

DOCUMENT 4a - FORMS AND RESPONSE - QUALITY

**For Completion And Submission**

**Document 4a -**

**Forms and Response - Quality**

**NWLDC**

**Procurement Name:**

 **Coalville Christmas Lights – installation, maintenance, stock management and storage**

**Return time/date: NOON 03 June 2022**

**Return to: EastMidsTenders Portal**

**Name of Tenderer:**

 **6 April 2022**

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Instructions For Completing This Document

As a single stage procurement this Forms and Response document contains a number of sections that MUST be completed.

**Please refer to Document 1 for scoring model**

Part 1 - Standard Selection Questions

2.1 Selection Questionnaire

**2.1.1 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. 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.

**2.1.2 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 Tenderer.

**2.1.3 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.

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.

**2.1.4 Notes for completion**

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.

“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.

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.

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.

For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-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.

2.2 Part 1: Potential Supplier Information

**2.2.1 Section 1: Potential Supplier Information**

|  |  |  |
| --- | --- | --- |
| **Question number** | **Question** | **Response (delete as applicable)** |
| **Authority’s scoring methodology: Completed = Pass. Not Completed = Fail** |
| 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 status1. 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? | YesNoN/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? | YesNo |
| 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)? | YesNo |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: - 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.(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:

|  |  |  |
| --- | --- | --- |
| **Question number** | **Question** | **Response (delete as applicable)** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | YesNoIf 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 Tenderer 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? | YesNo |
| 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 wellName 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.

|  |  |  |
| --- | --- | --- |
| **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 |  |

2.3 Part 2: Exclusion Grounds

**2.3.1 Section 2: Mandatory Exclusion**

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.

|  |  |  |
| --- | --- | --- |
| **Question number** | **Question** | **Response (delete as applicable)** |
| **Authority’s scoring methodology: No = Pass. Yes with satisfactory explanation at 2.2 below = Pass. Yes, Unsatisfactory explanation at 2.2 below or No Response = Fail** |
| 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.  | YesNoIf Yes please provide details at 2.1(b) |
| Corruption.  | YesNoIf Yes please provide details at 2.1(b) |
| Fraud. | YesNoIf Yes please provide details at 2.1(b) |
| Terrorist offences or offences linked to terrorist activities | YesNoIf Yes please provide details at 2.1(b) |
| Money laundering or terrorist financing | YesNoIf Yes please provide details at 2.1(b) |
| Child labour and other forms of trafficking in human beings | YesNoIf 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 convictedIf 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) | YesNo |
| 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? | YesNo |
| 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.

**2.3.2 Section 3: Discretionary Exclusion**

|  |  |  |
| --- | --- | --- |
| **Question number** | **Question** | **Response (delete as applicable)** |
| **Authority’s scoring methodology: No = Pass, Yes with satisfactory explanation at 3.2 below = Pass. Yes, Unsatisfactory explanation at 3.2 below or No Response = Fail** |
| 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? | YesNoIf yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | YesNoIf yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | YesNoIf 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? | YesNoIf yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | YesNoIf yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | YesNoIf 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? | YesNoIf yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | YesNoIf 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? | YesNoIf 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 statementsThe 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. | YesNoIf Yes please provide details at 3.2YesNoIf Yes please provide details at 3.2YesNoIf Yes please provide details at 3.2YesNoIf 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) |  |

2.4 Part 3: Selection Questions

**2.4.1 Section 4: Economic and Financial Standing**

|  |  |  |
| --- | --- | --- |
| **Question number** | **Question** | **Response (delete as applicable)** |
| **Authority’s scoring methodology: Yes to any = Pass. No to all or No Response = Fail** |
| 4.1 | Please indicate which of the following you have provided to demonstrate your economic/financial standing  |
| (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. | YesNo |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | YesNo |
| (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). | YesNo |
| 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. | YesNo |

**2.4.2 Section 5: Wider Group**

If you have indicated in the Selection Questionnaire question 1.2 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? | YesNo |
| 5.2 | If yes, would the parent company be willing to provide a guarantee if necessary? | YesNo |
| 5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | YesNo |

**2.4.3 Section 6: Technical and Professional Ability**

|  |  |
| --- | --- |
| **Question number** | **Question** |
| **Authority’s scoring methodology: Three (3) suitable examples = Pass. Less than three (3) suitable examples but satisfactory explanation in 6.3 below = Pass. Less than three (3) suitable examples and unsatisfactory explanation in 6.3 below = Fail** |
| 6.1 | Relevant experience and contract examplesPlease 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. |
|  |  |

**2.4.4 Section 7: Modern Slavery Act**

|  |  |  |
| --- | --- | --- |
| **Question number** | **Question** | **Response (delete as applicable)** |
| **Authority’s scoring methodology: Yes to 7.2 below = Pass. No, Unsatisfactory explanation or No Response at 7.2 below = Fail** |
| 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")? | YesN/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? | YesPlease provide relevant the url …NoPlease provide an explanation |

**2.4.5 Section 8: Additional Questions**

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

**2.4.5.1 Contract Performance**

|  |
| --- |
| **Authority’s minimum requirement: is for the Tenderer to answer each of the questions within this ‘Contract Performance’ section by selecting Yes or No and providing comprehensive and relevant detail to explain the organisation’s position.** |
| In the last thee (3) years, have you had any contracts: |
| (a) | That have incurred contract damages, default notices or payment of liquidated damages | Yes/No | **Authority’s Scoring Methodology:****No = Pass. Yes with comprehensive details = Pass. Unsatisfactory response/no response = Fail.** |
| (b) | Where you have withdrawn from the contract either before or after the award of contract or have been terminated by the client earlier than the originally intended due to poor performance? | Yes/No | **Authority’s Scoring Methodology:****No = Pass. Yes with comprehensive details = Pass. Unsatisfactory response/no response = Fail.** |
| If answered yes to (a) or (b) above, please give further details (200 words max per question) |
| Tenderer’s Response: |
| (c) | Please explain how you have ensured that poor performance is rectified and that the necessary level and quality of service provision is maintained throughout the life of the contracts you have managed over the last three (3) years. |
| **Authority’s Scoring Methodology: comprehensive response = Pass. Unsatisfactory response or no response = Fail.** |
| Tenderer’s Response: |

**2.4.5.2 Business Activities**

|  |
| --- |
| **Authority’s minimum requirement: is for the Tenderer to answer each of the questions within this ‘Business Activities’ section providing comprehensive and relevant detail to explain the organisation’s position** |
| **Authority’s scoring methodology: comprehensive examples = Pass. Unsatisfactory examples or no response = Fail** |
| What are the main business activities of your organisation (Max 300 words)? |
| Tenderer’s response: |
| Please indicate how your organisation understands, keeps pace with and evolves with changes in local government trends and legislation and has the flexibility to adapt to legislative and organisational change (Max 300 words). |
| **Authority’s scoring methodology: comprehensive understanding = Pass. Unsatisfactory understanding or no response = Fail** |
| Tenderer’s response: |

**2.4.5.3 Business Continuity**

|  |
| --- |
| **Authority’s minimum requirement: is for the Tenderer to answer each of the questions within this ‘Business Continuity’ section by selecting Yes or No and providing comprehensive and relevant detail to explain the organisation’s position.** |
| 6.1 | Does your organisation have a Business Continuity / Disaster Recovery / Risk Management plan that ensures services described within the Authority’s outline requirement are delivered in the event of a disruption affecting your business, ensuring continuity of supply from your critical suppliers? | Yes/No | **Authority’s scoring methodology: comprehensive examples = Pass. Unsatisfactory examples or no response = Fail.** |
| If no, briefly describe what key actions your organisation will take to ensure continued provision to customers should there be a major event; for example, should there be adverse weather, or a pandemic flu which results in loss of staff or a fire or utility failure resulting in loss of your building(s) (300 words max). |
| Tenderer’s response: |
| 6.2 | Have there been any occasions when your business operation has been disrupted within the last three (3) years? | Yes/No | **Authority’s scoring methodology: No = Pass. Yes and copy provided with comprehensive detail = Pass. Yes but unsatisfactory response or no response = Fail** |
| If yes what were the circumstances, what was the effect on your customers and how did you overcome it? (Max 200 words). |
| Tenderer’s response: |

**2.4.5.4 Quality Assurance**

|  |
| --- |
| **Authority’s minimum requirement: is for the Tenderer to confirm that it holds a quality assurance policy and/or relevant certification and for the Tenderer to provide details of the measures that it employs to monitor performance in sufficient detail that the Authority can ascertain whether said policies/certification and monitoring mechanisms are satisfactory.** |
| **Authority’s scoring methodology: Yes = Pass. No but satisfactory info provided = Pass. No and unsatisfactory info provided or no response = Fail** |
| 7.1 | The Tenderer shall declare if it holds a quality assurance policy and/or relevant quality assurance certification (ISO 9001 or equivalent) and whether and how it monitors compliance with either. |
| Tenderer’s Response: |

Part 2 - Signatures

Tenderers are to complete the checklists below by providing initials or a signature (scanned or typewritten) against each item. This will constitute agreement and will form part of the Contract.

**Documents for Information**

| **Document** | **Section** | **Tenderer read, understood and agreed - Signature** |
| --- | --- | --- |
| Document 1 Instructions for Tenderers | General Instructions |  |
| Assessment |  |
| Award |  |
| Document 2 Specification (and appendices) | General Information |  |
| Contract Information |  |
| Specification |  |
| Document 3 Terms and Conditions of Contract | All |  |

**Documents for Completion and Submission**

| **Document** | **Statement** | **Tenderer accepted, completed and submitted - Signature** |
| --- | --- | --- |
| Document 4a Forms And Response - Quality | Documents For Information |  |
| Documents for Completion and Submission |  |
| Form of Tender |  |
| Certificate of Undertaking and Absence of Collusion or Canvassing |  |
| Certificate of Confidentiality |  |
| Commercially Sensitive Information |  |
| Quality Response |  |
| Pricing Declaration |  |
| Document 4b Forms And Response - Pricing | Pricing Schedule |  |

Part 3 - Certificates

**Form of Tender**

Tender for: NWLDC -

Period of contract: It is intended that the duration of the Contract to be a period of five (5) years subject to ongoing satisfactory performance by the winning Tenderer.

Tenders are invited for the supply of goods or services specified or described in Document 2 (and associated appendices). Completed tenders should be marked with: “Coalville Christmas Lights – installation, maintenance, stock management and storage” and returned electronically via the EastMidsTenders portal. Tenders must be returned no later than noon on 03 June 2022. Tenders received after the time stated or not properly completed will be disregarded.

The Contract shall be subject to the Terms and Conditions of Contract supplied in the procurement pack named Document 3 Terms And Conditions Of Contract. Offers by Tenderers made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such conditions alone. No alteration must be made to the issued conditions or schedules. Any Tenders bearing such alterations will not be considered.

NWLDC does not bind itself to accept the lowest or any Tender and reserves the right to accept a Tender either in whole or in part, for such items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit.

TO: NWLDC

I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by NWLDC of my/our Tender either in whole or in part, to supply (or perform the services), on such Terms and Conditions of Contract in accordance with such specifications as are contained or incorporated in the Invitation To Tender.

I/We agree and declare that the acceptance of this Tender by letter on behalf of NWLDC, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such Goods/Works or Services.

I/We agree to enter into a further agreement for the performance of the Contract, and I/We declare that I am/We are acting as the Authorised Officer for the purposes of signing this Tender, and therefore, the Contract.

Signed\*:

Date:

Name (in block capitals):

Official position (Director, Manager, etc.):

\*It must be clearly shown whether the Tenderer is a limited company, statutory corporation, partnership or single individual trading under his own or another name and also if the signatory is not the actual Tenderer, the capacity in which he/she signs or is employed.

**Certificate of Undertaking and Absence of Collusion or Canvassing**

The Tenderer shall sign the below Certificate of Undertaking and Absence of Collusion or Canvassing, clearly indicating whether they sign as a Consortium or Member of Consortium (A), or as a single body and/or individual (B) by striking through A or B, whichever does not apply.

TO: NWLDC

A – Consortium

I/We the undersigned do hereby certify that:

1. the consortium’s Tender is bona fide and intended to be competitive;
2. the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender or the conditions on which the Tender is made;
3. the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;
4. the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract.
5. the consortium has not and will not canvass or solicit any employee of NWLDC in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium’s behalf has done or will do such an act.
6. I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender.

B – Single Body and/or Individual

I/We the undersigned do hereby certify that:

1. My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person;
2. I/we have not indicated to any person other than the person calling for the Tender the amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;
3. I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted;
4. I/we have not offered to pay or give 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 any other Tender or proposed Tender for the said work any act or thing of the nature specified and described above.
5. I/we hereby certify that I/we have not and will not canvass or solicit any employee of NWLDC in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.
6. I/we further undertake that I/we will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender

Signed\*:

Date:

Name (in block capitals):

Official position (Director, Manager, etc.):

\*It must be clearly shown whether the Tenderer is a limited company, statutory corporation, partnership or single individual trading under his own or another name and also if the signatory is not the actual Tenderer, the capacity in which he/she signs or is employed.

**Certificate of Confidentiality**

TO: NWLDC

I/we hereby agree with NWLDC that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this procurement or project or contract.

It is appreciated by the parties in respect of the proposed Contract being entered into between NWLDC and my organisation that it may be necessary to share information with colleagues within my organisation. In this event, this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise.

Information shall not be passed on to third parties other than where Tenderers seek input from sub-contractors and/or suppliers to enable them to complete and return their Tender and the Tenderer shall ensure sub-contractors and/or suppliers are aware of their responsibilities under this Certificate of Confidentiality.

Signed\*:

Date:

Name (in block capitals):

Official position (Director, Manager, etc.):

\*It must be clearly shown whether the Tenderer is a limited company, statutory corporation, partnership or single individual trading under his own or another name and also if the signatory is not the actual Tenderer, the capacity in which he/she signs or is employed.

**Commercially Sensitive Information**

I/We declare that I/We wish the following information to be designated as Commercially Sensitive and to be appended to the final, signed Contract.

The reason(s) it is considered that this information should be designated as Commercially Sensitive is:

Signed\*:

Date:

Name (in block capitals):

Official position (Director, Manager, etc.):

\*It must be clearly shown whether the Tenderer is a limited company, statutory corporation, partnership or single individual trading under his own or another name and also if the signatory is not the actual Tenderer, the capacity in which he/she signs or is employed.

Part 4 - Quality Submission

The Tenderer is required to state in response to each Quality Sub Criteria, below, the means and methods by which it will provide or perform the elements of the Services contained within Document 2 Specification. The means and methods and other matters identified in each Quality Sub Criteria shall be directly relevant to the subject matter of the Requirements and Terms and Conditions of Contract and the circumstances of NWLDC and shall be formulated having particular regard to the needs and requirements of NWLDC.

Please complete the ‘Response’ sections below by filling in with your response - DO NOT EMBED EXTERNAL FILES OR DOCUMENTS.

Each response shall set out the Tenderers proposals in succinct terms specifically relevant to NWLDC’s requirements and shall as a minimum:

* clearly identify any key steps which the Tenderer will take in order to meet NWLDC’s requirements;
* specify any relevant target dates, times or other matters relevant thereto;
* where appropriate, indicate the resources which the Tenderer will apply in order to meet such requirements and achieve such targets;
* identify any inputs required from NWLDC or other contractors of NWLDC;
* specify the quality or standard of service to be provided by the Tenderer;
* include all data and other information, proposals, assurances and warranties which NWLDC may require the Contractor to provide in relation to that Quality Sub Criteria.

**Criteria A: Quality**

| Quality sub-criteria | Response required |
| --- | --- |
| Response to special events and force majeure | The Tenderer shall provide proposals to show how they would respond to special events and emergencies with particular reference to the implementation of any disaster recover and/or business continuity plans to demonstrate how disruption to service delivery would be minimised. |
| Response  |
| Quality sub-criteria | Response required |
| Risk Management | The Tenderer shall identify any specific risks associated with delivering the services to NWLDC and the plans they would put in place to mitigate these.  |
| Response |
| Quality sub-criteria | Response required |
| Meeting statutory requirements | The Tenderer must identify and provide details of how they will deal with meeting statutory requirements, including how they will keep up-to-date with changing requirements and how they will implement these within their service provision, including compliance requirements, any memberships and accreditations to organisations, company policies and procedures followed and training plan implementation. |
| Response |
| Quality sub-criteria | Response required |
| Innovation and Continuous Improvement | The Tenderer shall provide details showing how they keep informed of service, operational or technological advances in delivering their goods/works/services. Answers may be supported by referencing previous relevant experience of using new technology, new methods of working and innovation to deliver improvements and efficiencies in service delivery. Tenderers will show how this will be applied to service delivery at NWLDC including the methodology and approach that will be applied to continuously improve service delivery and the delivery of efficiencies throughout the life of the contract. Tenderers will provide evidence of any internal and external operations utilised to provide innovative support to their company. Tenderers will provide details of previous initiatives which have resulted in cost efficiencies to existing or past clients. |
| Response |

**Criteria B: Organisational Arrangements**

| Quality sub-criteria | Response required |
| --- | --- |
| Staffing and Resources incl. compliance with the Modern Day Slavery Act 2015 (where relevant) | The Tenderer must provide details of all the resources that they expect to use to provide the service to NWLDC (both operational and management), including the number of directly employed staff they expect to use to manage the service as well as any third parties. Include the number of hours and/ or shifts that are expected to be worked to provide the most efficient and effective service (this may not necessarily be 24/7 for each site). Provide details of all key Staff that will be a point of contact for NWLDC.Tenderers are to set out their plan for training employees providing services to NWLDC to ensure they have the skills to source and select the best talent for NWLDC.Tenderer to demonstrate their process and standards for ensuring all candidates presented have been fully vetted, reference checked and have appropriate working rights.The tenderer must provide details on how they can consistently meet the turnaround times outlined in Doc 2 for BOTH UK and Ireland.Tenderers must link their response to their proposed Key Performance Indicators and detail how these will be monitored and what actions the Tenderer will take if targets are not met due to staffing or resources issues.The Modern Day Slavery Act 2015 modernises the law on anti-slavery. If Tenderers are deemed to be a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 they should confirm that they are compliant with the annual reporting requirements contained within Section 54 of the Act and provide their relevant url in their response. If Tenderers fall below the threshold for reporting above, they should outline the steps they take to ensure they monitor and adhere to legal requirements regarding modern day slavery. |
| Response |

| Quality sub-criteria | Response required |
| --- | --- |
| Contract relationship & management information | The Tenderer shall give full details of how they will monitor performance (incl. appropriate metrics) and provide timely, accurate and meaningful data for monitoring performance and benchmarking and how this information will be reported. The Tenderer must show how their management information can help to improve the service and flag up issues relating to under-performance. The Tenderer must show how their management information will assist NWLDC in its corporate CSR reporting requirements.The Tenderer must also show how they plan to engage with NWLDC and how the on-going relationship will be managed to ensure a high standard of service is maintained, as well as how change management and contract variations will be managed effectively when they arise. |
| Response |

| Quality sub-criteria | Response required |
| --- | --- |
| Mobilisation | The Tenderer must provide detail on how they can service all existing NWLDC locations (list found in Doc 2 appendix) geographically.The Tenderer must provide a thoroughly considered and plausible plan demonstrating how they propose to mobilise and implement their service proposal which must be based around the requirements, shown in Document 2.The Tenderer must show how they will manage and deploy resources whilst ensuring that there is no conflict between good employment practice, value for money and quality of service. The Tenderers shall link this response to their response for ‘Staffing and Resourcing’, above. |
| Response |

**Criteria C: Customer Focus**

| Quality sub-criteria | Response required |
| --- | --- |
| Customer satisfaction and reputation | The Tenderer must show how services will be delivered to ensure a high level of customer satisfaction with details of how this will be monitored, along with details of how the Tenderer will ensure that the reputation of both NWLDC and themselves during the lifetime of the Contract will be enhanced.The Tenderer must also set out details of its complaints handling process. |
| Response |

**Criteria D: Health & Safety**

| Quality sub-criteria | Response required |
| --- | --- |
| Operational Delivery | Tenderers must provide and demonstrate assurance that their management of health and safety is adequate for the specific services provided to NWLDC.Specifically, duties of care owed under:* The Health and Safety at Work etc. Act 1974, and any relevant codes of practice issued therein
* The Management of Health and Safety at Work Regulations 1999

Tenderers are required to provide evidence of:* A Health and Safety Policy
* Training and Competence (i.e. membership of professional bodies or safety assessment schemes)
* Any action taken against them by enforcing authorities (HSE or LA)
* Familiarisation with hazards relating to works tendered for
* Any accidents reported under RIDDOR
* Evidence of how sub-contractors are managed

Other Regulations/Laws as appropriate |
| Response |

**Criteria E: Pricing**

Can be found in Document 4b Forms And Response - Pricing

Part 5 - Pricing Schedule Submission and Declaration

**Pricing Schedule**

Found in separate attachment to this document named Document 4b Forms And Response - Pricing

**Pricing Declaration**

TO: NWLDC

I/We offer to supply the goods or services as per the pricing schedule contained within Document 4b Forms And Response - Pricing, in accordance with the Specification, Terms and Conditions of Contract and all other documents forming the Contract.

Signed\*:

Date:

Name (in block capitals):

Official position (Director, Manager, etc.):

\*It must be clearly shown whether the Tenderer is a limited company, statutory corporation, partnership or single individual trading under his own or another name and also if the signatory is not the actual Tenderer, the capacity in which he/she signs or is employed.

**END.**