

### OPEN PROCEDURE RESPONSE DOCUMENT

**INVITATION TO TENDER (ITT)**

**CONTRACT FOR THE TRANSPORT AND TREATMENT OF STREET CLEANING RESIDUE**

**PERIOD: 1 MARCH 2023 UNTIL 28 FEBRUARY 2026**

(with the option to extend for up to an additional 2 years)

**THE CHEST REFERENCE: ?????**

**FIND-A-TENDER REFERENCE: XXX**

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

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**Version 1.0**

**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 |  |
|  | Pre-Qualifying Business Questionnaire |  |
|  | Pricing Schedule |  |
|  | Quality Questions |  |
|  | Declarations |  |
| Inclusion of copies of all relevant licences, permits and planning permissions relating to treatment facility and treatment processes for treating street cleaning residue. | |  |

**Ansa Environmental Services Ltd**

Contract for the Transport and Treatment of Street Cleaning Residue

**1 March 2023 until 28 February 2026**

**(with an option to extend for up to an additional 2 years)**

**SCHEDULE 1 - FORM OF TENDER**

Treatment of Street Cleaning Residue

(the “Contract”)

FORM OF TENDER

To: Ansa Environmental Services Ltd

(Via ‘The Chest’)

For the Attention of **Anthony Murray**

Date:

Dear Sir/Madam,

TENDER FOR – Transport and Treatment of Street Cleaning Residue

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 costs of (excluding VAT) 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 Ansa Environmental Services Ltd 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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**Ansa Environmental Services Ltd**

Contract for the Transport and Treatment of Street Cleaning Residue

**1 March 2023 until 28 February 2026**

**(with an option to extend for up to an additional 2 years)**

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

The Transport and Treatment of Street Cleaning Residue

**(the “Contract”)**

To: Ansa Environmental Services Ltd

(Via ‘The Chest’)

Date:

For the Attention of: **Anthony Murray**

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of Ansa in connection with the proposed award of the Contract by Ansa, 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 Ansa 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 Ansa 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 Ansa, 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.

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, Ansa and where this may affect

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

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

interest could result in the contract being terminated.

I/we agree that Ansa 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]**

**Ansa Environmental Services Ltd**

Contract for the Transport and Treatment of Street Cleaning Residue

**1 March 2023 until 28 February 2026**

**(with an option to extend for up to an additional 2 years)**

**SCHEDULE 3 – PRE QUALIFYING BUSINESS QUESTIONNAIRE**

This Suitability Assessment Questionnaire (“SAQ”) has been issued by Ansa in connection with a tender under Part 4 of the Public Contracts Regulations 2015 (“the Regulations”). Your response to the SAQ will be used by Ansa to understand the nature of the bidding organisation and to undertake a financial assessment of bidders.

**Notes for completion**

Please ensure that you complete this SAQ fully, as requested, as part of the tender submission. Failure to do so may result in your tender being disqualified. If the question does not apply to you please write N/A; if you do not know the answer please write N/K.

* “You”/ “Your” or “Supplier” means the business or company which is completing this SAQ.

**Verification of Information Provided**

Unless specifically requested within this document, please do not send any supporting documents with your tender.

**However, Ansa may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.**

|  |
| --- |
| **NOTE TO ORGANISATION:**   * *Schedule 4 Suitability Assessment will be a mixture of both scored and pass and fail* * *Applicants will fail on incomplete responses and/or if the responses do not meet the overall minimum pass score of 50%. 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.* * *Where you are asked to mark an* ***‘X’*** *to indicate your answer, please double click the grey box and select ‘checked’. Try it here* * *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 4 as a result.* * *Tenderers are therefore strongly advised to ensure they answer all questions within each section* |

You may also be asked to clarify your answers or provide more details about certain issues.

For further assistance, please refer to the ITT Guidance Document.

1. **ORGANISATIONAL PROFILE**

*(This section will not be scored and is included as information only)*

All elements of the Organisational profile are required to be completed.

Business name & registered address:

|  |
| --- |
|  |

Type of organisation (e.g. private limited company, partnership, sole trader):

|  |
| --- |
|  |

If you have included details of an ultimate holding/parent company above would this company be willing to guarantee your contract performance and enter into any requisite legal documentation?

|  |
| --- |
|  |

Name of Authorised person responsible for this tender and who can enter into contracts:

|  |  |
| --- | --- |
| Authorised Person’s name: |  |
| Authorised Person’s position: |  |
| Authorised Person’s telephone number: |  |
| Authorised Person’s e-mail address: |  |
| Company Website Address(if available): |  |

Main contact / account manager details:

|  |  |
| --- | --- |
| Contact name: |  |
| Contact's position: |  |
| Contact's telephone number: |  |
| Contact's fax number: |  |
| Contact’s email address: |  |
| VAT number: |  |
| Company registration No: |  |

1. **MANDATORY EXCLUSION GROUNDS**

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

Please answer the following questions in full. Note that every organisation is required to meet the selection criteria and must complete Declaration at Schedule 7.

|  |  |  |
| --- | --- | --- |
| **Grounds for mandatory exclusion** | | |
| **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: Ansa 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.

1. **DISCRETIONARY EXCLUSION GROUNDS**

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

Please answer the following questions in full. Note that every organisation is required to meet the selection criteria and must complete Declaration at Schedule 7.

|  |  |  |
| --- | --- | --- |
|  | **Grounds for discretionary exclusion** | |
|  | **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 |

1. **INSURANCE**

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

Your Organisation should have the below level of insurance in place at the time of quotation or agree to obtain it prior to contract award, should your Organisation be successful.

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:

|  |  |  |
| --- | --- | --- |
| **(a)** | 1. **Employer’s Liability Insurance\*** = £10 million 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.   *\* 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 |
| **(b)** | Do you have the relevant levels of insurance in place at time of tender? | Yes  No |
| **(c)** | Do you certify that you agree to obtain relevant levels of insurance prior to contract award, should the organisation be successful. | Yes  No |

**PUBLIC LIABILITY INSURANCE:**

1. Insurer: **(Name of Insurance company not broker)**
2. Policy Number:
3. Extent of cover:
4. Expiry date:

**EMPLOYER'S LIABILITY INSURANCE:**

1. Insurer: **(Name of Insurance company not broker)**
2. Policy Number:
3. Extent of cover:
4. Expiry date:

**Please ATTACH copies of all insurance certificates**

1. **TECHNICAL & PROFESSIONAL ABILITY**

*This section will be evaluated on a* ***pass/fail basis*** *and has a weighted score of* ***60%*** *of the total score available for SAQ. Each question is weighted individually. Please refer to each individual question.*

Suppliers must provide information of (up to three) similar contracts carried out over the past 3 years which outlines a brief explanation of the works completed, including the approximate contract value and contact details for references.

**NOTE TO ORGANISATION:** Ansa may elect to contact any of the referees which you have provided. Your permission to do so will be assumed, unless otherwise stated.

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reference / Company A** | **Reference / Company B** | **Reference / Company C** |
| Location: |  |  |  |
| Client: |  |  |  |
| Value: |  |  |  |
| Customer Name: |  |  |  |
| Customer Address: |  |  |  |
| Contact Name: |  |  |  |
| Telephone Number: |  |  |  |
| Email Address: |  |  |  |
| Contract Value: |  |  |  |
| Contract Duration: |  |  |  |
| Brief Description of Services: |  |  |  |

In the event that you are unable to provide three references, please include in the box below an explanation for the limited information provided. Ansa reserve the right to issue a ‘fail’ for this section if the supplier does not provide Ansa with an explanation of suitable experience or expertise as required:

|  |
| --- |
| *Please outline all details as required here* |

|  |
| --- |
| **Previous experience *(Weighting 25%) Word Count 1000*** |
| Please provide a brief description of contracts you have delivered of a similar nature, particularly those involving large volumes of material and the controls in place for the receipt, handling and storage of materials, to ensure the integrity of the treatment process. |
| *Enter details here:*  ***Words:*** |
| **Capacity & Technical Ability *(Weighting 35%) Word Count 1500*** |
| Please explain how your organisation has the capacity and technical ability to provide the requirements outlined within the specification. |
| *Enter details here:*  ***Words:*** |

1. **COMPLIANCE WITH EQUALITY LEGISLATION**

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

Suppliers are required to complete the relevant sections as detailed below. For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

**6.1. To be completed by Suppliers employing less than 5 employees:**

Organisations must provide written assurance that the appropriate level of the Equality Standard will be achieved by completed the confirmation below:

I confirm that the appropriate level of the Equality Standard as set out at Appendix Two will be achieved following any recruitment, including transfer of staff under this Contract, which increases the size of the company to 5 or more employees.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of [Supplier]

Suppliers with less than 5 employees are not required to complete section 7.2 therefore, please proceed to section 7.3.

**6.2. To be completed by Suppliers employing more than 5 employees**

Suppliers must complete the following self-certification.

Suppliers need to demonstrate compliance with equality in employment legislation through their answers to the following questions and by providing supporting evidence. Where you have answered a question and further information may be required, please use the area in section (e) and complete the confirmation at the end of the questionnaire.

|  |  |  |  |
| --- | --- | --- | --- |
| **(a)** | Number of direct employees: | [ ] | |
| **(b)** | Do you have a policy as an employer which complies with your statutory obligations and to consider and promote non mandatory requirements to staff and applicants for employment under the equality and non-discrimination laws as listed under “the Acts” namely Equality Act 2010 and The Human Rights Act 1998. *If no, please provide further information.* | | Yes  No |
| **(c)** | In the last three years has any finding of unlawful discrimination or other breach of these laws been made against the Organisation by any court or industrial tribunal? *If yes, please provide further information.* | | Yes  No |
| **(d)** | In the last three years has the Organisation been the subject of formal investigation by the Equality and Human Rights Commission (EHRC) on grounds of alleged unlawful discrimination? *If yes, please provide further information.* | | Yes  No |
| **(e)** | *Please outline all details as required here* | | |

I/We can confirm that the above information is correct; Appendix Two standards are met and have attached a copy of the Organisations’ Equal Opportunities Policy.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of [Supplier]

**6.3. To be completed by all Suppliers**

Suppliers must complete the below self-certification and provide relevant explanations in section (c)

|  |  |  |
| --- | --- | --- |
| **(a)** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes  No |
| **(b)** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “**YES**” to one or both of the questions in this module, please provide a summary using the field below to confirm the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, again, please use the field below to explain what action (if any) you have taken to prevent unlawful Discrimination from reoccurring. | Yes  No |
| **(c)** | *Please outline all details as required here* | |

1. **DRUG & ALCOHOL POLICY**

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

Ansa is committed to providing a safe and healthy working environment for its employees and suppliers. A key factor in this provision is to ensure that employees and suppliers do not misuse alcohol, drugs and/or substances, nor are they exposed to the consequences of misuse by others.

The Law also imposes obligations on employers to ensure a safe system of work both under statute including the Health and Safety at Work etc. Act 1974 and under the common law, for example, the law of negligence. The terms of the Transport and Works Act 1992, Road Traffic Act 1988, and Misuse of Drugs Act 1971 also impose severe restrictions on organisations in their capacity as employers in relation to the use of drugs and alcohol.

Therefore, Ansa has a zero tolerance policy and if there is any suspicion that someone working on an Ansa site is under the influence of such then they will be tested.

All companies who work for or on behalf of Ansa must comply with Ansa’s Drug & Alcohol Policy and make their employees aware.

Suppliers must confirm below that they understand and accept that it is their responsibility to communicate this policy to any staff who many need to access Ansa’s Facilities.

Please note that this policy is also applicable to all ASDV’s and joint ventures as mentioned in the Guidance.

Failure to accept this policy may result in your submission being rejected.

|  |  |
| --- | --- |
| We confirm that we will make any staff that access Ansa sites aware of the zero-tolerance policy and will make them aware that testing will take place if anyone is suspected of being under the influence. | Yes  No |

1. **ECONOMIC AND FINANCIAL STANDING**

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

|  |
| --- |
| **NOTES TO ORGANISATION:**   1. Ansa may consult an on-line financial system to verify your Company’s Financial Standing. 2. Ansa reserves the right to seek independent financial and market advice to validate information. 3. If deemed necessary and if your quote is successful, you may be required to provide additional information and/or obtain a parent company guarantee and/or provide a bond at tender stage.   **Note**: It is then the responsibility of the applicant to ensure that the appropriate accounts have been filed and that the credit information held is correct. |

Suppliers will be assessed according to the level of potential risk to Ansa. Your submission may be rejected if you are given an **‘above average risk’** rating.

Suppliers must provide one of the following documents to demonstrate your economic / financial standing and complete the statement below:

* The information provided must relate solely to the organisation proposing to deliver this contract and not to a group, parent or holding company.

|  |  |  |
| --- | --- | --- |
| **(a)** | A copy of the audited accounts for the most recent two years | Yes |
| **(b)** | A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation | Yes |
| **(c)** | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position | Yes |
| **(d)** | Alternative means of demonstrating financial status, if any of the above is 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 |

1. **SOCIAL VALUES**

*This section will be evaluated on a pass/fail and scored basis. The total weighted score for the section is 20%. Weighted questions will be advised individually.*

Suppliers must complete the below self-certification and provide additional information regarding Social Values specifically regarding Modern Slavery and Corporate Social Responsibility

**9.1. Modern Slavery (Pass / Fail)**

|  |  |  |
| --- | --- | --- |
| **(a)** | Do you comply with the Modern Slavery Act 2015 and comply with the Ethical Trading Initiative (<http://www.ethicaltrade.org/>) as well as demonstrating measures to ensure continuing compliance with this legislation, including ensuring that employees are paid the national living wage. | Yes  No |
| **(b)** | Do you ensure all workers have provided documentation evidencing their right to work in the UK before they start employment? | Yes  No |
| **(c)** | Do you check your records to identify whether a number of unrelated people are using the same bank account number? | Yes  No |
| **(d)** | Are your suppliers asked to evidence their commitment to preventing modern slavery? Do you do this by letter or within the contract? | Yes  No |
|  | *If the organisation cannot answer yes to any of the above please provide reasons and further explanation here.* | |

**9.2. Corporate Social Responsibility (Weighting 20%)**

|  |
| --- |
| Detail how your organisation supports local communities and charities within your operational region.  *Word Limit: 500 Words – Weighting 10%* |
| *Enter your response here* |
| Outline how you ensure that your supply chain will support your Corporate Social Responsibility  *Word Limit: 500 Words – Weighting 10%* |
| *Enter your response here* |

1. **ENVIRONMENTAL SUSTAINABILITY**

*This section will be evaluated on a pass/fail and scored basis. The section has a total weighted score of 20%. Weighted questions will be advised individually.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Environmental Commitments: (Pass / Fail)**  Please self certify, where applicable, that your Organisation has the following environmental commitments: | | | |
|  | To actively monitor carbon emissions, to promote carbon reduction initiatives | Yes  No |
|  | To promote the reduction of waste in your environment | Yes  No |
|  | Actively promote recycling both internally and among customers and suppliers. | Yes  No |
|  | Ensure that all parts of the supply chain promote ethical practices | Yes  No |
|  | To help employees to understand their responsibility to work in a sustainable, environmentally friendly way. | Yes  No |

**10.1 Waste disposal/reduction (Weighting 20%)**

|  |
| --- |
| Describe the arrangements you have for your operational waste disposal which ensure minimisation of environmental pollution  *Word Limit: 500 Words – Weighting 10%* |
| *Enter your response here* |
| Please describe how your organisation measures and monitors its environmental impact; and the steps put in place to reduce environmental impacts (e.g. recycling, single use packaging and general plastic usage, energy efficiency measures, etc.)  *Word Limit: 500 Words – Weighting 10%* |
| *Enter your response here* |

1. **HEALTH AND SAFETY**

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

Suppliers must complete the below self certification and provide additional information regarding your commitment to Health and Safety.

|  |  |  |
| --- | --- | --- |
| **Health and Safety Commitments: (Pass / Fail)**  Please self certify, where applicable, that your Organisation has the following Health and Safety commitments: | | |
|  | To provide adequate control of the health, safety and welfare risks arising from our work activities which may affect workforce or others | Yes  No |
|  | To consult with our workforce on matters affecting health and safety | Yes  No |
|  | To provide and maintain safe plant and equipment | Yes  No |
|  | To ensure safe handling and use of substances | Yes  No |
|  | To provide information, instruction and supervision for workforce | Yes  No |
|  | To ensure all workforce are competent to do their tasks, and to give them adequate training | Yes  No |
|  | To prevent accidents and cases of work related ill health | Yes  No |
|  | To maintain safe and healthy working conditions | Yes  No |
|  | To ensure sufficient funds are available to implement this statement; and | Yes  No |
|  | To review and revise this statement as necessary at regular intervals not exceeding 12 months. | Yes  No |
| Please enter any additional information you feel relevant :  *Note: information included within this section will not be scored.* | | |

**12. SUBCONTRACTING**

*This section will not be scored and is included as information only*

1. Suppliers, whom propose to use subcontractors for any part of this contract, should complete the following section. This section is for information only.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Subcontracting**  Suppliers that propose to use subcontractors or third party providers for any element of this contract should detail the subcontractors they proposed to use their relationship with the subcontractor and outline details of similar projects which the supplier and subcontractor have completed together.  Note: Ansa may elect to contact any of the referees which you have provided. Your permission to do so will be assumed, unless otherwise stated.  Should more than three subcontractors be used by the supplier, additional rows can be added either within this table or as an attachment, if an attachment has been provided, please confirm this within the table. | | |
| Number of subcontractors to be used during this contract: |  | |
| Subcontractor 1. | | |
| Name of subcontractor: |  | |
| Service area(s) of contract the subcontractor will provide: |  | |
| Main point of contact name: |  | |
| Phone number: |  | |
| Email address: |  | |
| Explanation of relationship: |  | |
| Detail of similar projects completed together: |  | |
| Subcontractor 2. | | |
| Name of subcontractor: |  | |
| Service area(s) of contract the subcontractor will provide: |  | |
| Main point of contact name: |  | |
| Phone number: |  | |
| Email address: |  | |
| Explanation of relationship: |  | |
| Detail of similar projects completed together: |  | |
| Subcontractor 3. | | |
| Name of subcontractor: |  | |
| Service area(s) of contract the subcontractor will provide: |  | |
| Main point of contact name: |  | |
| Phone number: |  | |
| Email address: |  | |
| Explanation of relationship: |  | |
| Detail of similar projects completed together: |  | |
| Have you provided supplementary attachments detailing other subcontractors which may be used during this contract: | | Yes  No |
|  | **Benefits of using subcontractors**  Outline the reasons why using the listed subcontractors will be beneficial to the contract, detailing assets and added value which the subcontractor can bring to the contract at no extra cost to the supplier or Ansa.  Your response should include:   * The reason you have proposed to use subcontractors to perform the required services * The areas of expertise the subcontractor has to benefit Ansa and the contract | | |
| *Enter your response here:* | | |
|  | **Management of subcontractors**  Detail how you intend to manage the subcontractors ensuring that the predefined milestones and objectives are met.  Your response should include:   * How you will ensure for service continuity and delivery throughout the term of the contract * How you ensure that the subcontractor complies with the contract and relevant legislation such as Modern Slavery Act 2015 * If relevant, how you will manage data shared through the project to ensure that there is not a data breach | | |
| *Enter your response here:* | | |

**Ansa Environmental Services Ltd**

Contract for the Transport and Treatment of Street Cleaning Residue

**1 March 2023 until 28 February 2026**

**(with an option to extend for up to an additional 2 years)**

**SCHEDULE 4 - PRICING SCHEDULE:**

**TRANSPORT AND TREATMENT OF STREET CLEANING RESIDUE**

**Pricing Schedule – (60% of total evaluation score)**

Please complete the Pricing Schedule below for your proposed charges for the provision of Transport and Treatment of Street Cleaning Residue.

This should represent the full charges payable by Ansa Environmental Services Ltd for the **full term; 1 March 2023 until 28 February 2026, including any period of extension** available under the contract - **No claim for additional payment will be considered for items that have not been specified.**

Please note that the evaluated price will be the **Total Annual Cost** (excluding VAT) which must include **ALL** charges in respect of the term of the Contract. The Total Annual Cost will be based on the annual treatment and transport costs incurred by Ansa.

Failure to quote for all aspects of the project listed will result in a score of zero for this section. If no separate charge is made for any of the below please indicate the charge is “nil” rather than leave the box blank.

**Pricing Evaluation:**

The **Total Annual Cost** will be calculated in accordance with the below formula:

Total Annual Treatment Cost + Total Annual Transport Cost = **Total Annual Cost**

Total Annual Treatment Cost = Tenderer’s submitted Gate Fee x Annual Street Cleansing Residue Tonnes to be Treated (5,000)

Total Annual Transport Cost = Tenderer’s submitted Haulage Rate x Annual Street Cleansing Residue Tonnes to be Treated (5,000)

The **Total Annual Cost** will be evaluated and converted to a score as a percentage of the lowest but feasible price received. The lowest submitted price will score full marks for the pricing evaluation with the maximum weighting (60%) being awarded.

Ansa gives no guarantee or warranty or makes any representation as to the accuracy of any indicative volumes or as to the value of the work during the contract period. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of potential providers.

**Gate Fee: Treatment of Street Cleansing Residue**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Item Detail** | **Gate Fee Per Tonne (£)** | **Total Tonnes to be treated per Annum** | **Total Annual Treatment Cost (£)** |
| **1** | Treatment of approximately 5,000 tonnes of Street Cleaning Residue at the Contractor’s Treatment Facility, as outlined within the Specification |  | **5,000** |  |

**Haulage Rate: Transport of Street Cleaning Residue**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Item Detail** | **Haulage Rate Per Tonne (£)** | **Total Tonnes to be treated per Annum** | **Total Annual Treatment Cost (£)** |
| **2** | Transport of approximately 5,000 tonnes of Street Cleaning Residue from Ansa’s Environmental Hub (the Collection Point) to the Contractor’s Treatment Facility, as outlined within the Specification |  | **5,000** |  |

**Ansa Environmental Services Ltd**

Contract for the Transport and Treatment of Street Cleaning Residue

**1 March 2023 until 28 February 2026**

**(with an option to extend for up to an additional 2 years)**

**SCHEDULE 5 - ITT QUALITATIVE EVALUATION QUESTIONS**

Tenderers must provide Method Statements and Contingency Arrangements specific to the Treatment of Street Cleaning Residue.

**Section One: Method Statements Treatment (Weighting 20%)**

Please provide details of how you intend to provide the requirements in accordance with the Contract.

1. Tenderers’ responses should include:

* Comprehensive details of the proposed treatment processes and how this complies with existing regulations regarding the treatment of Street Cleansing Residue.
* Full details of materials/wastes generated from the treatment processes
* Details of how materials generated will be used
* Details of end destinations for materials arising from treatment processes, how these are vetted, how the wastes/materials are controlled to ensure proper/responsible use/disposal

1. Confirmation of any sub-contractors you propose to use in the provision of the Contract with a summary of the way in which you will ensure a sound working relationship and seamless provision of the obligations under the Contract.
2. Details of the way in which you propose to manage performance monitoring of the Contract.

|  |
| --- |
| *Response (Submission scored 0-10):* |

**Section Two: Contingency Arrangements Treatment (Weighting 5%)**

Please provide Details of:

1. How the Contractor will provide treatment services should their stated Treatment Facility become unavailable.
2. Processes to be triggered in the event of key personnel, equipment becoming unavailable.

|  |
| --- |
| *Response (Submission scored 0-10):* |

**Section Three: Method Statement Transport (Weighting 10%)**

Please provide the methodology for fulfilling the transport element of the Contract and meeting the requirements set out within the Specification.

1. Responses should include, but may not be limited to:

* Capacity to provide haulage requirements. Including size of fleet, proposed trailer specification for the haulage of Street Sweepings
* Experience of providing similar haulage services
* Start-to-finish process for providing haulage requirements
* How the Contractor would deal with Operational difficulties which may include, but not be limited to; vehicle breakdowns, traffic delays, staff absences etc.

1. Confirmation and management of any sub-contractors you propose to use in the provision of the haulage element of the contract, with a summary of the way in which you will ensure a sound working relationship and seamless provision of obligations under the contract.

* Names of Key Staff
* Contact Details
* Experience

|  |
| --- |
| *Response (Submission scored 0-10):* |

**Section Four: Social Value (Weighting 5%)**

Please articulate how you will support the Ansa in achieving its priorities and what Social Value you can bring to this Contract.

1. This could include, but is not limited to:

* Creation of local employment opportunities
* Creation of apprenticeships
* Sustaining employment
* Training and skills opportunities for local people
* Creation of volunteer opportunities
* Energy efficiency
* Encourage recycling

|  |
| --- |
| *Response (Submission scored 0-10):* |

**SCHEDULE 6 - DECLARATIONS**

**Ansa Environmental Services Ltd**

**DECLARATION**

I/We certify that the information supplied by me/us in this document is accurate to the best of my/our knowledge. I/We understand that the giving of false or incomplete information could result in my/our exclusion from the quotation exercise and may result in Criminal Proceedings.

I/We also understand that it is a Criminal Offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower Ansa Environmental Services Ltd to cancel any contract currently in force and will result in my/our exclusion from the quotation exercise as per the bribery act 2010.

I/We certify that I/we have not now or will in the future, canvassed or solicited any member, officer or employee of Ansa Environmental Services Ltd and any other companies in the group of which Ansa Environmental Services Ltd forms part, in connection with this document and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

Signed for on the behalf of the Organisation:

Name:

Position/Status in the Organisation:

Date: