**Unity in Community – 372 Greenwood Avenue Refurbishment and Building**

**Invitation to Tender Part 2**

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**Tender Closing Date and Time: Friday 20th December at 12.00hrs GMT**

**Tender Compliance Checklist**

Tenderers must ensure the items below are returned. Failure to include any of the mandatory items by the deadline may render the tender non-compliant

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| **Number** | **Item** | **Status** |
| 1 | General Information | Mandatory |
| 2 | Professional Business Standing | Mandatory |
| 3 | Corporate Responsibility | Mandatory |
| 4 | Diversity and Equality | Mandatory |
| 5 | Insurance | Mandatory |
| 6 | Financial Information | Mandatory |
| 7 | References | Mandatory |
| 8 | Technical and Quality questions/answers | Mandatory |
| 9 | Pricing Model | Mandatory |

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| **1** | **General Information** |
| 1.1 | Name of the organisation in whose name the tender would be submitted |  |
|  | Address for all correspondence |  |
|  | Contact name for enquiries about this bid |  |
|  | Contact position (Job Title) |  |
|  | Telephone number |  |
|  | Fax number |  |
|  | E-mail address |  |
|  | Website address |  |
|  | Company number  |  |
|  | Date of Registration |  |
|  | Registered address |  |
|  | VAT Number |  |
|  | Is your organisation, a public limited company, a limited company, a partnership, a sole trader, other (please specify) |  |
|  | Name, address and registration number of the ultimate/parent company if different from above. | Name |  |
| Address |  |
| Registration No. |  |
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|  | **Professional Business Standing**Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s), within the past 5 years? These are potential grounds for mandatory or discretional exclusion. |
|  | Is or has been in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings  | Yes / No  |
|  | Has been convicted of a criminal offence related to business or professional conduct, corruption, bribery or fraud? | Yes / No  |
|  | Has been convicted of terrorist offences, offences linked to terrorism, terrorist financing or money laundering? | Yes / No |
|  | Has been convicted of child labour of human trafficking offences? | Yes / No |
|  | Has committed an act of grave misconduct in the course of business | Yes / No  |
|  | Has not fulfilled obligations related to payment of social security contributions | Yes / No  |
|  | Has not fulfilled obligations related to payment of taxes | Yes / No  |
|  | Does any director/partner have a relative who is employed by, or has any contractual relationship or involvement with any Senior Officer or Member of the Governing Body of the Organisation? | Yes / No |
|  | Have any similar contracts been terminated for poor performance or breach of Terms and Conditions of contract in the last three years, or have damages been claimed against any such contracts by the contracting authority? | Yes / No  |
|  | If the answer to any of these is “Yes” please give brief details, on an additional page. |  |

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| **3** | **Corporate Responsibility** |  |
| 3.1 | Do you have a Health and Safety Policy available to view on request? | Yes / No |
| 3.2 | Have you had to notify the Health and Safety Executive of any incidents / accidents in the last 3 years? | Yes / No If Yes provide details |
| 3.3 | During the last 3 years has your organisation been involved (or currently involved) in any civil, statutory or industrial tribunals relating to Health and Safety matters?  | Yes / No If Yes provide details |
| 3.4 | Do you have an environmental policy available to view on request?  | Yes/No |
| 3.5 | Do you have a Corporate Social Responsibility Policy available to view on request? | Yes/No |
| 3.6 | Do you comply with the Modern Slavery Act 2015?  | Yes/No |
| 3.6.1 | Is your Anti-slavery and human trafficking statement available to view on request? | Yes/No |

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| **4** | **Diversity and Equality**In order that we may make an assessment of your current Diversity & Equality status, please provide answers to the following questions. Please ensure that any supporting documentation is clearly marked with the name of the respondent and the number of the question to which the response refers. |
| 4.1 | Is it your policy as an employer to comply with your statutory obligations under the Equal Pay Act and also under relevant equality legislation not to discriminate on grounds of Race, Economic Disadvantage, Gender, Age, Religious Belief, Disability, or Sexual Orientation under relevant UK legislation or equivalent legislation which applies in the countries in which your company employs staff | Yes / No |
| 4.2 | In the last three years has any contract with your organisation been terminated on grounds of your failure to comply with either or both of:1. Legislation prohibiting discrimination or
2. Contract conditions relating to equal opportunities in the provision of goods, facilities or services?
 | Yes / No  |

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| **5** | **Insurance** |  |
| 5.1 | **Insurance**You are required to have a minimum of £5m insurance cover in place before the contract start date for public liability, employers’ liability and professional liability. Please confirm that you have or will have this cover in place | Yes / No |
| Please provide details on your current insurance cover |
|  | **Tenderers must note that a minimum cover of £5,000,000 is required** | **Sums insured or Limits of Indemnity** | **Name of Insurer** | **Policy Number** | **Expiry date** |
| 5.2 | Public Liability  |  |  |  |  |
| 5.3 | Employers Liability |  |  |  |  |
| 5.4 | Professional Liability |  |  |  |  |
| 5.5 | Have you ever been declined insurance cover? If “Yes” please provide details |  |
| 5.6 | If your current levels of cover are less than those requested you will be required to increase your cover at no cost to Northern Hull Community Development Limited. Please confirm you will increase your cover before entering into a contract with Northern Hull Community Development Limited. |  |

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| **6 Financial Information** |
| Please provide details of your bank or financial institution where references may be obtained concerning your financial status. |
| Name of bank:Address:Tel No: Fax:Email: |  |
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| **7** | **References** |
| Please provide details of two recent contracts that are relevant to the Organisations requirement. Where possible at least one should be from the public sector. If you cannot provide two references, please explain why.References given may be used to validate any answers given in this tender |
|  |  | **Reference 1** | **Reference 2** |
| 7.1 | Organisation name and address |  |  |
| 7.2 | Customer contact name number: |  |  |
| 7.3 | Customer contact e.mail address |  |  |
| 7.4 | Date contract awarded: |  |  |
| 7.5 | Contract reference and brief description: |  |  |
| 7.6 | Value: |  |  |
| 7.7 | Date contract was completed: |  |  |

**8 Technical and Quality questions**

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| **Technical Weighting – 20%Please provide an overview of the company’s business activities and main areas of expertise, indicating how they demonstrate its capability and capacity to fulfil the requirements of this tender exercise** *Give reference to:**Evidence of understanding Health and Safety Legislation**Evidence of clearly working toward Construction Design and Management**Evidence of working on similar projects in the past**Evidence that the organisation has expertise in refurbishment and building works**Clear and concise information about their service delivery, and that the competencies of the staff match the services**Show clear steps taken to manage the performance of staff, and actions taken to ensure the service is delivered correctly**What actions would you take to ensure that the service offered is always staffed by persons with the appropriate skills, qualifications and experience?**Staff members (not sub-contractors) who you intend will deliver on this agreement. Then provide details of the qualifications, competencies and experience of these staff* |
| **Please insert answers here – max 2000 words** |

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| **NOT SCORED – Information only****Provide a list of sub-contractors who you intend will deliver on this agreement. Then provide details of the selection process and why they are a good fit for this project.** |
| **Please insert answers here**  |

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| **Quality – 15%****Please use this space to demonstrate how you will ensure a high quality of delivery, performance and outcome throughout delivery of this project***Give reference to:**Evidence of quality/good practice, learnt from delivery of previous projects**Methods of ensuring quality is maintained through the supply chain**Description of actions taken if quality standards are not achieved.* |
| **Please insert answers here - Max 1000 words** |

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| **Service Delivery – 15%****Please use this space to give examples of delivering similar projects to a high standard describing in detail how you ensured quality service, innovation, added value and how you ensure a high standard of customer service throughout delivery**.*Give reference to:**Clear information on delivery of a quality service when delivering similar projects**Evidence of delivering a high standard of customer service throughout delivery of projects**Clear information of adding value when delivering a similar project**Provide information of innovation when delivering similar projects* |
| **Please insert answers here - Max 2000 words** |

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| **Environment Weighting – 10%****Could you please provide information about how you will ensure the project doesn’t have any negative impact on the environment and how your organisation is committed to protecting the environment (max 500 words)***Give reference to:**Gives clear concise information about how the project will protect the environment in line with the government’s 2030 target**Evidence of being committed to protecting the environment* |
| **Please insert answers here - Max 500 words** |

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| **Social Value Weighting – 10%****How will you provide opportunities for local people and support local community initiatives helping local people (max 500 words)***Give reference to:**Information about how the project will support local people**Information about how the project will endeavour to support local community initiatives* |
| **Please insert answers here - Max 500 words** |

**9 Pricing Model**

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| **Commercial Weighting – 30%****Please provide information to show how you will ensure this project is good value for money** *Give reference to:**Information about how they will ensure the project is good value for money**Consideration to the fact that Unity in Community is a charitable cause* |
| **Please insert answers here - Max 1000 words** |

**Please provide an individual breakdown of costs below (see specification for clear breakdown of works)**

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| **Item Description** | **Cost** |
| Site Clearance |  |
| Replacement of barrier to terraced area |  |
| Internal Wall Removal |  |
| Removal of area of staircase |  |
| Floor repairs |  |
| Removal of air conditioning units |  |
| Electrical re-wire |  |
| Network re-wire |  |
| Repairs to brickwork (frontage) |  |
| Repairs/replacement of guttering |  |
| Repairs to roof |  |
| Lift installed (if applicable) |  |
| Toilets installed (downstairs, upstairs & yard) |  |
| Radiators supplied and installed |  |
| New air conditioning units x5 |  |
| Windows supplied and fitted |  |
| Shutters supplied and fitted |  |
| Doors supplied and fitted |  |
| Glass partition supplied and fitted |  |
| Kitchens supplied and fitted |  |
| Cleaning cupboard & sink fitted |  |
| Decoration |  |
| Carpet fitted |  |
| **TOTAL** |  |

**FORM OF TENDER**

**To: Northern Hull Community Development Limited**

**Provision of: 372 Greenwood Avenue Refurbishment and Building**

For and on behalf of [INSERT COMPANY NAME] we [INSERT NAME(S)] the undersigned, having examined the ITT and all other schedules, do hereby offer to provide the works to 372 Greenwood Avenue Refurbishment and Building.

Our offer shall be open to Northern Hull Community Development Limited to accept for a period of 180 days during which time we shall not withdraw or amend this offer.

We further undertake to Northern Hull Community Development Limited that:

* The amount of our Tender has not been calculated by agreement or arrangement with any person other than the Authority and that the amount of our Tender has not been communicated to any person until after the closing date for the submission of Tenders and in any event not without the consent of the Authority.
* We have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Authority or other contracting authority in connection with the award of the Contract and that no person employed by us has done or will do any such act.

On behalf of [INSERT COMPANY NAME], I warrant that I have all the necessary authority to signed this ITT and confirm that [INSERT COMPANY NAME] has complied with all the requirements of the ITT.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_