



## Invitation to Bid for

### Listed Building Repair Project - 21, 23 and 25 Market Place, Southwold for Southwold Town Council

Reference Number: PROC1024-T-Open

#### **PART C INVITATION TO BID DOCUMENT** **RESPONSE PACK**

This Part C Invitation to Bid Response Pack must be completed  
and returned by the Bidder.

<b><u>Details of bidder (Bidder to complete)</u></b>	
<b>Company:</b>	
<b>Address:</b>	
<b>Contact Name/Position:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Small Medium Enterprise:</b>	YES/NO
<b>Voluntary/Community Organisation:</b>	YES/NO
<b>Where did you find out about this opportunity?</b>	

This is Part C Invitation to Bid Document Response Pack. Please be aware that you are required to fill in all areas, including any requested additional information, and sign where indicated.

Please be advised that if any areas are not completed or the requested information is not provided with your submission your evaluation score will be affected or may be rejected.

Please Note: The preferred option of communication during the procurement process is via email: [townclerk@southwoldtowncouncil.com](mailto:townclerk@southwoldtowncouncil.com)

In the event that the above method is not possible, or if you require any additional help or guidance in order for you to complete this Invitation to Bid, please contact Southwold Town Council on 01502 722576. You will receive this guidance verbally via telephone.

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**All relevant forms must be signed and returned within the Part C Invitation to Bid Document Response Pack.**

## 1. BID SUBMISSION

As part of the bid submission evaluation process bidders are requested to complete/provide the following information in full. Failure to do so will result in either your bid submission being excluded from the evaluation or your evaluation score being affected.

Bidders should be advised that attention to detail is critical. Bidders should note that the Council is increasingly receiving non compliant bid submissions as a direct result of Bidders failing to read the Instructions and Guidance Notes in the Part A Invitation to Bid Documents. Invitations to Bid are lost or at worst are non-compliant because of lack of attention to detail. Please ensure that you read the Instructions and Guidance Notes in Part A and the Scope and Specification of Requirement in Part B carefully, and that your bid submission is in the correct format and complies with all the requirements of the Invitation to Bid prior to submission.

**Please ensure your response information is in the correct section. Information provided by bidders that is not in the correct section will not be evaluated.**

Please Note: Information on how this Part C Invitation to Bid Document Response Pack is scored can be found in the Guidance Notes and the Sub Criteria of the Part A Document.

### 1.1 PRICING TEMPLATE (PART C INVITATION TO BID DOCUMENT RESPONSE PACK) (scored section 30).

This Pricing Template below must be completed indicating day rate and days required for specific project activities. If you do not complete this your bid will be rejected. The Pricing Template will be deemed to be **fully inclusive of all overheads as detailed in Section 4.2** Part A Invitation to Bid Document. Pricing will be fixed and firm for the duration of the contract.

Tenders shall remain valid for a period of 90 days from the latest date for return of tenders.

1. SECTION 1 - PRELIMINARIES AND GENERAL CONDITIONS (TO BE CARRIED FORWARD)		
	Item	£
<b>THE WORKS</b>		
2. SECTION 3 SCHEDULES OF WORKS - PLEASE NOTE: REFER TO PART B FOR ALL ITEMS TO BE INCLUDED AND PRICED.		
3.1 Roofing 21 and 23	Item	£

3.2 Roof Repairs	Item		£
3.3 Structural Repairs	Item		£
3.4 Brickwork Repairs	Item		£
3.5 Joinery Replacement	Item		£
3.6 External Joinery Repairs	Item		£
3.7 Number 21 Partition Between Ground Floor Office and Access to First Floor Flat	Item		£
3.8 External Decorations and Finishes	Item		£
3.9 Number 21 – Exterior Cladding to Cold Store	Item		£
3.10 Number 21 – Fencing to Rear	Item		£
3.11 Below Ground Drainage	Item		£
<b>3. SECTION 4 - PC AND PROVISIONAL SUMS</b>		£	<b>12,500.00</b>
<b>GRAND TOTAL</b>		£	

**1.2 PROJECT MANAGER (PART C INVITATION TO BID DOCUMENT RESPONSE PACK) (scored section 30):**

Bidders are to provide detailed evidence which must include sequence of activities, resources required, supply/handling of material, principle risks and their management, environmental considerations, contingency plan.

**Bidder's Response:**

**1.3 COMPANY EXPERIENCE OF LISTED BUILDING WORK (PART C INVITATION TO BID DOCUMENT RESPONSE PACK) (scored section 20):**

Bidders are to demonstrate Company Experience of Listed Building Work that the company has in preparing similar projects to the kind sought from the specification set out in Part B of this Invitation to Bid. Illustrate with relevant key examples.

**Bidder's Response:**

**1.4 EXPERIENCE OF WORKING AROUND A BUSINESS/RETAILER OPENING HOURS TO ENABLE THEM TO CONTINUE TRADING (PART C INVITATION TO BID DOCUMENT RESPONSE PACK) (scored section 20):**

Bidders are to demonstrate experience of working around a business/retailer opening hours to enable them to continue trading – examples of the required information are set out below:

- a. Detail your comparable experience of Stakeholder management which you will bring to the role.
- b. Who do you consider to be the key internal teams and external stakeholders having an interest in delivery of the project?
- c. How would you ensure stakeholders are fully engaged and contributing to the activities?

**Bidder's response:**

**2. COMPLIANCE WITH FREEDOM OF INFORMATION ACT 2000 AND ENVIRONMENTAL INFORMATION REGULATIONS 2004 (Pass/Fail Section)**

Bidders are required to complete the table below and fully complete the declaration.

Information for which the Tenderer/Contractor claims exemption from disclosure  
And/or commercial confidentiality

Date/Ref	Title	Description	Reasons for claiming exemption

The Service Provider shall indemnify the Council in respect of damages, losses, costs, fees and expenses incurred by the Council in the event of an appeal against a decision by the Information Commissioner that information supplied by or on behalf of the Service Provider and withheld by the Council on any of the grounds given in Part II of the Freedom of Information Act 2000 or Part 3 of the Environmental Information Regulations 2004 should be released to third parties.

**3. INSURANCE – A 'NO' REPLY IN EITHER SECTION (b) OR (c) WILL RESULT IN YOUR BID BEING REJECTED (Pass/Fail section).**

- a) Does your Company/Organisation have the correct level of Insurance as requested in 4.9 Part A Bid Document.

**Bidder's response:** Yes/No

b) If the answer to the above is "No", are you willing to upgrade your current insurance levels to meet the levels required within this Invitation to Bid?

**Bidder's response:** Yes/No

c) Do you have your Insurance certificates available in order that they can be presented to the Council prior to Contract Award should you be the successful bidder?

**Bidder's response:** Yes/No

**4. FINANCIAL (Pass/Fail section)**

Please complete the following table **AND** provide a statement of **accounts for the past 12 month OR alternative means of demonstrating financial status if trading for less than a year.**

**Failure to provide this information will result in you scoring a FAIL in this section.**

<b>Company Name</b>	
<b>Address</b>	
<b>Contact Name</b>	
<b>Contact Position</b>	
<b>Contact Landline/Mobile</b>	
<b>Contact E-Mail</b>	
<b>Company Registration Number</b>	
<b>Registered Address (Only complete if different to address above)</b>	

**5. ADDITIONAL INFORMATION (not scored, for information only).**

Please make sure that you provide 2 references, these must be for contracts undertaken of a comparable value and nature to this the Council requirement. Please make sure your references contain the full postal address, contact name,

email address and telephone number. The Council reserves the right to follow up on the references provided.

Please note that you must not include the Council as one of your references (per Part A para 8.1.9).

**Bidders Response:**

Bidders must state if officers or members of Southwold Town Council have any direct interest in their firm, business or interests.

**Bidders Response:**

**6. PROJECT PLAN**

Please provide an indicative project plan that meets the requirements in the specification, including the dates. (Pass/Fail section):

**Bidders Response:**

**7. MANDATORY DECLARATIONS FORM (Pass/Fail section)**

You must complete and sign the following Mandatory Declaration Form. Failure to do so will result in your Bid being rejected.

**MANDATORY DECLARATIONS FORM**

**FORM OF TENDER/QUOTATION**

**UNCONDITIONAL AND IRREVOCABLE OFFER TO WAVENEY DISTRICT COUNCIL**

1. Having examined the Invitation to Bid Documents for the performance of the above Contract, we offer to carry out the Supply in conformity with the Contract for the sum specified below or such other sums as may be ascertained in accordance with the Contract.

(In figures)      £ .....

(In words)      .....

The sum given above is subject to re-measurement and exclusive of VAT, but inclusive of disbursements and all other expenses.

2. Unless and until a formal agreement is prepared and executed, the Tender, together with the Councils' written acceptance thereof, shall constitute a binding Contract between us.
3. We agree that this Tender constitutes an irrevocable, unconditional offer which will not be withdrawn. We understand that you are not bound to accept the lowest or any Tender you may receive, that you may award the contract for parts only of the Tender, that you give no guarantee as to the amount of services to be instructed under the contract, and that you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender (including the costs of pre-award presentation, if any).
4. All information included within this Tender submission is correct, up to date and will be in place for the duration of the Contract, if awarded.
5. We confirm that this Tender will remain valid for a period of 90 days from the latest date for return of Tender, after which time it will be subject to confirmation.

#### **GROUNDINGS FOR DISQUALIFICATION**

In accordance with Regulation 57 of the Public Contracts Regulations 2015, Applicants/organisations may be excluded from taking part in this procurement process where that Applicant/organisation:

1. Is in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings;
2. Has been convicted of a criminal offence related to business or professional conduct;
3. Has committed an act of grave misconduct in the course of business or profession;
4. Has not fulfilled obligations relating to payment of social security contributions;
5. Has not fulfilled obligations relating to payment of taxes;
6. Is guilty of serious misrepresentation in supplying information required by the contracting authority under the Public Contracts Regulations 2015;
7. Is not in possession of a licence or is not a member of the appropriate organisation where the law of the relevant State in which the organisation is established requires it;  
or
8. Is not registered on the professional or trade register or permitted alternative register of the relevant State in which the organisation is established.

In addition, in accordance with Regulation 57(1) of the Public Contracts Regulations 2015, Applicants/organisations will be excluded from further participation in this procurement process if that Applicant/organisation or its directors or any other

person who has powers of representation, decision or control of the organization has been convicted of any of the following offences:

- (a) Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Framework Decision 2008/841/JHA;
- (b) Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption;
- (c) The offence of bribery, where the offence relates to active corruption;
- (d) Bribery within the meaning of section 1 or 6 of the Bribery Act 2010;
- (e) An offence under sections 2 or 4 of the Modern Slavery Act 2015.
- (f) Fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:
  - (i) The offence of cheating the Revenue;
  - (ii) The offence of conspiracy to defraud;
  - (iii) Fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;
  - (iv) Fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;
  - (v) Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
  - (vi) An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
  - (vii) Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;
  - (viii) Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;  
or
  - (ix) Making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;
  - (x) Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;
  - (xi) An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the criminal Justice Act 1988;
  - (xii) An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994;  
or

- (xii) Any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant State.

**I/We confirm that I/we have read the above conditions and circumstances and further confirm that none applies to this organisation, its directors or any other person who has powers of representation, decision or control of the organisation.**

#### **COLLUSIVE QUOTING AND CANVASSING**

The essence of selective bidding is that the Council receives bona fide competitive bids from all persons bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of the bid or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

We also certify that we have not done and undertake that we will not do at any time any of the following acts:-

1. Communicate to a person, firm or organisation other than the Council the amount or approximate amount of our proposed bid (other than in confidence in order to obtain quotations necessary in the preparation of the bid);
2. Enter into any agreement or arrangement with any other person that he refrains from bidding or as to the amount or any bid to be submitted;
3. Offer or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done in relation to any other bid or proposed bid for the Supply any act or omission.

We further certify that we have not canvassed or solicited any elected member, officer or employee of Southwold Town Council in connection with the award of any contract or our proposed bid for the supply and that no person employed by us or acting on our behalf has done any such act and undertake that we will not in future canvass or solicit any elected member of Southwold Town Council in connection with the award of this or any other proposed bid for the supply and that no person employed by us or acting on our behalf will do any such act.

#### **ACCEPTANCE OF SCOPE OF THE SERVICES/SPECIFICATION OF REQUIREMENT**

I/We confirm that I/We have fully read and understood the scope of the services and specification of requirements (Part B), and hereby agreed to abide by its contents.

#### **ACCEPTANCE OF AUTHORISED CLARIFICATION ISSUED DURING THE BID SUBMISSION PERIOD**

I/We confirm that all communications/clarifications issued by the Council during the bid submission period have been taken into account when preparing our Bid Response.

## **DECLARATION OF HEALTH AND SAFETY**

I/We confirm that I/We have read and understood the Councils' Health & Safety Policies and that all staff utilised in servicing this contract will have undertaken to comply with these policies and will be aware of their responsibilities.

The Councils' Health and Safety Policy can be viewed on Southwold Town Council website – [www.southwoldtc.com](http://www.southwoldtc.com)

## **COMPLIANCE WITH CONTRACT TERMS AND CONDITIONS**

I/We hereby agree that I/We have read, understood and undertake to comply with the JCT Minor Works Building Contract 2016 Terms and Conditions that apply for this requirement. Bidders are required to sign the declaration stating they have read, understood and undertake to comply by these conditions if awarded this contract in addition to those as stated in the Invitation to Bid Documents.

## **COMPLIANCE WITH THE COUNCILS' EQUALITY SCHEME**

The Councils' Equality Scheme is accessible via Southwold Town Council website – [www.southwoldtc.com](http://www.southwoldtc.com)

We confirm that we have read and understood the Councils' Equality Scheme and that all staff and supply chain personnel will be aware of their responsibilities

**NOTE: REFUSAL TO GIVE THIS DECLARATION AND UNDERTAKING MEANS THAT YOUR BID WILL NOT BE CONSIDERED.**

<b>Signed:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Company:</b>	
<b>Date:</b>	