



Invitation to Tender (ITT) Instruction Document

Grounds Maintenance Contract 2022-2027

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Section 1 – Background and Timetable

Introduction

- 1.1.1 Hythe Town Council (HTC) wishes to select and appoint a suitable supplier for Grounds Maintenance Contract 2022-2027 and invites organisations to submit a tender to meet HTC's requirements. The specific requirements for the contract are detailed in the **Specification/Price Schedule at Appendix A**.
- 1.1.2 This tender will be conducted using a one-stage 'open' procedure.
- 1.1.3 The contract is anticipated to start 1 April 2022 and continue for a period of five years (with the option to extend for a further period (or periods) of up to two years).

1.2 ITT Timetable

- 1.2.1 The key dates for this tender are outlined in the timetable below.
- 1.2.2 While we do intend to keep to this schedule, these dates are estimates and we may amend or deviate from the timetable. If we do change the timetable, we will notify you of the changes.

Date	Activity
22 October 2021	Publication of Invitation to Tender (ITT) document pack
December 2021/ Early January 2022	Site visits
07 January 2022	Deadline for clarification questions
14 January 2022	Tender Return Date
Late January/ early February 2022	Presentation / interviews
11 March 2022	Successful/unsuccessful notifications
21 March 2022	End of 'Standstill' Period
01 April 2022	Contract start date

Section 2 – Supplier Responses

2.1 Instructions for Tenderers

- 2.1.1 Read these instructions carefully before completing the **Invitation to Tender Supplier Response document**. It is your responsibility to make sure the document is fully completed with any other required documents. If you fail to comply with these requirements, we may reject your tender.
- 2.1.2 By submitting a response to this ITT, you confirm that you understand and can provide services (or works or goods) that satisfy the requirements described in our specifications.
- 2.1.3 Complete the following documents and forward them in a sealed pack to Town Clerk, Hythe Town Council, 1 Stade Street, Hythe Kent. CT21 6BG. Please mark the envelope 'Private and Confidential'.
- **Standard Selection Questionnaire (SQ)**
 - **ITT supplier response document**
 - **ITT sub-contractor information**
 - **Appendix A – Specification/Price Schedule**
 - **Appendix B – Contract - Terms and Conditions**

Please return these documents in the file format provided. If you need the documents provided to you in an alternative file format, please ask the Town Clerk at Clerk@Hythe-tc.gov.uk.

- 2.1.4 You must submit your tender via the Town Clerk. We can only accept tenders returned by 1st Class Registered post.
- 2.1.5 See Section 4 for information about site visits.
- 2.1.6 You will be required to attend an interview as part of the quality/technical assessment of your tender. See Section 5.
- 2.1.7 **TUPE** – Transfer of Undertakings (Protection of Employment) Regulations 2006 may apply to the contract.
- 2.1.8 You are permitted to include appendices with your tender to support answers to the quality/technical questions in the **Invitation to Tender Supplier Response** document. Any additional documents you include should be relevant and, if part of your answer to a quality question, comply with any word count limits.
- 2.1.9 If you are selected for a presentation, you are required to submit insurance certificates prior to the presentation. If you are successful, you must provide copies of audited accounts and company policies and any other evidence we request, before HTC enters into contract with you.
- 2.1.10 Tenders must be submitted by the Tender Return Date (see section 1.2). We will not consider late tenders unless agreed by the HTC's authorised officers in exceptional circumstances.
- 2.1.11 **Tender Validity** – your tender must be open for acceptance for at least 90 days from the Tender Return Date. We will not accept any changes to your tender in that period, unless a genuine error is found and corrected before we make the award decision.
- 2.1.12 **Modification & Withdrawal** – You may modify or withdraw your tender at any time before the Tender Return Date. This should be done by contacting the Town Clerk. If you need to withdraw your tender after the deadline, please send an email to the Town Clerk.
- 2.1.13 **Queries and Clarifications** – All enquiries about this ITT should be sent to the Town Clerk. We will try to answer all questions as quickly as possible before the Clarification Closing Date. We recommend you submit your questions as early as possible.
- 2.2 **Price**
 - 2.2.1 Please complete **Appendix A– Specification/ Price Schedule**.
 - 2.2.2 Prices/rates are to be in £ Sterling (GBP), net only, and inclusive of all costs associated with the provision of the services (or works or goods).
 - 2.2.3 Price(s) submitted must be **exclusive** of Value Added Tax (VAT). The percentage and amount of VAT will be shown on invoices at the current rate at the time of invoicing, if VAT applies.
 - 2.2.4 Any estimated requirements (e.g. volumes) we give are intended for guidance only and are not guaranteed. Please submit your best commercial offer based on the information provided.
 - 2.2.5 Unless otherwise stated, prices must be fixed (i.e. not subject to variation) for the period of the contract subject.

Contract pricing will be subject to variation during the contract period to accommodate any changes to the National Living Wage.

- 2.2.6 If we find any arithmetical or mathematical errors in your tender, we correct it and inform you of any corrections we make. However, we are not responsible for finding errors. It is your responsibility to make sure your tender is complete, comprehensive and correct.

Section 3 – General Instructions

- 3.1.1 **Amendments to the ITT** - At any time before the Tender Return Date, HTC may amend the ITT document(s). All tenderers will be notified of any changes and HTC may choose to change the Tender Return Date to extend the deadline if we consider this necessary.
- 3.1.2 **HTC's Right to Reject or Not to Award** – We reserve the right to reject any tender, or end the tender process at any time, or to not award the contract to any organisation, without incurring any liability to the affected tenderers.
- 3.1.3 **Confidentiality** - All information supplied in connection with this ITT is confidential and by submitting a tender, you agree to be bound by the obligation to preserve the confidentiality of all such information.
- 3.1.4 **Freedom of Information** – HTC is subject to the Freedom of Information Act 2000 and may be required to provide information when requested under the Act. You should identify any information in your tender that you require to remain confidential or consider to be commercially sensitive. We will honour this, if authorised by the provisions of the Act.
- 3.1.5 **General Data Protection Regulations (GDPR)**
HTC processes personal information in accordance with Data Protection Legislation namely the General Data Protection Regulations (Regulation (EU) 2016/679), the Law Enforcement Directive (Directive (EU) 2016/680), any applicable national implementing Laws as amended from time to time; the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; all applicable Law about the processing of personal data and privacy.
This applies to information provided as part of a tender process. HTC's data retention policy states that your tender may be kept for up to 3 years after the award of the contract (or the date HTC cancels the tender process). If your tender is successful, it will be kept for a minimum of 12 years after the expiry of the contract.
[Go to HTC's Privacy Notice](#) for more information.
- 3.1.6 **Publicity** – Do not advertise or publicise the provision of the goods/services/works or the award of any contract will unless and until HTC gives written consent to the advert or article. You must ask permission for each publication and provide a draft of the text for HTC's approval.
- 3.1.7 **Transparency** – HTC must comply with transparency obligations and publish certain information about this ITT and any resulting contract(s). HTC routinely publishes details of our contracts on the Contract Finder's website and our

website, including the estimated value of contracts and the identities of its contractors.

- 3.1.8 **TUPE** – the Transfer of Undertakings (Protection of Employment) Regulations 2006 may apply to the provision of the Works/Services. You may wish to seek professional advice about this. If TUPE applies, you accept the associated risks of and consequences of the application of the Regulations.

Section 4 – Site Visits

- 4.1.1 You are invited to make a personal inspection of the sites.
- 4.1.2 Site visits can be arranged through the 'Town Clerk via email Clerk@Hythe-tc.gov.uk.
- 4.1.3 It is your responsibility to obtain all information you need for the preparing a tender to make sure your tender takes into account all matters and circumstances and is fully comprehensive and inclusive.
- 4.1.4 We will not reimburse your organisation or any organisation for any costs associated with preparing your tender.
- 4.1.5 The information provided by HTC is provided in good faith to assist you in preparing your tender. No guarantee is given that the information is complete or exhaustive.
- 4.1.6 Questions about the Specification and supporting documents should be sent through the Town Clerk @ Clerk@Hythe-tc.gov.uk.

Section 5 – Presentations and Interviews

- 5.1.1 You will be required to attend an interview as part of the quality assessment of your tender.
- 5.1.2 Presentations will be held in January/February 2022 at The Hythe Sports Pavilion, South Road, Hythe, Kent, after the Tender Return Date. Only organisations which submit tenders will need to attend.

We expect one HTC officer will be present to evaluate the interview.
- 5.1.3 Video display equipment will be available for your presentation. You will need to provide your own laptop and media storage.

We are unable to use USB sticks and flash drives on the Council's computers.
- 5.1.4 In total each interview will last up to 60 minutes.
- 5.1.5 You are asked to give a presentation.
- 5.1.6 Following the presentation, you will be asked 2 questions which have been provided to you in advance.
- 5.1.7 The Town Clerk will contact you to book a time slot for your presentation.

You must book using the name of your organisation, not your personal name.

- 5.1.8 After the Tender Return Date, we will be contact you to confirm your appointment.
- 5.1.9 On arrival for your appointment, please enter the building and take the stairs to the first floor. A lift is available. Visitor parking at the Pavilion is limited to the meeting only.

Section 6 – Evaluation

6.1 Evaluation Criteria

- 6.1.1 We will evaluate the tenders to find the 'most economically advantageous tender' (MEAT) based on 50% 'quality' and 50% 'price'. The weighted quality and price scores will be added together to identify the MEAT.
- 6.1.2 During the evaluation, we may contact you to clarify something in your tender or to check information in your tender which we think could be incorrect. We will send these questions through the Town Clerk. You should answer any questions we have promptly by replying to the message.
- 6.1.3 We are not responsible for finding errors in your tender. It is your responsibility to make sure your tender is complete, comprehensive and correct. We are not obligated to accept corrections to any errors in your tender which result in your tender being rejected or given a particular score.

6.2 Quality Evaluation

- 6.2.1 You must complete all questions in Section 1 of the **Invitation to Tender Supplier Response document**. Responses to the questionnaire will be evaluated on a pass/fail basis unless the question states otherwise. Any organisation which fails any section of the questionnaire will be disqualified and their tender will be rejected.
- 6.2.2 We will assess the 'quality' part of your tender using your responses to the quality questions set out in Section 2.4 of the **Invitation to Tender Supplier Response document**. These questions are based on the parts of the service (or works or goods) that we consider to be the most important to HTC.
- 6.2.3 The maximum quality score of 50% is divided across each of the quality questions in Section 2.4. The weighting of each question is shown below.
- Q1: What systems are in place to monitor and audit quality and performance on the job? **10 %**
 - Q2: What are your methods to ensure continuous delivery of the services of the contract? **10 %**
 - Q3: What vehicles, plant and equipment, do you propose to use in carrying out the works throughout the contract period? **10 %**
 - Q4: Do your staff/operatives have the relevant qualifications to operate machinery? **10 %**
 - Q5: What initiatives and approach do you have for waste management and environmental issues? **10 %**

- **Total Quality Score 50 %**

6.3 Price Evaluation

- 6.3.1 We will score your price against the lowest price offered.

The lowest price will receive the full score of 50%. Higher bids will be weighed using the following formula: $(\text{lowest price} + \text{your price}) \times \text{weighting}$.

EXAMPLE

	Bid	Weighted Score
Supplier 1	£12,000	50% (maximum score available)
Supplier 2	£15,000	40%
Supplier 3	£24,000	25%

- 6.3.2 If your tendered price appears to be abnormally low, we may ask for an explanation and more detailed breakdowns of your pricing. If we are not satisfied with the explanation, we may reject your tender as non-compliant with the requirements of the specification.

6.4 Notification

- 6.4.1 Once we have completed the evaluation, we will send all organisations an 'Intention to Award' letter confirming whether their tender is successful or unsuccessful. This letter will include some feedback on your tender and the details of who to contact for more information about our decision.

Section 7 – Terms and Conditions of Contract

- 7.1.1 The Terms and Conditions of Contract HTC intends to use for this contract are contained in attached **Terms and Conditions of Contract**. We will not accept any alternative terms and conditions submitted as part of your tender.
- 7.1.2 If you have any queries or concerns about the Terms and Conditions of Contract, or required a non-material change to the terms, you **must** ask about this during the clarifications period and before the Tender Return Date.
- 7.1.3 We may agree to any non-material changes to the Terms and Conditions of Contract which you consider to be in the interests of HTC and the project. However, any agreement will be at the sole and exclusive discretion of HTC after the proposed changes have been reviewed by our Standing Orders Sub Committee. HTC reserves the right to require a Parent Company Guarantee from the successful tenderer if the organisation has a parent company.

- 7.1.4 **Performance Bond** – We reserve the right to require a Performance Bond or alternative security from the successful tenderer if a Parent Company Guarantee is not available.
- 7.1.5 **Collateral Warranty** – We reserve the right to require a Collateral Warranty from any sub-contractor(s) of the successful tenderer. We are more likely to request this if 50% or more of the contract will be fulfilled by a sub-contractor or if the type of work sub-contracted represents a significant risk.



Invitation to Tender (ITT)

Supplier Response Document

Grounds Maintenance Contract 2022-2027

CONTENTS

Section 1 – Supplier details

Section 2 – Technical and quality questions

Section 3 – Pricing schedule

Section 4 – Terms & conditions of contract

Section 5 – Declarations

Required Documents

Please also complete and provide:

- Standard Selection Questionnaire (SQ)
- Appendix A – Specification/pricing schedule

Appendices

Please list any additional documents you have submitted with your tender:

SECTION 1 – SUITABILITY QUESTIONNAIRE

1.1 Organisation Details

This section is for information only but must be completed in full.

The terms 'the organisation' and 'your organisation' used in this document mean your business, company, charity, partnership or any other type of organisation identified below.

Full name of the organisation submitting this tender	
Registered office address:	
Company registration or charity registration number	
VAT registration number	
Name of immediate parent company	
Name of ultimate parent company	
Type of organisation: <ul style="list-style-type: none"> • public limited company (PLC) • limited company (LTD) • limited liability partnership (LLP) • other partnership • sole trader • third sector (charity) • other (please explain) 	please state which:
Are you a Small, Medium or Micro Enterprise (SME)?	Yes / No
Contact details for questions about this tender	
Name:	
Phone:	
Mobile:	
Email:	

SECTION 2 – QUALITY/TECHNICAL QUESTIONS

2.1 Weighted Questions

Q1. What systems are in place to monitor and audit quality and performance on the job? (10%)

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Q2. What are your methods to ensure continuous performance of the contract? (10%)

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Q3. What vehicles, plant and equipment, do you propose to use in carrying out the works throughout the contract period? (10%)

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Q4. Do you staff/operatives have the relevant qualifications to operate machinery (10%)

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Q5. What initiatives and approach do you have for waste management and environmental issues? (10%)

SECTION 3 – PRICING SCHEDULE

See Appendix A

SECTION 4 – TERMS & CONDITIONS OF CONTRACT

This Section is **PASS/FAIL**. If you answer 'no' HTC is entitled to reject your tender but can choose to allow you to proceed further, after considering your circumstances.

If you answer 'no', please set out the full details in an additional appendix. HTC will consider your response before making a decision about whether or not to include your tender in its evaluations or to reject it.

Please ensure you have read Appendix B	
Do you accept HTC's terms (or the terms as amended by HTC in any pre-tender clarifications)?	Yes / No

SECTION 5 – DECLARATIONS

TO: Hythe Town Council

PROVISION OF: Grounds Maintenance Contract

On behalf of **[insert your organisation name]**, I offer to provide the supplies, services and/or works to the Council as specified in the tender documents, commencing and continuing for the period specified in those documents (including any option to extend).

The tender documents consist of:

- Invitation To Tender - Instructions

- Specification/ Price Schedule
- Maps of Sites
- this response document
- Standard Selection Questionnaire
- Contract Terms and Conditions
- and any documents I have submitted with this response document (listed on the first page)

If this offer is accepted, we will execute such documents as maybe appropriate in order to create a binding contract between HTC and ourselves.

I agree with the Council in legally binding terms to comply with the provisions of confidentiality set out in the **Invitation to Tender Instructions**.

I understand the Council is not obliged to accept the tender with the lowest cost or any tender.

I accept that any costs incurred in preparing this tender are at the organisation's own cost and the council will not provide any reimbursement of these costs for unsuccessful or successful tenders.

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

I declare our tender has not been calculated by agreement or arrangement with any person other than the Council and that the pricing information for our tender has not been shared with any person before the Tender Return Date and not without the written consent of the Council.

I declare no person at the organisation has canvassed or solicited any member, officer, employee or agent of the Council in connection with the award of the Contract and that no person will do so before the Council completes the evaluation process.

I warrant that I have all requisite authority to sign this tender and confirm that I have complied with all the requirements of the tender process described in the **Invitation to Tender Instructions** and this **Invitation to Tender supplier response document**.

Signature:	
Name & job title:	
Dated:	
For and on behalf of:	



Standard Selection Questionnaire

Grounds Maintenance Contract

Restricted Procedure

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

Supplier Selection Questions: Part 3

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

Notes for completion

1. The "council" means the contracting council, or anyone acting on behalf of the contracting council, that is seeking to invite suitable candidates to participate in this procurement process.
2. "You" / "Your" refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term "potential supplier" is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the "regulations") and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state 'N/A'. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The council recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the council immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The council will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. Not used.
7. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the council is under a legal or regulatory obligation to make such a disclosure.

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1.1 Potential supplier information

Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address <i>(if applicable)</i>	
1.1(b) – (ii)	Registered website address <i>(if applicable)</i>	
1.1(c)	Trading status <ul style="list-style-type: none"> • public limited company • limited company • limited liability partnership • other partnership • sole trader • third sector • other (please specify your trading status) 	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number <i>(if applicable)</i>	
1.1(f)	Charity registration number <i>(if applicable)</i>	
1.1(g)	Head office DUNS number <i>(if applicable)</i>	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	

1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) <ul style="list-style-type: none"> • Voluntary Community Social Enterprise (VCSE) • Sheltered Workshop • Public service mutual 	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. <p>(Please enter N/A if not applicable)</p>	

1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address <i>(if applicable)</i> - Registration number <i>(if applicable)</i> - Head office DUNS number <i>(if applicable)</i> - Head office VAT number <i>(if applicable)</i> <p><i>(Please enter N/A if not applicable)</i></p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address <i>(if applicable)</i> - Registration number <i>(if applicable)</i> - Head office DUNS number <i>(if applicable)</i> - Head office VAT number <i>(if applicable)</i> <p><i>(Please enter N/A if not applicable)</i></p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1.2	Bidding model	
Question number	Question	Response
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.</p> <p>If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.</p>
1.2(a) - (ii)	Name of group of economic operators (if applicable)	
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-c may ask them to complete this form as well.			
Name				
Registered address				
Trading status				
Company registration number				
Head Office DUNS number (if applicable)				
Registered VAT number				
Type of organisation				
SME (Yes/No)				
The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables				
The approximate % of contractual obligations assigned to each sub-contractor				

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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.

I understand that the council may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1.3	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (<i>electronic is acceptable</i>)	
1.3(h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	Regulations 57(1) and (2) Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 2.1(b)</i>
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 2.1(b)</i>
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 2.1(b)</i>
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 2.1(b)</i>
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 2.1(b)</i>
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 2.1(b)</i>
2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the	

	<p>grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing council, precise reference of the documents.</p>	
2.2	<p>If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.3(a)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation 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 the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.3(b)	<p>If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.</p>	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3	Grounds for discretionary exclusion	
Question number	Question	Response
3.1	Regulation 57 (8) Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes please provide details at 3.2</i>
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes please provide details at 3.2</i>
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes please provide details at 3.2</i>
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes please provide details at 3.2</i>
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes please provide details at 3.2</i>
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes please provide details at 3.2</i>
3.1(g)	Aware of any conflict of interest within the	Yes <input type="checkbox"/>

	meaning of regulation 24 due to the participation in the procurement procedure?	No <input type="checkbox"/> <i>If yes please provide details at 3.2</i>
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes please provide details at 3.2</i>
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes please provide details at 3.2</i>
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 3.2</i>
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 3.2</i>
3.1(j) - (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 3.2</i>
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 3.2</i>

3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	
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Part 3: Selection Questions

Section 4	Economic and Financial Standing	
Question Number	Question	Response
	The Council reserves the right to request further financial information and or request a credit agency report to confirm that the organisation satisfactorily meets the Council's minimum financial requirements.	
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1 (a)	A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1 (b)	A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1 (c)	Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation		
Relationship to the Supplier completing these questions		

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence 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 is to be created for this contract) 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 main intended provider(s) or sub-contractor(s) who will deliver the contract.</p>

If you cannot provide examples see question 6.3

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

6.2

Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)

Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)

6.3

If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

Section 7		
Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015		
Question Number	Question	Response
7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide relevant the url ... No <input type="checkbox"/> Please provide an explanation:

7.3	<p>This question is for information only. Your tender will not be rejected if the answer is 'no'.</p> <p>If you have answered 'no' to 1.8.1, do you have a modern slavery policy or measures in place to mitigate the risk of modern slavery in your organisation and in your supply chain?</p> <p>This would include checks made on your staff and people who work for your organisation through subcontractors and agencies.</p> <p>If yes, please provide details of the measures currently in place.</p>
<p>Yes / No</p> <p>[details]</p>	

7.4	<p>This question is for information only. Your tender will not be rejected if the answer is 'no'.</p> <p>Are all of your employees paid at the National Living Wage (NLW) or higher?</p> <p>The current rate of NLW can be found online (go to gov.uk webpage)</p>	Yes, we pay National Living Wage as a minimum to all our employees, including employees under 25 years of age.
		No, we pay National Minimum Wage to employees under 25 years of age.

8. Additional Questions

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

Section 8	Additional Questions	
Question Number	Question	Response
8.1	Insurance	
8.1(a)	<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: Y/N</p> <p>Employer's (Compulsory) Liability Insurance = £10m</p> <p>Public Liability Insurance = £5m Professional Indemnity Insurance = £2m</p> <p>Product Liability Insurance = £n/a</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	

8.2	Health & Safety
<p>Where your submission is part of a Consortium, Partnership, Joint Venture or Special Purpose Vehicle, the lead member must ensure that this information is effectively communicated to all members. The lead member must confirm that all members understand and agree their undertakings in this section.</p>	
<p>The bidding organisation must:</p> <ul style="list-style-type: none">• Ensure that its entire workforce and subcontractors will comply with all relevant health and safety legislation as well as any requirements or instructions from the Council.• In relation to Covid and pandemics, ensure that its entire workforce and subcontractors will comply with all relevant government legislation as well as any requirements or instructions from the Council.• Have appointed a competent person with overall responsibility for health and safety that is duly authorised in the organisation.• Have processes in place for the identification of training needs and delivery of training to its workforce appropriate to the work for which it is bidding.	

- Have processes in place for the development of risk assessments and method statements relevant to the nature of the work for which it is bidding that will identify, manage and mitigate associated risks and hazards.
- (If it is an organisation with five or more employees) have in place a written health and safety policy as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and issue any codes of safe working practices to your workforce. This policy must provide details of the competent person or persons that have been appointed on behalf of the organisation to undertake the measures needed to comply with the requirements and prohibitions of the Management of Health and Safety at Work Regulations 1999.

The Council may verify your compliance with the above requirements at any stage of the procurement process or during the life of the contract, by means of policy checking, validation of accreditations, site audits or any other method it deems appropriate.

For further information on employers' health and safety obligations, please visit the Health and Safety Executive website at

<http://www.hse.gov.uk/simple-health-safety/index.htm>

Specific guidance on how to write a policy and risk assessment is available at <http://www.hse.gov.uk/simple-health-safety/write.htm>

8.5(a)	Please confirm that you understand and agree to your undertakings as described above.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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8.6	Equality & Diversity	
	<p>Does the bidding organisation comply with its legal obligations under the Equality Act 2010, relating to the protected characteristics as follows?</p> <p>Where your submission is part of a Consortia, Partnership, Joint Venture or Special Purpose Vehicle, your response must apply to all members.</p> <p>It is the responsibility of the bidding organisation to keep up to date with relevant legislation and ensure it has a current understanding of all legislative requirements</p>	
8.6(a)	Age	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.6(b)	Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.6(c)	Gender reassignment	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.6(d)	Marriage and civil partnership	Yes <input type="checkbox"/>

		No <input type="checkbox"/>
8.6(e)	Pregnancy and maternity	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.6(f)	Race	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.6(g)	Religion or belief	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.6(h)	Sex	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.6(i)	Sexual Orientation	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.6(j) – (i)	In the last three years has any finding of unlawful discrimination been made against the bidding organisation by any court or industrial or employment tribunal (or in comparable proceedings in any jurisdiction other than the UK)?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 8.6(k)</i>
8.6(j) – (ii)	In the last three years has any finding of unlawful discrimination been made against the bidding organisation as a result of a formal investigation by the Equality and Human Rights Commission (EHRC) or any relevant statutory European Body?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes please provide details at 8.6(k)</i>
8.6(k) – (i)	If you have answered Yes to 8.6 (j) above, what action was the bidding organisation required to take?	
8.6(k) – (ii)	What action did the bidding organisation take?	
8.6(k) – (iii)	Did the action taken satisfy the relevant organisation? Yes <input type="checkbox"/> No <input type="checkbox"/> If the bidding organisation did not take the required action, why not?	