



**THATCHAM TOWN COUNCIL
GROUNDS MAINTENANCE CONTRACT
2017 – 2020**

FORM OF TENDER

TENDERING PROGRAMME

The following represents the indicative timescale for the key stages of the tender process.

These dates may be subject to change:-

- Issue tenders – 17th July 2017
- Tender return deadline – 25th August 2017
- Tender evaluation – 29th August 2017 to 8th September 2017
- Contract Award – 12th September 2017
- Contract start – 1st October 2017

Notes for completion:

Please answer every question. Failure to do so may result in your application being disqualified. If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

“Authority” means the purchasing organisation that is seeking to award a contract.

“You” / “Your” or “Potential Provider” means the business or company which is completing this tender.

Your completed application should be returned via post to be received by no later than Friday 27th March 2017 and submitted in an envelope marked “Tender – Grounds Maintenance Contract”, addressed to:

***Mel Alexander
Town Clerk
Thatcham Town Council
Council Offices
Brownsfield Road
Thatcham
Berkshire
RG18 3HF***

Alternatively, your completed application can be returned by email to mel.alexandere@thatchamtowncouncil.gov.uk with subject heading “Tender – Grounds Maintenance Contract”.

Verification of Information Provided:

Not all questions require supporting documents up front at this stage. **However, the purchasing organisation may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues.

FORM A: ORGANISATION AND CONTACT DETAILS

Full name of organisation wishing to tender		
ORGANISATION DETAILS		
Registered office address	Company or charity registration number	
	Date of registration	
	VAT registration number	
	Name of immediate parent company	
	Name of ultimate parent company	
Type of organisation	i) a public limited co.	
	ii) a limited company	
	iii) a limited liability partnership	
	iii) other partnership	
	iv) sole trader	
	v) other (please specify)	

CONTACT DETAILS

Contact details for enquiries about this tender

Name

Address

Post Code

Country

Phone

Mobile

Email

FORM B: GROUNDS FOR MANDATORY REJECTION

Important Notice:

In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer 'No' to every question it is very unlikely that your application will be accepted.

Please state 'Yes' or 'No' to each question.

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?		Answer
Answer "Yes" only if they have been convicted.		
(a)	Conspiracy	Yes / No
(b)	Corruption	Yes / No
(c)	Bribery	Yes / No
(d)	Fraud (including not paying taxes or social security contributions)	Yes / No
(e)	Money laundering within the meaning of Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	Yes / No
(f)	Any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State	Yes / No

FORM C: GROUNDS FOR DISCRETIONARY REJECTION

Important Notice:

The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further.

Please state 'Yes' or 'No' to each question.

Has your organisation or any other director or partner	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	Yes / No
(b) committed an act of grave misconduct in the course of your business or profession;	Yes / No
(c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	Yes / No
(d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or the relevant State in which you are established; or	Yes / No
(e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	Yes / No

If answering 'Yes' to any of the above, please provide further details.

FORM D: FINANCIAL INFORMATION

(a) TURNOVER

Please summarise the annual turnover of your organisation over the last 3 years. If your organisation is part of a Group please supply figures for both your own organisation and the Group.

OWN ORGANISATION

Year GBP £.....

Year GBP £.....

Year GBP £.....

GROUP

Year GBP £.....

Year GBP £.....

Year GBP £.....

A copy of your audited accounts for the most recent two years may be requested.

(b) INSURANCE

Please provide details of your current levels of insurance for the following:-

Employers Liability Insurance Insured up to GBP £ for any one event.

Professional Indemnity Insurance Insured up to GBP £

Evidence of your valid insurance policies will be requested before any contract is awarded.

FORM E: TECHNICAL AND PROFESSIONAL ABILITY

(a)	EXPERIENCE AND CONTRACT EXAMPLES			
	<p>Please provide details of up to three contracts from either the public or private sector (or both), that are relevant to the Authority's entire Outline Requirement.</p> <p>Contracts should have been performed during the past three years.</p>			
		Contract 1	Contract 2	Contract 3
	Customer Organisation (name):			
	Customer contact name, phone number and email			
	Contract completion date			
	Contract Value			
	Brief description of contract			
<p>If you do not wish the Authority to contact any of the above mentioned customers for reference then please state.</p>				

(b)	STAFFING	
	How many staff does your organisation employ?	

(c)	QUALITY ASSURANCE	
(c.1)	Does the relevant section of your organisation hold a recognised quality management certificate, for example ISO 9001 or equivalent?	Yes / No
(c.2)	If “Yes” , please enclose a copy of the certificate.	
(c.3)	If “No” , please describe any actions you take to ensure quality is consistently monitored and maintained throughout your organisation.	
(c.4)	Is your organisation a member of any relevant professional / trade associations?	Yes / No
(c.5)	If “Yes” , please state.	

(d)	HEALTH AND SAFETY	
(d.1)	Does the relevant section of your organisation hold a recognised Health and Safety management system certificate?	Yes / No
(d.2)	If "Yes" , please enclose a copy of the certificate.	
(d.3)	Do you have a company Health and Safety policy?	Yes / No
(d.4)	If "Yes" , please enclose a copy with your response.	
(d.5)	If "No" , please briefly describe what arrangements you have made to manage Health and Safety within your organisation.	
(d.6)	Have you been the subject of any Improvement or Prohibition Notice or prosecution or been a defendant in any case brought under Health and Safety legislation within the last three years?	Yes / No
(d.7)	If "Yes" , please provide details.	

(e)	ENVIRONMENTAL MANAGEMENT	
(e.1)	Does your organisation hold a recognised environmental management systems certificate, for example ISO 14001 or equivalent?	Yes / No
(e.2)	If "Yes" , please enclose a copy of the certificate.	
(e.3)	If "No" , please describe any actions your organisation currently undertakes to demonstrate a responsible attitude towards environmental management.	

(f)	WASTE MANAGEMENT
(f.1)	Please indicate the methods by which your company would dispose of green waste arising during the course of the Contract.

(g)	ADDED VALUE
(g.1)	Please indicate any added value your company can bring to West Berkshire. This may be in terms of additional services or social value through rehabilitation of ex-offenders or an apprenticeship scheme for example.

(h)	DEPOT FACILITY
(h.1)	<p>Please provide details of the depot your company will be using in order to properly perform the services in this Contract. The details should include location, size and the range of facilities available at the depot.</p>

(i)	EQUAL OPPORTUNITIES	
(i.1)	Does your organisation have an Equal Opportunities policy?	Yes / No
(i.2)	Does your organisation ensure that it remains compliant and up to date with the Equality Act 2010?	Yes / No

(j)	DECLARATION	
	<p>I declare that to the best of my knowledge the answers submitted in this tender are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this tender if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>Having examined the tender documentation I hereby tender and undertake to execute and complete the provision of grounds maintenance in accordance with the tender documents and our submitted proposal for the Contract provision for the period stated.</p> <p>I accept the contract period is for 3 years starting on 1st October 2017.</p> <p>I understand you are bound not to accept any tender you may receive and that you will not pay any expense incurred by us in connection with the preparation and submission of this tender.</p> <p>Our offer is valid for your acceptance for a period of [.....] (in words) days from the due date of the tender.</p>	
	FORM COMPLETED BY	
(j.1)	Name:	
(j.2)	Date:	
(j.3)	Signature:	