would rectify any damage, services deemed to be sub-standard and replace sub-standard materials at its own cost.

*Maximum word count 1000 – score 5%*

|  |
| --- |
|  |

* 1. Please provide details of the warranty provided from Delivery date/Installation date against failure or defect occurring to a component, part or total unit of any or all of the Goods. This should include as a minimum the warranty cover on:
* Parts
* Labour
* Transportation
* Administration costs

*Maximum word count 1000 – score 5%*

|  |
| --- |
|  |

**4. Quality Assurance Total weighting 5%**

4.1 Please provide details of any recognised quality management certification you hold;

for example BS/EN/ISO 9001: 2008 or equivalent.To include as a minimum but not

be limited to:

* Timely delivery
* Supply chain management
* Conformance with specification

*Maximum word count 500 – score 5%*

|  |
| --- |
|  |

**5. Contract Management Total weighting 7%**

5.1 Please provide details of how the contract will be managed, to include as a

Minimum, but not be limited to:

* An indication of how you will strive for continuous improvement and deliver high quality customer service
* Explain how you will ensure that customer complaints, compliments and other comments are dealt with promptly and effectively

*Maximum word count 1000 – score 5%*

|  |
| --- |
|  |

5.2 Please detail below how you will ensure that the Council and OCB’s receive

consistent advice and guidance on both current methods of working and of the

products along with any changes that may come onto the market during the

lifetime of the contract.

*Maximum word count 500 – score 2%*

|  |
| --- |
|  |

**6. Corporate Social Responsibility and Sustainability Total weighting 9%**

6.1Please detail your organisations approach to Corporate Social Responsibility if

you were invited to provide services to the Council and OCB’s.

Aspects that you may wish to consider are:

* Any social value that your organisation proposes to offer either directly to the Council (s), the local economy or employment/apprenticeship opportunities.
* Keeping the district a clean place to live

*Maximum word count 500 – score 2%*

|  |
| --- |
|  |

6.2 Please outline your organisations approach to sustainability. Aspects that you

may wish to consider are:

* Effective protection of the environment
* Prudent use of natural resources
* If applicable do you encourage your suppliers and sub-contractors to consider their commitment to the above aspects

*Maximum word count 500 – score 2%*

|  |
| --- |
|  |

6.3 Please outline your waste management policies and procedures in place for the disposal of waste products. To include as a minimum but not be limited to:

* How you will remove and dispose of existing signage to ensure compliance with all waste regulations.
* How you will dispose of surplus arisings following any installation of street name plates.

*Maximum word count 1000 – score 5%*

|  |
| --- |
|  |

**7. Other – Total weighting 5%**

7.1 Please describe the way your organisation handles order notifications and what communication route(s) will follow. To include as a minimum but not be limited to:

* Routine purchase orders
* Emergency orders
* Pricing Schedule supplied does not cover all requirements
* Bespoke order

*Maximum word count 500 – score 2%*

|  |
| --- |
|  |

7.2 Please confirm that all relevant data held will comply with the Data protection Act

1998.

*Maximum word count 500 – score 1%*

|  |
| --- |
|  |

7.3 Please provide details of the process for logging and tracking support calls with expected response times and support hours.

*Maximum word count 500 – score 2%*

|  |
| --- |
|  |

**appendix 7 – pricing schedule**

7.1 The Price Evaluation is weighted at 40%.

7.2 Annex 1 will be evaluated on the basis of a ‘basket’ price. The basket price

will be calculated by adding together the Total amounts.

7.3 The list of items within Annex 1 have been selected as Core items or services

taken from all the various pricing Schedules, it is NOT the full list of

products/services that the Potential provider will be expected to provide.

7.4 The Price evaluation will be scored as follows:

The maximum score available will be awarded to the lowest basket price

overall price submitted by the Potential Provider. The remaining Potential

providers will receive marks on a pro rate basis as Clause 17.15 of Part A

Instructions and Information.

7.5 The worked example below illustrates how the Authority will conduct the price

Evaluation Process. (The prices shown are examples only).

|  |  |  |
| --- | --- | --- |
|  | Basket Price | Price Score Weighted 40% |
| Potential Provider A | £14,000 | 28.75% |
| Potential Provider B | £10,000 | 40.00% |
| Potential provider C | £12,000 | 33.33% |

7.5 Annex’s 2, 3, 4, 5 and 6 will form the Pricing Schedules of this Contract and will

not be evaluated.

7.6 Oxford City Council and OCB’s requires all items on Annex’s 2, 3, 4 and 5 to

be fixed for the term of the contract and possible extension, starting from the

Commencement date of the Contract.

7.7 The prices submitted should include the cost of all contingencies including all delivery, packaging and carriage costs, fuel, labour, off-loading to site, multiple delivery sites and ancillary charges. Prices however shall be exclusive of Value Added Tax (VAT).

7.8 Any prices submitted for installation services shall be deemed to be the inclusive value of the work scheduled.

7.9 The prices submitted should include any additional costs that may be applied i.e. minimum order value/quantity.

7.10 For all Annex’s where a price is required (yellow highlighted cell), you must

enter a figure to two decimal places excluding VAT.

7.11 Where the nameplate contains a number of letters that have not been

specifically priced, the price will be interpolated.

7.12 All quoted prices shall include a minimum one year warranty, as per clause 5.3

of the Terms and Conditions.

**Annex 1 – Basket of Goods Weighting 40%**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Street Name Plate Detail** | **Maximum characters** | **Mounts** | **Cost per Name Plate** | **Order Quantity** | **Total Cost** |
| Specification B  Standard Name Plate with Single Line of Text and logo | 15 | On Stands | £ | 30 | £ |
| Specification B  Standard Name Plate with Single Line of Text and logo | 15 | Wall Mount | £ | 2 | £ |
| Specification C Standard Name Plate with Single Line of Text | 15 | Wall Mount | £ | 5 | £ |
| Specification C  Standard Name Plate with Single Line of Text | 15 | On Stands | £ | 50 | £ |
| Specification D  Standard Name Plate with Single Line of Text | 15 | Wall  Mount | £ | 5 | £ |
| Specification D  Standard Name Plate with Single Line of Text | 15 | On Stands | £ | 10 | £ |
| Specification E  Standard Name Plate with Single Line of Text | 15 | Wall  Mount | £ | 5 |  |
| Specification E  Standard Name Plate with Single Line of Text | 15 | On Stands | £ | 15 | £ |
| Specification F  Standard Name Plate with Single Line of Text | 15 | Wall  Mount | £ | 5 | £ |
| Specification F  Standard Name Plate with Single Line of Text | 15 | On Stands | £ | 15 | £ |
| **Installation Detail** |  | **Type** |  |  |  |
| To fit a new Street Nameplate | 15 | Wall  Mount | £ | 20 | £ |
| To fit a new Street Nameplate on stands | 15 | On stands | £ | 90 | £ |
|  |  |  |  |  |  |
| **Extra Overs** |  |  |  |  |  |
| T Symbol for Specification B |  |  |  | 10 |  |
| T Symbol for Specification C | - | - |  | 2 |  |
| T Symbol for Specification D | - | - |  | 10 |  |
| T Symbol for Specification E | - | - |  | 2 |  |
| T Symbol for Specification F | - | - |  | 5 |  |
|  |  |  |  |  |  |
| **Total of Basket** |  |  |  |  | £ |

**Annex 2: Oxford City Council**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Street Name Plate Detail** | **Maximum characters** | **Order quantity** | **Wall Mounts cost** | **Post Mounted cost** |
| Single Line of Text and logo | Please enter quantity | 1-10 | Please enter cost | Please enter cost |
|  | As above | 11-50 | As above | As above |
|  | As above | 50+ | As above | As above |
| Double lines of Text and Logo | As above | 1-10 | As above | As above |
|  | As above | 11-50 | As above | As above |
|  | As above | 50+ | As above | As above |
| Treble Line of Text and Logo | As above | 1-10 | As above | As above |
|  | As above | 11-50 | As above | As above |
|  | As above | 50+ | As above | As above |
|  |  |  |  |  |
| **Extra Overs** |  |  |  |  |
| 816.1 No Through Road symbol |  |  | As above | As above |
| Additional characters to your maximum number |  |  | As above | As above |
| Carriage costs |  |  | As above | As above |
| Any additional costs |  |  | As above | As above |

**Annex 3: Cherwell District Council – Conservation Area**

20mm thick Cast Aluminium Nameplates, 190mm deep with 90/50mm Black Kindersley style letters and border on White Background with scalloped corners. As we understand it is difficult to advise how many letters can fit into a certain area, we will accept these as indicative costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Street Name Plate Detail** | **Maximum characters** | **Just Nameplate cost** | **c/w stand cost** |
| 800 x 190mm | Approx. 8 letters | Please enter cost | Please enter cost |
|  |  |  |  |
| 1040 x 190mm | Approx. 10-11 letters | As above | As above |
|  |  |  |  |
| 1145 x 190mm | Approx. 12 letters | As above | As above |
|  |  |  |  |
| 1320 x 190mm | Approx. 14 letters | As above | As above |
|  |  |  |  |
| 1570 x 190mm | Approx. 15 letters | As above | As above |
|  |  |  |  |
| Recycled backboard c/w Black painted Steel Posts @ 1.5m and fixings for above (as added in per column 4) | | |  |
|  |  |  |  |
| **Extra Overs** |  |  |  |
| 816.1 No Through Road symbol |  | Please enter cost | Please enter cost |
| Additional characters to your maximum number |  | As above | As above |
| Carriage costs |  | As above | As above |
| Any additional costs |  | As above | As above |

**Annex 4: Cherwell District Council – Non Conservation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Street Name Plate Detail** | **Maximum characters** | **Order quantity** | **Polycarb Signface with Recycled Stand Unit Cost** | **Wall Mount cost** |
| Single line of Text (200mm deep) | Please enter quantity |  | Please enter cost | Please enter cost |
|  |  |  |  |  |
| Double Line of Text | As above |  | As above | As above |
|  |  |  |  |  |
| Treble Line of Text | As above |  | As above | As above |
|  |  |  |  |  |
| 3 Lines of 90mm and one line of 50mm | As above |  | As above | As above |
|  |  |  |  |  |
| **Extra Overs** |  |  |  |  |
| 816.1 No Through Road symbol |  |  | As above | As above |
| Additional characters to your maximum number |  |  | As above | As above |
| Carriage costs |  |  | As above | As above |
| Any additional costs |  |  | As above | As above |

**Annex 5: South Northamptonshire District Council – Conservation Area**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Street Name Plate Detail** | **Maximum characters** | **Order quantity** | **Die-pressed Aluminium Signface with Black Galvanised Steel Stand Unit** | **Die-pressed Aluminium Wall Mount Plate** |
| Single line of Text | Please enter quantity |  | Please enter cost | Please enter cost |
|  |  |  |  |  |
| Double Line of Text | As above |  | As above | As above |
|  |  |  |  |  |
| Treble Line of Text | As above |  | As above | As above |
|  |  |  |  |  |
| **Extra Overs** |  |  |  |  |
| 816.1 No Through Road symbol |  |  | As above | As above |
| Additional characters to your maximum number |  |  | As above | As above |
| Carriage costs |  |  | As above | As above |
| Any additional costs |  |  | As above | As above |

**Annex 6: South Northamptonshire District Council – Non Conservation Area**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Street Name Plate Detail** | **Maximum characters** | **Order quantity** | **Die-pressed Aluminium Signface with Recycled Plastic Stand Unit** | **Die-pressed Aluminium Wall Mount Plate** |
| Single line of Text | Please enter quantity |  | Please enter cost | Please enter cost |
|  |  |  |  |  |
| Double Line of Text | As above |  | As above | As above |
|  |  |  |  |  |
| Treble Line of Text | As above |  | As above | As above |
|  |  |  |  |  |
| **Extra Overs** |  |  |  |  |
| 816.1 No Through Road symbol (all depths) |  |  | As above | As above |
| Additional characters to your maximum number |  |  | As above | As above |
| Carriage costs |  |  | As above | As above |
| Any additional costs |  |  | As above | As above |

**Annex 7: Installation and/or Removal Costs**

This option may only be relevant to the following authorities as per the specifications, however in emergency situations all Councils may wish to use any of the options below:

Cherwell District Council

South Northamptonshire Council

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **To include** | **Quantity** | **Price per name plate** |
| **Option 1 New Fit** | | | |
| New Fit (Opt 1) | Digging of holes and fitting name plate | 1-5 |  |
| **Option 2 New Fit to existing stand** | | | |
| New Fit (Opt 2) | Fit new Name Plate to existing stand | 1-5 |  |
| **Option 3 New Fit to Wall/Railings** | | | |
| New Fit (Opt 3) | Fit new Name Plate to wall/railings | 1-5 |  |
| **Option 4 Remove and Replacement – Name plate and stand when in area** | | | |
| Remove and Replacement (Opt 4) | Remove old Name Plate and stand, dispose of Name Plate and re-fit new Name Plate (in area) | 1-5 |  |
| **Option 5 Replacement – Name plate and stand in a new position** | | | |
| Remove and Replacement (Opt 5) | Remove old Name Plate and stand, dispose of Name Plate and re-fit new Name Plate (new position) | 1-5 |  |
| **Option 6 Replacement – Remove Name plate from Wall / Railings and fit new** | | | |
| Remove and Refit | Remove old Nameplate from wall/railing, dispose of Name Plate and re-fit new Name Plate | 1-5 |  |
| **Option 7 Removal and Disposal** |  |  |  |
| Removal and Disposal | Remove old Nameplate, make good the ground and dispose of the Name Plate | 1-5 |  |
| **Additional requirement** | | | |
| Emergency removal |  |  |  |
| To straighten existing Street Nameplate |  |  |  |
| To re-install |  |  |  |
| Any other costs |  |  |  |

**DEFINITIONS**

|  |  |
| --- | --- |
| **Term** | **Meaning** |
| “Authorised Officer” | Means the principle contact of the Council or OCB or such representatives that may be notified by the Authorities. |
| “the Council” | Means Oxford City Council |
| “Due diligence information” | Means the background and supporting documents and information provided by the Council and OCB’s for the purpose of better informing the tenderers responses to this Invitation to Tender |
| “OCB”  “Other Contracting Bodies” | Means contracting bodies other than the Council as detailed below:  The district councils in Oxfordshire which include, Cherwell District Council, South Oxfordshire District Council and Vale of White Horse District Council along with South Northamptonshire Council. |
| “Specification” | Means the description of the goods and or services, and any modification thereof or addition thereof as may from time to time be furnished or approved in writing by the Authorised Officer or otherwise duly made under the Contract. |
| “Tender”, “Response”, “Tender Response”, “Tendered Response” or “ITT Response” | Means the tenderers formal response to this invitation to tender |

1. See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/smedefinition\_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. [↑](#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)
4. Procurement Policy Note 9/16 Modern Slavery Act 2015 [↑](#footnote-ref-4)