

**Invitation to Tender WH20017**

**Non-Domestic Periodic Electrical Testing Incorporating Portable & Fixed Appliance Testing**

**Schedule 4 - Information to Tenderers**

|  |  |
| --- | --- |
| **Tender Period**  4 Years with possibility of extending by a further 12 months | **Procurement Lead**  John Bailey |
| **Tender Return Date**  19th February 2021 | **Contact Details**  **www.procontract.due-north.com** |

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1. **INSTRUCTIONS TO TENDERERS**
   1. **Introduction**
      1. You are herby invited to submit a Tender for this contract for the provision of Non-Domestic Periodic Electrical Testing Incorporating Portable & Fixed Appliance Testing Services as detailed in the ITT Material.
      2. This Tender exercise will be carried out entirely online, using this ProContract e-sourcing portal.
      3. Before completing the Questionnaire, please ensure that you have read all the documents in the document library.
      4. This Invitation to Tender does not constitute an offer and Wolverhampton Homes does not bind itself to accept the lowest or any Tender and reserves the right to accept a Tender either in whole or in part for such item or items specified in this Invitation to Tender.
   2. **Background Information** 
      1. Wolverhampton Homes Limited (WHL) is an Arm’s Length Management Organisation (ALMO) established in 2005 which manages and maintains Wolverhampton City Council’s Social Housing Stock (approximately 23,200 properties).
      2. The projected budget for this work over the course of the contract is £144,000 per annum.
      3. Nevertheless, the Client does not guarantee the volume of work on any resulting contract
   3. **The Requirement**
      1. Wolverhampton Homes requires an established, suitably qualified and experienced Contractor to:

* Provide Electrical Periodic Testing to various non-domestic areas in different types of buildings throughout the City.
* Provide Portable and Fixed Appliance Testing at various locations throughout the City.
* Carry out remedial works following the testing of installations.
  + 1. The Contractor must be registered as a member of the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent approved body.
    2. All works is to be in accordance (where applicable, and as amended), with the following:
* Health and Safety at Work etc Act 1974 (HSWA),
* Electricity at Work Regulations 1989,
* BS 7671: 2018 as amended; I.E.T. Wiring Regulations 18th Edition,
* I.E.T. Guidance Note 3 Inspection & Testing,
* I.E.T. Code of Practice for in – service Inspection and Testing of Electrical Equipment,
* BS 5266-1:2016 Emergency lighting. Code of practice for the emergency lighting of premises,
* BS EN 1838:2013 Lighting applications. Emergency lighting,
* BS EN 50172:2004, BS 5266-8:2004 Emergency escape lighting systems,
* Approved Document L Building Regulations,
* Provision and use of Work Equipment Regulations 1998,
* Workplace (Health & Safety and Welfare) Regulations 1992,
* The Electrical Equipment (Safety) Regulations 1994,
* Waste Electronic and Electrical Equipment Regulations 2006

(WEEE directive),

* The Housing Act 2004 (England and Wales),
* Management of Health and Safety at Work Regulations 1999,
* The Construction (Design and Management) Regulations 2015.
  + 1. The Contractor shall be required to provide relevant contact details, including out of hours, for the purpose of reporting problems and general enquiries. The Contractor shall assign a dedicated person and a deputy for the running of this contract.
    2. The Contractor shall only utilise suitably qualified personnel in connection with this contract. These qualifications shall include City and Guilds Electrical Installations Part 1 and 2 or NVQ Level 3, City and Guilds Regulations BS7671 to the Latest Edition, City and Guilds Inspection, Testing and Certification and Installation Electrician ECS gold card, City and Guilds 2377-22 In-Service Inspection and Testing of Electrical Equipment and Certification, and Installation Electrician ECS gold card. Where Apprentices or other trainees are utilised on this contract, they are to be supervised by a suitably qualified person at all times.
    3. All Tenderers must hold a relevant Safety Schemes in Procurement (SSIP) certificate which includes Construction Contractor, Principal Contractor, Principle Designer, Group and Non-Construction as part of the SSIP audit. Please see www.ssip.org.uk for more details of the relevant schemes.
    4. All Tenderers must be registered on Constructionline and have a Contract Notation of at least £1,440,000 in an appropriate Category.
    5. The term of the Contract shall be four years with the option to extend for a further 12 months.
  1. **Instructions to Tenderers**
     1. Tenderers should read these instructions carefully before completing their Questionnaire. Failure to comply with the requirements for completion and submission may result in the rejection of their Tender.
     2. Tenderers should familiarise themselves fully with the extent and nature of the Requirements and the contractual obligations and are deemed to have done so before submitting a Tender. Please ensure that the rates included within the schedule represent the works to be undertaken. Rates will be checked to validate their accuracy.
  2. **ITT Structure**
     1. The ITT comprises of:

##### Tender Part 1 - Instructions and General Information.

##### To confirm you have read instructions for suppliers document

* ***Tender Part 2*** – ***Standard Selection Questionnaire***
  + To complete the government standard questionnaire
* ***Tender Part 3*** – ***Tender Specific Information***
  + Subsection 1 – Pass / Fail
  + Subsection 2 – Insurance
  + Subsection 3 – Specification
  + Subsection 4 – Key Performance Indicators
  + Subsection 5 – Payments & Ordering
  + Subsection 6 – Additional Contract Conditions
  + Subsection 7 – Information Governance
  + Subsection 8 – Modern Slavery Act 2015
  + Subsection 9 – Quality / Price / Social Value
  + Subsection 10 – Equality & Diversity
  + Subsection 11 – City of Wolverhampton Charter
  + Subsection 12 – Tender Declaration
  1. **Timetable**
     1. Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the Client does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| **Target Date** | **Activity** |
| 15th January 2021 | Advert issued for publication with the ITT made available to Tenderers. |
| 12th February 2021 | Deadline for Tender clarifications |
| 19th February 2021 | Tender Return Date |
| 12th March 2021 | Complete Evaluation |
| 12th March 2021 | Complete and send out the intention of award notification letters |
| 22nd March 2021 | End of 10 Day standstill Alcatel period |
| 23rd March 2021 | Final award letters sent out. |
| 1st May 2021 | Go-Live / Contract Start Date |

* 1. **Submission of Tender**
     1. The closing date for the submission of Tenders is **12:00 noon on** **19th February 2021.**
     2. Tenders must be submitted via the ProContract e-sourcing portal at www.procontract.due-north.com. All problems in uploading documents to the Delta e-sourcing portal should be referred to the ProContract e-sourcing helpdesk in the first instance.
     3. It is the Tenderers’ responsibility to ensure that their Tender is uploaded so the Client receives it no later than the appointed time. The Client does not undertake to consider Tenders received after that time.
  2. **Instructions for Completion**
     1. Tenderers are to complete the Questionnaire on the e-sourcing portal, and these answers shall form their Tender.
     2. Tenderers should answer all questions as accurately and concisely as possible.
     3. Questions should be answered in English and completed by duly authorised personnel.
     4. The information supplied will be checked for completeness and compliance with the instructions before responses are evaluated.
     5. In the event that none of the responses are deemed satisfactory, the Client reserves the right to terminate the procurement and where appropriate re-advertise the procurement.
     6. Tenderers must be explicit and comprehensive in their responses.
     7. Prior knowledge of your company or your submission must not be assumed and all questions must be answered in full.
  3. **Queries**
     1. Any queries should be raised through the ProContract e-sourcing portal at [www.procontract.due-north.com](http://www.procontract.due-north.com) .
     2. The closing date for queries is 12th February 2021.
     3. If it is considered that a query may have a material effect on the tendering process, all Tenderers will be notified.
  4. **Clarification Interviews** 
     1. The Client reserves the right to invite Tenderers to formal interviews to clarify their bids at any time during the Evaluation Process.
     2. The Interviews shall not be marked but will be used to review and confirm the marks given to their Tender during the Evaluation Period.
     3. Tenderers shall be given as much notice as practicable, and in any case a minimum of 48 hours, of any interviews.
  5. Tender Conditions
     1. Wolverhampton Homes will not reimburse any Tendering costs.
     2. If there appears to be an error in a submission or supporting information the Tenderer will be invited to confirm or withdraw its bid. Where the error relates to the quotation total as calculated from tendered rates and variable quantities, the bid will be regarded as the quotation total bid and the rate adjusted accordingly. The Tenderer will be invited to confirm or withdraw the bid and resulting rate.
     3. Tenderers are not to discuss their bid other than with professional advisers or joint bidders who need to be consulted. Bids shall not be canvassed for acceptance or discussed with the media or any other Tenderer or member or officer of Wolverhampton Homes.
     4. Tenders are to remain open for acceptance for a minimum of 120 days.
     5. The prices tendered shall remain firm for the duration of the Contract.
     6. Any work undertaken before the award of contract by Wolverhampton Homes shall be at the Tenderer’s risk.
     7. Tenderers will be notified simultaneously and as soon as possible of any decision made by Wolverhampton Homes during the tender process, including award.
     8. Unsuccessful Tenderers may request a debrief.
  6. Freedom of Information
     1. In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘FoIA’), all information submitted to the Client may be disclosed in response to a request made pursuant to the FoIA.
     2. In respect of any information submitted by a Tenderer that it considers to be commercially sensitive the Tenderer should:
        + - clearly identify such information as commercially sensitive;
          - explain the potential implications of disclosure of such information; and,
          - provide an estimate of the period of time during which the Tenderer believes that such information will remain commercially sensitive.
     3. Please submit responses to a, b and c where indicated in the Questionnaire.
     4. Where a Tenderer identifies information as commercially sensitive, the Client will endeavour to maintain confidentiality. Tenderers should note, however, that, even where information is identified as commercially sensitive, the Client might be required to disclose such information in accordance with the FoIA. Accordingly, the Client cannot guarantee that any information marked ‘commercially sensitive’ will not be disclosed.
  7. **GDPR (Data Protection Act 2018 – DPA)**
     1. For the purposes of this Clause 13.1, the terms “Data Controller”, “Data Processor”, “Data Subject”, “Personal Data”, “Process” and “Processing shall have the meaning prescribed under the DPA.
     2. The Contractor shall (and shall ensure that all of its Staff) comply with any notification requirements under the DPA, both Parties will duly observe all their obligations under the DPA which arise in connection with the Contract.

13.3 Notwithstanding the general obligation in clause 13.2, where the Contractor is processing Personal Data (as defined by the DPA) as a Data Processor for the Client the Contractor shall:

(a) Process the Personnel Data only in accordance with instructions from the Client (which may be specific instructions or instructions of a general nature) as set out in this Contract or as otherwise notified by the Contracting Authority;

1. comply with all applicable laws DPA;
2. Process the Personal Data only to the extent; and in such manner as is necessary for the provision of the Provider’s obligations under this Contract or as is required by Law, any Regulatory Body, DPA;
3. implement appropriate technical and organisational measures to protect the Personal Data against unauthorised or unlawful Processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful Processing, accidental loss, destruction or damage to the Personal Data and having regard to the nature of the Personal Data which is to be protected;
4. take reasonable steps to ensure the reliability of its staff and agents who may have access to the Personal Data;
5. obtain prior written consent from the Contracting Authority in order to transfer the Personal Data to any sub-contractor for the provision of the Services;
6. not cause or permit the Personal Data to be transferred outside of the European Economic Area without the prior consent of the Employer;
7. ensure that all staff and agents required to access the Personal Data are informed of the confidential nature of the Personal Data and comply with the obligations set out in this clause 13.1;
8. ensure that none of the staff and agents publish disclose or divulge any of the Personal Data to any third parties unless directed in writing to do so by the Client

not disclose Personnel Data to any third parties in any circumstances other than with the written consent of the Client or in compliance with a legal obligation imposed upon the Client; and

13.4 notify the Client (within five Working Days) if it receives:

1. a request from a Data Subject to have access to that person’s Personal Data; or
2. a complaint or request relating to the Client’s obligations under the DPA;

13.5 The provision of this Clause 13.1 shall apply during the Contract Period and indefinitely after its expiry.

* 1. **GDPR (General Data Protection Regulation)**
     1. The Parties acknowledge that for the purposes of the Data Protection Law, the Client is the Controller and the Contractor is the Processor. The only processing that the Contractor is authorised to do is listed in the Data Processing Summary by the Client and may not be determined by the Contractor.
     2. The Contractor shall notify the Client immediately if it considers that any of the Client’s instructions infringe the Data Protection Law.

14.3 The Contractor shall provide all reasonable assistance to the Client in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Client, include:

a) a systematic description of the envisaged processing operations and the purpose of the processing;

b) an assessment of the necessity and proportionality of the processing operations in relation to the Services;

c) an assessment of the risks to the rights and freedoms of Data Subjects; and

d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.

* + 1. The Contractor shall, in relation to any Personal Data processed in connection with its obligations under this Contract:

(a) process that Personal Data only in accordance with the Data Processing Summary, unless the Contractor is required to do otherwise by Law. If it is so required, the Contractor shall promptly notify the Client before processing the Personal Data unless prohibited by Law;

(b) ensure that it has in place Protective Measures, which have been reviewed and approved by the Client as appropriate to protect against a Data Loss Event having taken account of the:

i. nature of the data to be protected;

ii. harm that might result from a Data Loss Event;

iii. state of technological development; and

iv. cost of implementing any measures;

(c) ensure that:

i. the Contractor Representatives do not process Personal Data except in accordance with this Contract (and in particular the Data Processing Summary);

ii. it takes all reasonable steps to ensure the reliability and integrity of any Contractor Representatives who have access to the Personal Data and ensure that they:

(d) are aware of and comply with the Contractor’s duties under this clause;

(e) are subject to appropriate confidentiality undertakings with the Contractor or any Sub-processor;

(f) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third Party unless directed in writing to do so by the Client or as otherwise permitted by this Contract; and

(g) have undergone adequate training in the use, care, protection and handling of Personal Data; and

(h) not transfer Personal Data outside of the EU unless the prior written consent of the Client has been obtained and the following conditions are fulfilled:

(i) the Client or the Contractor has provided appropriate safeguards in relation to the transfer (whether in accordance with GDPR Article 46 or LED Article 37) as determined by the Client;

(ii) the Data Subject has enforceable rights and effective legal remedies;

(iii) the Contractor complies with its obligations under the Data Protection Law by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Client in meeting its obligations); and

(iv) the Contractor complies with any reasonable instructions notified to it in advance by the Client with respect to the processing of the Personal Data;

(I) at the written direction of the Client, delete or return Personal Data (and

any copies of it) to the Client on termination of the Contract unless the

Contractor is required by Applicable Law to retain the Personal Data.

14.5 The Contractor shall notify the Client immediately if it:

(a) receives a Data Subject Access Request (or purported Data Subject Access Request);

(b) receives a request to rectify, block or erase any Personal Data;

(c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Law;

(d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;

(e) receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Applicable Law; or

(f) becomes aware of a Data Loss Event.

14.6 The Contractor’s obligation to notify shall include the provision of further information to the Client in phases, as details become available.

14.7 Taking into account the nature of the processing, the Contractor shall provide the Client with full assistance in relation to either Party's obligations under Data Protection Law and any complaint, communication or request (and insofar as possible within the timescales reasonably required by the Client) including by promptly providing:

(a) the Client with full details and copies of the complaint, communication or request;

(b) such assistance as is reasonably requested by the Client to enable the Client to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Law;

(c) the Client, at its request, with any Personal Data it holds in relation to a Data Subject;

(d) assistance as requested by the Client following any Data Loss Event;

(e) assistance as requested by the Client with respect to any request from the Information Commissioner’s Office, or any consultation by the Client with the Information Commissioner's Office.

14.8 The Contractor shall maintain complete and accurate records and information to demonstrate its compliance with this clause. This requirement does not apply where the Contractor employs fewer than 250 staff, unless:

(a) the Client determines that the processing is not occasional;

(b) the Client determines the processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; and

(c) the Client determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.

14.9 The Contractor shall allow for audits of its Data Processing activity by the Client or the Client’s designated auditor.

14.10 The Contractor shall designate a data protection officer if required by the Data Protection Law.

14.11 Before allowing any Sub-processor to process any Personal Data related to this

Contract, the Contractor must:

(a) notify the Client in writing of the intended Sub-processor and processing;

(b) obtain the written consent of the Client;

(c) enter into a written agreement with the Sub-processor which give effect to such that they apply to the Sub-processor; and

(d) provide the Client with such information regarding the Sub-processor as the Client may reasonably require.

14.12 The Contractor shall indemnify and keep indemnified the Client against all losses, claims, damages, liabilities, costs and expense (including reasonable legal costs) incurred by the Client in respect of any breach of (Data Protection) by the Contractor and/or any act or omission of any Sub-processor.

14.13 The Client may, at any time on not less than 30 Working Days’ notice, revise this clause by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this Contract).

14.14 The Parties agree to take account of any guidance issued by the Information Commissioner’s Office. The Client may on not less than 30 Working Days’ notice to the Contractor amend this contract to ensure that it complies with any guidance issued by the Information Commissioner’s.

1. **AWARD** CRITERIA

# Overview

* + 1. Tenderers will be evaluated on the answers they provide in their tender response via the ProContract e-sourcing portal. The evaluation criteria is made up of ‘weighted marked’ (award) questions. The information below shows how each section is to be marked.
    2. The Client does not bind itself to accept the lowest or any tender for the Services and reserves the right to accept part of the Tender unless the Tenderer expressly stipulates to the contrary.
    3. The Client will have no obligation to Tenderers arising from this tender exercise unless it enters into a formal contract with the Tenderer for the provision of the Services that are subject to this Invitation to Tender.
    4. Tenderers may be contacted to clarify their bids or may be invited to provide a short presentation in support of their proposals.

# Weighted Marked Questions (Award Criteria)

* + 1. This stage evaluates how Tenderers propose to provide the services to Wolverhampton Homes.
    2. The Award of Contract shall be based on the Most Economically Advantageous Tender in respect of:

|  |  |
| --- | --- |
| **Criteria** | **Percentage** |
| Cost: | **40%** |
| Quality | **60%** |

* + 1. Cost
       1. The total cost score will be added to the total quality score to give a total score for evaluation and decide the Most Economically Advantageous Tender.
       2. Cost shall be evaluated as follows:

The Pricing Schedule is split into two elements

1. Periodic Testing (Tab 1 in Schedule of Rates)
2. Portable & Fixed Appliance Testing (Tab 2 in Schedule of Rates)

*Summarised Cost Sub Split Table*

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Sub Split** | **Weighting Percentage** |
| **Cost**: Periodic Testing | Electrical Testing | 20% |
| **Cost**: Periodic Testing | Remedial Works | 10% |
| **Cost:** Portable & Fixed Appliance Testing | Not Applicable | 10% |
| **Total %** | | **40%** |

*Periodic Testing*

The Periodic Testing element is worth 30% of total cost and is split into two sub sections, Electrical Testing & Remedial Repairs:

*Periodic Testing – Electrical Testing*

The sub-split for the Electrical Testing is worth 20%. Individual rates in this sub section will be added together to reach a total cost for this sub section. The total cost for this subsection will be calculated in cell C2 within the Summary worksheet within document 2.0 Electrical & Periodic Testing Services-SOR-Schedule 3.xlsx. The most competitively priced tender for this subsection within cell C2 will receive the maximum mark being 20%. Less competitive tenders will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender. Please refer to the “Instructions For Suppliers” document that can be found in Tender Part 1 (Instructions & General Information), where further information can be found on how we will evaluate your tender with worked examples.

*Periodic Testing – Remedial Repairs*

The sub-split for Remedial Repairs is worth 10%. Individual rates in this sub section will be added together to reach a total cost for this sub section. The total cost for this subsection will be calculated as a subtotal in cell C3 within the Summary worksheet within the document 2.0 Electrical & Periodic Testing Services-SOR-Schedule 3.xlsx. The most competitively priced tender for this subsection within cell C3 will receive the maximum mark being 10%. Less competitive tenders will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender. Please refer to the “Instructions For Suppliers” document that can be found in Tender Part 1 (Instructions & General Information), where further information can be found on how we will evaluate your tender with worked examples.

*Periodic Testing – Sub Total*

The marks for these two sub sections will be added together to reach a total score for the Periodic Testing element.

*Portable & Fixed Appliance Testing*

The sub-split for Portable & Fixed Appliance Testing element is worth 10%. Individual rates in this element will be added together to reach a total cost for this subsection. The total cost for this subsection will be calculated as a subtotal in cell C4 within the Summary worksheet within the document 2.0 Electrical & Periodic Testing Services-SOR-Schedule 3.xlsx. The most competitively priced tender for this subsection will receive the maximum mark being 10%. Less competitive tenders will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender. Please refer to the “Instructions For Suppliers” document that can be found in Tender Part 1 (Instructions & General Information), where further information can be found on how we will evaluate your tender with worked examples.

*Periodic Testing & Portable Fixed Appliance Testing Total*

The weighted mark for Portable Fixed Appliance Testing will be added to the total weighted score for the Periodic Testing element to reach a total cost evaluation score.

Please note that evaluation multiplier volumes are for evaluation purposes only and shall not be deemed as the quantity of future works.

* + 1. Quality
       1. Quality shall be evaluated as follows:

|  |  |
| --- | --- |
| **Criteria** | **Weighting Percentage** |
| Health & Safety | **10%** |
| Management & Administration | **6%** |
| Relationship Management | **3%** |
| Risk Management | **3%** |
| Service Overview | **35%** |
| Added Social Value | **3%** |

* + - 1. Quality shall be marked on the below scale:

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Mark** | **Interpretation** |
| ***Excellent*** | ***5*** | *Exceptional standard of response supported by robust evidence, with detailed plans and methodologies.*  *Demonstrates clearly and convincingly how all the Council’s requirements in the area being evaluated will be delivered in accordance with the contract documents so as to deliver the works/services in an excellent way.* |
| ***Good*** | ***4*** | *Very good standard of response supported by a very good level of credible and detailed evidence, with detailed plans and methodologies.*  *Demonstrates how all the Council’s requirements in the area being evaluated will be delivered in accordance with the contract documents so as to deliver the works/services very well.* |
| ***Acceptable*** | ***3*** | *Good standard of response supported by a good level of comprehensive evidence showing full understanding of the requirements with plans and methodologies.*  *Gives the Council confidence the requirements of the Specification will be met.* |
| ***Minor Reservations*** | ***2*** | *Basic response that achieves reasonable standards in most respects but unsatisfactory in others and/or has a number of omissions.*  *Gives the Council concerns around the Bidder’s ability to meet some of the Specification requirements*. |
| ***Serious Reservations*** | ***1*** | *Inadequate response that is unsatisfactory and/or has significant omissions.*  *Gives the Council many concerns about the Bidder’s ability to provide the services in accordance with the requirements of the Specification.* |
| ***Unacceptable*** | ***0*** | *Very poor response. Insufficient information provided.*  *Gives the Council very low confidence/serious concerns in the Bidder’s ability to provide the services in accordance with the Specification.* |

* + - 1. Should a Tenderer receive ‘Unacceptable’, ‘Serious Reservations’ or ‘Minor Reservations’ on any section or question their Tender may be rejected.

The tender receiving the highest mark for quality overall will receive the full 60% available for quality. Other tenders will receive a % of the 60% that reflects the difference in the marks between those tenders and the tender receiving the highest mark for quality overall. Please refer to the “Instructions For Suppliers” document that can be found in Tender Part 1 (Instructions & General Information), where further information can be found on how we will evaluate your tender with worked examples.

* + 1. Details of the questions and their category can be found in Section 3 of this document but will need to be answered within the e-tendering portal (**Tender Part 3 – Tender Specific Information, Subsection 9 – Quality/Price/Social Value**).

# Reasons for Disqualification

* + 1. The Client may disqualify any Tenderer who fails to:
    2. Provide a satisfactory response to any questions in the ITT or inadequately or incorrectly completes any question;
    3. Exceed a minimum weighted mark threshold of 50% overall
    4. Submit its completed Tender before the deadline.
    5. Provides an answer that is subsequently found to be untrue. Fails to satisfy any of the grounds for mandatory or discretionary exclusion within the Standard Selection Questionnaire document, contained within Tender Part 2 – Standard Selection Questionnaire
    6. Where a Tenderer has a valid reason for being unable to provide the information requested in relation to economic, financial and insurance matters, the other information considered appropriate by the Client will be accepted.

1. **AWARD CRITERIA, QUESTIONS AND WEIGHTINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Question** | **Criteria** | **Weighting** |
| Health & Safety | Please confirm if your company is compliant with the contractors Health & Safety Scheme (or equivalent) and Safety Scheme in Procurement (SSIP) scheme. Please attach evidence to support your answer. | **Health & Safety** | Pass / Fail |
| Health & Safety | If you have answered “Yes” to above you will be required to attach evidence to support your answer. | **Health & Safety** | Pass / Fail |
| Health & Safety | Please provide the Name, Position and Experience, including qualifications of the employee who is responsible for managing your organisations Health & Safety. Please limit your response to 2 sides of A4, Arial font size 11. | **Health & Safety** | Pass / Fail |
| Health & Safety | Please provide accident statistics for the past 3 years including fatal, major and minor accidents, as well as near misses. Please limit your response to 2 sides of A4, Arial font size 11. | **Health & Safety** | Pass / Fail |
| Health & Safety | If you have been prosecuted or had improvement or prohibition notices served, please provide a brief summary of the incident(s)/issue(s) and the actions you have taken. Please limit your response to 2 sides of A4, Arial font size 11. | **Health & Safety** | Pass / Fail |
| Health & Safety | Please submit a copy of your generic Health & Safety Risk Assessment and Method Statement(s) for this contract. Your response should cover how you will plan for prevention of COVID 19 in the workplace, considering all work areas and tasks performed by workers and potential sources of exposure. | **Health & Safety** | Pass / Fail |
| Health & Safety | Please detail what your Health & Safety auditing process is and how you continue to monitor and review Health & Safety measures implementing any changes that are found to be needed. Please limit your response to 2 sides of A4, Arial font size 11 | **Health & Safety** | Pass / Fail |
| Health & Safety | Please detail how you communicate out Health & safety risks in relation to the works and how you train the workforce delivering the works (please also provide an example of a Health & safety skills matrix to support your answer). Please limit your response to 2 sides of A4, Arial font size 11. | **Health & Safety** | Pass / Fail |
| Health & Safety | Please confirm that you have read/understood “8.0 – Construction Brief During Covid-19” and any subsequent Government issued practice/guidance notes. | **Health & Safety** | Pass / Fail |
| Health & Safety | Please provide details of how you will manage and monitor H&S in relation to this contract including details of how you will monitor your Site Safety Performance. Please limit your response to 2 sides of A4, Arial font size 11. | **Health & Safety** | Pass / Fail |
| Health & Safety | During an annual PAT testing, it is found that an appliance has been deemed unsafe, please state your procedures following the inspection. Please limit your response to 3 sides of A4, Arial font size 11. | **Health & Safety** | Weighting 10% |
| Contract Specific Requirements | Please detail how you will ensure adequate competent staff will be available to effectively deliver this contract.  Please include how you will maintain the Service Levels in times of inclement weather (snow), including staff absences and in particular, unplanned absences and peaks in service demand. Please limit your response to 2 sides of A4, Arial font size 11. | **Management & Administration** | Weighting 3% |
| Contract Specific Requirements | Please provide details of how you will be managing and administering the proposed contract. Please limit your response to 2 sides of A4, Arial font size 11. | **Management & Administration** | Weighting 3% |
| Contract Specific Requirements | What measures will you take to minimise the impact of service delivery on clients, tenants and residents. Please limit your response to 2 sides of A4, Arial font size 11. | **Relationship Management** | Weighting 3% |
| Contract Specific Requirements | Please provide details of your proposals for Risk Management in relation to this contract. Please include details of the major risks you foresee, and how you propose to mitigate these. Please limit your response to 2 sides of A4, Arial font size 11. | **Risk Management** | Weighting 3% |
| Contract Specific Requirements | You are required to carry out an Electrical Installation Condition Report (EICR) to the Landlord Fixed Wiring within the communal areas of a small block of flats. Please detail in full, from start to finish, your process / procedure for completing this. Please also detail any circuits you may potentially come across whilst carrying out the test. Please limit your response to 3 sides of A4, Arial font size 11. | **Service Overview** | Weighting 10% |
| Contract Specific Requirements | Please detail in full, from start to finish, your processes / procedures for carrying out Appliance Testing, within an operational small office. Please identify potential items that you may come across that will require testing, and any potential issues that may affect the testing of such items. Please limit your response to 3 sides of A4, Arial font size 11. | **Service Overview** | Weighting 10% |
| Contract Specific Requirements | Assuming a scenario where you are required to test the Landlord Electrical Services within the communal area of a small block of flats, there may be a requirement to carry out remedial repairs as identified within the EICR. Based on the IET classification of Danger and Non-Compliance, please list what you consider would be the more common defects found and their classification. Please also detail in full, from start to finish, how you would address the rectification of each defect list. Please limit your response to 4 sides of A4, Arial font size 11. | **Service Overview** | Weighting 15% |
| Added Social Value | Wolverhampton Homes is committed to supporting tenants and the wider community in terms of the local economy, environment, employment and corporate social responsibility. Please provide details of how your company will actively contribute to the delivery of these key objectives. Please limit your response to 2 sides of A4, Arial font size 11. | **Added Social Value** | Weighting 3% |
| Schedule of Rates | Periodic Testing – Electrical Testing | **Price** | Weighting 20% |
| Schedule of Rates | Periodic Testing – Remedial Works | **Price** | Weighting 10% |
| Schedule of Rates | Portable & Fixed Appliance Testing | **Price** | Weighting 10% |