

**Invitation to Tender Part 4 – Tender Submission**

Title: **Participatory Democracy**

Reference: **DN676053**

Tender return deadline: **12 noon, 11November 2021**

You are invited to submit a tender for the above contract and the following documents are available on the YORtender system to enable you to submit your tender electronically.

* Invitation to Tender Part 1 –Instructions (for reference)
* Invitation to Tender Part 2 - Terms and Conditions (for reference)
* Invitation to Tender Part 3 – Specification (for reference)
* **Invitation to Tender Part 4 – Tender Submission (this document to be returned)**

Tenders shall remain open for acceptance for a minimum of (**90**) days.

Any queries must be raised via ProContract by the date shown in the timetable prior to the deadline for submission of Tenders.

**Selection Questions**

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| **Section 1** | **Potential Supplier Information** | |
| **Question 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 (g)** | Head office DUNS number (if applicable) |  |
| **1.1 (h)** | Registered VAT number |  |
| **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? | Yes  No |

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| **Q1. Mandatory exclusion** 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 have been convicted anywhere in the world of any of the offences within the summary below: | |
| Participation in a criminal organisation. | Yes No |
| Corruption. | Yes No |
| Fraud. | Yes No |
| Terrorist offences or offences linked to terrorist activities | Yes No |
| Money laundering or terrorist financing | Yes No |
| Child labour and other forms of trafficking in human beings | Yes No |
| If you have answered yes to question 1, please provide further details including 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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| **Q2. Insurance** Please confirm that you already have, or will commit to obtain prior to the commencement of the contract, the levels of insurance cover indicated below: | |
| Minimum of £5m Public Liability: | Yes No |
| Minimum of £5m Employer’s Liability: | Yes No |
| Minimum of £1m Professional Indemnity: | Yes No |

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| **Q3. References.** Please provide details of relevant contracts awarded to, or work undertaken by, your organisation during the last three years, highlighting any relevant experience in relation to this contract. | | | |
| Referee details (Company name, contact name, address) | Contract title and type of work | Contract Value | Contract date(s) |
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**Quality Questions**

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| The total maximum percentage available for quality will be | 80% |
| An overall quality threshold of 66% has been set. Failure to meet the quality threshold will result in your Tender being eliminated from the procurement process. | |
| You should submit clear, concise and unambiguous statements that provide sufficient evidence of how you will deliver the requirements of the specification and associated contract Terms and Conditions. | |
| It is important to ensure that any information submitted is relevant to the quality evaluation criteria. Information which is not relevant will not be considered and will not be evaluated. | |
| You should be aware that if your Tender submission is successful the information that you submit will form part of your contract with the Authority. | |

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| **No** | **Quality criteria** | **Maximum percentage available** |
| 1 | Please outline your approach to delivering the brief. Your response should detail how your proposed methodology will meet the Statement of Requirements set out in section 6. of the Specification  Max word count 500 | 35% |
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| 2 | Please detail your approach to the inclusion of different population groups within the work and discussion, including those referenced in the specification.  Max word count 500 | 30% |
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| 3 | Please provide an outline proposal of planned activity including a project plan, with indicative timescales and detail of your approach. Your response should include:   * The proposed project team detailing previous experience in delivering similar services * Expected outputs * Management of the team * Project plan with timeline of requirements       Max word count 500 – excluding project plan | 20% |
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| 4 | Please outline any potential risks in delivering the work for the authority and how you will mitigate them.  Max word count 300 | 15% |
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**Price Schedule**

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| The total maximum percentage available for price will be | 20% |
| All prices, costs or rates stated on this Price Schedule must be quoted in British currency to 2 decimal places (i.e. whole pence). | |
| All prices should be exclusive of VAT and inclusive of travel and subsistence. | |
| All prices quoted should take into account the requirements of the Authority's Specification and the Terms and Conditions | |
| All green cells must be completed. The red cell must be completed with the total costs. The total price in the red cell is the value that the Authority shall use for evaluation purposes. | |
| |  |  |  |  | | --- | --- | --- | --- | | Area of activity – eg data gathering/ phase | Date rate | No of days required | Total | | example 1 |  |  |  | | example 2 |  |  |  | | example 3 |  |  |  | | example 4 |  |  |  | | example 5 |  |  |  | | example 6 |  |  |  | |  |  |  |  | | Total price (ex VAT). This is the figure that shall be evaluated. | | |  | | | | |

**Declaration of Non-Collusive Tendering**

I/we warrant this is a bona fide Tender, intended to be competitive.

I/We hereby confirm that I/we have not, and will not at any time, canvass any member, officer, employee, or agent of the Authority or Other Contracting Body in connection with the award of the Contract for the services and that no person employed by me/us or acting on my/our behalf has done, or will do, any such act.

I/we have not fixed or adjusted the amount of the Tender or the rates and prices under or in accordance with any agreement or arrangement with any other party.

I/We also confirm that I/we have not done and undertake that I/we will not do at any time any of the following acts:

1. communicate to a party other than the Authority the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender and/or insurance); or
2. enter into any agreement or arrangement with any other party that s/he shall refrain from tendering or as to the amount of any Tender to be submitted; or
3. offer or agree to pay or to 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 any act or omission to be done in relation to any other tender or the proposed Tender.

In this Schedule:

* the word “person” includes any person, body or association, corporate or incorporate;
* the phrase “any agreement or arrangement” includes any transaction, formal or informal whether legally binding or not.

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| **Signature:** |  |
| **Name (Block Capitals):** |  |
| **Position (Job Title):** |  |
| **For and on behalf of (Company Name):** |  |
| **Date:** |  |

**Freedom of Information Schedule**

Please insert any information contained within your tender that you consider to be Confidential or Commercially Sensitive under FOI

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| Document submitted | Section / paragraph of document | Specify the Information / wording considered to be confidential / commercially sensitive | Reasons / justifications for information being confidential / commercially sensitive | Timescale which information shall be confidential | Specify whether the exemption is confidential or Commercially Sensitive |
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| Signature: |  |
| Name (Block Capitals): |  |
| Designation: |  |
| For and on behalf of: |  |
| Date: |  |