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**Nottingham City Homes Limited**

**Part B - Quality Assessment**

**Form of Tender**

**Heating and Hot Water System Servicing, Repair, Maintenance and Installations**

**Tender Reference: NCH-0294**

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| **TENDER ASSESSMENT GUIDANCE - NOTES FOR COMPLETION** |

The “authority” means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable Suppliers to participate in this procurement process.

“You”/ “Your” or “Supplier” means the body completing these questions **i.e. the legal entity bidding to provide the stated Supplies, Works or Services and responsible for the information provided.** The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; 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. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please clearly state ‘N/A’.

We will consider all applications submitted in accordance with the instructions set out within the tender documentation and evaluate all tenders on the quality questionnaire and prices offered. We may seek clarification where necessary and will determine to our satisfaction that the most economically advantageous tenderer is qualified to perform the contract satisfactorily and is financially viable.

**NB** “Bidders” submissions will be evaluated as follows:-

Evaluation of your bid is a one or two stage process depending on your price.

Firstly, no matter what your price, your bid must be compliant with NCH’s criteria as outlined in the tender documentation. It is then treated as a compliant submission. NCH will then proceed to award a score for price, the first stage, using the criteria outlined in the tender documentation.

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1. “If your bid is compliant, NCH may choose not to assess your bid further where your price is so high that it is not feasible for your bid to win the tender because of your price i.e. your price is so high as to result in your bid being uncompetitive and unable to win the tender on the basis of being the most economically advantageous, because of price.”
2. “Bids that ARE competitive on price will be taken to the second stage, as they will be regarded as competitive bids. The competitive bid with the highest overall score for both price and quality will be the preferred bid”.
3. Before awarding a contract on the basis of price, NCH will consider whether the lead bidders’ score is abnormally low in relation to the services. If such bid appears to be abnormally low, in the opinion of NCH, NCH will request that the lead bidder explains the price of its tender in accordance with Regulation 69 of the Public Contracts Regulations 2015.
4. If at any stage any bid is withdrawn or removed from the assessment by NCH which affects the price assessment, NCH will recalculate the price scores and reconsider whether any bids which originally did not progress to stage two, subsequently need to be assessed.

The authority recognises that arrangements set out in section 1.2 of the supplier information, 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 Section 1 and Section 2 is submitted for any new organisation relied on to meet the tender criteria. The authority will make a revised assessment of the submission based on the updated information.

For Section 1 and Section 2 every organisation that is being relied on to meet the tender criteria must complete and submit the self-declaration.

**Note for Contracting Authorities: The following paragraph is optional for inclusion if a decision has been made to request a self-declaration of the exclusion grounds from sub-contractors.** *All sub-contractors are required to complete Section 1 and Section 2[[1]](#footnote-1).*

For answers to Section 9 -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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| **Stage 1** | **Weighting** | **All Tenderers** |
| Price | 70% | The total costs for each tenderer will be calculated and a score out of 100 is awarded based on the percentage difference from the lowest bid received.  Any tender where the submitted price is exceptionally low, i.e. 20% (or more) lower than the next lowest price, the relevant tenderer shall be requested to explain the basis of its tender price, which request, without limiting its scope, may include the requirement to provide some or all of the information stated in Regulation 69 (1) (2) (a) - (f) of the Public Contracts Regulations 2015. If the explanation is not considered adequate the tender may be rejected. |
| **Stage 2** |  | **All Tenderers** |
| Quality Assessment | 30% | Tenders will be assessed to ascertain the supplier’s ability to meet the quality requirements and will be scored in line with the ‘Marking Criteria’ below and a score out of 100 is awarded based on the percentage difference from the highest quality points received. |
| **Stage 3** |  | **Preferred Tenderer only** |
| Due  Diligence |  | A due diligence meeting shall take place with the shortlisted tenderer only who scores the highest overall points for Price and Quality.  The meeting shall be to test and verify the understanding of the contract and commitments to be entered into. This will include verification of financial information and ensuring full awareness of the resource implications and commitments are clear. |
| **Stage 4** |  | **Preferred Tenderer only** |
| Health and Safety |  | The Preferred Tenderer must satisfy these requirements to be considered for the specific contract |
| **Stage 5** |  | **Preferred Tenderer** |
| Contract Award |  | A contract may be awarded to the tenderer who meets all specified requirements and with the highest overall score. |

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| **TENDER ASSESSMENT CRITERIA** |

The following quality assessment should be completed in full and uploaded as part of your tender submission and be returned within the deadline stated.

Copies of policies should only be included with the returned submission if they are specifically requested to be provided. Any appendices submitted that have not been requested will not be taken into account during the evaluation process.

Any information supplied will not be disclosed to any person (apart from its professional advisers) genuinely commercially sensitive or confidential information communicated as such in response to this questionnaire. All Contractors should therefore ensure that any material they consider to be commercially sensitive or confidential is clearly marked to be confidential.

If any candidate makes a false or misleading statement or fails to provide full information in response to this prequalification questionnaire they may be excluded from tendering or any tender submitted may be disregarded.

The questions are in line with the Public Contracts Regulations 2015 which aims to simplify the approach to selection and remove the barriers and bureaucracy.

Clarifications may be sought during the evaluation to ensure that the evaluation panel have fully understood the responses given.

The following quality assessment is required and will be scored as part of the evaluation process. Each section has been allocated an overall weighting and will be given a score out of five as per the scoring guidance below:

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| **Nature of Requirement** | **Meaning** | **Scoring** |
| Information Only | Information requirements are mandatory and shall be used to elicit details about the supplier. Information requirements are not allocated points but they are mandatory. Complete answers are required for a successful tender. | |
| Pass / Fail | NCH is looking for a solution that will satisfy all of sections 2, 3, 4, 6b, 7a, 7b, 7c & 7d requirements and will only consider the tenders that satisfy all sections. Tenders from suppliers unable to meet these requirements will not be assessed any further. | |
| **It is essential that questions are answered fully; failure to do this may prevent NCH’s evaluation from being properly completed, and hence may lead to exclusion from this tender competition.** | | |

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| **Marking Criteria to be applied to Part 9 Quality Questions** | | |
| **No Response** | No response to the question and no supporting evidence | Score: 0 |
| **Unsatisfactory** | The response only partially answers requirements, with major deficiencies and raises serious doubts about the tenderers understanding of the contract requirements and their ability to apply and deliver the required standard. | Score: 1 |
| **Fair** | Response partially satisfies requirement, with deficiencies apparent. Some useful evidence provided but response falls short of minimum expectations and indicates lack of understanding of the contract requirements. | Score: 2 |
| **Acceptable** | Response meets acceptable quality but remains basic and could have been expanded upon.  Demonstrates an acceptable understanding of the contract requirements. | Score: 3 |
| **Good** | Response satisfies requirement and exceeds minimum expectations of quality, including a level of detail which adds value to the bid. | Score: 4 |
| **Excellent** | Comprehensive and useful responses, supported by relevant evidence, which is innovative and exceeds expectations, including a full description of techniques and measurements employed. | Score: 5 |

Points are available based on the weighting for each of the elements to achieve a maximum of 30% of the evaluation process.

A point score for each element is achieved using the following equation.

Points Weighting x Tenderer Score = Tenderers point award

The contractor achieving the highest point score when all sections are totalled will be allocated the full 30 marks (30% of the Evaluation process).

Subsequent submissions will be scored against this using the following equation:

Tenderer’s total points awarded x 30 = Tenderers score

Highest total points awarded

# Tender Questions

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

This is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[2]](#footnote-2). 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 Section 1 and Section 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 provide a completed Section 1 and Section 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the tender 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 tender 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 information requested in the procurement documentation.

**Tender Questions: Section 9**

The procurement document will provide instructions on the tender 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 tender questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to 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 tender documentation 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.

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| **TENDER ASSESSMENT CRITERIA** |

**Section 1: Supplier Information**

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

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| **Section 1** | **Supplier Information** | **Info Only** |
| **Number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes    No |
| 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)[[3]](#footnote-3)? | Yes    No |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[4]](#footnote-4)   * 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. [[5]](#footnote-5)   (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.

**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 supplier 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 misrepresentation.

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| **Section 1 cont.** | **Contact Details and Declaration** | |
| **Number** | **Question** | **Response** |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

**Section 2: Exclusion Grounds**

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

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

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| **Section 2** | **Grounds for Mandatory Exclusion** | **Pass / Fail** |
| **Number** | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes  No  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes  No  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes  No  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |

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| 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. |  |

**Section 3: Grounds for Discretionary Exclusion**

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** | **Pass / Fail** |
| **Number** | **Question** | **Response** |
| **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 |
| 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) |  |

**Conflicts of interest**

In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.

**Self-cleaning’**

Any Supplier that answers ‘Yes’ to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

**Section 4: Economic and Financial Standing**

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| **Section 4** | **Economic and Financial Standing** | **Pass / Fail** |
| **Number** | **Question** | **Response** | |
| 4.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes    No | |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes    No | |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes    No | |
| (c) Alternative means of demonstrating financial status if any of the above is 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 | We have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement of £1,520,000 please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes    No | |

**Section 5: Wider Group**

If you have indicated in the supplier questionnaire question 1.2 that you are part of a wider group, please provide further details below.

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| **Section 5** | **Contact Details** | **Pass / Fail** |
| **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 |

**Section 6: Modern Slavery Act 2015**

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| **Section 6a** | **Requirements Under Modern Slavery Act 2015** | **Info Only** |
| **Number** | **Question** | **Response** |
| 6a.1 | Please provide details of any elements of this tender that you intend to subcontract\*, the respective subcontractor(s) and an estimate(s) of the annual subcontracted costs in relation to the pricing schedule | |
|  | **Please provide details** | |
| 6a.2 | Please confirm if any products/good/materials or services which will form part of the supplies/services associated with this tender, shall be purchased by you from Companies based outside the UK. Please provide details of all such suppliers and highlight any that are based outside the EU. | Yes  No |
| 6a.3 | Please confirm whether your Company employs staff on zero hour contracts and if so, whether any such staff shall be involved with the Supplies/Services included in this tender. | Yes  No |
| 6a.4 | If your turnover is below £36million please confirm whether you voluntarily comply with the Modern Day Slavery Act and if you comply that you have procedures in place to ensure that slavery and human trafficking is not taking place in any of its supply chains and in any part of its own business. | Yes  No |
| **Please provide details** | |
| **Section 6b** | **Requirements Under Modern Slavery Act 2015** | **Pass / Fail** |
| **Number** | **Question** | **Response** |
| 6b.1 | If your turnover, or your parent Company’s annual turnover, is above £36million please confirm that you comply fully with the Modern Day Slavery Act 2015. | Yes  No |
| 6b.2 | If you answered Yes to 6b.1 Please attach a copy of your slavery and human trafficking statement (required by the Act) for the current financial year and confirm where it is published on your website (URL) and when it was approved by your Board.   * Statements are expected to include details of your: * Organisations structure, business and supply chains; * Policies in relation to slavery and human trafficking; * Due diligence process relating to slavery and human trafficking in its supply chain * The parts of the business and supply chains where there is a risk of slavery and human trafficking taking place * and what steps have been taken to assess and manage that risk; * Effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains and any key performance indicators measured against; * The training about slavery and human trafficking available to staff; and * Nominated Company Director who has signed the statement. | |

**Section 7: 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 7a** | **Insurances** | **Pass / Fail** |
| 7a.1 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: | Yes  No |
| 7a.2 | Employer’s (Compulsory) Liability Insurance = £5 million  Public Liability Insurance = £10 million Professional Indemnity Insurance = £10 million |  |
| \*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. | |
| **Section 7b** | **Equalities** | **Pass / Fail** |
| Nottingham City Homes is committed to promoting equality and celebrating diversity in our City, our services and our workplace. All organisations that provide Supplies or Services to the Company are required to meet our Equality Standards and operate them without exception. Where you do not have your own policy or have one that is not initially acceptable to us, we would expect you to meet the standards laid out in our policy “Corporate Equality and Diversity. The policy may be accessed on the internet at:  Policy statement can be found here <http://gossweb.nottinghamcity.gov.uk/nch/CHttpHandler.ashx?id=31110&p=0>  Our Equality and Diversity Policy can be located here <http://www.nottinghamcityhomes.org.uk/EasysiteWeb/getresource.axd?AssetID=486&type=Full&servicetype=Attachment> | | |
| 7b.1 | Please confirm that you are willing to commit to our Equality Standards and demonstrate how you are able to meet them. | Yes  No |
| 7b.2 | Are you willing to commit to our Equality Standards? | Yes    No |
| 7b.3 | Please provide details of how you are able to meet our Equality Standards | Yes    No |
| **Section 7c** | **Conflict of Interest** | **Pass / Fail** |
| 7c.1 | If your organisation is a business trading for profit (*required for Schedule 1 to the Housing Act 1998*) please set out the names and shareholding/ownership of every principal shareholder or proprietor and the names of every person directly concerned in its management. | |
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| 7c.2 | Are any of these persons currently or former (in the last 12 months) a board member or employee of Nottingham City Homes Ltd or a close relative of such person? | Yes  No |
| **Section 7d** | **Professional Conduct Information** | **Pass / Fail** |
| 7d.1 | Has your organisation met all its obligations to pay its creditors and staff during the past year? If not please explain why? | Yes  No |
| **Please provide details** | |
| 7d.2 | Does your organisation have any outstanding claims or litigation including but not limited to court actions, industrial tribunal hearings, investigations/ prosecutions/ civil actions within the last 3 years. If yes, please provide details and how this has been mitigated. | Yes  No |
| **Please provide details** | |
| 7d.3 | Has your organisation had a similar contract terminated in the last 3 years? If ‘Yes’ Please provide details below. | Yes  No |
| **Please provide details** | |
| **Section 7e** | **Health and Safety** | **Pass / Fail** |
| **7.e.1** | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes  No |
| **7.e.2** | 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 is “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes  No |
| **7.e.3)** | 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 |

**Section 8: Technical and Professional Ability**

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| **Section 8a** | **Technical and Professional Ability** | | | | **Info Only** | |
| 8a.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 8b.1 | | | | | |
|  | | **Contract 1** | **Contract 2** | | | **Contract 3** |
| **Name of customer organisation** | |  |  | | |  |
| **Point of contact in the organisation** | |  |  | | |  |
| **Position in the organisation** | |  |  | | |  |
| **E-mail address** | |  |  | | |  |
| **Description of contract** | |  |  | | |  |
| **Contract Start date** | |  |  | | |  |
| **Contract completion date** | |  |  | | |  |
| **Estimated contract value** | |  |  | | |  |
| **Section 8b** | **Technical and Professional Ability** | | | **Info Only** | | |
| 8b.1 | 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) | | | | | |
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| 8b.2 | If you cannot provide at least one example for questions 8a.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. | | | | | |
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**Section 9: Quality Questions**

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| **The questions included within this section will be evaluated at 100% of the overall assessment criteria, at the weighting given to each question. Please use a separate sheet for your responses and clearly reference each questions as set out below.**  **The contractor is to provide with their submission a 1500 word limit per question, failure to keep to the word count may result in your tender not being evaluated.** | | |
| **Section 9** | **Questions** | **Weighting** |
| **Q1.** | Tenderers should be able to clearly explain their overall expertise and experience of carrying out the type of work specified in the tender documents and specifications. Please provide details of the training and development given to all employees’ and relevant qualifications for those employees and any sub-contractors undertaking the works | **20%** |
| **Criteria** | Your response should demonstrate your experience and expertise of working on similar contracts and include as a minimum;   * Example of two case studies including professional references * Details to membership with recognised bodies within the relevant field * Details of relevant training provided to employees along with relevant qualifications | |

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| **Q2.** | Please provide details of how many teams you are able to provide on this contract, the training provided to those and future teams to ensure continuity, especially during periods of high demand. | **15%** |
| **Criteria** | Your response should include as a minimum;   * Confirm the number of suitably trained staff to be allocated to this contract including your organisational chart. * Detail any succession planning you have in place to ensure the continuity of work throughout the length of the Contract. | |

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| **Q3.** | Please provide details of how your company can meet the customer care and operational expectations outlined in the tender documents and Service Specification, including how your employees are developed to work effectively in a long term agreement where customer care is paramount to the work undertaken, and details of previous experience of working in occupied properties. | **15%** |
| **Criteria** | Your response should include as a minimum   * Your Customer Care procedures and acknowledgement that these will at least be in line with current Nottingham City Homes own policies. * Explain how you propose to deal with customers, such as where English is not their first language or are vulnerable. * Detail how your employees are developed to work effectively. * Examples of previous experience working in occupied properties. | |

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| **Q4.** | Please explain the processes and procedures intended to be used in gaining access to properties and how non-access will be addressed. | **5%** |
| **Criteria** | Your response should include as a minimum   * How you intend to report to the Employer with relevant policies/procedures * Examples of the documentation used in dealing with no access. | |

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| **Q5.** | Please provide proposals for how you will meet the requirements for dealing with unsatisfactory work and materials including on-site quality control, post inspections of the works and how service standard are maintained. | **5%** |
| **Criteria** | Your response should include as a minimum   * The process used for checking the quality of work and any materials used for this Contract. * Evidence of existing processes for getting any Customer/Employer feedback and dealing with complaints. | |

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| **Q6.** | Please provide details/procedures/processes used for management reporting / KPI monitoring with documentary evidence | **10%** |
| **Criteria** | Your response should include as a minimum;   * The format of the information to be agreed with the Employer. * Provide examples of reports compiled containing management information previously detailed within the tender documentation. | |

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| **Q7.** | * Please give your proposals for ensuring you deliver improving Value for Money during all phases of the mobilisation of the project and during its subsequent operation. | **15%** |
| **Criteria** | * Your tender must cover all requirements detailed within the specification, but in addition you may submit details of alternative solutions that will provide an equivalent or improved outcome for Nottingham City Homes and its customers at a lower overall cost. | |

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| **Q8.** | * Please give your proposals for ensuring that all documentation is returned to NCH within 24 hours of completion of works. | **5%** |
| **Criteria** | * Your response should include the process for ensuring that all documentation is returned to NCH within 24 hours of completion of works. | |

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| **Q9.** | * Please give your proposals for ensuring that your company adheres to NCH’s Social Value policy and what additional value your company can provide in this tender. | **10%** |
| **Criteria** | * Your response should include a clear social value strategy for this tender. | |

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| **FORM OF TENDER** |

***TO BE COMPLETED AND RETURNED WITH REQUESTED DOCUMENTS***

I/We have read and understood the Invitation to Tender and do hereby offer to execute and complete a contract for the work in accordance with the specification, the conditions of tendering, the terms and conditions of purchase and the proposed contract all as contained within this ITT documentation, immediately on its presentation by Nottingham City Homes.

I/We\* hereby tender the price, which includes for profit, preliminaries, on-costs and overheads, understand that it will be used by the Employer to ascertain the rates and prices to be used to measure and value all work undertaken under the Contract.

I/We understand that Nottingham City Homes may accept all, part, or none of the tender proposed.

I/We\* understand that the Employer is not bound to accept the lowest or any tender received and will not pay any expenses incurred by me/us\* in connection with the preparation and submission of this tender.

I/We\* understand that this tender is to remain open for a period of six calendar months from the date for return of tenders and we confirm that our price shall remain firm and fixed for this period.

In submitting this Form of Tender I/we\* warrant and represent to and undertake with the Employer that:

(a) I/We\* have fully understood the entire content of the Employer’s tender document in particular, I/We\* fully understand and fully accept the obligations set-out in Part A – Tender Information and Guidance and Appendix A - Service Specification and Scope of work and that, accordingly, my/our\* submission is made in the knowledge and acceptance of all the content of the Employer’s tender document, without exception whatsoever.

(b) All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Employer by the Contractor, or its employees, in connection with this Form of Tender are true, complete and accurate in all respects.

(c) I/We\* have not submitted this Form of Tender, nor will enter into the Contract in reliance upon any representation or statement (whether made orally, in writing, or otherwise) which may have been made by the Employer, except a representation contained within the Employer’s tender document or made by the Procurement Officer in writing.

1. If awarded the all or elements of the Work, I/We\* have full power and authority to enter into the Contract to carry out the Work. I/We\* will fully discharge my/our\* obligations under the Contract and will meet the performance and quality targets set out therein from the commencement of such Contract and will assist the Contract Administrator as required on performance, quality and administration of the works the subject of the Contract from the commencement of such Contract.
2. I/We\* understand that our bid may be rejected, or accepted subject to the provision of financial/performance guarantees and/or bonds acceptable to the Employer, if the Employer considers that our financial standing represents a risk to contract performance or a risk of financial loss or additional expense to the Employer.

All information supplied is accurate to the best of our knowledge, that we have assessed and identified any information which we consider to be confidential and should not be released without consultation and we will undertake to notify Nottingham City Homes of any material changes in the Company’s position.

I/We certify that this offer is made without prejudice to our liability for breach of any of our obligations under the Contract and (the Tenderer) shall be liable for and shall indemnify Nottingham City Homes against any liability, loss, costs, expenses, claims or proceedings whatsoever arising under any statute or at common law in respect of:

* any financial or economic loss
* in consequence of or in any way arising out of any infringement of any copyright, patent etc. applying to the design, equipment and, or services supplied and in consequence of or in any way arising out of any defect in the design, equipment and, or services or the delivery and, or installation and, or commissioning (as appropriate) of the design, equipment and, or services by the Tenderer, its servants or agents except insofar as such loss, damage or injury shall have been caused by negligence on the part of Nottingham City Homes, its servants or agents.

Should obvious errors in pricing or errors in arithmetic be discovered before acceptance of this offer submitted by me/us, I/we shall correct these errors immediately by written confirmation to the address shown at the above header. Nottingham City Homes reserves the right to consider my/our revised bid and withdraw its offer to purchase the supplies or services.

I/we acknowledge that if I/we return a tender bid and if I/we act or shall act in contravention of the terms within this ITT, Nottingham City Homes will be entitled to cancel the Contract and to recover the amount of any loss and expense resulting from such a cancellation.

The tender must be signed:

1. where the Tenderer is an individual, by that individual;
2. where the Tenderer is a partnership, by all the partners or by at least two (2) partners signing under a power of attorney on behalf of the other partners, a certified copy is to be provided with the Tender;
3. Where the Tenderer is a company, by (2) directors or by a director and the company secretary, such persons being duly authorised for that purpose, a copy of such authorisation is to be provided with the Tender.

I/we have read the above statements and sign to agree the Terms.

Signed …………………………….……… Name …………………………………………

Position …………………………………………………………………………………………

Signed ………………………………….… Name …………………………………………

Position …………………………………………………………………………….……………

Title and Address of Organisation submitting this Tender

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

Telephone Number ………………….……. Email Address ………………….…………….

Date ………………………………………………….

1. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-1)
2. For the list of exclusion please see [https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/551130/List\_of\_Mandatory\_ and\_Discretionary\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_%20and_Discretionary_Exclusions.pdf) [↑](#footnote-ref-2)
3. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-3)
4. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-4)
5. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-5)