Attachments: Documents to be completed

* A: Method statement
* B: Pricing schedule and Breakdown of costs
* C: Form of Tender
* D: Certification of non-collusion, non-canvassing certificate and conflict of interest certificate
* E: Offence certificate
1. Method statement – Tender Template

# How to complete this template

This template is intended to enable a fair and transparent process to ensure that the best tender, which meets local needs and priorities within the available funding, will be chosen. All sections must be answered. You should use **Arial font size 11.**

Before completing this form **please read the information and guidance notes.**

Tenders must be returned not later than: **5pm 3rd July 2015**

**General information about your organisation**

|  |  |
| --- | --- |
| **Project name:**  |  |
| **(Lead) organisation name:** |  |
| **Organisation address:** |  |
| **Type of organisation (e.g. private limited company)** |  |
| **Telephone Number:** |  |
| **Fax number:** |  |
| **Project manager:** |  |
| **Internet/website address**  |  |
| **Email address:** |  |

Before submitting your tender please check that you have submitted the following documents:

|  |  |
| --- | --- |
| **Equal Opportunities Policy** |  |
| **Health and Safety Policy (and any additional information required in the H&S checklist that isn’t included in the Policy.)**  |  |
| **Statement of accounts and last years audited accounts showing an auditor’s opinion provided on a going concern basis** |  |

SECTION a: QUALITY METHOD STATEMENT QUESTIONS

|  |
| --- |
| **OVERALL APPROACH 30%** |
| **QUESTION 1: Describe the delivery mechanism for the project, clearly detailing how you will ensure contractors across all tiers of the construction sector working in Southwark are engaged, facilitated and supported to create and/or improve apprenticeships in their organisation. Explain how this approach will address the needs of contractors new to apprenticeships. (12%)** |
|  |
| **QUESTION 2: Explain the partnership arrangements, marketing and promotion systems for the project, including links to employers, council and VCS support services available in the borough. Describe the added value your existing network will bring to the delivery of this contract. (6%)** |
|  |
| **QUESTION 3: Demonstrate your ability to prospect, engage and support employers across all tiers of the construction industry. Describe your approach, list employers you have worked/ are working with in the context of apprenticeship creation and improvement within the construction sector and explain how you plan to engage new employers. (12%)** |
|  |
| **RESPONSIVENESS TO TARGET CLIENT 20%** |
| **QUESTION 4: Describe the structured activity which would be delivered to meet the service specification including key milestones and achievement of outputs. Please provide a comprehensive list of the types of documents that would be produced as evidence of the achievement of all the outputs your service aims to deliver. Please also complete Section Ab (Method Statement – Tender template) in the attachments as part of your response to this question. (7%)** |
|  |
| **QUESTION 5: Provide evidence of your understanding of contractors across all tiers of the construction industry, including any existing or future skills shortages within the sector and how these might be addressed through apprenticeships. Describe the typical barriers to apprenticeship creation. Provide a sample apprenticeship and apprenticeship placement creation template mapping planned activity following securing a commitment to create an apprenticeship including recommended actions and timeframes. (8%)** |
|  |
| **QUESTION 6: How would you implement equal opportunities within the context of the specification? (5%)** |
|  |
| **FEASIBILITY OF APPROACH 15%** |
| **QUESTION 7: Name the key staffing roles that will deliver the project and describe the minimum level of skills and experience, and the number and quality of advisers and general staffing capacity. (7%)** |
|  |
| **QUESTION 8: Demonstrate how the resources you have allocated (or have access to) for the delivery of your service will meet the service objectives. (3%)** |
|  |
| **QUESTION 9: Describe the risks which may adversely affect the successful delivery of the services and achievement of outputs. Describe the contingency plans which will be implemented to reduce these risks. (5%)** |
|  |
| **QUALITY ASSURANCE 10%** |
| **QUESTION 10: How will you ensure that the management and monitoring of the service is effective and meets the requirements set out in the specification? (5%)** |
|  |
| **QUESTION 11: How will you monitor and evaluate feedback from project beneficiaries and partners including employers, providers and apprentices, to ensure you capture the wider outcomes delivered through this service? (5%)** |
|  |
| **TRACK RECORD OF ADDED VALUE 15%** |
| **QUESTION 12: Provide details of your organisation’s experience of providing externally-funded apprenticeship creation and improvement support for contractors working within the construction industry (5%)** |
|  |
| **QUESTION 13: Demonstrate how your approach will offer value for money. (5%)** |
|  |
| **QUESTION 14: Equal Opportunities and Health and Safety. (5%)** |
|  |

**SECTION b: MILESTONES AND OUTPUTS SCHEDULE**

**Milestones**

Please list any additional milestones you will deliver beyond the core milestones included in section 8 of the Service Specification (Section 3)

|  |  |  |
| --- | --- | --- |
| **Project Quarter** | **Dates** | **Milestones** |
| 1 | August-Sept 15 |  |
| 2 | Oct-Dec 2015 |  |
| 3 | Jan-Mar 2016 |  |
| 4 | Apr-Jun 2016 |  |
| 5 | Jul-Sep 2016 |  |
| 6 | Oct-Dec 2016 |  |
| 7 | Jan-Mar 2017 |  |
| 8 | Apr-Jun 2017 |  |
| 9 | Jul-Aug 2017 |  |

**Outputs**

|  |  |  |
| --- | --- | --- |
| Table 1: project outputs |  |  |
| **OUTPUTS** | **Year 1 minimum** | **Total** |
| **Output 1:** Percentage of developers and tier one contractors working within the borough directly engaged | 100% | 100% |
| **Output 2:** Number of sub-contractors working within the borough directly engaged | 96 | 240 |
| **Output 3:** Number of apprenticeship (min. 12 months) vacancies created | 36 | 90 |
| **Output 4:** Number of apprenticeship placements created (lasting min. 3 months and max. 11 months) within the borough | 44 | 110 |

Please provide targets in response to the core outputs for each quarter in the table below. Please list any additional outputs and targets you will deliver in the space provided. Insert new rows as required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OUTPUTS**  | **Q1**  | **Q2**  | **Q3**  | **Q4**  | **Total Y1** |
| **Output:**  |  |  |  |  |  |
| **Output:**  |  |  |  |  |  |
| **Output:** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OUTPUTS**  | **Q1**  | **Q2**  | **Q3**  | **Q4**  | **Total Y2** |
| **Output:**  |  |  |  |  |  |
| **Output:**  |  |  |  |  |  |
| **Output:** |  |  |  |  |  |

|  |  |
| --- | --- |
| **OUTPUTS**  | **Grand Total** |
| **Output:**  |  |
| **Output:**  |  |
| **Output:** |  |

1. Pricing schedule and breakdown of costs

Evaluation of Financial Proposals will be undertaken based upon the total price for the delivery of services until August 2017. **Please note:** all prices quoted should be exclusive of VAT. Insert more rows if needed.

Table 1: Pricing schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Breakdown**  | **8 months (August 2015 - March 16)** | **12 months (April 2016 - March 2017** | **5 Months (April 2017 - August 2017)** | **Total Cost (August 2015 - March 17)** |
| **a) Advisor and Management Staff Costs**(list individual positions and cost, show salaries and on-costs separately) |  |  |  |  |
|  |  £  |  £  |  |  £  |
|  |  £  |  £  |  |  £  |
| **Sub Totals:** | **£**  | **£**  |  | **£**  |
| **b) Delivery Costs**(organisational costs of delivery) |  |  |  |  |
|  |  £  |  £  |  |  £  |
|  | £  |  £  |  | £  |
| **Sub Totals:** | **£**  | **£**  |  | **£**  |
| **c) Beneficiary Costs**(direct costs of beneficiary support e.g. training and expenses) |  |  |  |  |
|  |  £  | £  |  |  £  |
|  | £  |  £  |  | £  |
| **Sub Totals:** |  £  |  £  |  |  £  |
| **TOTAL:** | **£**  | **£**  |  | **£**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additionality Cost Breakdown**  | **8 months (August 2015 - March 16)** | **12 months (April 2016 - March 2017** | **5 Months April 2017 - August 2017)** | **Total Cost (August 2015 - March 17)** |
|  |  £  |  £  |  £  |  **£**  |
| **Overall Totals (incl. any additionality):** | **£**  | **£**  | **£**  | **£**  |

Table 2: Quarterly breakdown of costs

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Headings | Q1June | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | **TOTAL** |
| Total staff and management costs |  |  |  |  |  |  |  |  |  |  |
| Total delivery costs |  |  |  |  |  |  |  |  |  |  |
| Total beneficiary costs |  |  |  |  |  |  |  |  |  |  |
| **Total project cost** |  |  |  |  |  |  |  |  |  |  |

N.B. Insert additional rows where necessary.

**Table 3: Intended project funding profile**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding Source | **8 months (August 2015 - March 16)** | **12 months (April 2016-March 2017** | **5 Months April 2017 - August 2017)** | **TOTAL** |
| Southwark Council |  |  |  |  |
| Match funding: (Please list) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

C. Form of Tender

**To:** The Mayor and Burgesses of the London Borough of Southwark

**The Project:** Employer Support for Apprenticeship Creation and Improvement

**I/We** ............................................................................................……......................…………………..

**of:**..........................................……………........................………........................

…………………………………………………………………………......................……………................

……………………………………………………………………………......................………....................

Having examined and understood the Tender Documents issued in connection with the Project, offer to carry out *[the Service]* *[the Lot selected* below*]* in accordance with the Tender Documents for the [*sum of / rates specified in the Pricing Schedule*]:

£………………………....................(*add words*)*……*……………………..……......................………..

……………………………………………........………………………………….....................................…

A detailed breakdown of that sum is included in SB – Pricing Schedule.

In consideration of being invited to submit this tender, we agree that the offer set out in this Form of Tender is an unconditional and irrevocable offer by us which is capable of being accepted by you. Unless and until a formal binding agreement is executed, this Tender together with your written acceptance shall constitute a binding contract between us.

I/We agree that this Tender shall remain open to be accepted by the Council and will only be withdrawn as detailed in paragraph 9.9 of the Conditions of Tendering (s2).

I/We warrant and undertake to you in the terms set out in the Conditions of Tendering.

I/We agree that the insertion by me/us of any conditions qualifying this Tender or any unauthorised alteration to the Tender documents will not bind the Council and may cause our Tender to be rejected.

In this Form of Tender words and expressions shall have the same meanings as are assigned to them in the Conditions of Contract.

I/We understand that you are not bound to accept the lowest or any tender you may receive.

Dated:...................................................................................................................................................

***Where the Tenderer is a company:***

|  |  |
| --- | --- |
| Signature (1) | (Position) |
| Signature (2) | (Position) |
| for and on behalf of Company Name and registered office address |

***Where the Tenderer is a partnership:***

|  |  |
| --- | --- |
| Signature (1) | Authorised Partner |
| Signature (2) | Authorised Partner |
| For and on behalf of (partnership name and address): |

***Where the Tenderer is an individual:***

|  |
| --- |
| Signature: |
| Name and address: |

1. Certificate of non-collusion, non-canvassing certificate and conflict of interest certificate

**To** The London Borough of Southwark (“the Council”)

**TENDER FOR** Employer Support for Construction Apprenticeship Creation and Improvement Project

**Non-collusion:**

We agree that the essence of selective tendering is that the Council shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the returnable date for this tender any of the following acts:-

1. Communicate to a person other than the person calling for these tenders the amount, or approximate amount of the proposed tender.

2. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.

3. Offer or pay or give or agree to pay or give any sum or money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work any act or things of the sort described above.

4. ***[Choose one option and delete as appropriate]***

(a) We further confirm that we have not conducted behaviour that is anti-competitive or restrictive within the meaning of the Competition Act 1998 (or equivalent nation legislation in the Member State in which we are registered)

**OR**

4. (b) We confirm that we have been found by a court, tribunal or competent body to have been party or guilty of behaviour that is anti-competitive or restrictive within the meaning of the Competition Act 1998 (or equivalent nation legislation in the Member State in which we are registered) and set out brief details below:

…………………………………………………………………………………………

…………………………………………………………………………………………

…………………………………………………………………………………………

and we confirm that we have taken steps to ensure that this conduct is not repeated and are prepared to demonstrate to your satisfaction that this is the case. We warrant and undertake that we have not nor will we conduct any anti-competitive behaviour in this procurement.

5. We warrant and undertake that we have not nor will we conduct any anti-competitive behaviour during this procurement.

6. We understand that in this Certificate the word ‘person’ includes any persons and any body or association, corporate or unincorporated and ‘any agreement or arrangement’ includes any such transaction, formal or informal and whether legally binding or not.

**Non-canvassing:**

We hereby certify that we have not canvassed or solicited any officer or employee of the Council in connection with the award of the contract and that no person employed by us or action on our behalf has done any such act.

We hereby further undertake that we will not in the future canvass or solicit any officer or employee of the Council in connection with the award of the contract and that no person employed by us or acting on our behalf will do any such act.

**Conflict of interest statement:**

The Council must ensure that it does not contravene Schedule 1, Part 1 of the Housing Act 1996, i.e. the Council may not make a payment or grant a benefit to a Committee or Board Member, Officer or Employee of the Council save and except in certain specified circumstances. The Council therefore requires tenderers to answer the following questions:

1. Has any Director, Partner or Associate been an employee of the Council within the last five years?

 YES/NO (If yes please give details)

2. Please state if any Director, Partner or Associate has a relative(s) who is an officer or an employee of the Council at a senior level or is a Cabinet Member or Councillor of Council.

 YES/NO (If yes please give details)

3. Please state if any Directors, Partners or Associates of your firm have any involvement in other firms who provide or have provided services to the Council.

YES/NO (If yes please give details)

4. Is any Director, Partner or Manager an existing Resident or Leaseholder of the Council.

 YES/NO (If yes please give details)

Signed………………………………………………………………………………………….

Name…………………………………………………………………………………………

Position in Organisation (i.e. Director or Partner)………………………………………...

For and behalf of……………………………………………………………………………..

…………………………………………………………………………………………………..

Address: (In the case of a Limited Company, the Registered Office)

…………………………………………………………………………………………………..

…………………………………………………………………………………………………..

…………………………………………………………………………………………………..

Date…………………………………………………………………………………………….

1. Offences Certificate

**To** The London Borough of Southwark (‘the Council’)

**TENDER FOR** Employer Support for Apprenticeship Creation and Improvement Project

We ***[ ]***do hereby certify that we have not been convicted of any offence referred to infrom Regulation 23 to Regulation 57 in the Public Procurement Regulations 2015., as amended, namely:

1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA;
2. 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;
3. the offence of bribery, where the offence relates to active corruption;
4. bribery within the meaning of section 1 or 6 of the Bribery Act 2010;
5. 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:
6. the offence of cheating the Revenue;
7. the offence of conspiracy to defraud;
8. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
9. fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
10. 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;
11. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
12. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
13. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or
14. making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;
15. money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;
16. 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 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;
17. 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;
18. 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;
19. a criminal offence relating to the conduct of his business or profession;
20. an act of grave misconduct in the course of his business or profession;
21. not fulfilled legal obligations relating to the payment of social security contributions;
22. not fulfilled obligations relating to the payment of taxes; or
23. a serious misrepresentation in providing any information referred to within from Regulation 23 to Regulation 57 in the Public Procurement Regulations 2015.or a failure to provide such information in response to a request by a Contracting Authority.

We do hereby further undertake that we will notify the Council if we are convicted of any such offence during the contract period.

We do hereby further certify that we are not in breach of the requirements under Regulation 3(1) of the Employment Relations Act 1999 (Blacklisting) Regulations 2010.

Signed………………………………………………………………….......................……….

Authorised Signatory

Name………………………………………………………….........................……………….

Position in Organisation (i.e., Director or Partner)……......................................................

For and on behalf of………………………………........................…………………………..

Address: (In the case of a Limited Company, the Registered Office)

………………………………………………………………..............…………………………

……………………………………………………………...............……………………………

…………………………………………………………......................………………………….

Date…………………………………………………….......................…………………...…….