



South West

Maintenance and Response Contract

Instructions for Tenderers

Document 2: Submission of Tenders

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1 SUBMISSION OF TENDERS**1.1 General**

1.1.1 Tenders and supporting documents must be written in English and priced in Pounds Sterling.

1.1.2 Tenders are to be submitted in the following volumes, which contain the detailed submission requirements:

Volume 1A – Selection Questionnaire

Volume 1B – Supporting Documentation

Volume 2A – Quality Submission A

Volume 2B – Quality Submission B

Volume 3 – Commercial Submission

1.1.3 Tenderers must submit all the information set out in Annex C.

1.1.4 Tenders must be submitted in accordance with these instructions and the tender documents including any tender amendments. Tenders must not be qualified or accompanied by statements or a covering letter that might be construed as rendering the tender ambiguous. Unauthorised alterations or additions must not be made to any component of the tender documents. Highways England's decision as to whether or not a tender complies with these Instructions will be final.

1.1.5 Tenders not submitted via the Bravo e-Sourcing portal by the tender return date and time may be excluded from further consideration. Offers must remain open for acceptance for 210 calendar days from the tender return date.

1.1.6 Documents are to be returned in Microsoft Office 2010 compatible format. Where proprietary software is used for process maps etc., pdf format must be used. When uploading tender submissions into Highways England's e-Sourcing portal, upload the electronic files for each volume, as set out in Annex C, into separate Zip files. No file is to be larger than 20MB. Label each Zip file with the Tenderers name, volume number and Lot ID.

1.1.7 The Form of Tender will be incorporated as questions within the Technical Envelope on the Bravo e-Sourcing portal, no unauthorised alteration or additions must be made to any component of the tender documents. The tender must be submitted via Highways England Bravo e-Sourcing portal at <https://highways.bravosolution.co.uk> for South West Maintenance and Response Contract in the following volumes.

- 1.1.8 Before a tender can be accepted the Tenderer must answer all the applicable questions within the Bravo Technical Envelope, confirming that you have read, understood and accepted specific documents. See Annex C.
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- 1.1.9 A flow chart of the evaluation process together with a worked example of the marking/scoring process is given in IfT Document 3.

ANNEX C – DOCUMENTS TO BE RETURNED**1 List of Documents to be returned with the Tender.**

1.1 Tenderers are to note that all documents below must be completed and returned for their submission to be assessed as compliant. Failure to do so may result in the tender being rejected.

1.2 The following Volume 1A (Selection Questionnaire) documents must be completed and submitted by Tenderers via the BRAVO Qualification envelope.

<i>Document Title</i>
Volume 1A – Selection Questionnaire
Completed Selection Questionnaire – all parts

1.3 The following Volume 1B (Initial Assessment) documents are to be completed and submitted by Tenderers via the BRAVO Technical envelope.

<i>Document Title</i>
Volume 1B – Supporting Information
Small and Medium Enterprises (SME) Subcontracting statement.
Proposed Information Assurance Solutions document
Fair Payment Charter (confirm agreement via tick box)
Anti Fraud Code of Conduct (confirm agreement via tick box)
Anti Bribery Code of Conduct (confirm agreement via tick box)
Anti-Collusion Certificate (confirm compliance via tick box)
Summary of relevant insurance policies and certificates where appropriate
Statement undertaking responsibility for dealing with insurance claims or parts of such claims within the excess amount.
Confirmation of registration or intention to register under the Inland Revenue Construction Industry Scheme
Statement confirming willingness, if awarded the contract, to accept the appointment and duties of Principal Contractor.
Any request made for non-disclosure under the Freedom of Information Act 2000.

1.4 The following Volume 2A (Quality Submission A) documents are to be completed and submitted by Tenderers via the BRAVO Technical envelope.

<i>Document Title</i>
Volume 2A – Quality Submission A
Quality Submission Answer Booklet

- 1.5 The following Volume 2B (Quality Submission B) documents are to be completed and submitted by Tenderers via the BRAVO Technical envelope.

<i>Document Title</i>
Volume 2b – Quality Submission
Contract Overview
Health and Safety Statement
Service Plan

- 1.6 The following Volume 3 (finance) documents are to be completed and submitted by tenderers via the BRAVO Commercial envelope.

<i>Document Title</i>
Volume 3 – Commercial Submission
Responses to Form of Tender questions (entered on Bravo Technical envelope)
Completed Contract Data Part Two
Price List Schedule A
Price List Schedule B
Price List Schedule C
Lump Sum Resource Build-up
Schedule of Rates Resource Build-up

Note: All the above documents must be submitted as separate documents (files) that are clearly identifiable from the document name within the respective volumes 1 - 3