

**Section 3**

**tender response document**

**Procurement of Cycling Training for Children,**

**Young People and Adults**

**Contract number: 666/2017 CED**

**Enter your Organisations Name: ……………….**

**Issue Date: 22 August 2018**

**Tender Response Deadline: 12:00 Noon 21September 2018**

**STRUCTURE OF THE INVITATION TO TENDER**

The Invitation to Tender comprises the following sections:

|  |  |
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| **Section** | **Details** |
| 1 | Instructions to Tenderers including Appendix 1 and Appendix 2 |
| 2 | The Service Specification |
| 3 | Tender Response Document  (This Document) |
| 4 | The Pricing Schedule |
| 5 | The Draft Contract |

**TENDER RESPONSE DOCUMENT**

1. SELECTION questionnaire

**Tenderer Information and Exclusion Grounds: Part 1 and Part 2.**

Part 1 and Part 2 of the Tender Response Document is a self-declaration, made by you (the Tenderer), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (which is known as '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, the Council requires all the Organisations that you will rely on to meet the qualification 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 qualification 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).

Your completed Tender Response Document and supporting documents must be submitted via the Council’s e-Tender portal no later than **12:00 Noon 21 September 2018**

**Tenderer Qualification Questions: Part 3**

The Invitation to Tender and Instructions for Tendering 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 (as lead the lead tenderer) 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 this Tender Response Document is not provided upon request and without delay, the Council reserves the right to amend the contract award decision and award to the next compliant Tenderer.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in completing the Tender Response Document, and so induce the Council 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.

**Notes for completion**

The “Council” means the contracting authority, London Borough of Croydon, or anyone acting on its behalf, that is seeking to invite suitable candidates to participate in this procurement process.

“You” / “Your” refers to the Tenderer completing this Tender Response Document i.e. the legal entity responsible for the information provided. The term “Tenderer” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to in this document 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.

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.

The Council recognises that arrangements set out in section 1.2 of the Tender Response Document, 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 Council 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 Council will make a revised assessment of the submission based on the updated information.

For Part 1 and Part 2 every Organisation that is being relied on to meet the qualification must complete and submit the self-declaration. For the avoidance of doubt, all Significant Sub-contractors are required to complete Part 1 and Part 2.

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 Council 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 Council is under a legal or regulatory obligation to make such a disclosure.

* 1. **Part 1: Potential Tenderer 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.

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

**Please note: A criminal record check for relevant convictions may be undertaken for the preferred tenderers 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 Tenderer for a consortium of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your consortium at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| **1.2(a) - (ii)** | Name of consortium of economic operators (if applicable) |  |
| **1.2(a) - (iii)** | Proposed legal structure if the consortium 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 consortium 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 |  |  |  |  |  | | |

**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 Councilmay 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 |  |

* 1. **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 on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your Organisation or any other person who has powers of representation, decision or control in the Organisation been convicted anywhere in the world of any of the offences within the summary below and listed on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal Organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| **2.1(b)** | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| **2.2** | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the Organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes ☐  No ☐ |
| **2.3(a)** | **Regulation 57(3)**  Has it been established, for your Organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the Organisation is established (if outside the UK), that the Organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| **2.3(b)** | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Please Note: The Council reserves the right to use its discretion to exclude a potential tenderer where it can demonstrate by any appropriate means that the potential tenderer 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 this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your Organisation or any other person who has powers of representation, decision or control in the Organisation. | |
| **3.1(a)** | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| **3.1 (b)** | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| **3.1 (c)** | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| **3.1(d)** | Bankrupt or is the subject of insolvency or winding-up proceedings, where the Organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| **3.1(e)** | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| **3.1(f)** | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| **3.1(g)** | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| **3.1(h)** | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| **3.1(i)** | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| **3.1(j)**  **3.1(j) - (i)**  **3.1(j) - (ii)**  **3.1(j) –(iii)**  **3.1(j)-(iv)** | Please answer the following statements  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.  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 provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

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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) |  |

* 1. **Part 3: Selection Questions**

The questions in this Part 3 should be completed by the Lead Tenderer only on behalf of the consortium and/or any Significant Sub-contractors (as appropriate).

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| **Section 4** | **Economic and Financial Standing** **Pass / Fail** | | |
|  | **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 Yes/No 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** | The Council has set a minimum turnover threshold for this procurement of a total of **£300k** per annum over the Tenderer's last two (2) complete financial years.  Please self-certify by answering ‘yes’ or ‘no’ that you meet those requirements. | | Yes ☐  No ☐ |
| **4.3** | The Council requires that the Tenderer must:   * have positive net assets; and * have current assets at least equal to its current liabilities.   Please self-certify by answering ‘yes’ or ‘no’ that you meet those requirements. | | Yes ☐  No ☐ |
|  | The evaluation panel will be entitled to consider all information contained in the financial information submitted by each Tenderer and undertake credit checks where appropriate.  The Council reserves the right, at its sole discretion, to take into account any additional information provided by the Tenderer regarding its economic and financial standing to support the Tenderer's submission where the Tenderer is not able to self-certify that it can meet the minimum turnover threshold. In such circumstances, the Council will undertake a risk assessment to determine the relative potential benefits to the Council compared to any potential risks associated with allowing a Tenderer to pass at this stage even if it does not meet the minimum turnover threshold. The Council will report to the Council's Section 151 officer outlining any mitigating circumstances provided in the additional information and the outcome of any subsequent risk assessment which would support a decision to allow a Tenderer to pass the turnover test even if it has not met the necessary minimum turnover threshold. The decision of the Council's Section 151 officer will be final. A negative outcome will result in the Tenderer being disqualified from the Competition and the remainder of their Tender Response shall not be evaluated.  If a Tenderer is seeking to rely on the capacity or capacities of any Organisation (e.g. a parent or group company) in order to complete Section 4, the Council will require the Tenderer and those Organisations to be jointly and severally liable for the delivery of the contract and/or require other forms of assurance or guarantee from those Organisations. | | |

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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:**  **Pass / Fail** | |
| **Name of Organisation** | |  |
| **Relationship to the Tenderer** | |  |

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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 ☐ |

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| **Section 6** | **Technical and Professional Ability - Pass / Fail** |
| **6.1** | **Relevant experience and contract examples**  **The named contacts provided below 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 separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (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.  The Tenderer must provide details of a total of three (3) contracts for services in the last three (3) years for the provision of Cycle Training for Children, Young People and Adults. The examples should, as a minimum, address the following:   * + - * Name and contact details of the Tenderer's customer;       * Contract title;       * Description of contract and nature of the services provided;       * Estimatedvalue of contract;       * Date of contract start/finish;       * Role in delivery of contract.   **(Word limit: 1000 words for each contract example).**  Tenderers should note that examples of call-off contracts awarded under framework agreements will be considered valid, but citing a framework agreement that you have been awarded will not be considered to be a valid contract example.   |  |  |  |  | | --- | --- | --- | --- | |  | **Contract 1** | **Contract 2** | **Contract 3** | | **Name of customer Organisation** |  |  |  | | **Point of contact in the Organisation** |  |  |  | | **Position in the Organisation** |  |  |  | | **E-mail address** |  |  |  | | **Contract title** |  |  |  | | **Description of contract and nature of the services provided** |  |  |  | | **Estimated contract value** |  |  |  | | **Contract Start date** |  |  |  | | **Contract completion date** |  |  |  | | **Role in delivery of contract** |  |  |  | |

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| **6.2(i)** | 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).  Responses will be assessed on a pass/fail basis. Responses will be assessed as a "fail" where the Tenderer is unable to demonstrate to the Council's satisfaction that it has previously maintained healthy supply chains with its sub-contractors. |
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| **6.2(ii)** | | Where you intend to sub-contract a proportion of the contract, please provide a relevant example where one or more of the essential sub-contractors have delivered similar contracts, as described in Question 6.1 above. | |
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| **6.3** | | If you cannot provide at least one example for Question 6.1, in no more than 1000 words, please provide an explanation for this e.g. your Organisation is a new start-up or you have provided services in the past but not under a contract. | |
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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you a relevant commercial Organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?  **Pass / Fail** | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?  **Pass / Fail** | Yes ☐  Please provide the relevant url:  ­­­­­­­­­­­­­  No ☐  Please provide an explanation: |

* 1. **Additional Questions**

Tenderers 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** | **Response** |
|  | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £10 million per occurrence / event  Public Liability Insurance = £5 million per occurrence /event  **Pass / Fail** | Yes ☐  No ☐ |

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| **Section 8** | **Additional Questions** |  |
| **8.2** | **Registration and Accreditation – Organisation** | **Response** |
|  | Please self-certify that your Organisation is a Bikeability Registered Cycle Training Provider  **Pass/ Fail** | Yes ☐  No ☐ |

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| **Section 8** | **Additional Questions** |  |
| **8.3** | **Registration & accreditation of Instructors** | **Response** |
|  | Please self-certify that your Organisation uses National Standard Certified Instructors with accreditation numbers  and  Instructors are DBS checked.  **Pass / Fail** | Yes ☐  No ☐  Yes ☐  No ☐ |

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| **Section 8** | **Additional Questions** |  |
| **8.4** | **Health & Safety** | **Response** |
|  | Please self-certify that you have a Health & Safety  Policy covering General Policy Organisation and Arrangements as required by Section 2(3) of the Health and Safety at Work 1974 and any codes of safe work practices issued to employees.  **Pass / Fail** | Yes ☐  No ☐ |
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| **Section 8** | **Additional Questions** |  |
| **8.5** | **Compliance with Business Continuity Requirements** | **Response** |
|  | Business continuity and emergency planning are critical requirements of the Council’s suppliers. The Council requires your Organisation to have in place at the start of the contract, and maintain effectively throughout the period of the contract, adequate and effective business continuity and emergency planning systems and measures.  Please self-certify that your Organisation has a fully documented Business Continuity Plan.  **Pass/ Fail** | Yes ☐  No ☐ |

* 1. **Part 4: Award Criteria – Quality**

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| **Section 9** | **Quality Questions** | |
| **9.1** | **Information Systems / Booking Administration** | |
|  | The Council requires assurance that your Organisation has sufficient expertise and systems in place to take and manage bookings from the contract start date.   1. Please describe in detail how your Organisation will manage different types of enquires for training, bookings and acknowledgments, (as detailed in the Specification, Section 6 Booking and Training) 2. Please describe in detail how your booking system will be made accessible for review by the Council 3. Please describe in detail your management structure, including details of who will manage this contract (i.e the contract manager) and their relevant experience   **Word Limit: 1,000 excluding appendices**  **Weighting**  **a) 4% Minimum required score 3**  **b) 2% Minimum required score 3**  **c) 2% Minimum required score 3** | |
|  | Answer |  |

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| **Section 9** | **Quality Questions** | |
| **9.2** | **Complaint Resolution and Customer Service** | |
|  | The Council requires assurance that you have sufficient expertise and systems in place to handle any complaints that may be made against your Instructors /staff and details of how you ensure a high level of customer service at all times.   1. Please describe in detail how you would handle a situation where a complaint has been made against one of your instructors / a staff member and your complaint resolution process 2. Please describe how you ensure customer satisfaction at all times   **Word Limit: 1,000 excluding appendices**  **Weighting:**  **a) 2% Minimum required score 3**  **b) 2% Minimum required score 3** | |
|  | Answer |  |

|  |  |  |
| --- | --- | --- |
| **Section 9** | **Quality Questions** | |
| **9.3** | **Equalities** | |
|  | The Council is a multicultural and diverse local authority.  Please describe in detail your approach to dealing with all types of trainee’s including the vulnerable, those with physical or learning disabilities and how you ensure fair and ethical working whilst delivering training  **Word Limit: 1,000 excluding appendices**  **Weighting:**  **2% Minimum required score 3** | |
|  | Answer |  |

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| --- | --- | --- |
| **Section 9** | **Quality Questions** | |
| **9.4** | **Risk Management** | |
|  | The Council requires assurance that you are able to assess risks when delivering cycle training, particularly on the highway.   1. Please describe in detail how you ensure the safety of trainees when delivering cycle training 2. Please describe in detail how you ensure that your Instructors are kept up to date with Health and Safety guidance and legislation 3. Please describe in detail how your Instructors manage risk   **Word Limit: 2,000 excluding appendices**  **Weighting: 6%**  **a) 2% Minimum required score 3**  **b) 2% Minimum required score 3**  **c) 2% Minimum required score 3** | |
|  | Answer |  |

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| **Section 9** | **Quality Questions** |  |
| **9.5** | **Continuous Professional Development (CPD) & Post-Course Assessment** | **Response** |
|  | The Council requires assurance that your Instructors are trained to National Bikeability Standards and remain up to date with relevant post course assessment and continuous professional development.   1. Please describe the process you follow to ensure your Instructors remain up to date with National Bikeability Standards and National Standard Instructor Training including post assessment 2. Please describe the process you follow to ensure your Instructors remain up to date with Health & Safety, Risk Assessment and other requirements to enable them to undertake training for a diverse group of customers   **Word Limit: 1,000 excluding appendices**  **Weighting:**  **a) 2% Minimum required score 3**  **b) 2% Minimum required score 3** |  |
|  | Answer |  |

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| **Section 9** | **Quality Questions** |  |
| **9.6** | **Capacity to Deliver the Services** | **Response** |
|  | The Council requires assurance that your Organisation and Instructors are able to manage the varying demand for cycle training throughout the year   1. Please describe in detail how you intend to advertise and promote all the services detailed in the specification to ensure maximum uptake 2. Please provide details about how many instructors you propose to deploy under this contract and their relevant experience 3. Please describe in detail how you intend to cover absences at short notice and how you will manage the cancellation of training sessions if there isn’t any cover available   **Word Limit: 1,000 excluding appendices**  **Weighting:**  **a) 2% Minimum score 3**  **b) 2% Minimum score 3**  **c) 2% Minimum score 3** |  |
|  | Answer |  |

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| --- | --- | --- |
| **Section 9** | **Quality Questions** |  |
| **9.7** | **Training Progression** | **Response** |
|  | The progression of trainees from one level to the next is paramount to this contract and as such, the Council requires assurance that your Instructors will encourage trainee’s to progress from one level to the next.  Please describe in detail how your Instructors will encourage trainees to progress from one level to the next  **Word Limit: 1000 excluding appendices**  **Weighting:**  **3% Minimum required score 3** |  |
|  | Answer |  |

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| --- | --- | --- |
| **Section 9** | **Quality Questions** |  |
| **9.8** | **Cycling for Health** | **Response** |
|  | Cycling for Health is aimed at encouraging residents of Croydon to take up cycling as a way of increasing their physical fitness. Cycling for Health session must be delivered off road.  Please describe in detail how you would engage with the residents and encourage them on the benefits of the scheme and to take up training. Please include examples.  **Word Limit: 1000 excluding appendices**  **Weighting:**  **3% Minimum required score 3** |  |
|  | Answer |  |

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| **Section 9** | **Quality Questions** |  |
| **9.9** | **Social Value** | **Response** |
|  | Whilst the Council requires Tenderers to demonstrate, where possible, added value in delivering the requirements of the Service Specification within their response to each question, Tenderers are also required to describe in detail their specific Social Value proposals in relation to the overall delivery of Services over the lifetime of the Contract, in particular, but without limitation to   * How you will create training opportunities, apprenticeships and employment opportunities in relation to the delivery of this contract * Details of where will you recruit from * Additional benefits offered by you at no cost to the Council * Local volunteering opportunities   **Word Limit: 1000 excluding appendices**  **Weighting:**  **2% Minimum required score 3** |  |
|  | Answer |  |

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| **Section 9** | **Quality Questions** | |
| **9.10** | **Premier Supplier Programme – Early Payment Rebate** | |
|  | **The following questions relate to participation in the Premier Supplier Programme ("PSP"), as described in Schedule 2 of the Instructions to Tender Document.**  A key feature of the programme is early payment. Payments made early are subject to a rebate, on a sliding scale basis. All invoices are to be submitted at full value and any rebate will be determined according to the actual number of days earlier that payment is made (ahead of contracted terms).  Rebates are based on underlying payment terms of 30 days from receipt of invoice a target acceleration of 20 days (payment issued 10 days after receipt of invoice).  Please indicate in the table below the level of rebate:   |  |  |  | | --- | --- | --- | | Rebate Offered | Points Scored | Tenderer's Response | | 0% | 0\* |  | | 0.5% | 1 |  | | 1% | 2 |  | | 1.25% | 3 |  | | 1.5% | 4 |  | | 2% | 5 |  |   \*Excludes participation in the PSP  **Weighting: 2%** | |
|  | Answer |  |

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| **Section 9** | **Quality Questions** |  |
| **9.11** | **Premier Supplier Programme – Existing Participant** | **Response** |
|  | Are you an existing participant in Croydon’s PSP  (Not scored)  **For information only – not scored** | Yes ☐  No ☐ |

|  |  |  |
| --- | --- | --- |
| **Section 9** | **Quality Questions** |  |
| **9.12** | **Premier Supplier Programme – Application to all Invoices** | **Response** |
|  | If you are successful, the Council may seek to apply PSP benefits and the Early Payment process to all invoices presented by the Tenderer to the Council, including those not covered by this Tender. Are you willing for this to apply?  **For information only – not scored** | Yes ☐  No ☐ |

* 1. **Part 5: Award Criteria – Price**

Tenderers are required to complete the Pricing Schedule in full. All prices must be stated exclusive of Value Added Tax and should be expressed in pounds sterling.

**Pricing Schedule 60% weighting**

1. forms and certificates

To: The London Borough of Croydon

Town Hall

Katharine Street

Croydon

CR9 1XY

**FORM OF TENDER**

**The Contract for: Cycling Training for Children, Young people and Adults**

To: The Mayor and Burgesses of the London Borough of Croydon

We acknowledge that the expressions used in this Form of Tender shall have the meanings ascribed to them as set out in the Framework Contract, unless the context requires otherwise.

Having examined and carefully understood:

* the Invitation to Tender and Instructions to Tenderers
* the Service Specification
* the Response Document including this Form of Tender
* the Pricing Schedule
* Draft Contract

Issued by the Council, we offer to provide the Services in conformity with the Contract, Specification, and all other such documents throughout the term of the Contract, at the price set out in the Tender Response Document.

We undertake to provide the Services throughout the term of the Contract and to facilitate the handover of the Services at the end of the term of the Contract.

We certify that the information supplied in our Tender Response Document is true and accurate to the best of my/our knowledge. I/we understand that the provision of any false or inaccurate information could result in my/our exclusion from the competition and (in consideration for being permitted to participate in the competition) I/we hereby agree to indemnify and hold harmless the Council in respect of any costs, expenses, damages and/or losses that it may incur as a result of it placing reliance on the truth and/or accuracy of the information contained in the Tender Response Document.

If our Tender is accepted we shall also be insured by a policy or policies covering all liability referred to in this Contract Document which shall include a minimum indemnity for any one incident of £5 million.

We understand that the successful Tenderer will be required to execute a formal agreement.

We have read the form of Contract included in the Invitation to Tender and Instructions to Tenders and acknowledge and agree that it is a condition of the competition that I/we accept and agree to be bound by the terms and conditions of the Contract. I/we agree to accept and be bound by said Contract in the event that the Council decides to award it to us. In this event, the Contract shall take precedence over any terms, conditions, stipulations or provisos which may appear on or be annexed to any correspondence submitted by us in connection with this competition. We understand that the Council reserves the right to discontinue the competition and/or the award procedure in the event of irregular Tender Response Documents or in the absence of appropriate Tender Response Documents or in any other circumstances and in such circumstances it may then use the negotiated procedure without a further call for competition.

**Tender Price**

In respect of the Services set out in the Specification we tender the prices as set out in the Tender Response Document.

We confirm that our bid includes any liability under the TUPE Regulations.

We understand that the Council does not bind itself to accept the lowest-priced, or any, Tender received.

We warrant that the under-signed person has all the requisite corporate authority to make this Tender Response Document to the Council.

Yours faithfully,

Signature

…………………………………………………….

Printed Name

…………………………………………………….

Name of Company

…………………………………………………….

Registered Office Address

…………………………………………………….

…………………………………………………….

To: The Mayor and Burgesses of the London Borough of Croydon

The London Borough of Croydon

Town Hall

Katharine Street

Croydon

CR9 1XY

**NON-COLLUSION DECLARATION**

**The Contract for: Cycling Training for Children, Young People and Adults.**

We hereby certify that these is a bona fide tender submission, intended to be competitive, and that we have not fixed or adjusted the amount of the tender submission or the rates or prices quoted by or under or in accordance with any agreement or arrangement with any other tenderer. We have not:

1. Entered into any agreement with any other person with the aim of preventing tenders being made or as to the fixing or adjusting of the amount of any tender or the conditions on which any tender are made; or

2. Informed any other person, other than the person calling for these tender, of the amount or the approximate amount of the tender, except where the disclosure, in confidence, of the amount of the tender was necessary to obtain quotations necessary for the preparation of the tender for insurance, for contract guarantee bonds or for professional advice required for the preparation of the tender; or

3. Caused or induced 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. Committed any offence under the Bribery Act 2010 nor under Section 117 of the Local Government Act 1972; or

5. Offered or agreed to 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 Services any act or omission; or

6. Canvassed any other persons referred to in paragraph 1 above in connection with the Contract; or

7. Contacted any officer of the Council about any aspect of the Contract other than permitted as part of the procurement exercise for the purposes of, including (but without limitation), discussing the possible transfer to the employment of the tenderer of such officer or for soliciting information in connection with the Contract.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 7 above before the hour and date specified for the return of the tender nor (in the event of our tender being accepted) shall we do so while the resulting Contract continues in force between us (or our successors in title) and the Council.

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.

Signature

…………………………………………………….

Printed Name

…………………………………………………….

Name of Company

…………………………………………………….

Registered Office Address

…………………………………………………….

…………………………………………………….

To: The Mayor and Burgesses of the London Borough of Croydon

The London Borough of Croydon

Town Hall

Katharine Street

Croydon

CR9 1XY

**Confidentiality Undertaking**

**The Contract for: Cycling Training for Children, Young People and Adults**

From: [***INSERT NAME OF TENDERER***] of (Registered Number [***INSERT REGISTERED NUMBER***]) ***[INSERT REGISTERED ADDRESS]*** (“Tenderer”)

WHEREAS:

A. The Council is conducting a major tendering process for the procurement of the Project.

B. The Council intends to circulate certain documents and information relating to the Project (“the Tender Documents”) to the tenderer.

C. The Tender Documents contain certain confidential information to which the tenderer may have access, (“the Confidential Information”), which is more particularly described in the Schedule hereto and includes all other documents made available now and in the future to the tenderer and identified as confidential.

D. The Councils gives to the tenderer the Confidential Information in order for the tenderer to submit a tender subject to this undertaking.

1. We, the tenderer, undertake to the Councils in consideration of the sum of one pound sterling (£1) (the receipt of which is hereby acknowledged) that:

* + - 1. We will hold the Confidential Information in the strictest confidence;
      2. We will use the Confidential Information only for the purpose of preparing a tender for the project;
      3. We will not disclose the Confidential Information to any third party (including without limitation to any agent, professional adviser or associated company) or to any employee other than third parties or employees who need to have access to prepare the tender;
      4. In relation to those third parties or employees who are given access to this Confidential Information, We will ensure that they keep the Confidential Information confidential and are bound by personal undertaking to the Council in the same terms;
      5. We will not copy or reproduce the Confidential Information in any way; and
      6. We will not directly or indirectly use the Confidential Information for any reason or divulge it without the Council’s prior written consent to any person, firm, company or other Organisation save where we can show that the Confidential Information, (or the relevant part thereof), has already come into the public domain or we are required to disclose the Confidential Information, (or relevant part thereof), by law.

2. We agree that any breach of this undertaking by us or any third party or employee to whom We release Confidential Information may result in legal proceedings being commenced against me, including a claim for the recovery of any losses or damages incurred by the Councils as a result of that breach. We shall in this respect be liable for and shall fully indemnify and keep indemnified the Councils against all liabilities, damages, costs, losses, claims, demands and proceedings arising from or in connection with any breach of this undertaking, however arising, by us or any third party or employee to whom We release Confidential Information.

3. We agree that this undertaking shall be subject to English Law and we hereby agree to submit to the exclusive jurisdiction of the English Courts.

Signature

…………………………………………………….

Printed Name

…………………………………………………….

Name of Company

…………………………………………………….

Registered Office Address

…………………………………………………….

…………………………………………………….

**SCHEDULE TO THE CONFIDENTIALITY UNDERTAKING**

Confidential Information shall include but not be limited to:

1. The documents for the Contract including without limitation the Instructions for Tender and appendices, the Contract and its Schedules, the Specification, any amendments or revisions to the tender documents, the Workforce Information, and all other documentation issued by the Council relating to the bid process ("the Tender Documents").

2. Details of any discussions with the Councils, its officers or advisers in connection with the Tender Documents and any information that may be obtained by us through observation at meetings, conferences, presentations and demonstrations or as the Council, its officers or advisers may provide to us whether orally or in writing, electronically, physical or visual form regarding the bid process or the clarifications or proposals for the Contract.

1. 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. [↑](#footnote-ref-1)
2. See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\_en [↑](#footnote-ref-2)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance. [↑](#footnote-ref-3)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred tenderer checked before award. [↑](#footnote-ref-4)