###### INSTRUCTIONS FOR RESPONDING TO THIS INVITATION TO TENDER

Great Yarmouth Borough Council is inviting tenders from suitably experienced funeral directors to provide public health funeral services to meet the requirements of the Public Health (Control of Disease) Act 1984.

A Notice was published on **OJEU** and **Contracts Finder,** on **24st January 2018** inviting interested parties to access the Tender details through the Council’s e-procurement portal ‘Supply Great Yarmouth’. This Invitation to Tender (ITT) has been made available to all those expressing an interest and the deadline for receipt of the ITT proposals is **23rd February 2018.** The Evaluation Panel will meet by the **2nd March 2018** to undertake the technical evaluation of the proposals and agree the panel’s scores.

Responses to the ITT must be submitted in accordance with the following instructions. The Council will reject applications not complying with these instructions.

Please complete all parts of the ITT fully by **noon** on **23rd February 2018.**

1. This ITT must be treated as private and confidential. Bidders should not release details of the ITT other than on an “In Confidence” basis to those who have a legitimate reason to know, or to whom they might need to consult for the purpose of preparing responses.
2. All questions must be answered. To avoid confusion please repeat information in the event that the answer is similar to another answer rather than referring to that other answer.
3. The ITT includes mandatory requirements, which are clearly indicated within the document. It is important that Bidders read these carefully and provide the information requested. **Failure to comply with any applicable mandatory requirements will mean exclusion from the evaluation process.**
4. Please note that publicity brochures will not be accepted as providing the answers to the questions but may be attached as additional information.
5. We draw your attention to the fact that failure to provide the requested information or particulars for the relevant question(s) may result in elimination.

The Council may seek evidence at a later date in confirmation of your answers.

1. All enquiries relating to completion of responses should be made through the portal and will be answered as soon as possible. The deadline for receipt of questions is **16th February 2018.**
2. Although formulation of responses may involve cost and expense to the bidder, the Council is under no obligation to, and therefore will not, reimburse the bidder in this respect.

Consortiums

1. Where a consortium bid is made, a single lead bidder must be nominated and each consortium member will be required to become jointly and severally liable. In the case of a consortium bid, the Council reserves the right to require that the successful group of bidders form a single lead entity for the purpose of satisfactory performance of the contract.
2. Bidders must provide an explanation and a diagram of the proposed consortium’s structure if relevant.

Sustainability

1. The Council is committed to managing its own sustainability impacts and to using the most environmentally and socially responsible goods and services and expects all its contractors and suppliers to do the same.

### Freedom of Information

1. The Council is committed to open government and to meeting the legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Council may need to be disclosed by the Council in response to a request under the Act. The Council may also decide to include certain information in the publication scheme which it maintains under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, the Council may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by the Council should not be taken to mean that the Council accepts any duty of confidence by virtue of that marking. If a request is received, the Council may also be required to disclose details of unsuccessful tenders

##### Contract Timetable

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| **Activity** | **Date** |
| Issue of Tenders | 24/01/2018 |
| Close of questions | 16/02/2018 |
| Return of Tenders | 23/02/2018 |
| Evaluation of Tenders by | 02/03/2018 |
| Contract Award | 12/03/2018 |
| Contract Start Date | 01/04/2018 |

**EVALUATION OF TENDERS**

The Council will evaluate tenders on the basis of most economically advantageous.

The lowest cost or highest income offered in the tender may not be accepted.

The Council is under no obligation to accept any tender.

**Evaluation Process**

Tenders will be assessed on the basis of their financial, technical and legal capabilities for fulfilling the contract. The opportunity consists of two elements: Public Health Funerals and Direct Funeral Services as described in the Specification documents. Bids may be submitted for both or either single element.

Tenderers must pass the ‘Pass/Fail’ questions and score at least 60% in the General Questions to be considered. The evaluation will then be carried out by reference to Method Statement Quality and the Total Cost Proposal.

Tenderers are advised that in the event that, at any stage in the evaluation process, an application is considered to be fundamentally unacceptable on a key issue, then regardless of its other merits, it may be rejected.

Tenderers are further advised that wherever in this document reference is made to any external assessment body or external accreditation standard, such reference shall be deemed to include reference to any equivalent body or standard established in other member states of the European Union

The evaluation will be based on the Most Economically Advantageous Tender (MEAT).

Prices should be submitted inclusive of any expenses but should exclude VAT.

The lowest priced tender may not be accepted.

The Council is under no obligation to accept any tender.

**Terms and Conditions of Contract**

Tenderers must confirm their acceptance of the Terms and Conditions of Contract through certification of the Form of Tender.

Any conditions that the contractor may seek to impose shall be excluded and not form any part of the Contract unless each of these conditions has been specifically agreed to in writing by the Authority.

###### Tender Information

Information supplied to tenderers by the Contracting Authority or its consultants (whether in the invitation or otherwise) is given only for general guidance in the preparation of the tender. Tenderers must satisfy themselves by their own investigation and no responsibility is accepted by the Contracting Authority for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

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| **Scoring Mechanism**  The table below details the way in which the Tender will be scored before the weightings are applied as indicated.   |  |  | | --- | --- | | **Score** | **Rationale** | | Score 0 | Complete failure to grasp/reflect the core issue | | Score 1 | Reflects limited understanding misses some aspects | | Score 2 | Reflects adequate understanding of all issues and aspects | | Score 3 | Good understanding and interpretation of requirements | | Score 4 | Excellent understanding and interpretation. Innovative and proactive approach that more than meets the requirements | |

**Award Criteria**

The appropriate weighting will be applied to the scores for the Method Statement and Total Cost responses and the preferred bidder for each element will be identified.

It is envisaged that the contract for each element will be awarded to the tenderer who achieves the highest score on completion of the entire tender evaluation process.