**Cheshire East Borough Council**

**RESPONSE DOCUMENT**

**17 082 REQUEST FOR QUOTATION**

**FOR THE RENEWAL OF THE GOLD SUPPORT FOR SYMANTEC ENTERPRISE VAULT**

**PERIOD: 19th OCTOBER 2017 TO 18TH OCTOBER 2018**

**CHEST REF: DN299096**

|  |  |
| --- | --- |
| **Name of Bidder** |  |

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**Version 7**

**CHECKLIST FOR BIDDERS**

This is the RFQ response document, failure to provide all of the items in the checklist may cause your Quote to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Quote?** |
| 1 | Form of Tender and certificate of non-collusion & non-canvassing |  |
| 2 | Suitability Assessment Questionnaire (SAQ) |  |
| 3 | Pricing Schedule |  |
| 4 | Declaration |  |

**Cheshire East Borough Council**

Renewal of the Gold Support for Symantec Enterprise Vault

**Period: 19.10.17 –18.10.18**

**SCHEDULE 1 - FORM OF TENDER and CERTIFICATE OF NON-COLLUSION & NON-CANVASSING**

**THE GOLD SUPPORT FOR SYMANTEC ENTERPRISE VAULT**

**Renewal of the Gold Support for Symantec Enterprise vault (the “Contract”)**

To: Cheshire East Borough Council

(Via ‘The Chest’)

Date:

For the Attention of: **Ann Hope**

Dear Sir/Madam,

**TENDER FOR** **THE RENEWAL OF THE GOLD SUPPORT FOR SYMANTEC ENTERPRISE VAULT PRODUCTS FROM 19th OCTOBER 2017 TO 18th OCTOBER 2018**

Form of Tender

I/We the undersigned, hereby tender and offer to provide the Contract 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 Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe ITT.
2. The completed Pricing Schedule.
3. Other documents if applicable – (Insurance certificates.).

I/We confirm that I/we can supply the Contract 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 Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract 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 contractual obligations contained in the Invitation to Tender and the Contract.

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 Contract 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 Contract 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 Contract 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-contractor 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:

* + - * 1. 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
        2. 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
        3. 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.
        4. 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 contract 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**

Renewal of the Gold Support for Symantec Enterprise Vault

**Period: 19.10.16 –18.10.17**

**SCHEDULE 2: SUITABILITY ASSESSMENT QUESTIONNAIRE (SAQ)**

This Suitability Assessment Questionnaire (“SAQ”) has been issued by the Authority in connection with a tender under Part 4 of the Public Contracts Regulations 2015 (“the Regulations”). Your response to the SAQ will be used by the Authority to understand the nature of the bidding organisation.

**Notes for completion**

Please ensure that you complete this SAQ fully, as requested as part of the tender submission. Failure to do so may result in your tender being disqualified. If the question does not apply to you please write N/A; if you do not know the answer please write N/K.

* “Authority” means the purchasing organisation that is seeking to award a contract.
* “You”/ “Your” or “Supplier” means the business or company which is completing this SAQ.

**Verification of Information Provided**

Please do not send any supporting documents with your tender.

**However, the Authority may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.**

You may also be asked to clarify your answers or provide more details about certain issues.

**For further assistance, please refer to the RFQ Guidance Document.**

|  |
| --- |
| **NOTE TO ORGANISATION:**   * *Schedule 2 Suitability Assessment will be marked on a Pass/fail basis.* * *Applicants will fail on incomplete responses and/or achieve a fail based on responses. Tenders that fail Schedule 2 will not be evaluated any further.* * *Questions marked ‘for information only’ will not be assessed however they must still be answered in full.* * *Where you are asked to mark an* ***‘X’*** *to indicate your answer, please double click the grey box and select ‘checked’. Try it here* * *Failure to provide an* ***acceptable explanation*** *with any* ***Fail*** *Questions answered will fail on Schedule 2 as a result.* * *Tenderers are therefore strongly advised to ensure they answer all questions within each section* |

**Section 1**

**Legal Status – Organisation Details**

**(*Information Only*)**

The Authority require the full name of organisation tendering (or of organisation acting as lead contact where a consortium, partnership or joint venture response is being submitted)

|  |  |  |
| --- | --- | --- |
| **1.1 Supplier details** | **Answer** | |
| Full name of the Supplier completing the SAQ |  | |
| Registered company address |  | |
| Registered company number |  | |
| Registered charity number |  | |
| Registered VAT number |  | |
| Name of immediate parent company |  | |
| Name of ultimate parent company |  | |
| **Please mark ‘X’ in the relevant box to indicate your trading status** | i) a public limited company | Yes |
| ii) a limited company | Yes |
| iii) a limited liability partnership | Yes |
| iv) other partnership | Yes |
| v) sole trader | Yes |
| vi) other (please specify in this area) | Yes |
| **Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you** | i)Voluntary (VCSE) | Yes |
| ii)Community (VCSE) | Yes |
| iii) Faith | Yes |
| iv) Social Enterprise | Yes |
| v) Mini Enterprise (below SME) | Yes |
| v) Small Enterprise (SME) | Yes |
| vi) Medium Enterprise (SME) | Yes |
| vii) Sheltered workshop | Yes |
| viii) Public service mutual | Yes |

*See EU definition of SME:* [*http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/*](http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/)

|  |  |  |  |
| --- | --- | --- | --- |
| **1.2 Bidding model (*Information Only*)** | | **Answer** | |
| **Please mark ‘X’ in the relevant box to indicate whether;** | | | |
| **Consortia and Sub-Contracting** | 1. Your organisation is tendering to provide the services/goods required itself | | Yes |
| 1. Your organisation is tendering in the role of Prime Contractor and intends to use third parties to provide some services | | Yes |
| 1. The Supplier is a consortium | | Yes |
| If your answer is (b) or (c) please indicate below (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Supplier solely or together with other providers) will be responsible for the elements of the requirement. | | | |
| *Supplier Insert details here if necessary* | | | |

|  |  |
| --- | --- |
| **1.3 Contact Details *(information only)*** | |
| **Supplier contact details for enquiries about this SAQ;** | |
| Name |  |
| Postal Address |  |
| Country |  |
| Phone |  |
| E-mail |  |

**Section 2**

**1A) Insurance**

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

|  |  |  |
| --- | --- | --- |
| **1A1** | 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:  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:   1. **Employer’s Liability Insurance\*** = **£10million**.  Is required in respect of each and every claim. 2. **Public Liability Insurance** = **£5million**  Is required in respect of each and every claim with no abuse exclusion/inner limit. 3. **Products Liability Insurance**  = **£5 million**.   *\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | Yes  No |
| **EMPLOYER'S LIABILITY INSURANCE**   1. Insurer: **(Name of Insurance company not broker)** 2. Policy Number: 3. Extent of cover: 4. Expiry date:   **PUBLIC LIABILITY INSURANCE**   1. Insurer: **(Name of Insurance company not broker)** 2. Policy Number: 3. Extent of cover: 4. Expiry date:   **PROFESSIONAL INDEMNITY INSURANCE**   1. Insurer: **(Name of Insurance company not broker)** 2. Policy Number: 3. Extent of cover: 4. Expiry date: | | |

**Signatory for Insurance Details**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Name:** |  |
| **Position in Organisation:** |  |
| **Date:** |  |

*(End of Schedule 2 SAQ)*

**SCHEDULE 3**

#### PRICING SCHEDULE (100%)

**Note to bidder: Please fill in Pricing below**

**Please provide your fixed fee proposal for delivering the required Gold support for Symantec Enterprise Vault.**

**This fixed fee should include all expenses, but be exclusive of VAT.**

**The TOTAL COST you entered below will be used for the purposes of evaluation.**

|  |  |  |
| --- | --- | --- |
| **Task Ref** | **Delivering Project/Concept Design** | **Total Cost £** |
| 1 | Please provide your total cost for Gold Support for Maintenance for Symantec Enterprise Vault Software. |  |
|  | **TOTAL COST** |  |

*(End of Schedule 3)*

**SCHEDULE 4**

**DECLARATION**

I/We certify that the information supplied by me/us in this document is accurate to the best of my/our knowledge. I/We understand that the giving of false or incomplete information could result in my/our exclusion from the quotation exercise and may result in Criminal Proceedings.

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 the Council to cancel any contract currently in force and will result in my/our exclusion from the quotation exercise. As per the bribery act 2010.

I/We certify that I/we have not now or will in the future, canvassed or solicited any member, officer or employee of the council and any other companies in the group of which the council forms part, in connection with this document and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

Signed for on the behalf of the Organisation:

Name:

Position/Status in the Organisation:

Date:

*(End of Schedule 4)*

***End of RFQ Response Document***