**Cheshire East Borough Council**

**INVITATION TO TENDER**

### OPEN PROCEDURE RESPONSE DOCUMENT

**CONTRACT FOR THE PROVISION OF OUTDOOR & FIELD EVENT CATERING AT TATTON PARK**

**PERIOD: 15th September 2019 – 14th September 2021 (with 2 x 12 months option to extend)**

**CHEST REF: DN415347**

### Procurement Ref.: 19 102

|  |  |
| --- | --- |
| Name of Tenderer: |  |

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**of the Council**

**Version 17**

**CHECKLIST FOR TENDERERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Tender?** |
|  | Form of Tender |  |
|  | Certificate of non-collusion and non-canvassing |  |
|  | SQ - Selection Questionnaire |  |
|  | ITT Pricing Schedule |  |
|  | ITT Quality Response |  |

**Cheshire East Borough Council**

Provision of OUTDOOR & FIELD EVENT CATERING AT TATTON PARK

**Period: 15.09.19 – 14.09.21 with 2 x 12 months option to extend**

**SCHEDULE 1 - FORM OF TENDER**

**To provide catering and ice cream at identified locations within Tatton Park and event catering at identified events at Tatton Park as per the Event Organisers requirements**

FORM OF TENDER

To: Cheshire East Borough Council

(Via ‘The Chest’)

For the Attention of Michael Lees

Date:

Dear Sir/Madam,

TENDER FOR OUTDOOR & FIELD EVENT CATERING AT TATTON PARK

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe ITT.
2. The completed Pricing Schedule.
3. A signed Certificate of Non Collusive Tendering and non-Canvassing.

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the total rent of (excluding VAT) for the full 4 years of the contract as submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by

Name(s)

Position

for and on behalf of [ Insert Company Name ]

Full registered business / name and registered company address of the Tenderer

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**Cheshire East Borough Council**

Provision of OUTDOOR & FIELD EVENT CATERING AT TATTON PARK

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**SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND**

**NON-CANVASSING**

To provide catering and ice cream at identified locations within Tatton Park and event catering at identified events at Tatton Park as per the Event Organisers requirements (the “Contract”)

To: Cheshire East Borough Council

(Via ‘The Chest’)

Date:

For the Attention of: Michael Lees

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with 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, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of 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 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 in accordance with any agreement or arrangement with any other 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 any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
        2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
        3. 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 having caused to be done in relation to any other offer or proposed offer, any act or omission.
        4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or indirect

financial or non financial interest in an organisation, company, or other body that is

doing business with, or has dealings with, the council and where this may affect

and/or could bring about a conflict with the Council’s interest.

I/we should notify this to the Council and that failure to disclose or declare such an

interest could result in the contract being terminated.

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

For and on behalf of **[Tenderer]**

*(End of Schedule 2)*

# Schedule 3 - Standard Selection Questionnaire

|  |
| --- |
| **NOTE TO ORGANISATION:**  Schedule **3** (Standard Selection Questionnaire) will be scored on a pass/fail basis.  Applicants will fail on incomplete responses. Tenders that fail Schedule 3 will not be evaluated any further.  Questions marked ‘for information only’ will not be assessed however they must still be answered in full.  Tenderers are therefore strongly advised to ensure they answer all questions within each section.  **Cross Referencing an answer; from a questions response to another, will not be taken into consideration and will result in a score of zero for that question.**  **Failure to answer a question which is scored will result in a score of zero for that question.**  Failure to provide an **acceptable explanation** with any **Fail** Questions answered will fail on Schedule **3** as a result.  **Consortia Bids**  If the potential supplier is bidding on behalf of a group, for example, a consortium, or intends to use sub-contractors, there are different actions required for completion of Part 3 of the standard Selection Questionnaire compared to Part 1 and Part 2.  The consortium lead should complete all of the questions on behalf of the consortium and/or any sub-contractors. The consortium lead should make it clear who the lead member of the group is, and who will be contractually responsible for delivery of the contract.  All members of the group are required to provide the information required in Part 3 of the standard Selection Questionnaire or procurement documents, as part of a single composite response (unless the question specifically directs otherwise). We may require members of the group to assume a specific legal form if awarded the contract, if considered necessary for the satisfactory performance of the contract. Where the group is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV) or consortium, they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity. They should also provide the name for the new entity and details of its legal and operational structure. An SPV is a legal entity that is formed to perform a specific contract.  Consortium arrangements may be subject to future changes and any updates to the  bidding model should be provided to the contracting authority so that a further  assessment can be carried out (by applying the selection criteria to the new  information provided). The contracting authority reserves the right to deselect the  Supplier prior to any award of contract, based on an assessment of the updated  information. |

**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. 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).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**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 bidding 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 bidder.

**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 bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Cheshire East Borough Council**

Provision of OUTDOOR & FIELD EVENT CATERING AT TATTON PARK

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**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. ***All sub-contractors are required to complete Part 1 and Part 2[[2]](#footnote-2).***
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.**Part 1: Potential supplier Information**

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

|  |  |  |
| --- | --- | --- |
| 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(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes  No  N/A |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes  No |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-3)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[4]](#footnote-4)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[5]](#footnote-5)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:  - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes  No  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes  No |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

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

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion – **Pass / Fail** | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes  No  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes  No  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes  No  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes  No |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes  No |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |
| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion – **Pass / Fail** | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes  No  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes  No  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes  No  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes  No  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes  No  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes  No  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes  No  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**[[6]](#footnote-6)

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 4** | **Economic and Financial Standing** - Tenderers may be asked to demonstrate and satisfy the Council that they are of a sound financial position  ***(This question is to be scored on a pass/fail basis.)*** | | |
|  | Question | Response | |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | Yes  No |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | Yes  No |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes  No |
| (c) Alternative means of demonstrating financial status if any of the above 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). | | Yes  No |
| **4.2** | 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. | | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.1(o) and/or 1.1(p) that you are part of a wider group, please provide further details below:** | | |
| **Name of organisation** | | |  |
| **Relationship to the Supplier completing these questions** | | |  |
| **5.1** | | Are you able to provide parent company accounts if requested to at a later stage? | Yes  No |
| **5.2** | | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes  No |
| **5.3** | | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes  No |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability**  ***(This question is to be scored on a pass/fail basis.)*** |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |  |
| --- | --- |
| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
|  |  |

|  |  |
| --- | --- |
| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[7]](#footnote-7)**  ***(This question is to be scored on a pass/fail basis.)*** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes  N/A |
| **7.2** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes  No  Please provide an explanation |

**8 Additional SQ modules**

**8) - Project specific questions to assess Technical and Professional Ability**

*Section 8 questions will be marked either on**a* ***pass/fail*** *basis or are required for information purposes only as applicable, see the associated guidance.*

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.

**Introduction**

These are further project specific questions relating to the technical and professional ability of the supplier. Please ensure your responses are in line with the questions page limit and 12pt Arial. Anything beyond the page limit will not be taken into consideration by the Council.

Cross Referencing is not deemed a valid response by the Council.

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage.

Please indicate your answer by marking ‘X’ in the relevant boxes where necessary and enter responses to questions in the fields provided.

|  |  |  |
| --- | --- | --- |
| **Section 8** | **Additional Questions** | |
| **8.1** | **Insurance *(This question is to be scored on a pass/fail basis.)*** | |
| **8.1.A** | 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:  Please self-certify whether any **sub-contractors** who may be used for events already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:   1. **Employer’s Liability Insurance\*** = £10million. Is required in respect of each and every claim. 2. **Public Liability Insurance** = £5million. Is required in respect of each and every claim with no abuse exclusion/inner limit. 3. **Product Liability Insurance** = £5million. Is required in respect of each and every claim.   *\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders* | **Yes**  **No**  **Yes**  **No** |
| 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:  Y/N  Employer’s (Compulsory) Liability Insurance = £10 Million  Public Liability Insurance = £5 Million Product Liability Insurance = £5 Million  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 8** | **Additional Questions** | | | | |
| ***8.2*** | ***References***  ***For information purposes.*** | | | | |
|  | ***References***  *Supporting references are required to validate information provided throughout the ITT Process**and to detail experience and ability to deliver a contract of this size and nature. Please note references will only be taken up to validate all submission information already provided by that of the economic operator.*  *Please list major Contracts currently and recently held in public and private sectors for services of a similar type provided in the last three years from whom references may be solicited to testify to your technical capacity, standards and quality of service. Where an economic operator has a mix of reference sites, please list in priority order the local authority and public sector sites. These must represent sites where the services performed are exactly aligned to those requested by this tender. The Council requires two (2) references to be obtained by your organisation.*  *It is the bidder’s responsibility to ensure that the reference form published on The Chest with this document is sent to your two referees, using template at Appendix 1. The references must be returned directly from the referees to* [*procurement@cheshireeast.gov.uk*](mailto:procurement@cheshireeast.gov.uk)***by 2nd August 2019****. The reference form must state the name of the Tenderer exactly as stated on the ITT document to ensure that this can be matched to the correct Bidder.*  ***Note:*** *In addition to those referees listed the Council reserves the right to seek references from other organisations for whom, your firm undertakes work. Should your firm be invited to tender and subsequently submit a bid, further references may be obtained.* | | | | |
|  | ***Company Name*** | ***Contact Name*** | ***Email*** | ***Tel Number*** | ***Contract Duration&Value*** |
| ***1*** |  |  |  |  |  |
| ***2*** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Section 8** | **Additional Questions** | |
| **8.3** | **Environmental Management**  ***(This question is to be scored on a pass/fail basis.)*** | |
| **8.3.A** | 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 the this question is “**YES**”, please provide details in the field below to confirm the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | **Yes**  **No** |
| **8.3.B** | If you use sub-contractors, 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? | **Yes**  **No** |
| *Enter details here if necessary…* | | |

|  |  |  |
| --- | --- | --- |
| **Section 8** | **Additional Questions** | |
| **8.4** | **Health and Safety**  ***(This question is to be scored on a pass/fail basis.)*** | |
| **8.4.A** | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. Copy of Health & Safety policy should be included. | **Yes**  **No** |
| **8.4.B** | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “**YES**”, please provide details in the field below, of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Authority will exclude bidder(s) that have been in receipt of Enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | **Yes**  **No** |
| **8.4.C** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  *You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring, in relation to this section.* | **Yes**  **No** |
| *Enter details here if necessary…* | | |

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions** |
| **8.5** | **Health and Safety – High Risk**  ***(This question is to be scored on a pass/fail basis.)*** |

**Responsibility & Structure**

Please state the name and position of the person with overall responsibility for health and safety in your organisation together with details of experience and any relevant qualifications.

|  |  |
| --- | --- |
| Name |  |
| Position in Organisation |  |
| Experience |  |
| Qualifications |  |

Please state the name and position of the person (if different to above) appointed to provide health and safety advice as required by Regulation 7 of the Management of Health & Safety Work Regulations 1999, together with details of experience and any relevant qualifications.

|  |  |
| --- | --- |
| Name |  |
| Position in Organisation |  |
| Experience |  |
| Qualifications |  |

How many persons does your organisation normally employ?

|  |
| --- |
|  |

**Policies and Procedures**

Does your organisation have a written Health and Safety Policy (covering General Policy, Organisation and Arrangement) as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 and issue any codes of safe working practices to workforce?

|  |
| --- |
| **YES/NO** *(delete as appropriate)* |

If your organisation does not have a written Health and Safety Policy please give the reason why.

|  |
| --- |
|  |

Please state how health and safety policies and procedures are communicated to your workforce and administered within your organisation?

|  |
| --- |
|  |

Does your organisation have a procedure for the reporting and recording of accidents and dangerous occurrences in accordance with RIDDOR?

|  |
| --- |
| **YES/NO** *(delete as appropriate)* |

Have you enclosed a copy of your procedure for accident reporting, recording and investigation?

|  |
| --- |
| **YES/NO** *(delete as appropriate)* |

Please complete the following table in respect of accidents and dangerous occurrences as set out below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | **Fatal** | **Major Injury or “Over 3-Day”** | **Non-Reportable** | **Dangerous Occurrences** | **Reportable ill-health** | **Near Misses** |
| **This year** |  |  |  |  |  |  |
| **Last year** |  |  |  |  |  |  |
| **Year before last** |  |  |  |  |  |  |

During the last five years, has the organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work etc. Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract?

|  |
| --- |
| **YES/NO** *(delete as appropriate)* |

If the answer is **yes**, please provide full details and explain corrective action taken to prevent re-occurrence.

|  |
| --- |
|  |

Does your organisation have Risk Assessment Procedures in place for all work activities as required by the Management of Health and Safety at Work Regulations 1999 and associated legislation?

|  |
| --- |
| **YES/NO** *(delete as appropriate)* |

If the answer is **yes**, please supply 2 examples of risk assessments and safety method statements for work activity undertaken within the last 12 months. This should include manual handling, COSHH or others that are relevant to your work activities.

|  |  |  |
| --- | --- | --- |
| Copy of above enclosed if appropriate | Yes | No |

Does your organisation have a health and safety training programme for your workforce to ensure that they are competent for their duties?

|  |
| --- |
| **YES/NO** *(delete as appropriate)* |

If the answer is **yes**, please enclose brief details of training courses or programmes undertaken by managers and workforce.

|  |
| --- |
|  |

Does your organisation have arrangements in place for consultation with workforce on health and safety matters?

|  |
| --- |
| **YES/NO** *(delete as appropriate)* |

Where appropriate, does your organisation undertake health monitoring of workforce?

|  |
| --- |
| **YES/NO** *(delete as appropriate)* |

If the answer is **yes**, please provide details.

|  |
| --- |
|  |

If your organisation uses sub-contractors, do you have a system in place for assessing their competence and the ongoing monitoring and review of their Health and Safety performance?

|  |
| --- |
| **YES/NO** *(delete as appropriate)* |

If the answer is **yes**, please provide brief details.

|  |
| --- |
|  |

Do you have a system in place for monitoring your Health and Safety arrangements including auditing them at periodic intervals and for reviewing them on an ongoing basis?

|  |
| --- |
| **YES/NO** *(delete as appropriate)* |

If the answer is **yes**, please provide details including examples.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Name of Person completing this form |  |
| Position in Organisation |  |
| Contact Tel No |  |
| Email Address |  |
| Date |  |
| Signature |  |

|  |  |  |
| --- | --- | --- |
| **Section 8** | **Additional Questions** | |
| **8.6** | **Level 2 Food Safety and Hygiene for Catering certificate – scored on a pass/fail basis** |  |
|  | Please confirm that all staff involved in preparation or serving of food are trained to at Level 2 on Food Safety & Hygiene or equivalent.  NOTE: it will be your responsibility to check this for sub-contractors | **Yes**  **No** |
|  | **Screening of sub-contractors** |  |
| **8.7** | Please detail below the process that you intend to employ, and the checks that will be completed to screen sub-contractors that may be used to assist with event or any catering services as provided under this contract? (**Fail** if no process or steps detailed) | **Pass / fail** |
|  | |  |

**9 Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **9** | I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of...................... **(Insert name of supplier).**  I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.  I also declare that there is no conflict of interest in relation to the Authority’s requirement.  The following appendices form part of our submission; | | Yes  No |
| **Section ref of SQ** | | **Supplier Appendix number** | |
| *Enter here if necessary…* | | *Enter here if necessary…* | |
|  | |  | |
| **SQ completed by:** | | | |
| **9.1** | Name |  | |
| **9.2** | Role in Organisation |  | |
| **9.3** | Date |  | |
| **9.4** | Signature |  | |

*(End of Schedule 3 SQ)*

**Cheshire East Borough Council**

**Provision of OUTDOOR & FIELD EVENT CATERING AT TATTON PARK**

**Period: 15.09.19 – 14.09.21 with 2 x 12 months option to extend**

**SCHEDULE 4 – PRICING SCHEDULE**

**Pricing Schedule – 20% of total evaluation score**

Please complete the pricing schedule below for your proposed charges for the provision of **OUTDOOR & FIELD EVENT CATERING AT TATTON PARK.**

This should represent the rent payable to Cheshire East Council under this contract.

**Annual Rent offered must meet Minimum of £90k – in order to pass**

**Please confirm that the initial 12 months’ rent will meet the minimums of £90, 000 – year 1 & increases 2% per year during the course of the contract period:**

Bidders need to select ‘Yes’ to pass this criteria & in order for bids to be considered further.

Yes  No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Min. £90k / year £** | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **TOTAL RENT** |
| **Annual rent** |  |  |  |  |  |

In order to be included in the evaluation of this section you **must** complete the above table in **£’s** & not as a % of turnover, for each of the years available under this contract. The evaluated figure will be the ‘TOTAL RENT’ for both of the available years as detailed above.

Per the contract if the agreement is extended the next years rent should increase by 2%

**NOTE an 10% additional rent is payable on any turnover above £350k**

*(End of Schedule 4)*

**Cheshire East Borough Council**

Provision of OUTDOOR & FIELD EVENT CATERING AT TATTON PARK

**Period: 15.09.19 – 14.09.21 with 2 x 12 months option to extend**

**SCHEDULE 5**

**ITT QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions – (70% of total evaluation score)**

**Introduction**

These are the ITT Qualitative questions, which are contract specific and relate to the technical and professional ability of the supplier. Please ensure you responses are in line with the questions page limit and 12pt Arial. Anything beyond the page limit will not be taken into consideration by the Council. Cross Referencing information is not deemed a valid form of response by the Council.

**Q1. Please provide full details of the range of catering/beverage/ice creams available to Events organisers hiring Tatton Park? It is required that the successful tenderer will be able to provide a full range of options to the Event Organiser at Tatton, who may wish to select a choice of catering styles e.g. healthier options when required. Please provide your options based on a 10,000 daily attendance for example to cater for the Car Show in a green field site over 2 days – suggest the number and types of units required to meet the needs of the organiser and the customers/visitors to the car show**

Your answer should include:

* The type of products/vehicles you will use
* Menu pricing for each vehicle used & copies of priced sample menus

|  |
| --- |
| ***Note to Bidders: This question is scored, with a weighting of: 20%*** |

|  |
| --- |
| Response |

**Q2. As per Appendix 1: Specification Provision of Outdoor & Field Event Catering at Tatton, 2 vehicle/fixed units should be permanently located at the Playground area all year round, they are required to provide appropriate food/drink for Playground visitors. Specifically one vehicle/unit should provide hot food/drinks, and the other should provide ice cream. There are also other possible sites that may be used, as shown on the map – see Appendix 2 (Site Plan 1): “Appendix 3 Map of catering locations for contractor Feb 2015” Please provide the menu you would intend to supply at these locations for the food/drink, the style of ice cream provision e.g. soft-serve, and the appearance of the vehicles (the models and types); that will be in the 2 fixed positions at the playground location?**

Your answer should include:

* Pictures or mock-ups of your vehicles / kiosks for all van types which will be used For example:
  + Ice Cream Vans
  + Burger Vans/unit
  + Panini and Sandwich Vehicles
  + Bar Facility Vehicles
* Full menus and pricing for the 2 vehicles

(All vehicle Functional Requirements are included in Section 5 of Appendix 2 Specification)

(These two vehicles/kiosks are to be branded in Tatton colours and logo at the General Manager’s discretion)

|  |
| --- |
| ***Note to Bidders: This question is scored, with a weighting of: 10%*** |

|  |
| --- |
| Response: |

**Q3. Describe how and where you will select suppliers and products for use throughout this contract.**

Your answer should include:

* Information regarding the approach your company will take on selecting suppliers and products to use to ensure a high quality service is provided.
* How you will consider the use of suppliers to support Cheshire Easts’ social value policy objectives:

|  |
| --- |
| ***Note to Bidders: This question is scored, with a weighting of: 10%*** |

|  |
| --- |
| Response: |

**Q4. Detail how you will manage your sub-contractors and suppliers to ensure both quality services and products are provided and used?**

Your answer should include:

* The pre-vetting procedure you shall use when selecting suppliers / subcontractors
* How you will manage their performance during the life of this concession contract.
* Information on what mitigation procedures you shall implement to ensure continuity of supply / provision

|  |
| --- |
| ***Note to Bidders: This question is scored, with a weighting of: 10%*** |

|  |
| --- |
| Response: |

**Q5. Describe the Customer Complaint procedure that you intend to use?**

Your answer should include:

* How you and your staff will deal with any complaints received in an effective and pragmatic way which strengthens the image of the Council and Tatton Park?
* Provide a list of the people who will deal with the complaints

|  |
| --- |
| ***Note to Bidders: This question is scored, with a weighting of: 10%*** |

|  |
| --- |
| Response: |

**Q6.** **How will you ensure that your activities on the site do not damage the local or wider environment?**

Your answer should include information regarding:

* Water usage
* Waste Management
* Recycling
* Other activities / policies which will maintain and reduce your impact on the local and wider environment)

|  |
| --- |
| ***Note to Bidders: This question is scored, with a weighting of: 5%*** |

|  |
| --- |
| Response: |

**Q7. Provide details on how you will maintain and clean the vehicles and kiosks to be used during this contract.**

Your answer should include:

* How often the vehicles / kiosks are maintained
* The potential tasks that shall be carried out
* The frequency of these tasks
* What standards you will maintain the vehicles and kiosks throughout the life of the concession contract
* A list of chemicals which you use for cleaning (Please note that all chemicals should have low phosphate and ammonia levels)

|  |
| --- |
| ***Note to Bidders: This question is scored, with a weighting of: 5%*** |

|  |
| --- |
| Response: |

*End of Schedule 5 ITT Response*

**Cheshire East Borough Council**

Provision of OUTDOOR & FIELD EVENT CATERING AT TATTON PARK

**Period: 15.09.19 – 14.09.21 with 2 x 12 months option to extend**

**SCHEDULE 6 – Samples (scored out of 10%)**

Please provide samples in line with section 6.7 of the Guidance document

The products should be provided as detailed within the Guidance Document:

* Please note that as part of this tender a ‘tasting’ session will be arranged and the key products from your menu will be sampled. This will need to include a cheeseburger, hot dog, (to include the roll/bread), portion of chips, coffee, and ice cream.
* You should provide nutritional / ingredient information for the sample items listed

*Please confirm that you will be available to provide on 15th Aug 2019*

Yes  No

*If invited to provide samples you will be allocated a timeslot for this, and should use the wagon/van to cook samples, as would be similar to one provided for the contract.*

*Notification regarding sampling timeslots will be via the chest as soon as possible following the submission deadline.*

*End of Schedule 6 ITT Response*

**Cheshire East Borough Council**

Provision of OUTDOOR & FIELD EVENT CATERING AT TATTON PARK

**Period: 15.09.19 – 14.09.21 with 2 x 12 months option to extend**

**SCHEDULE 7**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

**This section will be evaluated on a pass / fail basis**

Please confirm you have complied with the stated specification included within this RFQ document, by entering an ‘X’ in the field below:

Yes

If ‘NO’ please advise areas of non compliance in the field below:

|  |
| --- |
|  |

Please also confirm that you accept and will comply with the terms and conditions of the contract that has been supplied with the tender documentation, as they will not be open to negotiation post award.

Yes

*End of Schedule 7 ITT Response*

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 PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-2)
3. See EU definition of SME: <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/> [↑](#footnote-ref-3)
4. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-4)
5. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-5)
6. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-6)
7. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-7)