

**Cheshire East Borough Council**

**OPEN PROCEDURE RESPONSE DOCUMENT**

**INVITATION TO TENDER (ITT)**

**Framework Agreement for the Provision of  
Community Equipment & Supplies**

**PERIOD: 8<sup>th</sup> December 2016 – 7<sup>th</sup> December 2020**

**CHEST REF: DN169426**

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

© 2015

Copyright – Cheshire East Council - All rights reserved

No part of this publication may be reproduced,  
stored in a retrieval system or transmitted  
in any form or by any means electronic,  
mechanical, photocopying, recording or  
otherwise without the prior written permission  
of the Council

Version 14

## SELECTION OF LOTS

**PLEASE NOTE : 3 LOTS MAXIMUM PER PROVIDER**

<p><b>LOT 1</b> Beds, mattresses and accessories</p> <p><input type="checkbox"/></p>	<p><b>LOT 2</b> Mobile Hoists and slings</p> <p><input type="checkbox"/></p>
<p><b>LOT 3</b> Standing turners / Seated Transfers</p> <p><input type="checkbox"/></p>	<p><b>LOT 4</b> Lifting cushions</p> <p><input type="checkbox"/></p>
<p><b>LOT 5</b> Bath Lifts</p> <p><input type="checkbox"/></p>	<p><b>LOT 6</b> Bathing / Toileting</p> <p><input type="checkbox"/></p>
<p><b>LOT 7</b> Safer Handling Sheets</p> <p><input type="checkbox"/></p>	<p><b>LOT 8</b> Emergency Provision</p> <p><input type="checkbox"/></p>

## **CHECKLIST FOR TENDERERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

<b>Schedule</b>	<b>Item</b>	<b>Included in Tender?</b>
1.	Form of Tender	
2.	Certificate of non-collusion and non-canvassing	
3.	Pre-Qualifying Questionnaire	
4.	Pricing Schedule	
5.	Response to ITT	

**Please ensure you responses are in line with the questions word limit and 12pt Arial. Anything beyond the word limit will not be taken into consideration by the Council.**

**Cheshire East Borough Council**

***Provision of a Framework Agreement for Community Equipment & Supplies  
(Goods & Services)***

***Period: 8<sup>th</sup> December 2016 – 7<sup>th</sup> December 2020***

**SCHEDULE 1 - FORM OF TENDER**

**Framework Agreement for the Provision of Community Equipment & Supplies  
(the “Agreement”)**

**FORM OF TENDER**

To: Cheshire East Borough Council  
(Via 'The Chest')

For the Attention of **Alison Oakes**

Date: \_\_\_\_\_

Dear Sir/Madam,

**Tender For Framework Agreement for the Provision of Community Equipment  
& Supplies (Goods and Services)**

I/We the undersigned, hereby tender and offer to provide the Agreement as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Agreement and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements of the ITT.
2. The completed Pricing Schedule.
3. A signed Certificate of Non Collusive Tendering and non-Canvassing.
4. Other documents if applicable – (Performance Bond etc.).

I/We confirm that I/we can supply the Agreement as specified in the Invitation to Tender at the **total costs of (excluding VAT)** submitted within the Pricing Schedule herein.

I/We confirm that we accept the Agreement as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Agreement within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the agreemental obligations contained in the Invitation to Tender and the Agreement.

Signed by  
Name(s) \_\_\_\_\_  
Position \_\_\_\_\_

for and on behalf of **[ Insert Company Name ]**

Full registered business / name and registered company address of the Tenderer

---

---

---

---

**Cheshire East Borough Council**

**Framework agreement or the Provision of Community Equipment & Supplies  
(the “Agreement”)**

***Period: 8<sup>th</sup> December 2016 – 7<sup>th</sup> December 2020***

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

**Framework for the Provision of Community Equipment & Supplies (the  
“Agreement”)**

To: Cheshire East Borough Council  
(Via ‘The Chest’)

Date: \_\_\_\_\_

For the Attention of: **Alison Oakes**

**Statement of non-canvassing**

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Agreement by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Agreement and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Agreement is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-agreement or identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

- (a) communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
- (b) enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
- (c) offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.
- (d) committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or indirect financial or non financial interest in an organisation, company, or other body that is doing business with, or has dealings with, the council and where this may affect and/or could bring about a conflict with the Council's interest.

I/we should notify this to the Council and that failure to disclose or declare such an interest could result in the agreement being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed \_\_\_\_\_

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

Position \_\_\_\_\_

For and on behalf of **Tenderer**

\_\_\_\_\_

**Cheshire East Borough Council**

**Framework for the Provision of Community Equipment & Supplies (the  
“Agreement”)**

*Period: 8<sup>th</sup> December 2016 – 7<sup>th</sup> December 2020*

**SCHEDULE 4 - PRE-QUALIFYING QUESTIONNAIRE (PQQ)**

**NOTE TO ORGANISATION:**

Section 4 and Section 5 of Schedule 4 (Pre-qualifying questionnaire) will be scored out of a possible 100%.

Applicants will fail on incomplete responses and / or doesn't meet the **minimum pass score of 50%**. Tenders that fail Schedule 4 will not be evaluated any further.

Questions marked 'for information only' will not be assessed however they must still be answered in full.

Tenderers are therefore strongly advised to ensure they answer all questions within each section.

*Failure to answer a question which is **scored** will result in a score of zero for that question.*

Failure to provide an **acceptable explanation** with any **Fail** Questions answered will fail on Schedule 4 as a result.

**1. Supplier Information (Information Only)**

<b>1.1 Supplier details</b>	<b>Answer</b>
Full name of the Supplier completing the PQQ	
Registered company address	
Registered company number	
Registered charity number	
Registered VAT number	
Name of immediate parent company	
Name of ultimate parent company	

<b>Please mark 'X' in the relevant box to indicate your trading status</b>	i) a public limited company	Yes <input type="checkbox"/>
	ii) a limited company	Yes <input type="checkbox"/>
	iii) a limited liability partnership	Yes <input type="checkbox"/>
	iv) other partnership	Yes <input type="checkbox"/>
	v) sole trader	Yes <input type="checkbox"/>
	vi) other (please specify)	Yes <input type="checkbox"/>
<b>Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you</b>	i) Voluntary (VCSE)	Yes <input type="checkbox"/>
	ii) Community (VCSE)	Yes <input type="checkbox"/>
	iii) Social Enterprise	Yes <input type="checkbox"/>
	iv) Mini Enterprise (below SME)	Yes <input type="checkbox"/>
	v) Small Enterprise (SME)	Yes <input type="checkbox"/>
	vi) Medium Enterprise (SME)	Yes <input type="checkbox"/>
	vii) Sheltered workshop	Yes <input type="checkbox"/>
	viii) Public service mutual	Yes <input type="checkbox"/>

See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

1.2 Bidding model (Information Only)	Answer
<b>Please mark 'X' in the relevant box to indicate whether you are;</b>	
<b>a) Bidding as a Prime Agreementor and will deliver 100% of the key agreement deliverables yourself</b>	Yes <input type="checkbox"/>
<b>b) Bidding as a Prime Agreementor and will use third parties to deliver some of the services</b>  If 'YES', please provide details of your proposed bidding model in the field below, that includes members of the supply chain, the percentage of work being delivered by each sub-agreementor and the key agreement deliverables each sub-agreementor will be responsible for.  <i>Enter here</i>	Yes <input type="checkbox"/>
<b>c) Bidding as Prime Agreementor but will operate as a Managing Agent and will use third parties to deliver all of the services.</b>  If 'YES', please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-agreementor and the key agreement deliverables each sub-agreementor will be responsible for.  <i>Enter here</i>	Yes <input type="checkbox"/>

**d) Bidding as a consortium but not proposing to create a new legal entity.**

If **'YES'**, please include details of your consortium in the next column and use the field below to explain the alternative arrangements I.e. why a new legal entity is not being created.

*Please note that the Authority may require the consortium to assume a specific legal form if awarded the agreement, to the extent that it is necessary for the satisfactory performance of the agreement.*

Yes ☐

Consortium members

Lead member

*Enter here*

**e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).**

If **'YES'**, please include details of your consortium, current lead member and intended SPV in the next column *and* provide full details of the bidding model using this field:

*Enter here*

Yes ☐

Consortium members

Current lead member

Name of Special Purpose Vehicle

### 1.3 Contact Details (*information only*)

**Supplier contact details for enquiries about this PQQ;**

Name	
Postal Address	
Country	
Phone	
Mobile	
E-mail	

### 1.4 Licensing and registration (please mark 'X' in the relevant box) (*information only*)

1.4.1	Registration with a professional body If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state.	Yes <input type="checkbox"/>
		No <input type="checkbox"/>
		If <b>'YES'</b> , please provide the registration number in this box.

1.4.2	<p>Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If <b>'YES'</b>, please provide additional details within this box of what is required and confirmation that you have complied with this.</p>
-------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 2 Grounds for mandatory exclusion

*(This section is to be scored on a pass/fail basis.)*

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

### **IMPORTANT**

Please click on the following link and read carefully:

<http://www.legislation.gov.uk/ukxi/2015/102/regulation/57/made>

#### **2.1 Mandatory**

Please confirm whether in the past 5 years, the above named organisation or where the person convicted is a member of the administrative management or supervisory body of that economic operator, or has economic powers of representation, decision or control in the economic operator; is or has been in breach of any of the offences listed as part of Regulation 57(1) of the Public Agreements Regulations 2015, contained in the link provided above.

(DELETE AS APPROPRIATE)	YES/NO
-------------------------	--------

If you have answered **'YES'** to this question, please use the field below to provide further details. Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?

Enter here
------------

## 2.2 Non-payment of taxes

Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? Referring to Regulation 57 part 3 – 7 in the link provided above.

(DELETE AS APPROPRIATE)	YES/NO
-------------------------	--------

If you have answered 'YES' to this question please use the field below to provide further details. Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?

Enter here
------------

If you have answered 'YES' to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using the field below. You may contact the authority for advice before completing and confirming this part of the form.

Enter here
------------

## 3 Discretionary Part 1

*(This question is to be scored on a pass/fail basis.)*

3.1 The authority may exclude any Supplier who answers 'YES' to any of the situations set out in Regulation 57 part 8, set out at the link provided in Section 2.

Please confirm whether in the past 3 years, the above named organisations' directors; or any other person who has powers of representation, decision or control of such organisation; is or has been convicted of any of the offences listed as part of Regulation 57(8) of the Public Agreements Regulations 2015.

(DELETE AS APPROPRIATE)	YES/NO
-------------------------	--------

If you have answered 'YES' to this question please use the field below to provide further details. Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?

Enter here
------------

### **Conflicts of interest**

In accordance with question 3.1 and regulation 57(8e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in the fields above; provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.

### **Taking Account of Bidders' Past Performance**

In accordance with question 3.1 and regulation 57(8g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant agreements of the Supplier completing this PQQ. The Authority may also assess whether specified minimum standards for reliability for such agreements are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, agreement award stage etc). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing agreements (or to confirm that nothing has changed).

### **'Self-cleaning'**

Any Supplier that answers '**YES**' to questions 2.1, 2.2 and 3.1 should provide sufficient evidence using the fields above, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self cleans" the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process. In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

#### 4. Technical and Professional Ability

*(This question will be scored as 80% of the total PQQ scoring)*

*20% for 3 relevant agreements and 60% for relevant experience (4.4 and 4.5)*

Relevant experience and agreement examples				
<p>Please provide details of up to <i>three (3)</i> agreements, in any combination from either Health or Social Care, that are relevant to the Authority's requirement. Agreements for supplies or services should have been performed during the past three years. Works agreements may be from the past five years, and Voluntary, Community and Social Enterprises (VCSEs) may include samples of grant funded work.</p> <p>The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below.</p> <p>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 will be created for this agreement) 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).</p> <p>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 principal intended provider(s) or sub-agreementor(s) who will deliver the supplies and services.</p> <p><i>Evidence of <u>relevant</u> services performed more than 3 years before <u>may</u> be taken into account to establish further competition if deemed necessary by the Council.</i></p>				
		<b>Agreement 1</b>	<b>Agreement 2</b>	<b>Agreement 3</b>
4.1	Name of customer organisation			
4.2	Customer organisation point of contact; Position in the organisation; Email address.			
4.3	Agreement Start Date; Agreement completion date; Estimated Agreement Value.			
4.4	<p><b>No more than 500 words in total.</b> Please provide a brief description for each of the agreements delivered including evidence as to your technical capability in these markets, using the field below. At least one example must be from Health or Social Care.</p>			

	<i>Enter response here, tenderer responsible for stating word count in response.</i>
4.5	If you cannot provide at least one example for questions 4.1 to 4.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, using the field below. You must demonstrate expertise in Health or Social Care.
	<i>Enter response here, tenderer responsible for stating word count in response.</i>

## 5. Additional PQQ modules

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

### A) - Project specific questions to assess Technical and Professional Ability

***This section 5A will be marked on both pass/fail and scoring basis.***

***Weightings are identified individually for each question where applicable.***

***Section 5 carries a 20% total weighting of the PQQ scoring.***

#### Introduction

These are further project specific questions relating to the technical and professional ability of the supplier. Please ensure your responses are in line with the questions page limit and 12pt Arial. Anything beyond the page limit will not be taken into consideration by the Council.

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at agreement award stage. Please indicate your answer by marking 'X' in the relevant boxes where necessary and enter responses to questions in the fields provided.

<b>5A 1</b>	<b><i>NOTE TO ORGANISATION: This question is for information only.</i></b>
	<p><b><i>References</i></b></p> <p>Supporting references are required to validate information provided throughout the ITT Process and to detail experience and ability to deliver a agreement of this size and nature. Please note references will only be taken up to <u>validate</u> all submission information already provided by that of the economic operator.</p> <p>Please list Agreements currently and recently held in public and private sectors for services of a similar type provided in the last three years from whom references may be solicited to testify to your technical capacity, standards and quality of service. Where an economic operator has a mix of reference sites, please list in priority order the local authority and public sector sites. <u>These must represent sites where the services performed are exactly aligned to those requested by this tender.</u> The Council requires <i>two (2)</i> references to be obtained by your organisation.</p>

It is the bidder's responsibility to ensure that the reference form published on The Chest with this document is sent to your *two* referees, using template at *Appendix 1*. The references must be returned directly from the referees to [procurement@cheshireeast.gov.uk](mailto:procurement@cheshireeast.gov.uk) **by 12 noon on 12<sup>th</sup> August 2016**. The reference form must state the name of the Tenderer exactly as stated on the ITT document to ensure that this can be matched to the correct Bidder.

**Note:** In addition to those referees listed the Council reserves the right to seek references from other organisations for whom, your firm undertakes work. Should your firm be invited to tender and subsequently submit a bid, further references may be obtained.

	Company Name	Contact Name	Email	Tel Number	Agreement Duration & Value
1					
2					

5A 2	<b>NOTE TO ORGANISATION:</b> <i>This question is to be scored on a pass/fail basis.</i> A Fail would be an incomplete response or an answer NO	
	<b>Question</b> Please confirm that any sub-agreementors will comply with the standards set throughout the PQQ? If ' <b>NO</b> ' please give details	Yes <input type="checkbox"/> No <input type="checkbox"/>

5A 3	<b>NOTE TO ORGANISATION:</b> <i>This question is to be scored on a pass/fail basis</i> A Failure would be either an incomplete response or a Failure to be working towards a Quality Management System	
	<b>Question</b> Does your organisation operate a quality management system? If ' <b>NO</b> ' please give details	Yes <input type="checkbox"/> No <input type="checkbox"/>

5A 4	<b>NOTE TO ORGANISATION:</b> <i>This question carries a weighting of 20% of the overall PQQ scores</i>	
	<b>Question</b> Please explain your approach to your organisations quality management system. Include your quality processes, approach to continuous improvement, key personnel and any 3 <sup>rd</sup> party quality certifications if necessary. i.e. ISO9001:2000 Please consider, (but not be limited to) the following points in your response: <ul style="list-style-type: none"> <li>▪ Quality / Environmental and/or Health &amp; Safety systems / records;</li> <li>▪ Quality / Environmental and/or Health &amp; Safety auditing processes;</li> <li>▪ Approach to continuous improvement;</li> </ul>	

- Any relevant 3<sup>rd</sup> party quality certifications if necessary. i.e. ISO9001:2000.

Response here, no more than 500 words

5A 5	<b>NOTE TO ORGANISATION:</b> <b><i>This question is to be scored on a pass/fail basis.</i></b> <b>i, ii, iii ticking YES is not an automatic failure if you give an acceptable explanation. This will be at the discretion of Cheshire East Council</b>	
	I. Has your Organisation ever had an agreement terminated within the last 3 years as a result of a failure to comply with your obligations under the agreement or as a direct result of poor performance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'YES' please give details	
	II. Has your Organisation has ever had a agreement renewed as result of a failure to perform to the terms of the agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'YES' please give details	
III.	Has your Organisation withdrawn from an agreement prematurely	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'YES' please give details		

### **5B – Insurance**

***(This question is to be scored on a pass/fail basis.)***

**A failure to put the correct insurance levels in place will be an automatic fail**

5B 1	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the agreement, the levels of insurance cover indicated below:</p> <p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>(a) <b>Employer's Liability Insurance*</b> = £10million. Is required in respect of each and every claim.</p> <p>(b) <b>Public Liability Insurance = £10million.</b> Is required in respect of each and every claim with no abuse exclusion/inner limit.</p> <p>(c) <b>Professional Indemnity Insurance = £1million.</b></p> <p>(d) <i>or as an alternative to (b) and (c) above, a specialist tailor made policy which includes the full cover for public liability insurance with no efficacy exclusion including professional indemnity insurance with a minimum limit of indemnity as stated in (b) and (c) above.</i></p> <p><i>* It is a legal requirement that all companies hold Employer's Liability Insurance of £5 million as a minimum. Please note this requirement is</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------

	<p><i>not applicable to Sole Traders.</i></p> <p>(e) Contents insurance of sufficient level to cover replacement of equipment stored on the supplier's premises.</p>	
<b>3B2</b>	Please confirm that your Professional Indemnity Insurance covers data breach, data loss and reputational damage.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>3B3</b>	If your Professional Indemnity Insurance does not cover data breach, data loss and reputational damage, Cheshire East Council recommends that you obtain Cyber Insurance at £5m. Please confirm you have Cyber Insurance of £5m or are willing to obtain it.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>3B4</b>	If answered no to 3B2b, please state what your intentions and procedures would be in the event of any instance of data breach, data loss or reputational damage and how you would manage the potential impact on your company/organisation	
	Response:	

### **PUBLIC LIABILITY INSURANCE**

- i. Insurer: (Name of Insurance company not broker)
- ii. Policy Number:
- iii. Extent of cover:
- iv. Expiry date:

### **EMPLOYER'S LIABILITY INSURANCE**

- i. Insurer: (Name of Insurance company not broker)
- ii. Policy Number:
- iii. Extent of cover:
- iv. Expiry date:

### **PRODUCT LIABILITY INSURANCE**

- i. Insurer: (Name of Insurance company not broker)
- ii. Policy Number:
- iii. Extent of cover:
- iv. Expiry date:

### **CYBER INSURANCE IF APPLICABLE**

- i. Insurer: (Name of Insurance company not broker)
- ii. Policy Number:

- iii. Extent of cover:
- iv. Expiry date:

### **CONTENTS INSURANCE**

- i. Insurer: (Name of Insurance company not broker)
- ii. Policy Number:
- iii. Extent of cover:
- iv. Expiry date:

### **Signatory for Insurance Details**

<b>Name of Organisation:</b>	
<b>Name:</b>	
<b>Position in Organisation:</b>	
<b>Date:</b>	

### **5C – Compliance with equality legislation**

*(This section is to be scored on a pass/fail basis.)*

If you answer Yes to either 5C1 or 5C2 YES is not an automatic failure if you give an acceptable explanation. This will be at the discretion of Cheshire East Council

**For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.**

<b>5C 1</b>	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5C 2</b>	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “<b>YES</b>” to one or both of the questions in this module, please provide a summary using the field below to confirm the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, again, please use the field below to explain what action (if any) you have taken to prevent unlawful Discrimination from reoccurring.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5C 3</b>	If you use sub-agreementors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Enter details here if necessary

### **5D - Environmental Management**

*(This question is to be scored on a pass/fail basis.)*

**Question 5D1 if you answer Yes it is not an automatic failure if you give an acceptable explanation. This will be at the discretion of Cheshire East Council**

**Question 5D2 if you answer No this is an automatic fail**

<b>5D 1</b>	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to the this question is “<b>YES</b>”, please provide details in the field below to confirm the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>5D 2</b>	<p>If you use sub-agreementors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Enter details here if necessary

### **5E - Health and Safety**

*(This question is to be scored on a pass/fail basis)*

**Question 5E1 if you answer No this is an automatic fail**

**Question 5E2 if you answer Yes it is not an automatic failure if you give an acceptable explanation. This will be at the discretion of Cheshire East Council**

**Question 5E3 if you answer No it is not an automatic failure if you give an acceptable explanation. This will be at the discretion of Cheshire East Council**

<b>5E 1</b>	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>5E 2</b>	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and</p>	<p>Yes <input type="checkbox"/></p>

	Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “ <b>YES</b> ”, please provide details in the field below, of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Authority will exclude bidder(s) that have been in receipt of Enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.	No <input type="checkbox"/>
<b>5E 3</b>	If you use sub-agreementors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? <i>You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring, in relation to this section.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Enter details here if necessary</i>		

### **5F - Economic and Financial Standing**

***(This question is to be scored on a pass/fail basis.)***

Pass/Fail will be as a result of N2 credit check carried out by Cheshire East Council. If your risk score comes out as an above average risk rating Cheshire East Council reserve the right to clarify with you. If the response given is unsatisfactory Cheshire East Council reserve the right to fail.

### **5G – Safeguarding**

***(This question is to be scored on a pass/fail basis)***

**A Failure would be either an incomplete response, or a Failure to be working towards a Single Central Record upon award of Contract**

<b>5G 1</b>	Does your organisation undertake adequate checks of staff including references, DBS checks etc	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5G 2</b>	Do you have an up to date Single Central Record for Disclosure & Barring Service checks for staff and volunteers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5G 3</b>	Please note that you will be required to provide a copy of your Single Central Record and policies and procedures if you are offered a contract.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Enter details here if necessary</i>		

<b>5H 4</b>	<b><i>TUPE NOTE TO ORGANISATION: This section is for information only</i></b>
-------------	-----------------------------------------------------------------------------------

**TUPE Declaration**

The Council considers that TUPE may apply to this contract. The Council has provided employee liability information for some of the services covered in this contract, but cannot warrant the accuracy or completeness of this information as we have had to rely on the information supplied to the Council by those existing providers who have chosen to disclose such information to us. It is the responsibility of each individual provider to ensure that they are satisfied that they have all of the relevant information required to compile their bid and it is recognised that this may involve individual providers approaching existing providers to verify and complete this information.

Cheshire East Council will not play any further role in responding to TUPE questions, we have provided contact information for the current providers and would suggest that any detailed TUPE questions are referred to them directly and that you take your own legal advice in respect of TUPE and other liability matters.

Contact details for the current provider are set out below so that potential Suppliers may, if they wish approach the current provider with a request for information.

.Transfer of Undertakings (Protection of Employment) Regulations 2006

**Confirmation that TUPE applies to this Quotation**

The attention of Bidders is drawn to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE). In some cases, where work awarded to a contractor is subsequently awarded to another organisation, such a transfer of work may constitute a "transfer of an undertaking" for the purposes of TUPE.

Cheshire East Council considers that TUPE may apply to this contract and would ask organisations submitting a quotation to sign the attached statement to indicate their agreement. Organisations should take their own legal advice about if TUPE will apply or not.

**Please note this document will form part of the contract.**

Having examined the ITT Documentation entitled: Community Equipment  
We are satisfied that the Transfer of Undertakings (Protection of Employment)  
Regulations 2006 apply to this contract.

**Current suppliers to Choicequip**

Lisclare	0870 8502384
Scan Mobility	01704 233344
Sidhil	01422 233136
Select Medical	01254 668899
Mid Cheshire	07594 088086
Osprey	01257 425623
Newlyn Healthcare	0151 420 1352
Carefree Lifting (Prism)	08449802266
Mangar Internl	01544 267674
Accora	01223 206100

**Signature by duly authorised Officer on behalf of the Organisation:**

\_\_\_\_\_  
**Print name(s) of Signatory in full (Block Capitals)**

**Date**

\_\_\_\_\_

**5 - Declaration**

6.0	<p>I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of..... <b>(Insert name of supplier).</b></p> <p>I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.</p> <p>I also declare that there is no conflict of interest in relation to the</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
-----	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------

	Authority's requirement.  The following appendices form part of our submission;		
<b>Section ref of PQQ</b>		<b>Supplier Appendix number</b>	
<i>Enter here if necessary</i>		<i>Enter here if necessary</i>	
<b>PQQ completed by:</b>			
6.1	Name		
6.2	Role in Organisation		
6.3	Date		
6.4	Signature		

**Cheshire East Borough Council**

**Framework for the Provision of Community Equipment & Supplies (Goods and Services)**

**SCHEDULE 5 – PRICING SCHEDULE (Appendix B)**

**Pricing Schedule – (30% of total evaluation score)  
(A maximum of three LOTS per provider can be submitted)**

Please complete the pricing schedule for the **Framework for the Provision of Community Equipment & Supplies (Goods and Services)**, relating to the LOTS for which you are bidding.

This should represent the full charges payable by Cheshire East Council for the **full term (four years)** available under the agreement. **Please note that all suppliers will be required to pay a licence fee of £534 per year to access the Choicequip computer system. - No claim for additional payment will be considered for items that have not been specified.**

Please ensure that you use the attached schedule.

Please note that the evaluated price will be the **Total Amount Payable** (excluding VAT) which must include **ALL** charges in respect of the term of the agreement.

Failure to quote for all aspects of the LOTS for which you are bidding will result in a score of zero for this section.

**Cheshire East Borough Council**

**SCHEDULE 6**  
**ITT QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions – (70% of total evaluation score)**

**Introduction**

These are the ITT Qualitative questions, which are agreement specific and relate to the technical and professional ability of the supplier. **Please ensure your responses are in line with the questions word limit and 12pt Arial. Anything beyond the word limit will not be taken into consideration by the Council.**

**Question 6.1**

Describe your proposal for delivering the Framework as outlined in the Specification. You should indicate how, in the event of potential operational difficulties in the provision of the Framework, you would be able to react and adjust in a prompt and flexible manner to ensure that the provision of the Framework is maintained to the Council and the Council's Customer and how it will put suitable business continuity procedures in place.

Within your response, please describe your proposals for the management and delivery of the Framework and submit your proposed operational structure identifying key members of staff, outlining how their experience will be utilised to deliver your obligations under this Framework.

		<b>Weighting</b>
<b>6.1</b>	<b>Management of the Framework and Compliance with the Specification</b>	<b>20%</b>
<b>Information required from Tenderers:</b>		
(a)	Demonstrate how you will ensure compliance with the specification around delivery and collection, with particular reference to, <ul style="list-style-type: none"> <li>• Value for money and an indication of volume discounts</li> <li>• Communication</li> <li>• Flexibility and Responsiveness</li> <li>• Your approach to environmental sustainability, recycling and waste disposal.</li> <li>• How you will enable the Council to reduce costs through the safe use of refurbished equipment.</li> <li>• How you will manage the Council's assets in a controlled and</li> </ul>	

	<p>effective manner</p> <p>Give examples that demonstrate the above</p>
<p><b>Enter Response; Only 750 words</b></p>	

### Question 6.2

This part of the quality proposal requires you to provide a method statement that sets out step by step how you will deliver your service in relation to the specific LOT.

		Weighting
6.2	Operation/Project Delivery Approach	15%
Information required from Tenderers:		
	<p>Details of your mobilisation and service delivery plan for working through each stage of the provision, covering the following aspects as a minimum:</p> <ul style="list-style-type: none"> <li>• Staff dedicated to the framework to have full product knowledge</li> <li>• Conduct and behaviour</li> <li>• Health and Safety</li> <li>• Fitting of Equipment</li> <li>• Handover of Equipment</li> <li>• Electronic ordering system compatibility</li> <li>• Your approach to quality control and implementing a zero defects approach</li> <li>• equipment re-use and refurbishment</li> </ul>	
<p><b>Enter Response; Only 500 words</b></p>		

### Question 6.3

Please demonstrate how customer care will be embedded into your service delivery and management practices in the delivery of equipment.

		Weighting
--	--	-----------

<b>6.3</b>	<b>Customer Care</b>	<b>10%</b>
<b>Information required from Tenderers:</b>		
(a)	How customer care will be applied to the Framework Agreement.	
(b)	The Tenderer's approach to interacting with vulnerable customers.	
(c)	Details of how you will apply your customer care policies and complaints procedures to the delivery of this Framework, and how you will use learning from complaints to improve services. Please summarise the key points in your response, and provide copies of relevant policies, procedures and other evidence as Appendices.	
(d)	Your approach to safeguarding and how you will protect customers from abuse through the delivery of this Framework, including any code of conduct for staff, whistle blowing policy / procedure, and any other relevant policies. Please summarise the key points in your response, and provide copies of relevant policies, procedures and other evidence as Appendices.	
(e)	Details of how you will ensure staff are fully conversant in customer care policies and the requirements under this Framework, and details of any customer care training for staff.	
<b>Enter Response; Only 500 words</b>		

**Question 6.4**

		<b>Weighting</b>
<b>6.4</b>	<b>Equality and Diversity</b>	<b>5%</b>
<b>Information required from Tenderers:</b>		
(a)	Demonstrate your understanding of what is meant by equality and diversity	
<b>Enter Response; Only 150 words</b>		

--

**Question 6.5**

Training

		Weighting
6.5	Workforce competency	5%
Information required from Tenderers:		
	<p><b>Question</b> Please provide details of staff training your organisation provides to its staff at induction and on an ongoing basis, available for this service provision..</p> <p>Please consider, (but not be limited to) the following points in your response:</p> <ul style="list-style-type: none"><li>▪ Establish in-house and external training;</li><li>▪ Refer to relevant professional affiliations / accreditations</li><li>▪ Courses available</li><li>▪ Maintaining staff training records.</li></ul>	
Enter Response; Only 500 words		

**Question 6.6**

Contingency and Continuity

		Weighting
6.6	System Availability, Business Continuity and Contingency Plan	5%
Information required from Tenderers:		
(a)	Based on the above describe and illustrate how your organisation and solution will deliver the Key function and elements	
Enter Response; Only 250 words		

**Question 6.7**

Social Value

		Weighting
6.7	Social Value to this contract	5%
<b>Information required from Tenderers:</b>		
	<p>Please articulate how you will support The Council in achieving its priorities and what Social Value you can bring to this Contract.</p> <p>This could include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Creation of local employment opportunities</li> <li>• Creation of apprenticeships</li> <li>• Sustaining employment</li> <li>• Procuring goods and services locally</li> <li>• Energy efficiency</li> <li>• Encourage recycling</li> <li>• Commitment to living wage</li> <li>• Improve health and wellbeing of disabled people in the local community</li> </ul>	
<p><b>Enter Response; Only 250 words</b></p> <div></div>		

**Question 6.8**

Scenario question

		Weighting
6.8	<b>Scenario 1</b> - An item of equipment has been identified as requiring urgent delivery beyond the same day delivery timing of 10am and a request has been received from Choicequip for it to be delivered that afternoon. How would your company respond?	2.5%
<b>Information required from Tenderers:</b>		
	Describe how you would deal with this scenario	
<b><i>Enter Response; Only 250 words</i></b>		

**Question 6.9**

Scenario question

		Weighting
6.9	<b>Scenario 2</b> – A request from Choicequip has been received in the afternoon by your company for an item of equipment to be collected urgently on that day as the client has passed away and the family is very distressed and cannot bear to look at the equipment. She is threatening to put the equipment in the garden. How would you react?	2.5%
<b>Information required from Tenderers:</b>		
	Describe how you would deal with this scenario	

*Enter Response; Only 250 words*