**INVITATION TO TENDER**

(PART B)

**Gosport Digital projects**

**TENDER SUBMISSION**

|  |
| --- |
| **THIS DOCUMENT IS TO BE COMPLETED BY THE TENDERER****AND SUBMITTED TO GOSPORT BOROUGH COUNCIL** |

**Closing date and Time for submission of Tender**

**12:00pm 2nd September 2024**

**NAME OF TENDERER:** ………………………………………………………………………

 **Bid LOT number** ………………………………………………………………………………

 **Company Registration No:** ……………………………………………………………

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This is Part B for completion by the Tenderer and return to the Council in accordance with the instructions given in Instructions for completing and submitting a Tender (section 5 of the Invitation to Tender, Part A).

### PART B

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# 1. ORGANISATION DETAILS AND GENERAL INFORMATION

Questions within section A1 and A2 below are asked for information purposes only and the responses will not be evaluated. The answers do however give the evaluation panel an overview of the organisation and its structure so it is important these are completed in full.

|  |  |
| --- | --- |
| 1.1.1 | Full name of the potential Contractor submitting the information, insert response below |
|  |
| 1.1.2 | Registered office address (if applicable), insert response below |
|  |
| 1.1.3 | Registered website address (if applicable), insert response below |
|  |
| 1.1.4 | Trading status (please delete all classifications that are not applicable)1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please provide information on your trading status below)
 |
|  |
| 1.1.5 | Date of registration in country of origin |  |
| 1.1.6 | Company registration number (if applicable) |  |
| 1.1.7 | Charity registration number (if applicable) |  |
| 1.1.8 | Head office DUNS number (if applicable) |  |
| 1.1.9 | Registered VAT number  |  |
| 1.1.10 | Provide trading name(s) that will be used if successful in this procurement below. |
|  |
| 1.1.11 | 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
 |
|  |
| 1.1.12 | Are you a Small, Medium or Micro Enterprise (SME)? |  |
| 1.1.13 | Provide details of immediate parent company below: - Full name of the immediate parent company- Registered office address (if applicable)- Company registration number (if applicable)(Please enter N/A if not applicable) |
|  |
| 1.2 | Are you able to provide a copy of your audited accounts for the last full year, if requested?Contractors are also required to provide the details set out in section A. Alternatively where Contractors cannot provide the details outlined in section A, the Council will require the information outlined in section B or C below - | 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 [ ]   |
| 1.3 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. *If you have answered No this will be referred to a Health & Safety professional employed by the Council who may seek further information.*  | Yes [ ] No [ ]   |
| 1.4 | Do you have a corporate accident reporting policy and / or system in place? *If you have answered No this will be referred to a Health & safety professional employed by the Council who may seek further information.*  | Yes [ ] No [ ]   |

|  |  |  |
| --- | --- | --- |
| 1.5 | 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 three years?*If your answer to the this question is yes, please provide details in a separate appendix of* any enforcement/ remedial orders served and give details of any remedial action or changes to procedures you have made as a result.*The Council will not select Contractors that have been in receipt of enforcement/remedial action orders unless the Contractor can demonstrate to the council's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.* | Yes [ ] No [ ]   |

|  |  |
| --- | --- |
| **1.6** |  **CONTACT DETAILS (for communications, correspondence and enquiries relating to this Tender submission)**  |
| 1.6.1 | Please state the contact’s name, and position within the organisation:  |
| Name: Position:  |
| 1.6.2 | Please state the contact’s address:  |
| Address: Postcode:  |
| 1.6.3 | Please state the contact’s telephone number:  |
|   |
| 1.6.4 | Please state the contact’s email address:  |
|   |

# 2. RESPONSE TO REQUIREMENT AND SPECIFICATION

### MANDATORY REQUIREMENTS

Tenderers must provide a response to the mandatory requirements section included below. Tenderers should note that this section will be assessed on a Pass/Fail basis. Therefore, if a Tenderer cannot or is unwilling to answer ‘Yes’, their Tender will be deemed non-compliant and will be excluded from further consideration.

|  |
| --- |
| **General Mandatory Requirements** |
| **Ref** | **Requirement** | **Please confirm compliance and insert (x) into the appropriate box** |
| MR 1 | The supplier confirms their submission meets the scope and requirements specified in Section 2 of Part A for each LOT that is being tendered for.  | YES(PASS) |  |
| NO(FAIL) |  |
| MR 2 | A project proposal brief (Appendix 4) has been included for each LOT being tendered for, clearly stating which LOT the proposal is for.  | YES(PASS) |  |
| NO(FAIL) |  |
| MR 3 | The supplier has provided a fully completed Part B, included the pricing schedule for each LOT being tendered for with a full cost breakdown provided. | YES(PASS) |  |
| NO(FAIL) |  |
| MR 4 | The supplier confirms they hold valid insurance at the levels stated in PART A.  | YES(PASS) |  |
| NO(FAIL) |  |

### RESPONSE TO QUALITY QUESTIONS

Tenderers must provide method statements in response to the quality questions below, to describe how they will meet the requirements of the Contract. There are four quality questions in total. Questions should be answered in full and should not refer to other documents or appendices.

**Word Count**

For each question response/method statement, there is a maximum word limit.

Within Question 1, there is a 3000 word count maximum. This will be broken down in to two parts:

* 1500 words for your response to question one.
* 1500 words for section A of your project proposal brief - Appendix 3).
* Questions 2, 3 and 4 will have a maximum word limit of 500 words.

Tenderers should expand the box to accommodate their response as needed. Tenderers are advised that their response should be detailed but concise, responding to the question as succinctly as possible.

When answering the quality questions Tenderers must make sure that they answer what is being asked. Anything that is not directly relevant to the particular question should not be included, but wherever possible Tenderers should demonstrate how they will go further than what is being asked for, to add value.

Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses.

Each quality method statement will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference to responses or information provided elsewhere in your Tender submission.

Tenderers are referred to section 4 of the Invitation to Tender (Part A) and reminded that evaluation of their quality method statements will account for 60% of their total Tender score.

| **Quality Questions**  |
| --- |
| 1. | **Project proposal brief- Weighting 35%**We are looking for inspiring projects that will benefit the local community and provide the required outcomes of each intervention **(Please remember to complete the mandatory Appendix 4, clearly stating which LOT the project proposal is for)**Using your project detail in Appendix 4, please describe how your proposal meets the requirements stated in PART A and as follows: * How the project meets the intervention
* Number of people expected to benefit from the project
* How and where the project will be delivered
* Confirmation that the project can be delivered and completed by 31st March 2025
* How will you monitor progress against expected outcomes
* What data collection will you collate and how will you share this with the council
* How a mid-point progress report will be delivered and what will be included
* An end of project report detailing successful outcomes, data capture and measured outcomes relevant to the outcomes and outputs (appendix 5).
* As part of the end of project report you are required to include 2 case studies from your project delivery that show impact to participants of the project.

Note: We are keen to see case studies demonstrating digital inclusion and positive impact to Gosport residents and businesses.  |
| Response: |
| 2. | **Communication – 5%**Provide full details of the communication process between The Council and the Supplier. Please consider the following details in your response:* point of contact
* dedicated account manager
* response times
* availability/hours
* method of communication i.e. phone, email, online, in person etc.
 |
| Response:  |
| 3. | **Sustainability of the project (future planning)– 10%*** Sustainability, If the project delivery is successful and provides positive outcomes that meet the needs of local people, please explain how scalable the project is and how it could grow beyond the initial project period if future funding was secured.
 |
| Response:  |
| 4. | **Experience of project delivery – 10%**Please provide examples of 2 relatable projects that you have previously delivered as a supplier. This is an opportunity to demonstrate your experience and quality of work. Please include:* Detail of projects and how they were funded
* What were the outcomes
* Was the project delivered on time
* Were the projects sustainable
* Were other stakeholders or partners included in the delivery
 |
| Response:  |

# 3. SOCIAL VALUE

### GUIDANCE

Tenderers are referred to section 4 of the Invitation to Tender (Part A) for further information on how Social Value will be evaluated and are advised to ensure that they fully understand the evaluation methodology to be used to assess Social Value.

Tenderers must provide method statements in response to the Social Value questions below, to describe how they will support the councils Procurement Team in the improvement of economic, social and environmental well-being in accordance with the Public Services (Social Value) Act 2012. There are 2 Social Value questions in total.

Tenderers are required to respond to all of the Social Value questions below. Questions should be answered in full and should not refer to other documents or appendices.

For each response, there is a maximum word limit of approximately [300] words. Please adjust as necessary the size of the ‘response’ box in order to accommodate your response. Tenderers are advised that their response should be detailed but concise, responding to the question as succinctly as possible.

Tenderers are referred to section 4 of the Invitation to Tender (Part A) and reminded that evaluation of their Social Value method statements will account for 10% of their total Tender score.

|  |
| --- |
| **Social Value Questions**  |
| 1. | What steps will your organisation take to support employees in their professional development? This may be directly within your organisation and/or perhaps areas where you provide support and guidance to those outside of your organisation (for example, providing seminars, webinars, workshops etc.). |
| Response: |
| 2. | What steps will your organisation take to minimise the environmental impact of delivering the goods/services required as part of this Contract? |
| Response: |

In responding to the above questions, Contractors are committing to deliver the Social Value offer made, and the delivery of the successful Contractor’s offer will be monitored by the Council throughout the Contract. Tenderers are therefore advised to think realistically about the level of Social Value they can deliver without passing on additional costs to the Council.

# 4. PRICING SCHEDULE

### GUIDANCE

Tenderers are referred to section 4.1 of the Invitation to Tender (Part A) for further information on how price will be evaluated and are advised to ensure that they fully understand the evaluation methodology to be used to assess price.

Tenderers must take care to ensure they provide a price for each item/element of the pricing schedule as specified. Failure to complete the pricing schedule in full may result in the Tender being rejected.

Please do not make any changes to the pricing schedule, the Council will evaluate your Tender (and may award a Contract) on the basis that no such changes have been made.

In the event you are unclear with regards to any section, please do not hesitate to contact the GBC Procurement Team. Contact details are provided in the Invitation to Tender (Part A).

### PRICING SCHEDULE

Tenderers are referred to section 4 of the Invitation to Tender (Part A) for further information on how price will be evaluated and are advised to ensure that they fully understand the evaluation methodology to be used to assess price.

• Include an overall price and a cost breakdown

|  |  |
| --- | --- |
| Please provide a total project price for this LOT.  |  |
| Please provide a full breakdown of what that price includes in relation to your project brief. |  |

In the event you are unclear with regards to any section, please do not hesitate to contact the Council. Contact details are provided in the Invitation to Tender (Part A).

### FURTHER PRICING INFORMATION

Please provide in the box below any further information you feel necessary to support your pricing schedule which you have not provided elsewhere. This could be any additional information that is relevant, a summary of any assumptions made, or any statements to support the information provided in the pricing schedule.

|  |
| --- |
|  |

# 5. FREEDOM OF INFORMATION EXCLUSION SCHEDULE

**PROVISION ‘Gosport Digital projects’ FOR GOSPORT BOROUGH COUNCIL**

Tenderers’ attention is drawn to the Conditions of Tender and the Terms and Conditions of the Contract. Tenderers should state here which items of information (if any) supplied by them in their Tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Disclosure of information is at the sole discretion of the councils Procurement Team.

### COMMERCIALLY SENSITIVE INFORMATION

I declare that I wish the following information to be designated as commercially sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under the Freedom of Information Act 2000 is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is [until award of Contract **OR** during the period of the Contract **OR** for a period of [NUMBER] years until [MONTH], [YEAR] ***delete as applicable***.

|  |
| --- |
|   |

Signed: ..................................................................................................................

Date: .....................................................................................................................

Name of Signatory: .................................................................................................

Name of Organisation: .............................................................................................

# 6. TENDERING DECLARATION

In response to the Invitation to Tender for the provision of ‘Gosport Digital projects’ dated [DD Month YYYY], I/We, the undersigned, confirm that in submitting a Tender against this Contract that I/We

1. Undertake that this offer shall remain valid and open for acceptance for a period of 60 days from the date of submission unless specifically withdrawn in writing.
2. Understand that the Council is not bound to accept any Tender it receives.
3. Certify that I/We have not done, and I/We will not, at any time before the notification of Tender results, do any of the following:
	1. Communicate to any person other than the person calling for the Tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender is necessary to obtain insurance premium quotations required for the preparation of the Tender;
	2. Enter into any agreement or arrangement with any person that he/she shall refrain from Tendering or as to the amount of any Tender to be submitted;
	3. Offer to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this or any other Tender or proposed Tender for the said work any act or thing of the sort described above. In the context of this clause the word ‘person’ includes any persons and any body or association, corporate or unincorporate; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.
4. Contract and agree, on the acceptance of this Tender, in whole or part, to perform the Services detailed in the Specification, at the prices and terms quoted, and in accordance with the call-off Terms and Conditions of the Framework Agreement.
5. Accept the call-off Terms and Conditions of the Framework Agreement, to which this Tender is my/our response, and I/we undertake to perform any Contract awarded as a result of this Tender in strict conformity with those Terms and Conditions.
6. Understand that my/our responses to the questions posed in this Invitation to Tender including any explicit or reasonably implied undertakings, will form part of any Contract subsequently entered into between myself/ourselves and the councils Procurement Team.
7. Confirm that if our Tender is accepted we will, if required, upon demand:
	* 1. Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force;
		2. Sign a formal Contract document if required;
8. Agree that unless and until a Contract is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.
9. Certify that the information supplied is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in this Invitation to Tender. I/We understand that false information could result in my/our exclusion from further participation in this and future Tender processes.

**This Tendering Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.**

Signed: ................................................................................................................

Date: ...................................................................................................................

Name of Signatory: ...............................................................................................

Name of Organisation: ...........................................................................................

# 7. ENCLOSURES CHECKLIST

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.**

To ensure your Tender submission is evaluated properly, the GBC Procurement Team needs to have a complete response from you.

**Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.**

Please tick the appropriate box where you have completed the section.

|  |  |
| --- | --- |
| **CHECKLIST:**  |  |
| **Please also ensure that you have:** | **Tick Below** |
| Completed the Organisation Details section. | **[ ]**  |
| Answered all questions and provided responses to the method statement questions in section 2, Response to Requirement and Specification. *(Your Tender will be non-compliant if you have not completed this schedule)*  | **[ ]**  |
| Completed the pricing schedule in full as directed. *(Your Tender will be non-compliant if you have not completed this schedule)*  | **[ ]**  |
| Completed the Freedom of Information Exclusion Schedule. | **[ ]**  |
| Signed the Tendering Declaration. *(NB it must be signed by suitably senior personnel as directed)*  | **[ ]**  |
| Enclosures Checklist | **[ ]**  |