**Invitation to Tender**

**For**

**Provision of Linen Services at Manchester Central**

**Convention Complex Limited**

**Table of Contents**

Background3

Our Purpose3

Our Ambition3

Our Values3

Service Provision5

Timetable6

Completion and Return of Documents6

Pricing Instructions 7

Sustainable Procurement 8

Equal Opportunities 9

Tender Evaluation Criteria11

Scoring Matrix 12

Scoring Criteria13

Section A: Identity of Applicant Questionnaire14

Section B: Quality Assurance18

Section C: Sustainability, Corporate and Social Responsibility21

Section D: Financial Information23

Section E: Health and Safety24

Section F: Price26

Section G: Certificate of Bona Fide Tender27

Background

Manchester Central is an award-winning venue in the heart of one of Europe's most vibrant cities. Its vaulted arches and station clock have made Manchester Central an iconic city feature for over 130 years. With the capacity to handle intimate corporate functions and large-scale conferences or exhibitions, our historic architecture and state-of-the-art facilities provide the perfect venue for some of the world’s leading events.

Our facilities include: the purpose-built 804-seat Exchange Auditorium; the 1800m² exhibition, conference, or 1200-capacity dining space Exchange Hall; the 10,000m² column-free and divisible Central Hall and a range of smaller state-of-the-art conference and meeting rooms.

Our world class philosophy applies to all our facilities, teams and services. From venue traffic management to IT and AV support teams, from dedicated event managers to our kitchen brigade; Manchester Central is one of the most professional and versatile event spaces in the UK.

Manchester Central holds a diverse range of events, which demonstrates the versatile nature of the venue. Examples of events held at Manchester Central include Party Political Conferences, Elections, CIH Conference and Housing Exhibitions, Manchester Comic Con, North West Property Awards, Christmas Parties, CIPD, The National Wedding Show, International and National Association Conferences, Concerts, and a wide range of small meetings.

Mission Statement

“Our iconic, globally renowned venue, passionate team of event professionals and vibrant city centre location come together to create a truly unique and inspirational business resort that provides a stunning back-drop for the world’s best conferences, exhibitions and events”

Vision

“To be recognised as a first-class global venue and benchmark for business tourism across the world that strives for excellence in its people, its service, its facilities and its sustainability.”

Company Values

Manchester Central has six company values that are at the heart and soul of everything we do:

* **We’re passionate**

We display limitless and infectious enthusiasm

We deliver with quality and consistency

We find creative ways to deliver exceptional experiences

* **We work with pride and integrity**

We value our loyal and trusted relationships with our customers

We set high standards for ourselves and our work

We find solutions to problems

* **We’re forward thinking**

We’re industry icons

We’re innovative – we lead the way

Our work has a positive impact on our customers, our city, and our communities

* **We take care**

We’ve got you. We’re an expert, confident and safe pair of hands

We listen and we’re flexible in our approach to deliver excellence

We make the challenging feel simple

* **We deliver together**

We create a seamless experience together

We support each other

We work together to achieve excellence

We create lasting partnerships

Service Provision

Manchester Central is currently looking for a Contractor to provide Linen Services at Manchester Central. The Contract will be for a period of three (3) years from the commencement date of services, with an option to extend for a further two (2) years. The anticipated Contract start date is 01st September 2024 with an estimated spend per year of 100k dependant on event requirements.

The successful supplier will provide linen for all event types, including banquets, conferences, and exhibitions.

Given the dynamic nature of the events industry, the supplier will be expected to respond to orders and collections as required, potentially with a last minute or same day delivery.

The contract includes a minimum of 500 blue box cloths, to be made as per MCCC specification at the supplier’s cost.

A selection of samples, as per the list in Section F is requested for delivery between the **15th July & 22nd July** for a quality test. Manchester Central reserve the right to reject any product where we can reasonably demonstrate that it is not of accepted quality. Samples should be sent for the attention of Luke Sheldon, Windmill Street, Manchester M2 3GX.

Average annual linen requirements are detailed below, and these requirements will need to be matched by the Contractor. The Contractor must also be able to cater to any of our clients’ bespoke orders, including a variety of colours and sizes.

|  |  |
| --- | --- |
| **Linen Item**  *(Mixture of black and white)* | **Quantity** |
| 130’’ round (6ft) | 2,500 |
| Napkins | 31,000 |
| 60 x 60 (Lycra poseur cloths) | 50 |
| 70 x 70 (2ft) | 3,100 |
| 70 x 144 (service station) | 5,420 |
| Box cloths (Fitted to 6ft trestle tables) | 5,375 |
| Chair covers | 700 |
| 130 round (6ft) Floor Services | 3,200 |
| 70 x 144 Floor Services | 1000 |

Timetable

The proposed timetable for the procurement process is as set out below:

|  |  |
| --- | --- |
| **Key Tasks** | **To be completed by** |
| Tender Return Date | 26th July 2024 |
| Samples | Between 12th July & 25th July 2024 |
| Evaluation of Responses | 26th July & 16th August 2024 |
| Award of Contract | 19th August 2024 |
| Intended Commencement of Contract | 01st September 2024 |

Completion and Return of Documents

1. Tenderer’s submissions must be responded to as instructed and returned. Manchester Central reserves the right to disqualify a company if the Tender is not submitted as instructed.
2. Tenderer’s submissions must be submitted **via ProContract** <https://procontract.due-north.com>

no later than:

**26th July 2024 at noon (12:00pm) – Any submissions submitted after this date/time will not be accepted.**

1. Until the above closing date, you will have the chance to send a new Tender, should you wish to amend your submission.
2. Tenders’ responses submitted by post, fax or other electronic means will not be accepted.

Failure to comply with the above may invalidate your tender response.

Pricing Instructions

1. The successful tenderer will be solely responsible for providing all necessary labour to satisfactorily and safely deliver the provision of the Contract in strict accordance with the Health and Safety at Work Act (1974) and any subsequent amendments thereto or recommendations of the Health and Safety Executive. In carrying out the delivery of the Contract the successful tenderer will exercise all the skill, care, and diligence to be expected of a properly qualified and competent person experienced in the provision of a contract similar in nature to the Contract and in relation to projects of a similar size, scope and complexity to the Project.
2. Prices quoted must anticipate all costs in relation to the provision of the contract as NO additional costs will be accepted unless approved in writing by Manchester Central. Additional cost must be declared in the Tender documents for these to be considered.
3. Rates must be quoted in pounds sterling to a maximum of 2 decimal places and currency fluctuations will not form part of the Contract.

Sustainable Procurement

Manchester Central recognises it has a vital role in furthering sustainable development, through its procurement of buildings, goods, works and services. Procurement decisions have a major socio-economic and environmental implication, both locally and globally, now and for future generations.

Manchester Central will therefore strive to:

*People, Education and Awareness*

* Educate, train and encourage internal purchasers to review their consumption of goods and services, reduce usage and adopt more environmentally friendly products where possible.
* Communicate the sustainable procurement policy to all staff, suppliers, contractors and other relevant stakeholders.
* Encourage staff and partners to work with the business’ sustainability lead, to ensure all purchases made have been given sustainable consideration.

*Environmental Impact*

* Purchase goods and services which have a minimal impact on the environment.
* Consider our business processes in an attempt to consume and purchase less. This will be achieved by identifying and eradicating wasteful practices within our own operation.
* Investigate opportunities for the recycling and re-use of materials where appropriate. Where this is not possible, all waste will be diverted from landfill and disposed of in the most environmentally friendly way.
* Assess the environmental and corporate risks to the organisation with a commitment to continually improving sustainable performance related to the supply chain.

*Procurement Process*

* Promote best practice for sustainable procurement, ensuring both environmental and social factors are considered in the procurement process (what the product is made from; where it comes from; the option to use local suppliers; product durability; circular economy etc.).
* Ensure that where appropriate, suppliers’ sustainability credentials are considered in the supplier evaluation process and that sustainability criteria is used in the award of contracts.
* Sample audits of departmental purchases will be carried out to ensure sustainability is being considered in all purchases.
* All CAPEX purchases will need a sustainability sign-off before they are approved.

*Engaging Suppliers and Working Collaboratively*

* Ensure that low value and FTS (Find a Tender – high value contracts) contract opportunities are made available via appropriate platforms.
* Address barriers to entry in order that Small and Medium Sized Enterprises (SMEs), local suppliers and the voluntary sector are encouraged to bid for Manchester Central’s business.
* Educate our suppliers regarding Manchester Central’s environmental and sustainability objectives.
* Encourage and persuade suppliers to adopt environmentally friendly processes and supply environmentally friendly goods/services.
* Work with key suppliers to make changes and thereby extend sustainability improvements throughout the supply chain.
* Suppliers with a high environmental impact i.e., tier 1 suppliers, will be audited on their sustainability credentials on a quarterly basis, ensuring they are conforming to targets and measurements, as specified in the bid documentation.

Equal Opportunities

1. Compliance with Statutory Obligations

The successful tender shall, and shall procure that all Sub-Contractors shall, adopt a policy to comply with Manchester Central’s statutory obligations under the Equal Pay Act 1970, Article 141 of the Treaty of Rome, Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Employment (Age) Regulations 2006, Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2002, Employment Equality (Sexual Orientation) Regulations 2003, Employment (Religion or Belief) Regulations 2003 or the Equality Act 2006 and shall comply with best professional practice in relation to equal opportunities and, accordingly, the successful tenderer will not, and shall take all reasonable steps to ensure that all its employees and agents (and all Contractor and all Sub-Contractors and all employees and agents of the sub-contractors and its employees and agents) do not, discriminate against any person because of their sex, sexual orientations, marital status, colour, race, religion or belief, age, nationality (including citizenship), national or ethnic origin, part-time status, fixed term status or on the grounds of their disability, in decisions to recruit, train, promote, discipline or dismiss employees.

1. Codes of Practice

The successful tenderer shall, and shall procure that its sub-contractors shall, observe the Equal Opportunities Commission’s Codes of Practice for employment and equal pay, the Commission for Racial Equality’s Codes of Practice for employment, the Disability Rights Commission’s Code of Practice for employment and any codes of practice relation to employment issues from time to time by the commission for Equality and Human Rights.

1. Adverse finding against a Tenderer

In the event of any finding of unlawful discrimination including, without limitation, sex, sexual orientation, part time, fixed term, racial, religious/belief, disability or age discrimination being made against the successful tenderer or any of its sub-contractors during the Contract Period by any court or employment tribunal, or of an adverse finding in any formal investigation (in the case of discrimination only) by the Equality and Human Rights Commission during the Contract Period, the successful tenderer shall inform Manchester Central of this finding and shall take appropriate steps to prevent repetition of the unlawful discrimination.

1. Provision of Information

The successful tenderer shall, on request by Manchester Central, provide the Manchester Central with details of any steps taken under condition 3.

1. Circulation of Equal Opportunities and Diversity Policy

The successful tenderer’s equal opportunities and diversity policies shall be set out in any instructions circulated to those members of the tenderer’s staff and sub-contractor’s staff concerned with recruitment, training and promotion, in relevant documentation available to its staff and others and in its recruitment advertisements and other relevant literature.

1. Provision of Further Information

The successful tenderer shall provide such information as Manchester Central may reasonably request for the purpose of assessing the tenderers compliance with the above conditions, including, if requested, examples of any instructions, recruitment advertisements or other literature, and details of monitoring applicants and employees.

Tender Evaluation Criteria

The contract will be awarded on the basis of the most economically advantageous tender to Manchester Central based on the evaluation criteria of:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Quality | 35% |
| Sustainability | 15% |
| Price | 45% |
| Samples | 5% |

Quality

Weighted scores will be calculated by multiplying the score for each quality criteria by its weighting. The weighted scores will be totalled for each tender. The totals will be normalised so that the normalised highest total will attract the highest quality score i.e. (35%).

Sustainability

Weighted scores will be calculated by multiplying the score for each Sustainability criteria by its weighting. The weighted scores will be totalled for each tender. The totals will be normalised so that the normalised highest total will attract the highest quality score i.e. (15%).

Price

With regards to the price evaluation, the lowest price tenderer will be awarded the maximum price score (45%) and tenderers will thereafter be ranked and scored in accordance with how much more expensive their prices are compared to the lowest price, e.g. if tenderer X is 50% more expensive than the lowest price it will be awarded 50% less price points than the lowest price tender. If 125% more expensive it will be awarded 125% less price score making this a minus score. Samples from the quality test may reduce/increase scoring.

Samples

Weighted scores will be calculated by multiplying the score for each quality criteria by its weighting. The weighted scores will be totalled for each tender. The totals will be normalised so that the normalised highest total will attract the highest quality score i.e. (5%).

Samples of requested products will need to be sent to Manchester Central prior to the tender deadline date. Following the review of these samples the initial scores may be moderated to reflect the quality of the products. Please send samples to the address as shown below.

FAO Martin Wheat

Manchester Central Convention Complex Ltd,

Windmill Street,

Petersfield,

M2 3GX

Scoring Matrix

Manchester Central will use the following scoring system for evaluating responses:

|  |  |
| --- | --- |
| **Score** | **Scoring Principles** |
| 0 | **Rejected**   * No response provided * Evidence is unacceptable or non-existent * There is a failure to properly address any issues |
| 1 – 3 | **Poor**   * The evidence is deficient in certain areas where the lack of detail or relevant evidence requires the reviewer to make assumptions |
| 4 - 7 | **Satisfactory**   * The evidence is acceptable, but with some minor reservations |
| 8 - 10 | **Good**   * Evidence that the specification has been met comprehensively |

**Scoring Criteria**

|  |  |  |
| --- | --- | --- |
| **Section** | **Heading** | **% Score** |
| **SECTION A:** | | |
| A1 | **Identity of Applicant / General Information** | For Information |
| A2 | **Employment, Equality and Inclusion** | For Information |
| A3 | **Insurance** | Pass/Fail |
| **SECTION B:** | | |
| B1 | **Quality Assurance**  (Each question will be allocated equal marks) | **35%** |
| **SECTION C:** | | |
| C1 | **Sustainability, Corporate and Social Responsibility**  (Each question will be allocated equal marks) | **15%** |
| **SECTION D:** | | |
| D1 | **Financial Information** | Pass/Fail |
| **SECTION E:** | | |
| E1 | **Health & Safety** | For Information |
| **SECTION F:** | | |
| F1 | **Price**  (The lowest price tenderer will be awarded the maximum price score and tenderers will thereafter be ranked) | **45%** |
| **SECTION G:** | | |
| G1 | Certificate of Bona Fide Tender | For Information |

A1: Identity of Applicant

(Responses to be placed in space provided either next to or below the question)

|  |  |  |
| --- | --- | --- |
| **Q1** | **General Information** | Responses to be placed in space provided either next to or below the question |
|  | **General Information** | |
| 1.1 | Company name: |  |
| 1.2 | Is this company part of a larger group? | Yes / No  (Delete which is not applicable) |
| 1.3 | Is this company classed as a SME?  (small to medium enterprise) | Yes / No  (Delete which is not applicable) |
| 1.4 | Company registration number: |  |
| 1.5 | VAT number: |  |
| 1.6 | Postal address: |  |
| 1.7 | Main telephone number: |  |
| 1.8 | Main email address: |  |
|  | **Key Trading Contact** | |
| 1.9 | Name: |  |
| 2.0 | Job title: |  |
| 2.1 | Phone number: |  |
| 2.2 | Email address: |  |
|  | **Key Financial Contact** | |
| 2.3 | Name: |  |
| 2.4 | Job title: |  |
| 2.5 | Phone number: |  |
| 2.6 | Email address: |  |
|  | **Bank Details** | |
| 2.7 | Account holder name: |  |
| 2.8 | Sort code: |  |
| 2.9 | Account number: |  |
| 3.0 | SWIFT code (international only): |  |
| 3.1 | IBAN (international only): |  |
| 3.2 | Are banking details the same as company name? | Yes / No  (Delete which is not applicable) |
| 3.3 | If no, please provide details for variance e.g. factoring company: | |
| **Complete** | | |

A2: Employment, Equality and Inclusion

(Responses to be placed in space provided either next to or below the question)

|  |  |  |  |
| --- | --- | --- | --- |
| **Q2** | **Employment, Equality and Inclusion** | Responses to be placed in space provided either next to or below the question | |
| 3.1 | Please confirm your Organisation complies with the following: | Tick which is applicable | |
|  |  | YES | NO |
| A | Equality Act 2010 |  |  |
| B | Human Right Act 1998 (UK) |  |  |
| C | Gender Recognition Act 2004 (UK) |  |  |
| D | Employment Equality (Sexual Discrimination) Regulations 2005 |  |  |
| E | Modern Slavery Act 2015 (UK) |  |  |
| 3.2 | In the last 3 years, has any finding of unlawful discrimination in relation to the above been made against your organisation by any court of law or industrial or employment tribunal? |  |  |
|  | If so please provide details: |  |  |
| 3.3 | In the last 3 years has your organisation been the subject of a formal investigation by the Commission for Racial Equality (CRE) on grounds of alleged unlawful discrimination? |  |  |
| 3.4 | Is your policy on race relations and employment equality set out: |  |  |
|  | In Instructions to those employees concerned with recruitment, training and promotion? |  |  |
|  | In documents available to employees, recognised trade unions or other representative groups of employees? |  |  |
|  | In recruitment advertisements or other literature? |  |  |
|  | If we asked, could you provide relevant examples of the instructions, documents, recruitment and advertisements or other literature? |  |  |
|  | **Please provide a copy of your company’s signed and dated Equality Policy within the Tender** |  |  |

A3: Insurance

(Responses to be placed in space provided either next to or below the question)

|  |  |  |
| --- | --- | --- |
| **Q3** | **Insurances - Please provide copy of your certificates for the following Insurances** | |
| 4.1 | Employers Liability Insurance. This should be a  minimum of £10 million in respect of any one claim. | **Please provide a copy within the Tender** |
| 4.2 | Public Liability (third party) insurance. This should be a minimum of £10 million in respect of any one claim. | **Please provide a copy within the Tender** |

B1: Quality Assurance

|  |  |  |
| --- | --- | --- |
| **Q1** | **Quality Assurance** | Responses to be placed in space provided either next to or below the question |
|  | **Please provide a copy of your company’s signed and dated quality policy** | |
| 1.1 | What is your quality guarantee policy? **(Maximum of 500 Words)** | |
|  |  | |
| 1.2 | Please describe your stock management process. You will be required to manage Manchester Central’s stock on our behalf. **(Maximum of 500 Words)** | |
|  |  | |
| 1.3 | Do you have a process to ensure the quantity of items delivered and returned are recorded efficiently? For example, UHF-RFID (Radio Frequency Identification). **(Maximum of 500 Words)** | |
|  |  | |
| 1.4 | Given the dynamic nature of the event industry, we may need to place last minute orders and collections. Please detail the cut off times for both sides. **(Maximum of 500 Words)** | |
|  |  | |
| 1.5 | How will you support Manchester Central seven (7) days a week and out of business working hours? **(Maximum of 500 Words)** | |
|  |  | |
| 1.6 | Given the nature of the events industry and the number of banquets held at Manchester Central, it is expected for spillages to take place. Please advise what you class as ‘soiled’ linen and any additional charges associated with this, along with the process for recording ‘soiled’ linen. **(Maximum of 500 Words)** | |
|  |  | |
| 1.7 | How do you ensure products keep their colours during laundering? **(Maximum of 500 Words)** | |
|  |  | |
| 1.8 | Manchester Central typically requires black and white linen in the styles mentioned within the tender document; however, please detail additional bespoke colours and styles that can be provided if required and include the cost difference from black / white. **(Maximum of 500 Words)** | |
|  |  | |
| 1.9 | During event delivery, the venue uses a large number of 6ft trestle tables, typically dressed in boxed linen. What boxed linen options can you provide that are innovative and suitable for the industry? (Please include photographs and prices). **(Maximum of 500 Words)** | |
|  |  | |
| 1.10 | Additional to the linen services detailed within our requirements, what other services can be provided (such as dry cleaning; hire of ties, service gloves; dressing chairs etc.)? **(Maximum of 500 Words)** | |
|  |  | |

C: Sustainability, Corporate and Social Responsibility

|  |  |  |
| --- | --- | --- |
| **Q1** | **Sustainability, Corporate and Social Responsibility** | Responses to be placed in space provided either next to or below the question |
|  | **Please provide a copy of your company’s sustainability policy** | |
|  | Who in your organisation has responsibility for environmental performance? | Name:  Position: |
| 1.1 | Please provide a copy of your company’s sustainability and/or environmental policy | |
|  |  | |
| 1.2 | Detail how you ensure materials and products relevant to this tender are sustainably sourced, produced and delivered e.g. use of recycled materials, single use packaging, energy efficiency measures etc. | |
|  |  | |
| 1.3 | Describe where your linen is sourced from and the subsequent ‘linen miles’ for this contract (the distance linen will travel to the venue). | |
|  |  | |
|  |  | |
| 1.4 | Demonstrate your arrangements for providing Members of Staff who will be engaged in this contract, with training and information on related sustainability and environmental issues. | |
|  |  | |
| 1.5 | Do you have a plan in place for measuring, monitoring and reducing your carbon footprint? If so, please provide a brief summary. | |
|  |  | |
| 1.6 | Describe your community engagement strategy including your approach to activities such as local employment, diverse employment, local charities etc. | |
|  |  | |
| 1.7 | Manchester Central partners with a new charity every two years and raise money on their behalf, how can you support us with this goal? | |
|  |  | |
| **Complete** | | |

D: Financial Information

The information provided within this section must be from the applicant that will be entering into a contract with Manchester Central.

(Responses to be placed in space provided either next to or below the question)

|  |  |  |
| --- | --- | --- |
| **Q1** | **Financial Information** | Responses to be placed in space provided either next to or below the question |
| 1.1 | **Please enclose copies of your organisation’s signed and dated audited accounts for the last year if this information is not filed with Companies House.**  If the Company is exempt from providing audited accounts, in accordance with the Companies Act 2006, the applicant is required to provide accounting information comprising of a balance sheet and income statement in order to enable Manchester Central to assess your firms financial viability, please note abbreviated accounts are not acceptable. This must be signed by a company accountant or professional accountant.  If your organisation’s accounts and annual reports are consolidated into those of your parent organisation or group, then for the last year please provide above for your organisation. | |
| 1.2 | If the accounts submitted are for a year end more than 10 months ago, confirm whether the trading position now is similar. If not, please provide details: | |
| 1.3 | Please supply your VAT registration number  (if applicable). |  |
| 1.4 | Organisations may provide against their accounts if they wish, an explanation for improving, stable or worsening trends, i.e., accounts showing a negative net worth or deficit etc: | |
| **Complete** | | |

E: Health & Safety

(Responses to be placed in space provided either next to or below the question)

|  |  |  |  |
| --- | --- | --- | --- |
| **Q1** | **Health & Safety** | Responses to be placed in space provided either next to or below the question | |
| 1.1 | Name of Director, Partner, Associate or other person responsible for the implementation of your firm’s safety policy. | | |
|  | Name: | Position: | |
| 1.2 | Does your firm employ or consult with a qualified safety professional? | Yes / No  (Delete which is not applicable) | |
|  | If YES, please name here and specify any relevant qualifications held: | | |
| Name: | Qualifications: | |
| 1.3 | **Please enclose a copy of your firm’s Health and Safety Policy covering General Policy, Organisation and Arrangements (as required by Section 2(3) of the Health and Safety at Work Act 1974).** | | |
| 1.4 | Has your firm, during the last three years been prosecuted for contravention of the Health and Safety at Work Act 1974, or equivalent national legislation (including Prohibition Notices and Improvement Notices)? | Yes / No  (Delete which is not applicable) | |
|  | If yes, please provide details: | | |
| 1.5 | **As a requirement of The Management of H&S at Work Regulation 1999 Section 3.- (1) (a) (b) Every employer shall make suitable and sufficient assessment of the risks to their employees exposed whilst at work and other persons exposed by their undertaking.** | | |
|  | Please confirm you have suitable and sufficient assessment of risk in place | | Yes / No  (Delete which is not applicable) |
| **Complete** | | | |

F: Pricing Schedule

Please state below the rates which you would charge to Manchester Central for the below items, for both black and white.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Rate - Black** | **Rate - White** | **Price Weighting** |
| 130’’ round (6ft) | **£** | **£** | 30% |
| Napkins | **£** | **£** | 15% |
| 60 x 60 (poseur table) | **£** | **£** | 3% |
| 70 x 70 (2ft) | **£** | **£** | 5% |
| 70 x 144 | **£** | **£** | 12% |
| Box cloths (6ft trestles) | **£** | **£** | 30% |
| Chair covers | **£** | **£** | 5% |

**1 Sample is required for each of the below. To be sent to Manchester Central between 12th and 25th of July 2024.**

70 x 144

Napkin

Box cloth

130” round

**G: Certificate of a Bona Fide Tender**

**Please read and sign the declaration below:**

I/We apply to be considered to provide Linen Services to Manchester Central.

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/We accept the conditions and undertakings requested in the tender. I/We understand that false information could result in my/our exclusion from consideration for this or any other contract with Manchester Central.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower Manchester Central to cancel any contract currently in force and will result in my/our exclusion from consideration for this or any other contract with Manchester Central.

I/We confirm that:

1. I/We have not communicated and will not communicate to any person, under agreement or arrangement, the amount of this tender/quotation.
2. The amount of this tender/quotation has not been adjusted under any agreement or arrangement with any person.

**Signed for and on behalf of the organisation**

|  |  |
| --- | --- |
| **Signed:** |  |
| **Full Name (Printed):** |  |
| **Designation:** |  |
| **Company Name:** |  |
| **Company Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Date:** |  |

**Price Clause (Certificate of Bona Fide Tender)**

To: The Chief Executive Manchester Central

In accordance with the Terms and Conditions applicable to this Tender / Contract, the Specifications and the relevant Pricing Schedules, I/We hereby offer to deliver the Contract as detailed in the Invitation to Tender to the order of Manchester Central.

I/We further undertake to execute (if so required) a Deed of Contract on a form to be prepared by the Manchester Central’s solicitor and (if so required) to provide satisfactory sureties for the due performance of same.

**Prices quoted are FIRM**

Please confirm which is applicable by signing in place provided (non-completion of this may invalidate your tender):

|  |  |
| --- | --- |
| **Price Clause** | **Please Sign in Box Below** |
| All prices remain fixed for full period of contract. |  |
| The Prices in this tender will remain firm from the date of commencement of Contract and then subject to Manchester’s Price Variation Clause as set out below.  Any proposed price increases need to be backed up with evidence from the manufacturer and industry data (Annual Consumer Price Index) |  |

Prices will remain firm from the date of commencement of the Contract. Increased prices will be proposed to Manchester Central and only upon acceptance by Manchester Central, the Contractor shall implement such price changes.

Any increased rates are capped at the annual Consumers Price Index and will be proposed to Manchester Central and only upon acceptance of higher rates by Manchester Central, the Contractor shall implement such rate changes.

Invoices should not be submitted for the revised prices until written acceptance of the price increase from the Director of Finance & Corporate Services at Manchester Central has been received.