**Invitation to Tender (ITT)**

**Instruction Document**



**Provision of Grounds Maintenance (and associated) Agency Staff**

**FTS No: 2021/S 000-028442**

**November 2021**

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# Section 1 – Background and Timetable

## Introduction

* + 1. Folkestone & Hythe District Council (F&HDC) wishes to select and appoint a suitable supplier for **Provision of Grounds Maintenance (and associated) Agency** **Staff** and invites organisations to submit a tender to meet F&HDC's requirements. The specific requirements for the contract are detailed in the Specification at **Appendix A**.
		2. This tender will be conducted using a one-stage 'open' procedure.
		3. The contract is anticipated to commence in January **and continue for a period of period of 2 years with the provision to extend by additional period of 3 years**, unless terminated in accordance with the Conditions of the Contract.

## 1.2 itt tIMETABLE

1.2.1 The key dates for this tender are outlined in the timetable below.

1.2.2 While we do intend to keep to this schedule, these dates are estimates and we may amend or deviate from the timetable. If we do change the timetable, we will notify you of the changes.

|  |  |
| --- | --- |
| **Date** | **Activity** |
| 15 November 2021 | Publication of Invitation to Tender (ITT) document pack |
| 10 December 2021 | Deadline for clarification questions |
| 16 December 20219.30am | Tender Return Date |
| 21 & 22 December 2021 | Presentation / interviews |
|  04 January 2021 | Successful/unsuccessful notifications |
| 14 January 2021 | End of 'Standstill' Period |
| 31 January 2021 | Contract start date |

# Section 2 – Supplier Responses

## 2.1 Instructions for Tenderers

2.1.1Read these instructions carefully before completing the **Invitation to Tender Supplier Response document**. It is your responsibility to make sure the document is fully completed with any other required documents. If you fail to comply with these requirements, we may reject your tender.

2.1.2 By submitting a response to this ITT, you confirm that you understand and can provide services (or works or goods) that satisfy the requirements described in our specifications.

2.1.3 Complete the following documents and upload them to the **Kent Business Portal** ([kentbusinessportal.org.uk](https://www.kentbusinessportal.org.uk/)) by attaching them to your online response.

* **Standard Selection Questionnaire (SQ)**
* **ITT supplier response document**

If possible, please return these documents in the file format provided (e.g. .doc, .xls, etc.) or a compatible format. If you need the documents provided to you in an alternative file format, please ask using the 'Messages' function in the portal.

2.1.4 You must submit your tender via the **Kent Business Portal**. We cannot accept tenders returned by post or email. If you have any difficulty using the portal, please contact us in plenty of time before the Tender Return Date.

2.1.5 You are permitted include appendices with your tender to support answers to the quality/technical questions in the **Invitation to Tender Supplier Response document.** Any additional documents you include should be relevant and, if part of your answer to a quality question, comply with any word count limits.

2.1.6 You are not required to submit copies of audited accounts, insurance certificates or company policies with your tender. If you are successful, you must provide these and any other evidence we request, before F&HDC enters into contract with you.

2.1.7 Tenders must be submitted by the Tender Return Date (see section 1.2). We will not consider late tenders unless agreed by the F&HDC's authorised officers in exceptional circumstances.

2.1.8 **Tender Validity –** your tender must be open for acceptance for at least 180 days from the Tender Return Date. We will not accept any changes to your tender in that period, unless a genuine error is found and corrected before we make the award decision.

2.1.9 **Modification & Withdrawal –** You may modify or withdraw your tender at any time before the Tender Return Date. This should be done using the Kent Business Portal. If you need to withdraw your tender after the deadline, please send a message using the 'Messages' function within the portal.

2.1.10 **Queries and Clarifications –** All enquiries about this ITT should be sent using the 'Messages' function within the Kent Business Portal. We will try to answer all questions as quickly as possible before the Clarification Closing Date. We recommend you submit your questions as early as possible.

## 2.2 Price

2.2.1 It is envisaged that the majority of staff engaged via this contract will be paid at or around the national living wage (as varied from time to time). The exact **PAY RATE** will be confirmed for each specific job role.

2.2.2 You are required to submit your **percentage mark-up** that will apply to all appointments, which shall be referred to as the **CHARGE RATE**.

2.2.3 The **CHARGE RATE** must be inclusive of all costs associated with providing the service, including (but not limited to); staff pay; holiday pay; NI; PAYE; statutory sick pay; auto enrolment (work place pension) plus the suppliers margin and any additional costs, losses and expenses howsoever incurred.

2.2.5 Any estimated requirements (e.g. volumes) we give are intended for guidance only and are not guaranteed. Please submit your best commercial offer based on the information provided.

2.2.6 Unless otherwise stated, the **CHARGE RATE** must be fixed (i.e. not subject to variation) for the period of the contract subject.

# Section 3 – General Instructions

3.1.1 **Amendments to the ITT -** At any time before the Tender Return Date, F&HDC may amend the ITT document(s). All tenderers will be notified of any changes and F&HDC may choose to change the Tender Return Date to extend the deadline, if we consider this necessary.

3.1.2 **F&HDC's Right to Reject or Not to Award –** F&HDC reserves the right to reject any tender, or abort the tender process at any time, or to not award the contract to any organisation, without incurring any liability to the affected tenderers.

3.1.3 **Confidentiality -**All information supplied in connection with this ITT is confidential and by submitting a tender, you agree to be bound by the obligation to preserve the confidentiality of all such information.

3.1.4 **Freedom of Information –** F&HDC is subject to the Freedom of Information Act 2000 and may be required to provide information when requested under the Act. You should identify any information in your tender that you require to remain confidential or consider to be commercially sensitive. We will honour this, if authorised by the provisions of the Act.

3.1.5 **General Data Protection Regulations (GDPR)**

F&HDC processes personal information in accordance with Data Protection Legislation namely the General Data Protection Regulations (Regulation (EU) 2016/679), the Law Enforcement Directive (Directive (EU) 2016/680), any applicable national implementing Laws as amended from time to time; the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; all applicable Law about the processing of personal data and privacy.

3.1.6 **Publicity –** Do not advertise or publicise the provision of the goods/services/works or the award of any contract will unless and until F&HDC gives written consent to the advert or article. You must ask permission for each publication and provide a draft of the text for F&HDC's approval.

3.1.7 **Transparency –** F&HDC must comply with transparency obligations and publish certain information about this ITT and any resulting contract(s). F&HDC routinely publishes details of our contracts on the Kent Business Portal and our website, including the estimated value of contracts and the identities of its contractors.

3.1.8 **Security of Performance –** F&HDC each reserve the right to require the successful tenderer to provide a Parent Company Guarantee (PCG), or a Performance Bond (if a PCG cannot be provided) and /or a Collateral Warranty from any sub-contractor(s) of the successful tenderer.

# Section 4 – Presentations

4.1.1 You will be required to attend a Presentation as part of the quality assessment of your tender.

4.1.2 Presentations will be held on **21st & 22nd December 2021** at the Civic Centre in Folkestone (CT20 2QY) after the Tender Return Date. Only organisations which submit tenders will need to attend.

 We expect 4 F&HDC officers will be present to evaluate the interview.

4.1.3 Video display equipment will available for your presentation.

We are unable to use USB sticks and flash drives on the Council’s computers. If you need to borrow a laptop, please provide a copy of your presentation slides in advance through the ‘Messages’ function within the Kent Business Portal.

4.1.4 In total each interview will last up to 90 minutes.

4.1.5 You are asked to give a 20 minutes presentation on ***how will you deliver the recruitment of staff, taking into consideration current market pressures such as the covid pandemic*, labour shortages and increased costs?** The presentation itself will contribute up to a maximum of **10%** to the final evaluation score. This part of the interview could also include unscored questions to clarify parts of your presentation.

4.1.6 Following the presentation, you will be asked 5 'blind' questions which will not be provided to you in advance. These question will contribute **10%** (2% each) to the final evaluation score.

4.1.7 Please use the following link to book a time slot for your presentation **before** the Tender Return Date. If you decide not to submit a tender, we will automatically cancel your appointment.

<https://doodle.com/poll/yx2tmu343gnapkcu?utm_source=poll&utm_medium=link>

You must book using the name of your organisation, not your personal name.

4.1.8 After the Tender Return Date, we will be contact you using the ‘Messages’ function in the Kent Business Portal to confirm your appointment.

4.1.9 On arrival for your appointment, please report to reception and wait to be escorted to a meeting room. Visitor parking at the Civic Centre is limited to one hour only. Please use on- or off-street parking nearby.

 [Go to Folkestone and Hythe parking information](https://www.folkestone-hythe.gov.uk/parking)

# Section 5 – Evaluation

## 5.1 Evaluation Criteria

5.1.1 We will evaluate the tenders to find the 'most economically advantageous tender' (MEAT) based on **50% 'quality'** and **50% 'price'**. The weighted quality and price scores will be added together to identify the MEAT.

5.1.2 During the evaluation, we may contact you to clarify something in your tender or to check information in your tender which we think could be incorrect. We will send these questions through the ‘Messages’ function in the Kent Business Portal. You should answer any questions we have promptly by replying to the message in the portal.

5.1.3 We are not responsible for finding errors in your tender. It is your responsibility to make sure your tender is complete, comprehensive and correct. We are not obligated to accept corrections to any errors in your tender which result in your tender being rejected or given a particular score.

## 5.2 QUALITY Evaluation

5.2.1 You must complete all questions in Section 1of the **Invitation to Tender Supplier Response document**. Responses to the questionnaire will be evaluated on a pass/fail basis unless the question states otherwise. Any organisation which fails any section of the questionnaire will be disqualified and their tender will be rejected.

5.2.2 We will assess the 'quality' part of your tender using your responses to the quality questions set out in Section 2.1 of the **Invitation to Tender Supplier Response document.** These questions are based on the parts of the service (or works or goods) that we consider to be the most important to F&HDC.

5.2.3 If headline questions are used, any organisation which fails any headline questions (pass/fail) will be disqualified and their tender will be rejected.

5.2.4 The maximum quality score of 50% is divided across each of the quality questions in Section 2.1. The weighting of each question is shown below.

* Q1: Methodology 10 %
* Q2: Experience 5 %
* Q3: Sustainability 5 %
* Q4: Social Value 10 %
* Presentation 10 %
* Blind Question 1 2 %
* Blind Question 2 2 %
* Blind Question 3 2 %
* Blind Question 4 2 %
* Blind Question 5 2 %
* **Total Quality Score 50** **%**

5.2.5 Each question will be scored 0-5 based on the following method:

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Description** | **Score** |
| Deficient | Response to the question (or an implicit requirement) significantly deficient or no response given. | 0 |
| Inadequate | Inadequate detail provided and some of the questions not answered, and/or some of the answers to questions are not directly relevant to the question. | 1 |
| Limited | Limited information provided, and/or a response that is inadequate or only partially addresses the question. | 2 |
| Acceptable | An acceptable response submitted in terms of the level of detail, accuracy and relevance. | 3 |
| Comprehensive | A comprehensive response submitted in terms of detail and relevance to the question. | 4 |
| Superior | As Comprehensive, but to a significantly better degree and a response which goes above and beyond to answer the question. | 5 |

5.2.6 We will score your answers to the quality questions out of a maximum of 5 points each (as above), and calculate a weighted score for the question.

**EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Weighting** | **Score (out of 5)** | **Weighted Score** |
| Criteria A | 50% | 4 | 40% |

If ‘Criteria A’ was weighted 50% and the suppliers response received a score of 4 out of 5 then the following formula would be applied:

 = (Weighting / maximum score) \* score awarded = Criteria awarded %

 = (50/5)\*4 = 40%

5.2.7 If more than one person scores the tenders, a consensus scoring mechanism will be used (i.e. the panel will agree a score for each marked element).

5.2.8 The purpose of this ITT is to select the organisation(s) best able to fulfil F&HDC's contract requirements. If your organisation achieves a score of 2 or lower for more than one question in Section 2.1, we may reject your application.

## 5.3 price EVALUATION

5.3.1 We will score your **charge rate** (percentage mark-up) against the lowest offered.

The lowest charge rate will receive the full score of 50%. Higher bids will be weighed using the following formula: (lowest price ÷ your price) × weighting.

**EXAMPLE**

|  |  |  |
| --- | --- | --- |
|   | **Bid** | **Weighted Score** |
| **Supplier 1** | 20% | 50% (maximum score available) |
| **Supplier 2** | 30% | 37.5% |
| **Supplier 3** | 40% | 25% |

5.3.3 If your tendered **charge rate** appears to be abnormally low, we may ask for an explanation and more detailed breakdowns of your rate. If we are not satisfied with the explanation, we may reject your tender as non-compliant with the requirements of the specification.

## 5.4 notification

5.4.1 Once we have completed the evaluation, we will send all organisations an 'Intention to Award' letter confirming whether their tender is successful or unsuccessful. This letter will include some feedback on your tender and the details of who to contact for more information about our decision.

5.4.2 If the estimated contract value is greater than applicable EU threshold, F&HDC is required to hold a mandatory standstill period of 10 days. The Intention to Award letter will confirm the date this period will end. We will not enter into contract before the end of the standstill period.

# Section 6 – Terms and Conditions of Contract

6.1.1 The Terms and Conditions of Contract F&HDC intends to use for this contract are contained in **Appendix D**. We will not accept any alternative terms and conditions submitted as part of your tender.

6.1.2 If you have any queries or concerns about the Terms and Conditions of Contract, or required a non-material change to the terms, you **must** ask about this during the clarifications period and before the Tender Return Date.

6.1.3 F&HDC may agree to any non-material changes to the Terms and Conditions of Contract which you consider to be in the interests of F&HDC and the project. However, any agreement will be at the sole and exclusive discretion of F&HDC after the proposed changes have been reviewed by our legal team.

6.1.4 **Parent Company Guarantee –** F&HDC reserves the right to require a Parent Company Guarantee from the successful tenderer, if the organisation has a parent company. This will use template in **Appendix E**.

6.1.5 **Performance Bond –** F&HDC reserves the right to require a Performance Bond or alternative security from the successful tenderer if a Parent Company Guarantee is not available. This will use template in **Appendix F**

6.1.6 **Collateral Warranty –** F&HDC reserves the right to require a Collateral Warranty from any sub-contractor(s) of the successful tenderer. This will use the template in **Appendix G**. We are more likely to request this if 50% or more of the contract will be fulfilled by a sub-contractor or if the type of work sub-contracted represents a significant risk.