

**Appendix 3 - Tender Response Pack**

PROJECT Ref. I -1494

CASTLE QUAY – PHASE 1

Closing date for return of Tender:

Monday 08/11/ 2021 Time: 1200 (Midday)

**You must read the Invitation to Tender and Conditions of Contract before completing this pack.**

**Tenderers must answer all questions in this document**

**SECTION A MANDATORY CRITERIA (PHASE 1) PASS / FAIL.**

A1 BIDDER INFORMATION

|  |  |  |
| --- | --- | --- |
| **A1.1 Bidder details** | **Answer** | |
| Full name of the Bidder completing the ITT | Click or tap here to enter text. | |
| Registered company address | Click or tap here to enter text. | |
| Registered company number | Click or tap here to enter text. | |
| Registered charity number | Click or tap here to enter text. | |
| Registered VAT number | Click or tap here to enter text. | |
| Name of immediate parent company | Click or tap here to enter text. | |
| Name of ultimate parent company | Click or tap here to enter text. | |
| What is your trading status? | Choose an item. | |
| If you selected “other” for trading status, please specify | Click or tap here to enter text. | |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i) Voluntary, Community and Social Enterprise (VCSE – defined as a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.) |  |
| ii) Small or Medium Enterprise (SME) |  |
| iii) Sheltered workshop |  |
| iv) Public service mutual |  |

|  |  |
| --- | --- |
| **A1.2 Contact details** | |
| Bidder contact details for enquiries about this ITT | |
| Name | Click or tap here to enter text. |
| Postal address | Click or tap here to enter text. |
| Country | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. |
| E-mail | Click or tap here to enter text. |

A2 MANDATORY REJECTION CRITERIA

You will be excluded from the procurement process 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” 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. You may contact the Council for advice before completing this form.

|  |  |
| --- | --- |
| **Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**  If you have answered Yes to this question, please provide further details. Please confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? | Choose an item. |
| Details: Click or tap here to enter text. | |

A3 DISCRETIONARY REJECTION CRITERIA

The Council may exclude any Bidder who answers ‘Yes’. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Bidder to inform the Council, detailing the conflict. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Bidder.

|  |  |
| --- | --- |
| Does your organisation have a conflict of interest?  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. | Choose an item. |
| Details: Click or tap here to enter text. | |

A4 ADDITIONAL MANDATORY CRITERIA

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.

|  |  |  |
| --- | --- | --- |
| **4.1 Insurance** | | |
| 4.1.1 | 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:   * Employer’s (Compulsory) Liability Insurance = £10 million * Public Liability Insurance = £5 million   Please note that your Public Liability insurance should cover sudden & unforeseen pollution-type of events   * Professional Indemnity Insurance = £5 million - £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. | Choose an item. |
| **4.2 Equality & Diversity** | | |
| 4.2.1 | Do you have an Equality & Diversity Policy?  The Equality Act 2010 provides protection from unlawful discrimination for people with the following protected characteristics:   * Age * Disability * Sex * Gender reassignment and gender identity * Marriage and civil partnership * Pregnancy and maternity * Race – this includes ethnic or national origins, colour or nationality * Religion or belief – this includes lack of belief * Sexual orientation | Choose an item. |
| 4.2.2 | Please detail any finding of unlawful discrimination that has been made by any court or industrial or employment tribunal in the last 3 years? | |
| Details: Click or tap here to enter text. | |
| **4.3 Safeguarding** | | |
| 4.3.1 | Do you agree to adopt the Council’s Safeguarding principles and standards throughout your organisation as part of your normal operating practice?  Link to [Adults Safeguarding Procedures](http://www.osab.co.uk/professionals/multi-agency-procedures/)  [Children's Safeguarding Procedures](http://www.oscb.org.uk/inter-agency-procedures/) | Choose an item. |
| 4.3.2 | Please detail any safeguarding issues you have had in the last 3 years. | |
| Details: Click or tap here to enter text. | |
| **4.4 Health & Safety** | | |
| 4.4.1 | Do you have a health and safety policy? | Choose an item. |
| 4.4.2 | a) Do you have a documented system in place for recording and investigating Health & Safety Incidents? | Choose an item. |
| 4.4.3 | b) Do you have a process to analyse data to identify trends and to use this to improve? | Choose an item. |
| 4.4.4 | Please provide details of any breach of the Health & Safety Act or of any improvement/prohibition notice by the Health & Safety Executive (HSE) during the last 3 years. | |
| Details: Click or tap here to enter text. | |
| **4.5 Data Protection** | | |
| 4.5.1 | Do you comply with all the relevant articles of the General Data Protection Regulations (GDPR)? In particular have you updated your practices, policies and procedures (if necessary) to ensure their effectiveness in recording and demonstrating compliance with the GDPR?  *NB: please note the successful Tenderer(s) will be asked to provide evidence of compliance in the form of a questionnaire.* | Choose an item. |
| 4.5.2 | Will personal data owned by the Council, or that the Council is responsible for at law, be held inside and not transferred outside the UK? If so, where will it be held? | Choose an item. |
| 4.5.3 | Have you had any data protection or information security breaches in the last 3 years? If yes, please provide details of any remedial action or changes to procedures as a result.  *NB: the Council will exclude Tenderers who are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent further occurrences* | Choose an item. |
| Details: Click or tap here to enter text. | |
| 4.5.4 | Please confirm that a secure email method is always used to share personal and/or sensitive information electronically, stating the name of the secure email system that your organisation uses. | Choose an item. |
| Details Click or tap here to enter text. | |
| **4.6** **Environmental Management** | | |
| 4.6.1 | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Choose an item. |
| Details: Click or tap here to enter text. | |
| 4.6.2 | If you use subcontractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Choose an item. |

A5 TECHNICAL ABILITY

5.1 Please provide details of up to 3 contracts performed during the past 3 years that are relevant to, and demonstrate your experience in providing the Services covered by this ITT. Although the information you provide will not be scored as part of this ITT process, the Council may wish to use it in order to verify your relevant experience and capability. P lease note therefore that the customer contact should be prepared to confirm the accuracy of the information provided should the Council wish to contact them.

**For each contract** please provide the following information:

|  |  |
| --- | --- |
| Customer organisation name | Click or tap here to enter text. |
| Customer contact name, position in organisation, phone number and email address | Click or tap here to enter text. |
| Contract start date  Contract completion date  Estimated Contract Value | Click or tap here to enter text. |
| Brief description of contract (max 150 words | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Customer organisation name | Click or tap here to enter text. |
| Customer contact name, position in organisation, phone number and email address | Click or tap here to enter text. |
| Contract start date  Contract completion date  Estimated Contract Value | Click or tap here to enter text. |
| Brief description of contract (max 150 words | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Customer organisation name | Click or tap here to enter text. |
| Customer contact name, position in organisation, phone number and email address | Click or tap here to enter text. |
| Contract start date  Contract completion date  Estimated Contract Value | Click or tap here to enter text. |
| Brief description of contract (max 150 words | Click or tap here to enter text. |

**SECTION B WORKS QUALITY QUESTIONS (PHASE 2) 20%**

Please describe how you propose to deliver the Works described in Appendix 1 Specification: Attach each set of Quality and Programme Question responses on a separate document.

| **No.** | **Question** | **Weighting (%)** |
| --- | --- | --- |
| 1 | Provide a detailed and narrated Method Statement:   1. setting out the approach and methodology you as Main Contractor, and your suppliers, would use to deliver the works.   (Maximum 6 sides of A4 - Ariel Font Size 12 or equivalent) | 1% |
| 2 | Provide a Mobilisation & Implementation Plan for the Contract which clearly sets out:   1. how you will achieve the Contract start date 2. how you will resource the Contract – including a staffing structure which illustrates where subcontractors would be engaged. C.V’s for key senior staff members should be provided. 3. how you will ensure materials and equipment are available for commencement date   (Maximum 4 sides of A4 – Ariel Font Size 11 or equivalent excluding C.V’s and the Implementation Plan [maximum 1 page]. C.V’s to be no more than 1 side of A4 Ariel Font Size 12 or equivalent per staff member) | 2% |
| 3 | Provide your proposed Contract Management Methodology for this Contract including:   1. Account Management Team and the roles and responsibilities of the personnel involved 2. details of proposed meetings, frequency, suggested agenda, attendees etc 3. details of a proposed regular monthly report setting out proposed content. An example of such a report should be provided. 4. details of a proposed quarterly service performance report setting out proposed content. An example of such a report should be provided.   (Maximum 4 sides of A4 – Ariel Font Size 12 or equivalent excluding the example report). | 4% |
| 4 | Delivery of the Contract in accordance with the programme is of critical importance to the District Council:   1. If progress were to be delayed, regardless of the cause, describe what plans and resources you will have in place to enable you to bring progress back on track? 2. Please supply a Copy or Template example of acontract report you intend to use to report progress and programme once in construction. 3. .Provide a detailed week by week programme, in either Primavera, Asta, Project or even Excel, showing activities to be undertaken cross correlated to the Scope of Works and theTender Sum Analysis. Programme is to be provided in a fully openable soft copy for analysation of logic links, logic and float etc.   (Maximum 2 sides of A4 – Ariel Font Size 12 or equivalent excluding programme). | 4% |
| 5 | Provide a risk register for the Contract:   1. which sets out what you consider to be the top ten (10) risks which could affect Contract delivery, fully priced and with ownership attribution?. 2. Provide a mitigation strategy for each of the identified risks should be provided as part of your response?   (Maximum 2 sides of A4 – Ariel Font Size 12 or equivalent) | 4% |
| 6 | Describe your approach to   1. training and development of staff at all levels within your organisation, including apprentices 2. and how apprentices would be used on this Contract?   (Maximum 2 sides of A4 – Ariel Font Size 12 or equivalent) | 1% |
| 7 | What social value are you committing to with this contract? In particular, Cherwell / Oxfordshire County Councils are committed to reducing our emissions from our own estate and activities and has committed to becoming carbon neutral by 2030 for our own estate and activities and to become carbon neutral by 2050 Oxfordshire-wide.   1. What are your ambitions to becoming carbon neutral and how does your organisation seek to assist the Council with its goals? 2. Provide details of your Social Value initiatives that you undertake / have undertaken, and provide a fill set of all examples providing detail of where, when, how much in monetary value terms / manpower input contributions days etc., that you have made. 3. Provide details of any Local to Oxfordshire county, Social Value initiatives that you have been involved in. 4. Please provide a copy of your companies Social Value Policy?   (Maximum 4 sides of A4 – Ariel Font Size 12 or equivalent, excluding the copy of your Social Value Policy document) | 4% |

**SECTION C PRICING (PHASE 2) 40%**

Please insert your Tender price for delivery of the Services set out in the Specification **excluding VAT** in GBP Sterling.

|  |  |
| --- | --- |
| **Cost component description** | **Costs** |
| **B/fwd from Tender Sum Analysis Total Costs** | **£** |

**SECTION D PROGRAMME (PHASE 2) 40%**

| **No.** | **Question** | **Weighting (%)** |
| --- | --- | --- |
| 1 | How do you propose to meet or better the proposed 12 week programme period.   1. Demonstrate how you will meet or improve the programme what method of industry software will you utilise (supply the programme in both a .pdf format and a fully openable soft version) and provide detail of the planning expetise (e.g. CV’s) within the organisation.   (Maximum 2 sides of A4 - Ariel Font Size 12 or equivalent – excluding CV’s no longer that 1 page each) | 6% |
| 2 | How do you propose to highlight tasks which will help/hinder the programme.   1. Explain and show how you will include a critical path in the programme   (Maximum 2 sides of A4 - Ariel Font Size 12 or equivalent) | 6% |
| 3 | How do you propose to highlight any risk sequence within the programme. a. Provide details of a risk register or other mechanism showing to how you will highlight this issue on the programme for consideration.  (Maximum 2 sides of A4 - Ariel Font Size 12 or equivalent) | 6% |
| 4 | How do you propose to highlight any float in the programme.   1. Provide an explanation and provide a separate Float document showing how you will highlight Float on the programme and how you will address this issue.   (Maximum 2 sides of A4 - Ariel Font Size 12 or equivalent) | 6% |
| 5 | Explain your reasoning for the inclusion or not of any Float or risk allowance   1. Explain how you will address the inclusion / exclusion of any float by the planner in the programme.   (Maximum 2 sides of A4 - Ariel Font Size 12 or equivalent) | 6% |
| 6 | How will make sure any allocation of resource or sub contract provision is available to meet this programme.   1. Provide a detailed explanation as to how you envisage that this will be achieved. 2. Provide a separate resourced programme or include within the main programme demonstrating this. 3. Provide copies of any email letters confirming your subcontractors willingness to commit to the project programme timescales if successful   (Maximum 2 sides of A4 - Ariel Font Size 12 or equivalent, excluding the programme and the email letters) | 5% |
| 7 | How will you highlight any materials or services which may require orders out of sequence with this programme or with particularly long lead in times.   1. Provide a statement confirming that either there are no items are long lead -in time items and why you consider this to be a fact. 2. Provide a list of long lead items if applicable with programme implications.   (Maximum 3 sides of A4 - Ariel Font Size 12 or equivalent) | 5% |

**SECTION E ECONOMIC & FINANCIAL STANDING (PHASE 3) PASS/FAIL**

Bidder’s financial stability will be assessed using Procurement Catalyst reports.

|  |  |  |
| --- | --- | --- |
| **Question** | **Economic and Financial Standing** | |
|  | Question | Response |
| **D.1** | Further financial information will be requested in cases where Procurement Catalyst provides no report or insufficient information of the 3 tests. Please select the information your organisation can provide to demonstrate financial standing: |  |
| (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. |  |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
|  | (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). |  |
| **D.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section D.3** | | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** (Delete as applicable) | | |
| Name of organisation | | |  | |
| Relationship to the Supplier completing these questions | | |  | |
| **D.3.1** | Are you able to provide parent company accounts if requested to at a later stage? | | | Yes/No |
| **D.3.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | | | Yes/No |
| **D.3.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | | | Yes/No |

**Please Note: Tenderers do not need to submit the selected financial information as part of their submission. Please have this information ready to submit from Monday 08/11/2021 (12:00 Midday).**

**SECTION E - FORM OF TENDER**

Contract for Provision of Strip Out and New CAT A / B Office Fit Out Works at Castle Quay Shopping Centre, 35-36 Bridge Street, Banbury, Oxfordshire, OX

Reference (I - 1494)

To Cherwell District Council

I / we the undersigned, having examined and accepted the ITT documentation, DO HEREBY OFFER to provide the Works upon and subject to the terms and conditions set out in such Contract Conditions, Specification and other documents as are contained or incorporated in the ITT documentation at the prices and rates contained in the Pricing Schedule and in accordance with the documents forming our Tender. This offer remains valid and open for acceptance for six months.

If this offer is accepted, we will execute such documents in the form of the Contract within 14 days of being called on to do so.

This is a bona fide Tender intended to be competitive.

The amount of my / our Tender has not been calculated by agreement or arrangement with any person other than the Council and the amount of my / our Tender has not been communicated to any person until after the closing date for the submission of Tenders and in any event not without the consent of the Council.

I / we have not and will not enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw or vary the amount of any tender once offered or otherwise collude with any person with the intent of preventing or restricting full competition.

I / we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Council in connection with the award of the Contract and no person employed by me / us has done or will do any such act.

|  |  |
| --- | --- |
| Signature  Duly authorised for and on behalf of the Bidder.  Electronic / typed signatures are acceptable |  |
| Position Held | Click or tap here to enter text. |
| Name and Address of Bidder | Click or tap here to enter text. |
| Dated | Click or tap here to enter text. |

**NOTE:** It must be clearly shown whether the Tenderer is a limited company, partnership or single individual trading in his own or another name, etc. and also if the person signing is not the actual Tenderer, the capacity in which s/he signs or is employed.

**SECTION F - TENDERER CHECKLIST & PRE-CONTRACT CHECKLIST**

**TENDERER CHECKLIST**

Tenderers should ensure that they have completed the following sections before returning their ITT responses:

|  |  |  |
| --- | --- | --- |
| **No.** | **SECTION HEADING** | **COMPLETED?** |
| 1 | Section A Mandatory Criteria (Phase 1) |  |
| 2 | Section B Service Questions (Phase 2) |  |
| 3 | Section C Pricing (Phase 2) |  |
| 4 | Section D Economic & Financial Standing (Phase 3) |  |
| 5 | Section E Form of Tender |  |
| 6 | Social Value Policy |  |
| 7 | Response document |  |
| 8 | Programme |  |
| 9 | Tender Sum Analysis |  |
| 10 | Tender Stage Method Statements |  |
| 11 | 550 Health and Safety Information |  |
| 12 | 570 Outline Construction Phase Health And Safety Plan |  |
|  | 590 Site Waste Management Plan  630 Domestic Subcontracts  - List: Provide Details Of All Subcontractors And The Work For Which They Will Be Responsible.  - Submit: A List Of Subcontractors. |  |

It is important that all sections are completed as failure to do so may result in your ITT response being deemed non-compliant and not further considered by the Council.

Tenderers who do not wish to provide a response to this ITT are requested to advise the Council’s representative as soon as possible.

**PRE-CONTRACT CHECKLIST**

Following evaluation the following documents will be required by the Council from the Tenderer(s) who has the Most Economic Advantageous Tender [MEAT]. These documents must be checked prior to contract and the Council is providing this list so Tenderers can be prepared.

|  |  |
| --- | --- |
| **SECTION** | **SECTION HEADING** |
| 4.1 | Insurance Certificates |
| 4.2 | Equality & Diversity Policy |
| 4.3 | Safeguarding Policy |
| 4.4 | Health & Safety Policy |