



Amesbury Town Council

2 Flower Court, Flower Lane, Amesbury, Wilts, SP4 7JE
Telephone 01980 622999
Email: amesburyclerk@btconnect.com



GROUNDS MAINTENANCE

QUESTIONNAIRE: EXPRESSIONS OF INTEREST in the above CONTRACT

Please complete the following:

1 Defined Terms:

The “Authority” means Amesbury Town Council.

1.1. “You”/ “Your” or “Supplier” means the body completing these questions **i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided.**

1.2. This Questionnaire has been designed to assess the suitability of a Supplier to deliver the Authority’s contract requirements.

1.3. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

1.4. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.

1.5. Please return a completed version of this document to:

Named Procurement Officer	Mrs. Wendy Bown Town Clerk
Name Of Contracting Authority	Amesbury Town Council
Contact E-Mail Address	amesburyclerk@btconnect.com
Postal Address	2 Flower Court, Flower Lane, Amesbury, Wilts. SP4 7JE
Deadline For Receipt Of Expressions Of Interest	23 rd February 2018

2. Verification of Information Provided

Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. Evidence is requested showing that the Supplier can meet the specified requirements.

3 Sub-Contracting Arrangements

3.1. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage and type of work being delivered by each sub-contractor and the key contract deliverables for which each sub-contractor will be responsible.

3.2. The Authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the Authority immediately of any change in the proposed sub-contractor arrangements. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

4. **Confidentiality**

4.1. When providing details of contracts in answering section 9 of this questionnaire (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

4.2. The Authority reserves the right to contact the named customer contact in section 9 regarding the contracts included in section 9. The named customer contact does not owe the Authority any duty of care or have any legal liability, except in respect of any deceitful or maliciously false statements of fact.

4.3. The Authority 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 Public Contracts Regulations.

5 **Supplier information**

5.1 Supplier details	Answer	
Full name of the Supplier completing the questionnaire.		
Please mark 'X' in the relevant box to indicate your trading status	i. a public limited company	<input type="checkbox"/> Yes
	i. a limited company	<input type="checkbox"/> Yes
	i. a limited liability partnership	<input type="checkbox"/> Yes
	y. other partnership	<input type="checkbox"/> Yes
	y. sole trader	<input type="checkbox"/> Yes
	i. other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i. Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	i. Small or Medium Enterprise (SME) ¹	<input type="checkbox"/> Yes
	i. Sheltered workshop	<input type="checkbox"/> Yes
	y. Public service mutual	<input type="checkbox"/> Yes

5.2 Contact details		
Supplier contact details for enquiries		
Name		
Postal address		
Country		
Phone		
Mobile		
E-mail		
5.3 Licensing and registration (please mark 'X' in the relevant box)		
5.3.1	Registration with a recognised professional body	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide the registration number and details in this box.

6. Conflicts of interest

The Authority may exclude a Supplier if there is a conflict of interest.

7 Taking Account of Bidders' Past Performance

The Authority will assess the past performance of a Supplier. The Authority will take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this questionnaire. The Authority may also assess whether specified minimum standards for reliability for such contracts are met especially at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

8. Economic and Financial Standing

If you have never previously worked for this Authority before please provide the following details

8.	FINANCIAL INFORMATION
8.1.	A copy of the audited accounts for the last year

9 Technical and Professional Ability

Further evidence may be requested to confirm statements made in this section prior to award of the contract.

Relevant experience and contract examples				
9	<p>Please provide details of up to <u>three</u> contracts, in any combination from either the public or private sector, that are relevant to the Authority's requirement.</p> <p>The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below. It is the duty of the potential supplier to confirm this willingness with their customer before entering their name on this section 9.</p>			
		Contract 1	Contract 2	Contract 3
9.1	Name of customer organisation			
9.2	Point of contact in customer organisation			
	Position in the organisation			
	E-mail address			
9.3	Contract start date			
	Contract completion date			
	Estimated Contract Value			
9.4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.			
9.5	If you cannot provide at least one example for questions 5.1 to 5.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.			

10 Insurance

10.1.	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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Employer's (Compulsory) Liability Insurance = £10M Public Liability Insurance = £5M	

11 Compliance with equality legislation

Please self-certify that you comply with current Equality Legislation

12 Environmental Management

Please self-certify that you comply with current Environmental Legislation

13 Health and Safety

Please self-certify that you comply with current Health and Safety Legislation

14 Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of:

..... (Insert Name of Supplier).

I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the Authority's requirement.

The following appendices form part of our submission;

Questionnaire Section	Appendix Number

QUESTIONNAIRE COMPLETED BY	
Name	
Role in organisation	
Date	
Signature	

Questionnaire – Template for Appendices

Appendix Number -
Questionnaire section -
Question number -