

# **GRAVESHAM BOROUGH COUNCIL**

## **Invitation to tender for ARMOURY DRIVE**

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## PART 1

### Instructions and information relating to the business qualification questionnaire and invitation to tender (ITT) for ARMOURY DRIVE

#### 1. Introduction

- 1.1 Gravesham Borough Council is undertaking their biggest programme of regeneration on a number of housing estates and sites across the borough. The council aims to transform places by building new neighbourhoods with well-designed affordable housing, streets and public spaces. The Council has aspirations to deliver circa 1000 new homes over the next 5 plus years and will deliver much needed new social housing including homes for residents over 55.
- 1.2 The council is committed to providing affordable housing and enduring neighbourhoods. Gravesham Borough Council is dedicated to providing exemplary housing, public spaces and streets that last a long time and are a pleasure to live in.
- 1.3 The regeneration includes Armoury Drive. The Development will help meet the central objectives of providing affordable homes and improving the condition of the area. Crucially it will also meet the wider objectives for neighbourhood renewal such as improving opportunities and quality of life, promoting social inclusion and reducing inequality.

#### 1.2 The scheme in brief

The site is owned by Gravesham Borough Council and is currently occupied by two buildings and fenced off green spaces. At present it can be accessed by car from Armoury Drive but future access will predominantly be from Albert Murray Close, with Armoury Drive providing access to one bungalow.

There are three mature trees at the west side along the brick fence which are under a TPO.

#### 2. Proposal

##### Armoury Drive

The development of Armoury Drive will deliver 6 homes, consisting of one block containing four flats and two detached bungalows.

#### 3. Contract

- 3.1 JCT Design and Build 2016

#### **4. Open tender in 2 stages**

4.3.1 This invitation includes a business qualification questionnaire and an invitation to tender.

4.3.2 If you wish to submit a tender, you must submit a response to both the business qualification questionnaire and the invitation to tender. It is important that you answer all questions for each stage. If a question does not apply to you, please write "not applicable" and if you do not know the answer, please write "not known". Please ensure that you complete the documents as requested. Failure to do so may result in your application not being accepted.

#### **5. Selection and Award Criteria**

5.1 The Applicant is to note that the Council will firstly evaluate the business qualification questionnaire to determine whether the Applicant meets the Council's criteria. Should the questionnaire be completed successfully, the Applicants tender will be considered. Tenders will be scored and marked in accordance with the evaluation methodology stated in Section 2.3 of the Armoury Drive (B9175) Employer's Requirements dated April 2021.

#### **6. Contract Conditions**

6.1

#### **7. Information for Applicants**

7.1 Information supplied by the Council (whether in these documents or otherwise) is provided for general guidance in the preparation of the questionnaire and tender. The Applicant must satisfy itself as to the conditions affecting the supply and cost of labour, the availability and prices of materials and all other conditions of the locality in which the works the subject of the contract are to be carried out, insofar as the same might affect their tender.

7.2 Applicants must satisfy themselves by their own investigations with regard to the accuracy of any information provided by the Council, its servants or agents.

7.3 Should any additions or alterations to any tender document or the provision of further information appear to the Council to be desirable to be provided prior to the date for submission of the questionnaire and tender, such information will be issued to Applicants in writing and any document thereby modified shall have affect as modified.

7.4 Applicant's questions and clarification before submission of questionnaire and tenders:-

7.4.1 In the event that any Applicant wishes to raise any query or seek clarification prior to the submission of the business qualification questionnaire and tender then such queries or requests should be made via the portal.

7.5 Further information relating to submission of the questionnaire and tender:-

- 7.5.1 The Applicant is to note that any questionnaire, tender and/or supporting documentation received after the tender due date and time will not be considered by the Council
- 7.5.2 The completed questionnaire, tender and all supporting documentation is to be completed in black ink or typed and be in the English language. All financial sums and amounts must be in pounds sterling.
- 7.5.3 Where the Applicant is a company, the questionnaire, tender and the other documents must be submitted by a director of the company.
- Where the Applicant is an individual the documents must be submitted by that named individual and where the Applicant is a partnership they must be submitted by at least two partners on behalf of all the partners, two members in respect of an LLP and/or the sole proprietor or an authorised senior manager in respect of a business run by a sole proprietor.
- 7.5.4 All costs (direct or indirect), expenses and disbursements incurred by any Applicant in the preparation and submission of the questionnaire and tender and any discussions are to be borne in full by the tenderer.

## **8. Period of Validity**

Tenders must be kept open and valid for acceptance by the Council for at least 90 days after the closing date for the return of tenders.

## **9. Submission of questionnaire and tenders:-**

- 9.1 Applicants are to complete and submit the questionnaire and all required tender documents via the Kent Business Portal (<https://www.kentbusinessportal.org.uk/> )  
The Applicant is fully responsible for ensuring all documentation is completed and submitted.
- 9.2 The tenderer should note that:-
- 9.2.1 No unauthorised alteration or addition (save for the inclusion of the relevant information) should be made to the form of tender or any other part of the invitation to tender documentation.
- 9.2.2 Tenders must not be qualified in any way and must be submitted strictly in accordance with the invitation document, including these instructions. Tenders must not be accompanied by any covering letter or any statement that could be construed as rendering the tenders equivocal and/or placing it on a different footing from other tenders.
- 9.2.3 Additional content and appendices containing materials and documentation to that requested such as brochures, marketing literature, case studies or project histories, unless specifically requested, will not be considered as part of the tender and will be disregarded in the assessment and evaluation of tenders.

- 9.2.4 Applicants are fully responsible for the delivery / return of their tender and also for the actions of their staff, representatives or delivery agents.
- 9.3 The completed questionnaire and tender, must be submitted via the Kent Business Portal no later than midday on Thursday 10<sup>th</sup> June 2021.
- 9.4 Questionnaire and tender documents whether in full or in part which are sent by email will not be considered by the Council and will be returned to the Applicant.
- 9.5 The Council may, at its own discretion, extend the closing date and time stated in the tender or as notified in writing to the tenderers by the Council. Otherwise the Council will not consider requests for any extension of the closing date and time stated in writing by the Council.
- 9.6 The Council shall not be responsible for, or pay any expenses incurred by, any Applicant or would be Applicant in the preparation of its questionnaire and tender.
- 9.7 The Council does not bind itself to accept the lowest or any tender submitted. The Council does not bind itself to consider any tender submitted. The Council reserves the right to accept any tender in whole or in part.

## **10. Documents to be returned with your tender**

- 10.1 The following documents must be returned with your tender:-
  - 10.1.1 Business Qualification Questionnaire (BQQ)
  - 10.1.2 Form of Tender (Section 2.1 of the Employer's Requirements)
  - 10.1.3 Collusive Tendering Certificate (Section 2.2 of the Employer's Requirements)
  - 10.1.4 Completed Contract Sum Analysis (Appendix 7.1.4 of the Employer's Requirements)
  - 10.1.5 Contractors Proposals
  - 10.1.6 Interests of Declaration
- 10.2 The above documents are to be duly completed, signed and dated by the Tenderer.

## **11. Confidentiality**

- 11.1 The invitation to tender documentation and any related and supporting information provided by or on behalf of the Council must be treated by the Applicant as 'Private and Confidential'.
- 11.2 The Applicant is not to disclose or release any information relating to the invitation to tender documentation and any related or supporting information other than on a strictly confidential basis to those whom the Applicant needs to consult in the preparation or the submission of a bona fide tender.

## **12. Rejection of Tenders**

12.1 The Council shall reject a tender, without prejudice to any other civil remedies available to the Council or any criminal liability the Applicant may attract.

12.2 The Employer may in its absolute discretion refrain from considering any Tender if:

12.2.1 the Tenderer does not successfully pass the Business Qualification Questionnaire (as detailed in Part 5)

12.2.2 it is not in accordance with these Instructions to Tenderers, and all other provisions of the Tender Documents or is in breach of any condition contained in the Conditions; or

12.2.2 the Tenderer submitting the Tender makes or attempts to make any qualification or variation to the terms of the Conditions, the Form of Tender, the Employer's Requirements or other documentation save where a variation or alteration is invited or permitted by the Employer; or

12.2.3 it contains gaps or omissions.

## **13. The Council's right not to award or to deselect an Applicant**

13.1 The issue of this invitation to tender in no way commits the Council to award any contract pursuant to this invitation to tender process and the Council shall be able in its sole discretion to withdraw from the procurement process at any time.

13.2 The Council may (but shall not be obliged) at its discretion but always acting proportionately and in accordance with the law to deselect an Applicant if:-

13.2.1 The price is unaffordable;

13.2.2 The completed questionnaire and tender is incomplete, misleading or inaccurate;

13.2.3 The tender is not submitted as stated and required by the Council which therefore makes a tender non-compliant for evaluation and full consideration by the Council. The Applicant is to note that this applies to both quality and price;

13.2.4 The Applicant seeks to negotiate;

13.2.5 The Applicant makes material changes to, or (in the Council's opinion) a material change takes place in respect of, any aspect of either their business qualification submission or tender unless substantial justification can be provided to the satisfaction of the Council.

## **14. Insurance**

The successful Applicant is required to have in place third party liability insurance in the sum of not less than £5,000,000 for any one occurrence or series of occurrences for each and every event with the number of events unlimited.

Tenderers are required to have in place employer's liability insurance in the sum of not less than £5,000,000 for any one occurrence or series of occurrences arising out of one event. Applicants should confirm levels of third party liability insurance and employer's liability insurance and any limitations on cover in their response to the business qualification questionnaire.

## 15. Procurement Timetable

15.1 An outline of the timetable for the selection of a contractor is as follows:-

Stage	Deadline
Issue Invitation to Tender and BQQ	Friday 30 <sup>th</sup> April 2021
Pre-tender meetings (if applicable)	Not applicable
Tenderer deadline for receipt of clarification questions	Wednesday 26 <sup>th</sup> May 2021
Council deadline for confirming changes, if applicable, to the requirements	Wednesday 2 <sup>nd</sup> June 2021
Deadline for receipt of Tenders from Tenderers	Thursday 10 <sup>th</sup> June 2021
Evaluation of Tenders	June and July 2021
Internal approvals process. Notices of decision to award and standstill period	July 2021
Award of contract	July and August 2021
Contract commences	August 2021

15.2 Applicants are to note that the timetable set out in paragraph 15.1 is subject to variation by the Council.



**16. Data Protection Act (2018) (DPA)**

- 16.1 Applicants shall at all times during this tender exercise comply with the provisions and obligations imposed by the Data Protection Legislation and shall assist and/or co-operate with the Council in respect of the Council's compliance with Data Protection Legislation.

**17. Disclosure pursuant to the Freedom of Information Act 2000 and/or Environmental Information Regulations 2004.**

- 17.1 In accordance with the obligations placed upon public authorities and organisations by the FOIA and/or EIR, all information submitted to the Council may be disclosed by the Council in response to a request made pursuant to the FOIA and/or the EIR.
- 17.2 The Council will consider the disclosure of any submitted information contained in a (whether successful or unsuccessful), subject to the exemptions under FOIA or EIR (as appropriate).
- 17.3 Applicants must carefully consider the use of phrases such as “in confidence” or “commercially sensitive” when submitting their questionnaire and tender since they will not necessarily protect the questionnaire, tender or parts of tender from disclosure. In respect of any information submitted by an Applicant which they consider to be commercially sensitive, Applicants should:
- 17.3.1 Clearly identify such information as commercially sensitive and the consequences of disclosure;
- 17.3.2 Detail the envisaged timeframe during which such information will remain commercially sensitive;
- 17.3.3 The Council is required to comply with the provisions of the FOIA and/or EIR and will normally seek comments from any party whose information is subject to a request under the FOIA and/or EIR. Even where information is identified as confidential and/or commercially sensitive, the Council may be required to disclose such information in accordance with the FOIA and/or EIR if a request is received. Receipt of Tender marked in whole or in part as “confidential” and/or “commercially sensitive” should not be taken to mean that the Council accepts any duty of confidence by virtue of the marking.

**PART 2  
SPECIFICATION**

**Located in the Armoury Drive (B9175) Employer's Requirements dated April 2021.**

**PART 3  
BUSINESS QUALIFICATION QUESTIONNAIRE**

1.	<b>BASIC DETAILS OF YOUR ORGANISATION</b>									
1.1	Name of the organisation									
1.2	Contact name for enquiries about this ITT:									
1.3	Job Title:									
1.4	Applicant Address:  Post Code:									
1.5	Telephone number:									
1.6	E-mail address:									
1.7	Website address:									
1.8	Company Registration number:									
1.9	Date of Registration:									
1.10	Registered address, if different from the above  Post Code:									
1.11	Are you registered for VAT? If so, please provide Registration number:									
1.12	Is your organisation:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">i) a public limited company?</td> <td style="width: 20%;"></td> </tr> <tr> <td>ii) a limited company?</td> <td></td> </tr> <tr> <td>iii) a partnership</td> <td></td> </tr> <tr> <td>iv) other (please specify)</td> <td></td> </tr> </table>	i) a public limited company?		ii) a limited company?		iii) a partnership		iv) other (please specify)	
i) a public limited company?										
ii) a limited company?										
iii) a partnership										
iv) other (please specify)										
1.14	Are you acting as the lead organisation for a consortium?	Yes/No								
	If members of your consortium or sub-contractors are likely to deliver a significant (over 50%) proportion of the contract, give their company name(s) and address(es). Please provide this information in a separate annex									

<b>1.</b>	<b>BASIC DETAILS OF YOUR ORGANISATION</b>	
1.15	Name of (ultimate) parent company (if this applies):	
1.16	Companies House Registration number of parent company (if this applies):	

<b>2</b>	<b>FINANCIAL INFORMATION</b>	
2.1	Please indicate (✓) which of the following documents are enclosed with the tender submission	
	(a) A copy of your audited accounts for each of the most recent two years (if this applies) or for the period that is available if trading for less than two years.	
	(b) A statement of your turnover, profit & loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period Balance Sheet, where this information is not available in an audited form at (a)	
	(c) Where (b) cannot be provided, a statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position.	
	(d) If your company is a subsidiary of a group, (a) to (c) are required for both the subsidiary and the ultimate parent. Where a consortium or association is proposed, the information is requested for each member company or firm.	
2.2	If requested, would you be able to provide a bankers reference?	Yes/No
2.3	<p>The Authority may require a candidate to provide other adequate information to demonstrate the candidates economic and financial standing, if trading for less than a year for example:</p> <ul style="list-style-type: none"> <li>• Parent company accounts (if applicable)</li> <li>• Bankers statements and references</li> <li>• Accountants' references</li> <li>• Management accounts</li> <li>• Financial projections, including cash flow forecasts</li> <li>• Details of previous contracts including contract values</li> <li>• Capital availability</li> </ul>	

<b>3.</b>	<b>INSURANCE</b>	
3.1	(a) Please confirm whether you would be willing to take out the appropriate level of insurance cover as set out in paragraph 14, Part 1 (Information to Tenderers) if you are successful in winning the contract?	Yes/No
	(b) Details of your insurance protection in respect of public and professional liabilities. (The contractor is required to have in place third party liability insurance in the sum of not less than £5,000,000.00 for each and every event with the number of events unlimited. Tenderers are required to have in place employer's liability insurance in the sum of not less than £10,000,000.00 for each and every claim in respect of all customary risks. Applicants should confirm levels of third party liability insurance and employer's liability insurance in their proposals and any limitations to cover).	Yes/No

<b>4.</b>	<b>BUSINESS ACTIVITIES</b>	
4.1	What are the main business activities of your organisation? (max 100 words)	

<b>5. EXPERIENCE AND REFERENCES</b>				
Please provide details of up to three contracts public or private (at least one must be for a local authority scheme) in the last three years. (Please ensure the referee is prepared to provide a reference or speak to the Council if we wish to contact them).				
		Contract 1	Contract 2	Contract 3
5.1	Customer Organisation (name): Website (if available)			
5.2	Customer contact name, phone number and email			
5.3	Date contract awarded			
5.4	Date contract completed			
5.5	Brief description of contract (max 100 words)			
5.6	Total Contract Value			

<b>6. PROFESSIONAL AND BUSINESS STANDING</b>		
Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?		
6.1	Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
6.2	A conviction (or convictions ) for a criminal offence related to business or professional conduct	Yes / No
6.3	Legal or administrative finding of commission of an act of grave misconduct in the course of business	Yes / No
6.4	Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise	Yes / No

<b>6.</b>	<b>PROFESSIONAL AND BUSINESS STANDING</b>
	Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?
	If the answer to any of these is “ <b>Yes</b> ” please give brief details below, including what corrective measures have been put into place

<b>7. QUALITY ASSURANCE</b>		
7.1	Does your organisation hold a recognised quality management certification; for example BS/EN/ISO 9000 or equivalent?	Yes / No
7.2	If not, does your organisation have a quality management system*?	Yes / No
7.3	If you do not have quality certification or a quality management system, please explain why:	
7.4	Does your organization or the sub-contractors to be appointed for electrical work hold NIC registration and work conform to IEE Wiring Regulations (BS 7671 17 <sup>th</sup> edition wiring)	Yes / No

\* “system” means processes and procedures to ensure that the quality is properly managed. This includes making sure that legal requirements are met.

<b>8. EQUALITIES</b>		
8.1.	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	Yes / No
8.2.	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body?	Yes / No
8.3.	In the last three years has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?	Yes / No

<b>8. EQUALITIES</b>		
8.4.	If the answer to question 2 and / or 3 is “Yes”, what steps did your organisation take as a result of that finding or investigation?	
8.5.	What does your organisation do to ensure that equality and diversity is embedded within your organisation?	
8.6.	Do you actively promote good practice in terms of eliminating discrimination in all forms through:	
8.6a.	instructions to your employees concerned with recruitment, training and promotion?	Yes / No
8.6b.	making guidance or policy documents concerning how the organisation embeds equality and diversity available to employees, recognised trade unions or other representative groups of employees?	Yes / No
8.6c.	appropriate recruitment advertisements or other literature?	Yes / No
8.7.	If we asked, could you provide relevant examples of the instructions, documents, recruitment advertisements or other literature?	Yes / No
<b>9. STAFFING</b>		
9.1	Please provide the identity, qualifications and experience of the staff who will be employed in delivery of the contract and its management and supervision.	Enclosed Yes/No
<b>10. USE OF SUB-CONTRACTORS</b>		
10.1	Please detail the extent to which you intend to use sub-contractors and the identity, qualifications and experience of sub-contractors. Please note question 7.4 concerning required registration and qualifications for electrical work.	Enclosed Yes/No
<b>11. MODERN SLAVERY</b>		
11.1	Company statement on Modern Slavery awareness	Enclosed Yes/No



11.	I declare that to the best of my knowledge the answers submitted in this ITT are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the Authority's requirement. I understand that the Council may reject this ITT if there is a failure to answer all relevant questions fully or if I provide false/misleading information	
<b>FORM COMPLETED BY</b>		
11.1	Name:	
11.2	Position (Job Title):	
11.3	Date:	
11.4	Telephone number:	

**PART 4  
TENDER**

## **SECTION B: SCHEDULE OF PRICES**

Tenderers are to complete the Contract Sum Analysis located in '7.1.4' of the Armoury Drive (B9175) Employer's Requirements dated April 2021.

## **SECTION C: METHOD STATEMENT**

**Applicants must submit their method statement below providing all information required.**

Details for of the Specification for the Council's specific requirements for this contract, are located in Section 2.3 of the Armoury Drive (B9175) Employer's Requirements dated April 2021.

**PART 5**  
**Business Qualification and Tender Evaluation**

The evaluation process will be objective, consistent and fair in its analysis. It will also focus upon how the tenderer proposes to deliver the requirement.

**1. Business Qualification and Tender evaluation structure and methodology**

- 1.1 The Contract will be awarded on the basis of the most economically advantageous tender as evaluated as described in this methodology.
- 1.2 The evaluation process comprises the following elements:-
  - 1.2.1 The tenderer must pass the Business Qualification Questionnaire for their tender to be considered.
  - 1.2.2 Evaluation of tenders will be in accordance with the evaluation criteria set out in paragraph 2.2 below.

**2. ~~Tender evaluation~~**

**2.2 Tender Evaluation Criteria**

The tenders will be evaluated on a combination of the BQQ and both the price submitted on the Form of Tender and the quality of the responses to the Questions 1 to 4 set out in this Section. These will be weighted so that in the overall assessment the prices submitted in the Form of Tender will represent 70% (seventy per cent) of the score (the Price Score) and the responses to the questions will represent 30% (thirty per cent) of the score (the Quality Score).

The prices will be converted through a points-based system to allow a total overall score to be calculated by aggregating the Price Score and the Quality Score.

All proposals submitted will be evaluated against pre-determined criteria each having a weight factor as outlined in Section 2.3 of the Armoury Drive (B9175) Employer's Requirements dated April 2021.

**Criteria** \_\_\_\_\_ **Weight Factor of Decision**

\_\_\_\_\_ **SUPPLIER QUALIFICATION** \_\_\_\_\_ **PASS/FAIL**

C1 — Design:

C2	Health and Safety	
C3	Proposals for testing, installation, refurbishment, maintenance and removal	
C4	Quality management and communications	
C5	Price and running costs	
Total		<b><u>100 points</u></b>

## 2.4 Scored Criteria

The number of points scored will be allocated by reference to the percentage ranges outlined in Section 2.3 of the Armoury Drive (B9175) Employer's Requirements dated April 2021.

### 3. **SUPPLIER Evaluation**

3.1 Before the tender evaluation has been completed, the tenderer will be subject to the following evaluation of its business qualification questionnaire:-

3.1.1 Responses to questions 1 (Basic details of organization); 4 Business Activities are for information only.

#### 3.1.2. **Question 2 - Financial Evaluation**

1. The purpose of financial appraisal in the procurement process is to analyse a supplier's financial position and determine the level of risk that it would represent to the Authority – having regard to the contract requirement and value, criticality, and the nature of the market.

2. The objectives of undertaking supplier financial assessment as part of a procurement exercise are to:-

- assess the risk to public sector business and/or public money which would result if a potential provider bidding for a contract were to go out of business during the life of the contract, or have inadequate financial resources to perform the contract;
- when justified, eliminate from a procurement any potential provider whose current financial capacity would pose an unacceptable risk to business and/or public money.

3. Financial standing should only be considered as part of the overall selection criteria. It may not, on its own, reflect potential providers' ability to deliver.

#### **Basic checks**

4. Basic checks are made on a UK-based candidate company's title and its registered number at Companies House, whether the company is trading or dormant and whether it is owned by another company or supported by a venture capital organisation. The status of the company's accounts will also be determined, that is the last accounting period for which statements have

been filed and whether there are later accounts that are overdue. Annual reports and accounts, annual returns, details of company directors, dissolved companies, disqualified directors and insolvency details are also checked.

5. The Public Contracts Regulations 2015 include a mandatory requirement for contracting authorities to exclude economic operators (suppliers, contractors and service providers) from public contracts where they have been convicted of certain offences.

**Financial information required**

6. The scope of analysis should cover each candidate responding to the advertisement and, if applicable, their ultimate parent(s). It should draw attention to any significant items in the accounts, including turnover and trading results and their trends, cash movements, and Balance Sheet strengths and weaknesses. Potential providers will be requested to fill out a prequalification questionnaire. In the absence of audited accounts, other information may be requested that is considered sufficient for assessment purposes. Information assessed will include figures for the current and previous year to establish a trend wherever possible.
7. Accounting ratios are an aid for analysing and interpreting relationships existing between different items in a candidate’s financial statements. Ratio analysis helps to highlight areas and items that should be subjected to more detailed examination and questioning. Ratios such as the following will be considered

<b>Comments</b>	
<b><u>Profit margin</u></b>	Profit before interest and tax/sales
<b>Profit before interest and tax/Sales</b>	
<b><u>Acid Test/ Quick Ratio</u></b>	(Current Assets - Inventories)/ Current liabilities
<b>and <u>Current Ratio</u></b>	Current assets/Current liabilities

8. Examples of other information that may demonstrate the potential provider’s economic and financial standing can include but is not limited to:
  - parent company accounts (if applicable);
  - deeds of guarantee;
  - bankers statements and references;
  - accountants’ references;
  - management accounts;
  - financial projections, including cash flow forecasts;
  - details and evidence of previous contracts, including contract values;

- capital availability.

Credit rating reports are useful for obtaining a snapshot view of a potential providers' financial standing and as part of a broader appraisal, but are not used as the sole assessment tool.

### 3.1.3 **Question 3 Insurance**

3.1.3.1 If the Applicant states that it has or will take out the required insurances the response will pass.

3.1.3.2 If the Applicant does not have and states that it will not take out the required insurances the response will be failed.

### 3.1.4 **Question 4 Business Activities**

Information only

### 3.1.5 **Question 5 Experience and References**

Pass if the Applicant has carried out similar work for at least one local authority town centre and can supply contacts for each referee proposed.

Applicant must have at least one suitable reference to pass.

### 3.1.6 **Question 6 Professional and Business standing**

If the Applicant answers 'yes to any item in section 6, the response may pass or fail at the discretion of the Council, dependent on the seriousness of the circumstances and the steps taken by the Applicant to address them.

### 3.1.7 **Question 7 Quality Assurance**

Information only except for question 7.4. For question 7.4, to pass, the Applicant and any sub-contractors must have stated registration and qualifying work.

### 3.1.8 **Question 8 Equalities**

Information only except for questions 8.3 and 8.4.

If Applicant answers "yes" to question 8.3, the response may pass or fail at the discretion of the Council, dependent upon the seriousness of the circumstances and the steps taken by the Applicant address them.

3.2 A single 'fail' for any question will result in failure of the application and tender as a whole.

3.3 If the business qualification questionnaire of the leading tenderer is passed as a whole, its tender will be the successful tender.



- 3.4 If the business qualification questionnaire of the leading tenderer is failed, its application and tender will fail. In such circumstances the Council will evaluate the business qualification questionnaire of the tenderer scoring the next highest mark in the manner described above and so on until a business qualification questionnaire is passed. The successful tender will be the tender with the highest mark and which has also passed the business qualification questionnaire evaluation.

**PART 6**

**Interests Declaration**

\* We certify that no councillor or officer of the Council has any direct or indirect interest in our company or firm.

OR

\* We certify that the following councillor(s) and/or officer(s) have a direct or indirect interest in our company or firm.

Councillor(s) Name(s) .....

.....

.....

.....

Officer(s) Name(s) .....

.....

.....

.....

Print/ Sign: \_\_\_\_\_

Print Name in full: \_\_\_\_\_

Designation: \_\_\_\_\_

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

For and on behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name in full: \_\_\_\_\_

Designation: \_\_\_\_\_

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

For and on behalf of: \_\_\_\_\_

Address: \_\_\_\_\_

\* Delete as appropriate

**Gravesham Borough Council**

**Collusive Tendering Certificate**

Tenderers are to complete the Collusive Tendering Certificate located in Section 2.2 of the Armoury Drive (B9175) Employer's Requirements dated April 2021.

## **Form of Tender**

Tenderers are to refer to Forms of Tender and Instructions to tenderers located in Section 2.1 of the Armoury Drive (B9175) Employer's Requirements dated April 2021.

**PART 7**

**Document Checklist**

<b>Tender Document Enclosed</b>	<b>Yes/No</b>
<b>Completed business qualification questionnaire</b>	<b>Yes/No</b>
<b>Form of Tender</b>	<b>Yes/No</b>
<b>Collusive Tendering Certificate</b>	<b>Yes/No</b>
<b>Contract Sum Analysis</b>	<b>Yes/No</b>
<b>Schedule of Amendments</b>	<b>Yes/No</b>
<b>Contractors Proposals</b>	<b>Yes/No</b>
<b>Interests Declaration</b>	<b>Yes/No</b>
<b>Method Statement</b>	<b>Yes/No</b>
<b>Conditions of Hire</b>	<b>Yes/No</b>