

**Provision of Lead Design Team Services –**

**Redevelopment at Grange Park Estate & Five Infill Sites, Blackpool**

**Reference: DN494500**

**Section Three**

**INVITATION TO TENDER**

**Tender Return Document**

**Bidder to Complete**

**Company name:**

**Closing date for receipt of completed documents:**

**5pm 1st October 2020**

**Important Note: You must provide the information requested in a manner and form which complies with the instructions given below and in the accompanying instructions**

**1. STANDARD SELECTION QUESTIONNAIRE**

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), 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 (we call this self-cleaning).

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

**Supplier Selection Questions: Part 3**

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

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

**Consequences of Misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from tendering 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**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You”/“Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are tendering 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.

**Important: Please note that you are required to complete a number of elements of the Selection Questionnaire directly on The Chest (Blackpool Council’s supplier portal). Questions included within this document must also be completed (in the spaces provided) and the document must be uploaded to the Chest as part of your response. Documents / correspondence will not be accepted any other way.**

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| **Selection Questionnaire** **Information to complete** | **Where to find / complete the information** |
| **Part 1 – Potential Supplier information \**** Supplier information
* Bidding Model
* Declaration
 | These questions can be found on The Chest and must be completed via the system response wizard function or within the ‘Evaluation criteria/question sets’ section. \* Please note that your response to these questions will be saved on The Chest for you to then use/review for any future Blackpool Council tender opportunities.  |
| **Part 2 – Exclusion Grounds \**** Grounds for Mandatory Exclusion
* Grounds for Discretionary Exclusion
 |
| **Part 3 – Selection Questions[[2]](#footnote-2)*** Economic & Financial Standings
* Modern Slavery Act 2015
* Insurance
* Health & Safety
 |
| **Part 3 – Project Specific Selection Questions*** Technical & Professional Ability
 | These questions appear below and must be answered in the spaces provided. |

**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. Please note however that the Council reserves the right to ask potential suppliers to submit their evidence at any point in the process if it is necessary to ensure the proper conduct of the procurement.

# Important Note: You must provide the information requested in a manner and form which complies with the instructions given below and in the accompanying instructions.

**2. METHOD STATEMENT RESPONSES (QUALITY 50% & SOCIAL VALUE 10%)**

**Please note:**

* You are required to provide a response to each of the following Method Statements. Your statements should be set out in a clear and concise manner (within the response box provided), fully detailing how you will deliver the requirements in the Specification.
* You must respond to the Method Statements in full and avoid making unsubstantiated reference to company policies, statements or other documents. Any Method Statement that is not answered will automatically be awarded a zero mark.
* Should you be sub-contracting any part of the service, please ensure all your responses includes reference to your proposed sub-contractor / who you will be sub-contracting to and how you will ensure they maintain delivery as outlined within the documentation.
* Attachments (e.g. - policy documents, procedures etc.) should only be provided as evidence in support of your written response. If attachments are submitted as an answer with little or no narrative you will be automatically awarded a zero score. Further, where attachments are not referenced within the narrative they will not be taken into account.
* If a response exceeds the specified word allocation your response will only be assessed up to the allocated words.  Diagrams, pictures and charts should only be used to clarify points made within your response and not used to exploit the word count allocation.  Any tables or other diagrams containing text will be included within the word count. Unless specifically asked for within the method statement any supporting diagrams, pictures, charts or tables should be included as clearly referenced appendices.

The Authority makes no guarantee that this additional information in any format will be evaluated and consideration of such will be at the absolute discretion of the Authority.

**Self-Certification**

**Suppliers will be excluded from the procurement process if they are unable to confirm compliance with the following requirements of the contract.** Suppliers who self-certify that they meet the requirements to these questions will be required to provide evidence of this if they are successful at contract award stage. Please note however that the Council reserves the right to ask potential suppliers to submit their evidence at any point in the process if it is necessary to ensure the proper conduct of the procurement.

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| **2.1** | **It is a requirement of this contract that the successful bidder is able to** **demonstrate the criteria below:** | **Pass / Fail** |
|  | **Insurance Levels (required at the contract Commencement Date)*** Employer’s (Compulsory) Liability Insurance = £10 million
* Public Liability Insurance = £5 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. | ▢   Yes▢   No    |
|  | **Conformance with the Specification (Section Two)**Confirmation that you are able to meet all of the requirements detailed in the specification (Section Two). | ▢   Yes▢   No    |
|  | **Registered RIBA Practice**Please indicate your answer and provide registration details | ▢   Yes▢   No    |
|  | **Working with the Main Contractor**Confirmation that should you be successful, your company or any Sub Consultant would be prepared to work with, via Novation to, the Main Contractor to deliver RIBA Stages 4-7. | ▢   Yes▢   No    |
|  | **GDPR** Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | ▢   Yes▢   No |

**Quality Response**

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| **2.2 Relevant Experience**  | **Weighting 20%** |
| Please provide details of three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE). These must be directly relevant to our requirements and specifically relating to design services for residential development. One example should be relevant to the provision of design services for infill/ small sites. All examples for the required services should have been performed during the past three 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.***Assessment Criteria:**** Response provided including all information:
	+ Provide a brief description of the contract delivered including evidence as to your technical capability in this market;
	+ Are relevant in size and nature to the service outlined in the specification- including residential use and size/ scale of developments & one relating to small/ infill sites;
	+ All within the last three years;
	+ Demonstrate meeting similar objectives to those outlined in the specification.
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| **CONTRACT 1** |
| **Name of customer organisation** |  |
| **Point of contact in the organisation** |   |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **Description of contract (in no more than 300 words)** |  |
| **Contract Start date** |  |
| **Contract completion date** |  |
| **Estimated contract value** |  |
| **CONTRACT 2** |
| **Name of customer organisation** |  |
| **Point of contact in the organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **Description of contract (in no more than 300 words)** |  |
| **Contract Start date** |  |
| **Contract completion date** |  |
| **Estimated contract value** |  |
| **CONTRACT 3** |
| **Name of customer organisation** |  |
| **Point of contact in the organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **Description of contract (in no more than 300 words)** |  |
| **Contract Start date** |  |
| **Contract completion date** |  |
| **Estimated contract value** |  |

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| **2.3 Resources and Commitment** | **Weighting 20%** |
| Key Personnel & Continuity Identify the key personnel that will be involved in the delivery of the projects, detailing the specific role and function of each team member with details of relevant project experience (value & complexity). CVs (maximum of 2 sides) should be included the main members of the design team staff in an appendix. Please provide an organogram that sets out the key personnel responsible for delivery, including proposed sub-contractors/ those engaged to provide specialist services. Please clearly outline if the resources assigned to Project One and Two will differ and how this will be managed. Please explain how your organisation will manage key personnel, and any sub-contractors, to ensure continuity and quality of service should key staff leave the company/ staff sickness etc. Outline how the delivery of this project fits within the context of any other commitments the proposed delivery team may have, in particular the co-ordination of your team and subcontractors.***Assessment Criteria:**** Demonstrated relevant qualifications, experience, skills and competencies of the proposed team members for the project.
* Clear, concise description of specific role and involvement, including hierarchy of responsibility that is shown on a clear organogram.
* Clear outline of resource allocation to each of the projects.
* Demonstrated ability to manage relevant similar projects in scale and nature.
* CV Provided for each main contract fee earner (max. 2 sides of A4).
* All proposed sub-contractors meet project standard requirements in terms of experience/contract value/complexity.
* Effective resource planning, structure, organisation, availability and commitment of proposed delivery team providing reassurance that the proposed team can effectively manage capacity and prioritise their workload.
* Clear description of methods and measures to be used.
* Clear and robust contingency plans in place to ensure continuity of service and sufficient cover.
* Potential level of impact identified.

**Quality Assurance**Outline your approach to quality assurance of the design process and how this will be applied to Project One and Project Two.Set out how the nominated design lead will monitor and manage any conflicts of interest as they arise. ***Assessment Criteria:**** Effective systems in place to monitor and manage conflicts of interest.
* Effective systems to monitor and manage quality delivery.
 |
| **Please respond below in no more than 1000 words (2 page CV’s are excluded from word count)** |

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| **2.4 Partnership Working** | **Weighting 10%** |
| There is a requirement for the successful Design Team to work with the Project Partners to (e.g. Officer Steering Group, Planning, Highways etc.) and support public consultation to ensure the aim and objectives of the projects are met. For both Projects, and noting any difference in approach for the two, please:1. Outline your approach to working with the Project Partners and key stakeholders to ensure successful delivery, and;
2. Describe your suggested approach to public consultation and engagement, including evidence of prior successful delivery.

***Assessment Criteria:**** A clear strategy which identifies the different type of stakeholders and the different communication requirements and processes;
* Potential working relationships and interactions / partnership working;
* A clear demonstration of the importance of the key elements of successful partnership working to meet project objectives;
* A range of examples demonstrating your approach to partnership working;
* Commitment to client care, development & learning;
* Approach to and experience of bringing together disparate views, distilling them and reaching consensus;
* Effective approach proposed for managing all relationships.
 |
| **Please respond below in no more than 750 words** |

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| **2.5 Approach to Delivery (inc. risk management)** | **Weighting 10%** |
| Please provide an outline of your approach to delivering these projects, including key milestones and outline project plans. Set out how your proposed team would utilise collaborative working to ensure the outcome at the end of RIBA Stage 3 meets the project objectives. Please explain how you will ensure the provision of information/ documentation is made accessible and is readily used to refine the design in a timely and effective manner.Please outline what you deem to be the key risks to the delivery of these works on both projects and your proposed mitigation/ management approach.***Assessment Criteria:***Assessment of the extent to which the bidder has demonstrated and evidenced (with relevant case studies/ examples):* A clear, logical and robust project plan with key milestones clearly identified;
* Demonstrate examples of effective communication utilised during the stage of works set out in the Specification;
* robust and effective document management and control system;
* Clearly identified key risks and associated mitigation and controls to manage it;
* Meet project objectives;.
 |
| **Please respond below in no more than 1000 words** |

**NOTE: ONLY THE TOP THREE SCORING BIDDERS FOLLOWING INITIAL EVALUATION WILL BE INVITED TO INTERVIEW. YOU WILL BE NOTIFIED IF YOU HAVE BEEN SUCCESSFUL AS PER THE INFORMATION CONTAINED IN SECTION ONE.**

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| **2.6 Presentation & Interview** | **Weighting 40%** |
| Bidders are expected to attend a formal interview. The first part of the interview will be a 20 minute presentationfollowed by questions/ clarifications.You can present this in a format of your choice. A laptop and screen will be made available, please provide an electronic copy of your presentation material, on to The Chest by 5pm on the day of the presentation.The presentation should clearly set out:* your rationale for wanting to undertake this project;
* an outline of your approach to successfully delivering Project One and Project Two (giving consideration to project objectives, risks, challenges and creative approaches to ensure successful delivery) to ensure it meets the defined objectives and requirements of both projects.

The remainder of the interview will be for clarification purposes and will give the scoring panel the opportunity to re-visit the method statements and this may result in the initial scoring being altered up or down as appropriate. ***Assessment Criteria:**** Understanding of the context of the scheme and rationale for the project objectives
* Creative and innovative approach to achieve the defined project objectives;
* An ability to convey a compelling and exciting design approach;
* Clear desire to work with the project partners on this scheme;
* Demonstrates understanding of balancing aspirations for scheme quality against cost;
* Experience of meeting challenging programmes;
* Experience of delivering small infill sites with potential design challenges.
 |
| **\*\* THIS IS FOR INFORMATION ONLY AT THIS STAGE\*\*****TENDERERS DO NOT COMPLETE THIS SECTION UNLESS INVITED TO THE PRESENTATION FOLLOWING THE INITIAL EVALUATION STAGE.**  |

**Social Value Response**

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| **2.7 Supplier’s Charter Principles** | **Weighting 100%** |
| The Council is seeking to maximise the delivery of Social Value outputs and outcomes during the contract period and beyond. The six principles of Blackpool Council’s Suppliers Charter are:1. Local employment;
2. Local supply chain;
3. Good employer;
4. Green & sustainable;
5. Best practice processes; and,
6. Healthy workplace.

Note: your response to this question should have direct relevance to these six principles. Please summarise **(max. 250 words)** your Company’s approach and general activity in support of social value, referencing how your organisation currently proactively applies Blackpool Council’s Social Value Principles (as detailed in our Supplier Charter within the tender return document) and Social Value Objectives (as detailed with the Social Value Guide attached within your business. Any company policies may be attached to support your response only; the policy alone will not be considered a response.Please provide details of your specific offer (tangible actions/ activities) in relation to: **(max. 1000 words)**1. Supporting /creating quality local (FY postcode) employment and training opportunities (direct and in-direct);
2. Maximising local (FY/ PR postcode) supply chain contributions;
3. Ensure that your employees are given a fair reward, training and development opportunities and a healthy working environment;
4. Your carbon foot print and use of environmentally sustainable products/ materials and working practices.
5. Social engagement in the local community and education attainment in local schools
6. Support of the physical and mental health of your direct and indirect employees.
7. Any other deliverables that you can offer which will provide social, community and economic benefit.

Your response to the above must outline how your proposals will be measured and evaluated. Please note that your proposals questions must be at no additional cost to the Authority.**ASSESSMENT CRITERIA:*** Assessment of the extent to which the proposals add innovation / genuine measurable value to the delivery of this Contract for its entire duration.
* Demonstrate value added to the locality (in terms of employment, training and supply chain opportunities, community and education)
* Demonstration of best practice processes and compliance with all 6 Supplier Charter principles.
* Examples / Specific offers align with the aims and objectives of both the Supplier Charter and service requirements.
 |
| **Please respond below in no more than 1250 words** |

**Important Note: You must provide the information requested in a manner and form which complies with the instructions given below and in the accompanying instructions.**

**3. PRICING INFORMATION (WORTH 40% OF OVERALL SCORE)**

**Please note:**

* Rates and prices must be inclusive of ALL disbursements and exclusive of VAT. It is most important that your price submission includes all cost elements which would be chargeable to the Authority (clearly itemised). Blackpool Council will not be liable for any costs / prices not identified in your submission.
* In the event of this Invitation to Quotation incorporating a price / cost schedule, and unless stated to the contrary, the prices tendered against the items on the schedule must be in accordance with the price(s) per unit(s) indicated as being required.
* Bidders must take into account any potential price increases due prior to the commencement of the contract period as prices will be fixed for the first 12 months of the Contract. All prices to be fixed for the first 12 months of the contract.
* The projects will attract the following weightings against the Tender 40% Price score:
	+ Grange Park (80% weighting); and,
	+ Infill sites (20% weighting).
* The maximum project available budget for Grange Park is £15,960,000 *(Based on 120 plots @£133k per plot).*
* The maximum project available budget for the Infill Sites is subject to Design tender proposals.
* Please complete the pricing information within Section Four.

**4. SIGNED DECLARATION / FORM OF TENDER**

Submitted by: (Company name).………………………………………………..…………………………….……

Name & Address ………………………………………………………………………………………………………

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

Tel No: ………………………………………E-Mail:…………………………………………………………………..

Mobile No: ……………………………………………………

* I/We the undersigned, hereby guarantee that all services will comply with the requirements contained in the Authority’s Quotation Document and undertake to provide to the satisfaction of Blackpool Council the Services described herein.
* I/We confirm that the contents of this Tender will remain valid for 90 days from the date of this Form of Tender.
* I/We further undertake and agree to execute if required to do so, after the acceptance of this tender, a formal agreement in accordance therewith to be prepared by the Head of Procurement of the said Council.
* I/we hereby declare that neither I/we nor my/our employees, servants or agents have followed nor will follow in relation to the tender or any contract made pursuant there to the following practices:-

(a) The communication to a person other than the Authority of the amount of any proposed tender in accordance with any agreement and arrangement to so communicate:

* 1. The adjustment of the amount of proposed tender in accordance with any agreement or arrangement between me/ourselves and any person other than the Authority.
* I / We have not corrupted/amended any text whatsoever in this electronically transmitted tender document.

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| Name  |  |
| Signed  |  |
| Position Held |  |
| Date  |  |
| Witnessed by  |  |
| Address  |  |

**5. CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING**

*Note to Organisation*: As a public body it is important that Blackpool Council receives genuine competitive offers from Tenderers, and that all Tenderers act in a manner that is honest and reflects best practices. Tenderers are therefore required to sign this document to certify that they have not and will not undertake any acts of canvassing or collusion.

Statement of Non-canvassing:

I/we hereby certify that I/we have not canvassed any member, director, employee or adviser of the Council in connection with this Tender and the proposed award of the Contract by the Council and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, director, employee or adviser of the Council in connection with this Tender and the proposed award of the Contract and that no person employed by me/us or acting on my behalf, or advising me/us, will do any such act. I/we agree that the Council may, in consideration of this bid, and in any subsequent actions, rely upon the statements made in this Certificate.

**Statement of Non-collusion:**

The essence of the public procurement process for selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we hereby certify that this is a bona fide offer, intended to be competitive, and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time during the tender process or in the event of my/our tender being successful while the resulting Contract is in force, any of the following acts:

1. enter into any agreement or agreements with any other person that they shall refrain from tendering to the Council or as to the amount of any offer submitted by them; or
2. inform any person, other than the Council of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or
3. cause or induce 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. commit any offence under the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972; or
5. offer or agree to pay or give or actually 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 performance of the Project covered by the Tender any act or omission.

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.

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

Signed

Name

Position

Date ­­­­­­­­­­­­­­­­­­­­­

For and on behalf of [please insert company name]

**6. INFORMATION PROVIDED IN CONFIDENCE & COMMERCIAL INTERESTS**

**The following forms should be submitted with all quotations and tenders to indicate areas of your submission that you consider to be either *INFORMATION PROVIDED IN CONFIDENCE OR OF COMMERCIAL INTEREST*.**

**It is important these sections are given consideration prior to submission of your bid. You must not simply indicate ‘tender response’ but must identify specific areas of your tender submission with the reason why you consider it to be provided in confidence or of commercial interest.**

**Confidential material** is as defined in Section 41 of the Freedom of Information Act, 2000 (FoI) where the disclosure of the information would constitute an actionable breach of confidence.

**Information deemed to be of commercial interest** is as defined in Section 43 of the FoI and relates to *‘information, the disclosure of which would be likely to prejudice the commercial interests of any person’*.

**Tenderers should make themselves aware of the definition of each term as well as the circumstances in which FoI & Environmental Information Regulations 2004 (EIR) exemptions apply.**

**Confidential material checklist**

**Confidential documents not for disclosure to third parties under the FoI & EIR**

**The authority may be obliged to disclose information in or relating to this quotation / tender exercise following a request for information under FoI or EIR therefore please outline in the table below all items which you consider are genuinely confidential and which are not for disclosure in respect of your application.**

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| **Information / Document**  | **Reference / Page No.** | **Reasons for non-disclosure**  |
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The applicant acknowledges that the confidential information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR.

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be confidential the Council will consider your views however the authority will make the final decision to disclose information or not.

Note: To be kept with the correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule.

**Commercial Interests**

**Information deemed to be of commercial interest and not for disclosure to third parties under FoI or EIR.**

**The authority may be obliged to disclose information in or relating to this quotation / tender exercise following a request for information under the FoI or EIR therefore please outline in the table below items which you consider are genuinely commercially sensitive and which are not for disclosure in respect of your application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Information / Document** | **Reference / Page No.** | **Reasons for non-disclosure (cite exemption(s) to be considered)** | **Duration of confidentiality** |
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The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the authority may be obliged to disclose it pursuant to a request under the FOI or EIR.

The authority shall act reasonably and use its discretion when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information you believe to be commercially sensitive the Council will consider your views however the authority will make the final decision to disclose information or not.

Note: To be kept with the correspondence for consideration should a request for information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 be received. This document can be destroyed in line with the retention and destruction schedule.

**7. BLACKPOOL COUNCIL SUPPLIER CHARTER**



Blackpool Council – Supplier Charter

Blackpool Council’s mission states:

*“The UK’s number one family resort with a thriving economy that supports a happy and healthy community who are proud of this unique town.”*

With this in mind, the purpose of this Charter is to set out some guiding principles which Blackpool Council will adhere to and to which it will invite its contracted suppliers, the wider business community, other public sector bodies (including Schools) and third sector organisations to adopt.

The Council is a major purchaser within the local economy and seeks to act as a role model of good purchasing practice and recognises that suppliers play a critical role in the delivery of public services. We want to work with suppliers in a way that promotes a clear understanding of the Council’s needs.

Charter signatories will consider how they can make a positive contribution to improve the economic, social and environmental well-being of Blackpool in order to help achieve the following priorities.

Council Priorities

* “The economy: Maximising growth and opportunity across Blackpool”
* “Communities: Creating stronger communities and increasing resilience”
* “Organisational Resilience: Ensuring the efficient and effective running of the organisation to enable us to deliver quality services”

Charter Principles

* Local employment
* Local supply chains
* Good employer
* Green & sustainable
* Best practice processes
* Healthy workplace

**Blackpool Council’s commitment to suppliers is to:**

* Operate lawful procurement processes that ensure all rules and policies are fairly applied, which also minimises the cost to suppliers and allows equal access to relevant information.
* Encourage a wider and diverse range of suppliers to compete for Council business.
* Any tender that the Corporate Procurement Team undertake will be advertised on the North West e-Tendering Portal – The Chest (<https://procontract.due-north.com/>).
* Where appropriate and practicable, Blackpool Council will balance opportunities with value for money by considering the division of larger contracts into smaller lots, to give SMEs and the Voluntary and Community Sector an equal chance to tender for them.
* Where appropriate Blackpool Council will conduct supplier days to brief, train and support suppliers to submit compliant tenders.
* Respond to enquiries in a courteous, timely and professional manner.
* Publish guidance on how to do business with the Council in appropriate locations and provide clear specifications avoiding unnecessary and onerous contract terms and information requirements.
* Offer constructive feedback to suppliers after award of contracts.
* Where invoices are not in dispute, to meet contractual payment terms.
* Always act in line with our Council values of accountability, fairness, quality, trustworthiness and compassion.

**Signatories of the Charter will commit to or consider the following:**

*Local employment*

* *Creating employment and training opportunities for local residents including people with disabilities and support people into work and work experience placements. Blackpool Council’s* ***Positive Steps into Work*** *scheme is a free, friendly service that will support your business to meet its recruitment needs.*

*Tel: 01253 477300 or email* *positivesteps.intowork@blackpool.gov.uk*

* *Seek opportunities to work with schools to ensure that the young people of Blackpool are equipped with the right skills to match the requirements of the labour market.*
* *Adopt Blackpool Council’s Social Value Toolkit and Sustainable Procurement Code of Practice and use these to consider employment and skills opportunities at every stage of the procurement process.*
* *Seek to deliver other social, economic and community benefits through delivery of the contract.*

*Local supply chains*

* *Support the local economy by choosing suppliers close to the point of delivery.*
* *Encourage suppliers to endorse the principle of buying local through their supply chains.*

*Good employer*

* *Ensure that employees are given a fair reward and help foster a loyal and motivated workforce.*
* *Provide a safe and hygienic working environment.*
* *Ensure that they comply with relevant legislation and industry standards.*
* *Not discriminate based on race, caste, national origin, religion, age, disability, mental health issues, gender, marital status, sexual orientation, union membership or political affiliation.*
* *Not tolerate harassment or intimidation.*
* *Refrain from using ‘zero hours’ employment contracts adopt the Real Living Wage as a minimum and encourage sub-contractors to do the same.*
* *Pledge never to commit, condone, or remain silent about violence in any form against any victim and provide appropriate support for staff who experience domestic abuse through a clear Domestic Abuse Staff Policy. See* [*www.whiteribbon.org.uk*](http://www.whiteribbon.org.uk) *for further information.*

*Green & sustainable*

* *Awareness of carbon footprint, including the indirect carbon used in manufacturing and the direct impact of operations and logistics.*
* *Eliminate unnecessary waste by adopting the “reduce, reuse and recycle” philosophy.*
* *Be a good neighbour, minimise negative local impacts (e.g. noise, air quality) and improve green areas.*
* *Reduce adverse impacts on the environment through the suppliers supply chain.*
* *Utilise more environmentally sustainable products and materials (e.g. low energy, recycled paper, FSC stamped timber, carbon steel).*

*Best practice processes*

* *To work to the highest standards of business integrity and ethical conduct ensuring that actions and behaviours are carried out in line with our Council values of accountability, fairness, quality, trustworthiness and compassion.*
* *Pay suppliers and sub-contractors promptly and in line with the Council’s terms.*
* *Seek to deliver value for money and continuous improvement through the life of the contract.*
* *Ensure compliance with all relevant legislation.*
* *Work collaboratively, suggesting innovative ways to achieve the principles of the Charter.*
* *Provide constructive feedback on processes, including barriers to business.*
* *Communicate problems and concerns quickly to ensure early intervention and resolution of issues.*
* *Support the use of basic technology (e.g. internet and email) to enable suppliers and the Council to benefit from e-sourcing processes.*
* *Conduct all communications in a courteous and timely manner, ensuring that any request to release information, e.g. Freedom of Information Act 2000 is made within permitted timescales.*

*Healthy workplace*

* *Provide opportunities to improve employee health and wellbeing, including promoting and supporting healthier lifestyles. You can find advice and guidance at:* <http://www.nhs.uk/Livewell/workplacehealth/Pages/Workplacehome.aspx>



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.pdf* [↑](#footnote-ref-1)
2. [*See Action Note 8/16 Updated Standard Selection Questionnaire*](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-2)