



**INSTRUCTIONS TO BIDDERS  
CANNOCK ROAD AFFORDABLE HOUSING SCHEME**

**IMPORTANT INFORMATION FOR ALL BIDDERS**

**Please read and follow these instructions carefully, as any deviation or omission may render your Tender Response invalid and will mean the disqualification of your Tender Response.**

The Invitation to Tender documentation is “**Private and Confidential**”

The Invitation to Tender contains the following:

- Document 1: Instructions to Bidders;
- Document 2: Specification & Drawings;
- Document 3: Contract Preliminaries & General Conditions; and
- Document 4: Tender Response – **TO BE COMPLETED BY THE BIDDER.**

**Responses**

All Tender Responses **MUST** be submitted in accordance with the **Instructions for Responding**, set out at **Section 9** of this document. Any Tender Responses not submitted in accordance with these instructions may be rejected.

**To be received not later than 12:00 noon on Wednesday, 30<sup>th</sup> September 2020.**

**Late submissions will be disregarded.**

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## **INFORMATION TO BIDDERS TENDERING**

### **1. GENERAL INFORMATION AND OVERVIEW**

#### **1.1. General Information**

- 1.1.1. For the purpose of the Tender Response, the “Council” means Corby Borough Council, or anyone acting on behalf of Corby Borough Council, that is seeking to invite suitable Bidders to participate in this procurement process.
- 1.1.2. “Bidder” or “Supplier” means the body completing the Tender Response i.e. the legal entity submitting a Tender Response as a part of the Council’s Procurement Process and responsible for the information provided. The ‘Bidder’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

#### **1.2. Overview**

- 1.2.1. Tenders are invited for the conversion of an existing gymnasium into a terrace of five (5) ultra-low energy single-storey residential dwellings, including two (2) with full wheelchair user accessibility.
- 1.2.2. This Invitation to Tender (the “ITT”) contains details of the “Procurement Process”. Bidder’s Tender Responses should be detailed enough to allow the Council to make an informed selection of the most appropriate offer.
- 1.2.3. This tender is arranged into four (4) Documents:
  - a. **Document 1**, this document, contains instructions on how to respond to the Tender; gives an indication of the timetable being followed; provides Bidders with details of the scoring, criteria and weightings which will be used to evaluate bids, and details of how and when to return the Tender Response;
  - b. **Document 2** contains the detailed Specification for the Services, Goods and/or Works required;
  - c. **Document 3** contains the Contract Preliminaries & General Conditions which apply to this Tender and to the ensuing Contract; and
  - d. **Document 4** is the Tender Response which has to be completed according to the instructions and returned as instructed by no later than the due date and time.

### **2. INTRODUCTION AND BACKGROUND OF THE PROJECT**

- 2.1. The purpose and scope of this procurement document suite, including any supporting documents, is to provide adequate detail of the requirements of the Council and the Procurement Process for submitting a Tender Response.
  - 2.1.1. Scope of the Project
    - a. A brief overview of the project is set out at 1.1, above; and
    - b. The Council’s detailed requirements are set out in the Council’s Specification.
  - 2.1.2. Value of the Contract
    - a. The anticipated value of the Contract has been published on Contracts Finder.
  - 2.1.3. Form of Contract and Term
    - a. The draft Contract is set out in the Contract Preliminaries & General Conditions.
- 2.2. **The Commissioning Background**
  - 2.2.1. This Contract is issued by the Council.

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- 2.2.2. In compliance with the Public Contract Regulations 2015, for public contract opportunities that are advertised below the Regulated Threshold for Services, Goods and/or Works (as applicable), a single stage tender process is being followed.
- 2.2.3. This means that the Tender Response combines a Standard Selection Questionnaire (SSQ), a set of Tender Evaluation Questions/Pricing Schedule, a Commercially Sensitive Information form, a Collusive Tendering Declaration and a Form of Tender.
- 2.2.4. The Council, as the Contract holder, requires that the process of awarding this contract is to involve the circulation of the Tender documentation to locally known suppliers who may have the right experience, and advertising on Contracts Finder and anywhere else, as deemed appropriate by the Council.
- 2.2.5. The Council may disclose the names and scores of each Bidder to other Bidders as part of post-procurement debriefing.
- 2.2.6. The eventual Contract between the successful Bidder and the Council will consist of the following documents:
- a. Documents 1 to 3 of this Tender, developed by the Council;
  - b. Document 4 of this Tender – the Tender Response, completed by the Bidder; and
  - c. Letter of Acceptance – confirming the conditions of acceptance of the tender.

### **3. TENDER CONDITIONS AND CONTRACTUAL REQUIREMENTS**

#### **3.1. General Information**

- 3.1.1. This document sets out the Council's contracting requirements, general policy requirements, and the general tender conditions relating to this Procurement Process.

#### **3.2. Contracting Requirements**

- 3.2.1. The appointed Supplier will be expected to deliver the Services, Goods and/or Works as set out in the Council's ITT documentation and any supporting documents.
- 3.2.2. The Council's contracting and commercial approach in respect of the required Services, Goods and/or Works is set out in the Council's Contract Preliminaries & General Conditions. By submitting a Tender Response, Bidders are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment.
- 3.2.3. In the event that Bidders have any concerns or queries in relation to the Contract, they should submit a clarification request in accordance with the provisions of this ITT by the deadline for clarification questions from Bidders, set out in Table A. Following such clarification requests, the Council may issue a clarification change to the Contract that will apply to all potential Bidders submitting a Tender Response.
- 3.2.4. The Council is under no obligation to consider any clarifications and/or amendments to the Contract proposed following the deadline for clarification questions from Bidders, but before the deadline for submission of Bids, set out in Table A. Any proposed Contract amendments that are received from a Bidder as

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part of its Tender Response shall entitle the Council to reject that Tender Response and to disqualify that Bidder from this Procurement Process.

**3.3. General Policy Requirements**

- 3.3.1. By submitting a Tender Response in connection with this Procurement Process, potential Bidders confirm that they will, and that they shall ensure that any consortium members and/or sub-contractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable Council policies relevant to the Services, Goods and/or Works.

**3.4. General Tender Conditions (“Tender Conditions”)**

**3.4.1. Application of these Tender Conditions**

- a. In participating in this Procurement Process and/or by submitting a Tender Response it will be implied that Bidders accept and will be bound by all the provisions of this ITT and any supporting documents the ITT makes reference to. Accordingly, Tender Responses should be on the basis of and strictly in accordance with the requirements of this ITT.

**3.4.2. Third Party Verifications**

- a. A Bidder's Tender Response is submitted on the basis that the Bidder consents to the Council carrying out all necessary actions to verify the information that the Bidder has provided.

**3.4.3. Information Provided to Potential Bidders**

- a. Information that is supplied to potential Bidders as part of this Procurement Process is supplied in good faith. The information contained in the ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.

**3.4.4. Potential Bidders to Make Their Own Enquires**

- a. Bidders are responsible for analysing and reviewing all information provided to them as part of this Procurement Process and for forming their own opinions and seeking advice as they consider appropriate.
- b. Contact the Officer detailed at the **Contacts** section of this document promptly of any perceived ambiguity, inconsistency or omission in this ITT and/or in any of its associated documents and/or in any information provided to Bidders as part of this Procurement Process.

**3.4.5. Amendments to the ITT**

- a. At any time prior to the deadline for submission of Bids, set out in Table A, the Council may amend the ITT. Any such amendment shall be issued to all potential Bidders. To ensure potential Bidders have reasonable time in which to take such amendments into account, the Council will endeavour to answer all responses by the deadline to provide answers to questions from Bidders, set out in Table A. A Bidder's Tender Response must comply with any amendment made by the Council in accordance with this paragraph or it may be rejected.

**3.4.6. Compliance of Tender Response Submission**

- a. Any Services, Goods and/or Works offered should be on the basis of and strictly in accordance with the ITT (including, without limitation, any Specification of the Council's requirements, the Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by the Council as part of this Procurement Process.

**3.4.7. Format of Tender Response Submission**

- a. Tender Responses must comprise the relevant documents specified by the Council, completed in all areas and in the format as detailed by the Council. Any documents requested by the Council must be completed in full. It is, therefore, important that Bidders read the ITT carefully before completing and submitting their Tender Response.

**3.4.8. Modifications to Tender Response Documents Once Submitted**

- a. Bidders may modify their Tender Response prior to the deadline for submission of Bids, set out in Table A, by giving written notice to the Council by contacting the Officer detailed at the **Contacts** section of this document. Any modification should be clear and submitted as a complete new Tender Response in accordance with the Procurement Process.
- b. Bidders will not be allowed to alter their Tender Responses after the deadline for submission of Bids, set out in Table A, except that arithmetical errors may be corrected.

**3.4.9. Rejection of Tender Responses or Other Documents**

- a. A Bidder's Tender Response or any other document requested by the Council may be rejected which:
  - i. Contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
  - ii. Contains hand written amendments which have not been initialled by the authorised signatory;
  - iii. Does not reflect and confirm full and unconditional compliance with all of the documents issued by the Council forming part of this ITT;
  - iv. Contains any caveats or any other statements or assumptions qualifying the Tender Response that are not capable of evaluation in accordance with the Council's published evaluation model or requiring changes to any documents issued by the Council in any way;
  - v. Contains any alterations or additions to the Form of Tender, Collusive Tendering Declaration or to any other component of the Tender documentation;
  - vi. Includes the identity of the Bidder in the title of any e-mail (if submitting a Tender Response by e-mail);
  - vii. Is not provided in pdf format (if submitting a Tender Response by e-mail);
  - viii. Is e-mailed to any other e-mail address (if submitting a Tender Response by e-mail), besides those identified in **Section 9** of this document, including responses copied in to more than one Council e-mail address;
  - ix. Cannot commit to providing a Parent Company Guarantee and/or Performance Bond where required as a part of providing the requirement to the Council, as set out in the Council's Specification;
  - x. Cannot commit to achieve any Key Dates for elements and/or milestones etc. as set out in the Council's Specification;
  - xi. Is not submitted in a manner consistent with the provisions set out in this ITT; and/or
  - xii. Is submitted by any Bidder (for the purposes of this paragraph, this also includes any company who has control of the legal entity submitting the Tender Response or a member of the group, if submitting as a group of economic operators) who has longstanding unpaid debts of any value with the Council, which have not been disputed by the Bidder and/or where no payment plan has been agreed with the Council within one-hundred and twenty (120) days of the date the invoice was due to be paid. For the avoidance of doubt, longstanding in this instance, is defined as equal to or greater than one-hundred and twenty (120) days.

**3.4.10. Disqualification**

- a. If a Bidder breaches any of these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by the Bidder at any stage in this Procurement Process, if any other circumstances set out in this ITT, and/or in any supporting documents, entitling the Council to reject a Tender Response apply and/or if a Bidder or their appointed advisers attempt:
  - i. To inappropriately influence this Procurement Process;
  - ii. To fix or set the price;
  - iii. To enter into an arrangement with any other party that such party shall refrain from submitting a Tender Response;
  - iv. To enter into any arrangement with any other party (other than another party that forms part of the Bidder's consortium bid or is the Bidder's proposed sub-contractor) as to the prices submitted;
  - v. To collude in any other way;
  - vi. To engage in direct or indirect bribery or canvassing by the Bidder or their appointed advisers in relation to this Procurement Process; or
  - vii. To obtain information from any of the employees, agents or advisors of the Council concerning this Procurement Process (other than as set out in the ITT documentation) or from another potential Bidder or another Tender Response, the Council shall be entitled to reject the Bidder's Tender Response in full and to disqualify the Bidder from this Procurement Process.
- b. By participating in this Procurement Process, Bidders accept that the Council shall have no liability to a disqualified Bidder in these circumstances.

**3.4.11. Tender Costs**

- a. All costs incurred in relation to preparing and submitting a Tender Response are to be borne by the Bidder.
- b. Bidders are responsible for obtaining all information necessary for preparation of their Tender Response and for all costs and expenses incurred in preparation of the Tender Response. Bidders accept by their participation in this procurement, including without limitation the submission of a Tender Response that they will not be entitled to claim from the Council any costs, expenses or liabilities that they may incur in tendering for this procurement, irrespective of whether or not their Tender Response is successful.

**3.4.12. Rights to Cancel or Vary this Procurement Process**

- a. By issuing this ITT, entering into clarification communications with potential Bidders or by having any other form of communication with potential Bidders, the Council is not bound in any way to enter into any contractual or other arrangement with the Bidder or any other potential Bidders.
- b. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this ITT but the Council reserves the right to terminate, suspend, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all potential Bidders in writing. The Council will have no liability for any losses, costs or expenses caused to Bidders as a result of such termination, suspension, amendment or variation.

**4. CONFIDENTIALITY AND INFORMATION GOVERNANCE**

- 4.1. All information supplied by the Council, throughout this Procurement Process, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to a Bidder's professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping them to participate in this Procurement Process and/or prepare their Tender Response

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(including obtaining quotations or insurance quotes) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

- 4.2. Bidders shall not disclose, copy or reproduce any of the information supplied to them as part of this Procurement Process other than for the purposes of preparing and submitting a Tender Response. There must be no publicity by Bidders, regarding the Procurement Process or the future award of any contract unless the Council has given express written consent to the relevant communication.
- 4.3. This ITT and its accompanying documents shall remain the property of the Council and must be returned on request.
- 4.4. The Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation a Bidder's Tender Response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with the Council. The Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with Supplier performance under the Contract in accordance with any public sector transparency policies. By participating in this Procurement Process, Bidders agree to such disclosure and/or publication by the Council in accordance with such rights reserved by it under this paragraph.
- 4.5. The Freedom of Information Act 2000 ("FOIA"), the Environmental Information Regulations 2004 ("EIR"), and public sector transparency policies, including the placing of contract award notices on the Contracts Finder database, apply to the Council (together the "**Disclosure Obligations**").
- 4.6. Bidders should be aware of the Council's obligations and responsibilities under the Disclosure Obligations to disclose information held by the Council. Information provided by Bidders in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Council under the Disclosure Obligations, unless the Council decides that one of the statutory exemptions under the FOIA or the EIR applies.
- 4.7. If Bidders wish to designate information supplied as part of their Tender Response or otherwise in connection with this Procurement Process as confidential, using the template and/or further guidance provided in the Tender Response, they must provide clear and specific detail as to:
  - 4.7.1. The precise elements which are considered confidential and/or commercially sensitive;
  - 4.7.2. Why the Bidder considers an exemption under the FOIA or EIR would apply; and
  - 4.7.3. The estimated length of time during which the exemption will apply.
- 4.8. The use of blanket protective markings of whole documents such as "commercial in confidence" will not be sufficient. By participating in this Procurement Process, Bidders agree that the Council should not and will not be bound by any such markings.
- 4.9. In addition, marking any material as "confidential" or "commercially sensitive" or equivalent should not be taken to mean that the Council accepts any duty of confidentiality by virtue of such marking. Bidders accept that the decision as to which information will be disclosed is reserved to the Council, notwithstanding any consultation with the Bidder or any designation of information as confidential or commercially sensitive or equivalent, a Bidder may have made. Bidders agree, by participating further in this Procurement Process and/or submitting a Tender Response, that all information is provided to the Council on the basis that it may be disclosed under the Disclosure Obligations if the Council considers that it is required to do so and/or may be used by the Council in accordance with the provisions of this ITT.
- 4.10. When providing details of contracts as a part of any response in the SSQ for Technical and Professional Ability, the Bidder agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.



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- 4.11. The Council reserves the right to contact the named customer contact identified in the SSQ under Technical and Professional Ability regarding the contracts included. The named customer contact does not owe the Council any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
- 4.12. The Council 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. DATA MANAGEMENT / GENERAL DATA PROTECTION REGULATION (GDPR)**

- 5.1. Tender Responses are also submitted on the condition that the appointed Supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the Council's instructions and will not use such personal data for any other purpose. The appointed Supplier will undertake to process any personal data on the Council's behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.
- 5.2. As a Local Authority, the Council processes a considerable amount of information, including personal data about the customers it serves, to allow it to provide services effectively. The Council recognises that this information is important to their customers and that it has a responsibility to these customers regarding the information it holds about them. As such, it takes seriously its responsibilities to ensure that any personal information it collects and uses is done so proportionately, correctly and safely and is committed to protecting the privacy and security of those individuals.
- 5.3. Should you wish to view the Council's Privacy Notice, as it relates to the information the Council collects and holds, this can be viewed online at <https://www.corby.gov.uk/search/site/privacy%20notice>

**6. TENDER VALIDITY**

- 6.1. A Bidder's Tender Response must remain open for acceptance by the Council for a period of one-hundred and twenty (120) days from the deadline for submission of Bids, set out in Table A. A Tender Response not valid for this period may be rejected by the Council.

**7. PAYMENT AND INVOICING**

- 7.1. The Council will pay correctly addressed and undisputed invoices in accordance with the requirements of the Contract Preliminaries & General Conditions. Suppliers to the Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors.

**8. PROCUREMENT TIMETABLE**

- 8.1. This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Bidders are treated equally.
- 8.2. The Procurement Process is intended to follow the timetable set out in Table A, below.

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**TABLE A**

ACTIVITY	TIME AND DATE (as applicable)
1. Publish Tender Documents	Tuesday, 25 August 2020
2. Deadline for Questions from Bidders	17:00 on Sunday, 20 September 2020
3. Deadline to Provide Answers to Questions from Bidders	Wednesday, 23 September 2020
4. Deadline for Submission of Bids	12:00 noon on Wednesday, 30 September 2020
5. Evaluation of Bids Received*	Friday, 2 October 2020
6. Clarification Meetings (if required)*	Wednesday, 7 October 2020
7. Contract Award*	Monday, 2 November 2020
8. Pre-Contact Meeting(s)*	Monday, 9 November 2020
9. Contract Start*	Thursday, 26 November 2020
10. Contract End*	Sunday, 25 July 2021

8.3. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for indicative purposes only.

## 9. INSTRUCTIONS FOR RESPONDING

### 9.1. General Information

- 9.1.1. All documents required as part of a Bidder's Tender Response must be received by the Council by the deadline for submission of bids, as set out in Table A. Late Tender Responses will be rejected by the Council.
- 9.1.2. All Tender Responses **MUST** be titled "**TENDER – CANNOCK ROAD AFFORDABLE HOUSING SCHEME (Private and Confidential)**"
- 9.1.3. When completed, Bidders must return their Tender Response **in pdf format only** by e-mail, to [bid@corby.gov.uk](mailto:bid@corby.gov.uk). **Note that this is a different e-mail address to the Contacts e-mail address.**
- 9.1.4. **The Council will not accept Tender Responses which are not provided in pdf format.**
- 9.1.5. If you are uncertain how to convert your response into pdf format, please **double click on the document icon** below, which may help.  
  
4 Ways To Create PDF Files.pdf
- 9.1.6. The Council will not accept Tender Responses e-mailed to any other e-mail address, including responses copied in to more than one Council e-mail address.
- 9.1.7. All Tender Responses and supporting information **MUST** be in English.
- 9.1.8. This procurement is subject to Data Protection Legislation (General Data Protection Regulation (GDPR)). Where applicable, please ensure you are familiar with this legislation and of your obligations as a data Processor. In certain circumstances, the Council is required to conduct a Data Protection Impact Assessment (DPIA) prior to any processing (see Article 35 of the GDPR). This may

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occur before a Contract is entered into. Further guidance is available from the Information Commissioner's Office (ICO).

- 9.1.9. The following requirements must be complied with when submitting a Tender Response:
- a. Please ensure that information provided as part of the Tender Response is of sufficient quality and detail that an informed assessment of it can be made by the Council;
  - b. **Do not submit any additional supporting documentation with the Tender Response except where specifically requested to do so as part of this ITT;**
  - c. Any deliberate alteration of the Council's requirement as part of a Tender Response will invalidate the Tender Response to that requirement and for evaluation purposes the Bidder shall be deemed not to have responded to that particular requirement and/or question;
  - d. Responses are to be concise, unambiguous, and directly address the requirement and/or question stated; and
  - e. The successful Bidder's Tender Response to the tender requirements and/or questions and pricing will be incorporated into the Contract, as appropriate.
- 9.1.10. The SSQ is designed to determine whether a Bidder meets the Council's minimum requirements for this tender, before the Council considers a Bidder's Quality Assessment.
- 9.1.11. The SSQ must be completed in its entirety and responses provided to **all** the questions. If Bidders are unsure of anything in any of the Council's documents, provided as a part of this Procurement Process and require clarification, they should contact the Council by contacting the Officer detailed at the **Contacts** section of this document.
- 9.1.12. All questions require specific responses from Bidders, relating to the organisation named in the SSQ. All information supplied must be accurate and up-to-date. The Council reserves the right to refuse to consider a Bidder's Tender Response if the SSQ is not fully completed or is found to be inaccurate.
- 9.1.13. As necessary, Bidders may expand the boxes in the Tender Response to accommodate their answers. However, Bidders are asked to keep their answers brief and to the point.
- 9.1.14. If a Bidder does not meet the minimum criteria for the SSQ, detailed in Table C, they will be excluded from the Procurement Process.
- 9.1.15. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in a Bidder's submission being disqualified. If a question does not apply, please clearly state "N/A".
- 9.1.16. The Tender Response should include all the information which the Bidder feels necessary for an accurate and equitable evaluation of their proposal. Reference should not be made to previously submitted information and all aspects of the SSQ and Quality Assessment questions are to be addressed.
- 9.1.17. The Tender Response is to be self-contained. The Bidder should not rely on the Council's past experience as tender evaluations will be based **only** on the information contained within the Tender Response.
- 9.1.18. Ultimately the Bidder is responsible for ensuring that the requirements set out in the tender have been met and that all documents have been received successfully and in line with the requirements set out in this ITT.

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- 9.1.19. Where the Council has imposed **word limits**, these are intended to be indicative only. Bidders are strongly requested to adhere as closely to these as possible, but there will be no penalty for responses which exceed these.
- 9.1.20. The Council asks that Bidders do not use acronyms in their Tender Responses, or where these are necessary, that an explanation of the acronym be provided for clarity.
- 9.1.21. Where a Bidder may need to provide additional Appendices in response to the SSQ, these should be numbered clearly and listed as part of the Declaration. A template for providing additional information is provided at the end of the SSQ.
- 9.1.22. Please note, as well as completing the SSQ, Bidders must also complete and return the Quality Assessment. The Quality Assessment is where Bidders explain how they intend to provide the Council's requirements as set out in the Specification and in which a Bidder confirms their price offer for the Contract. The Quality Assessment is evaluated separately from the SSQ and the evaluation criteria and details of the evaluation process for both Parts, the SSQ and the Quality Assessment, are set out in Table C and Table D respectively.
- 9.1.23. The Form of Tender and the Collusive Tendering Declaration in the Tender Response must be signed by the Bidder. The whole document should be returned in line with the instructions set out in this document.
- 9.1.24. Any recommendations, reservations or comments pertaining to the information included in the Council's Tender documents should be clearly stated.
- 9.1.25. Bidders may submit (an) alternative bid(s); but must also submit a conforming bid.
- 9.1.26. Bidders should note that the Council's Specification may include a requirement for element(s) and/or milestones of the Services, Goods and/or Works to be completed by (a) Key Date(s) as set out in the Council's Specification. If the Bidder cannot achieve these Key Dates, its Tender Response will be rejected.
- 9.1.27. The Council reserves the right
- a. Not to accept any Tender; or
  - b. To accept a Tender other than the lowest where payment is to be made by the Council; or
  - c. The highest where payment is to be received by the Council.
- 9.2. **Verification of Information Provided**
- 9.2.1. Whilst reserving the right to request information at any time throughout the Procurement Process, the Council may enable the Bidder to self-certify that there are no mandatory and/or discretionary grounds for excluding their organisation. When requesting evidence that the Bidder can meet the specified requirements, the Council may take all reasonable due diligence steps, requests and/or investigations to evidence information provided in the Bidder's Tender Response.
- 9.3. **Sub-Contracting Arrangements**
- 9.3.1. Where the Bidder proposes to use one or more sub-contractors to deliver some or all of the Council's Requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes:
- a. Members of the supply chain;
  - b. The percentage of work being delivered by each sub-contractor; and
  - c. The key contract deliverables each sub-contractor will be responsible for.

- 9.3.2. The Council recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Bidders should be aware that where information provided to the Council indicates that sub-contractors are to play a role in delivering key Council Requirements, any changes to those sub-contracting arrangements may affect the ability of the Bidder to proceed in the Procurement Process or to provide the Services, Goods and/or Works required. Bidders must therefore notify the Council immediately of any change in the proposed sub-contractor arrangements. In such cases, the Council reserves the right to deselect the Bidder prior to any award of Contract, based on an assessment of the updated information.

#### **9.4. Consortia Arrangements**

- 9.4.1. If the Bidder completing the SSQ is doing so as part of a proposed consortium, the following information must be provided:
- a. Names of all consortium members;
  - b. The lead member of the consortium who will be contractually responsible for delivery of the Contract (if a separate legal entity is not being created); and
  - c. If the consortium is not proposing to form a legal entity, full details of the proposed arrangements, in a separate Appendix.
- 9.4.2. Please note that the Council may require the consortium to assume a specific legal form if awarded the Contract, to the extent that a specific legal form is deemed by the Council as being necessary for the satisfactory performance of the Contract.
- a. **All** members of the consortium will be required to provide the information required in **all** sections of the SSQ as part of a **single composite response** to the Council i.e. each member of the consortium is required to complete the form.
- 9.4.3. Where Bidders are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity, in a separate Appendix.
- 9.4.4. The Council recognises that arrangements in relation to a consortium bid may be subject to future change. Bidders should therefore respond on the basis of the arrangements as currently envisaged. Bidders are reminded that the Council must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the evaluation criteria to the new information provided. In such cases, the Council reserves the right to deselect the Bidder prior to any award of Contract, based on an assessment of the updated information.

#### **9.5. Conflicts of Interest**

- 9.5.1. The Council may exclude a Bidder if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the Procurement Process.
- 9.5.2. Where there is any indication that a conflict of interest exists or may arise, then it is the responsibility of the Bidder to inform the Council, detailing the conflict, in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Bidder.

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**9.6. Self-Cleaning**

- 9.6.1. Any Bidder that answers “**YES**” to any questions under Section 2: Grounds for Mandatory Exclusion and/or Section 3: Grounds for Discretionary Exclusion of the SSQ must include sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Bidder must be able to clearly demonstrate it has taken such remedial action, to the satisfaction of the Council in each case.
- 9.6.2. If such evidence is considered by the Council (whose decision will be final) as sufficient, the Bidder shall be allowed to continue in the Procurement Process. In order for the evidence, referred to above, to be sufficient, the Bidder shall, as a minimum, prove that it has:
- a. Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
  - b. Clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
  - c. Taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.
- 9.6.3. The measures taken by the Bidder shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Council to be insufficient, the Bidder shall be given a statement of the reasons for that decision.

**10. PROCUREMENT APPROACH**

- 10.1. The following details outline the procurement approach to be adopted, throughout this Procurement Process.
- 10.1.1. Once the deadline for receipt of Tender Responses has been reached, the Council will evaluate the Tender Responses.
- a. The SSQ will be assessed first, as Bidders who do not meet the Council’s expectations will be excluded. Bidders who self-certify that they meet the requirements for insurance, economic and financial standing, and technical and professional ability may be required to provide evidence of this if they are successful at Contract Award stage;
  - b. The responses to the Quality Assessment questions will then be scored and weighted as explained below; and
  - c. Bidders may be invited to a Clarification Meeting in order to clarify their proposals.
- 10.1.2. This procurement is evaluated in two (2) distinct stages, the SSQ and then, if Bidders pass this, the Tender Response. The Evaluation Panel will not consider details provided in the SSQ (e.g. relevant experience and contract examples) during their evaluation of the Tender Response. Likewise, the answer to one question will not be considered as a part of the answer of another question. All questions and answers are self-contained.
- 10.1.3. Once the submitted bids have been evaluated, the Council reserves the right to hold Clarification Meetings with any number of Bidders, as the Council deems necessary, to complete a full evaluation of the Tender Responses submitted.
- 10.1.4. The Council will then make its award decision, if appropriate.
- 10.1.5. The procurement timetable is detailed in Table A, and the Tender Evaluation process is detailed in Table B.

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- 10.1.6. The Procurement Process is subject to the completion of formal Contract documents.

## **11. CLARIFICATION REQUESTS**

### **11.1. Clarification Requests Received From Bidders**

- 11.1.1. All clarification requests by Bidders must be submitted by contacting the Officer detailed at the **Contacts** section of this document by the deadline for clarification questions from Bidders, as set out in Table A. The Council will not respond to clarification requests received after the deadline for clarification questions from Bidders.
- 11.1.2. Any clarification question should clearly reference the appropriate document, section and paragraph in the ITT documentation and, to the extent possible, should be aggregated rather than sent individually.
- 11.1.3. Where questions raise an issue of general interest or clarification, then the Council will issue any clarification request received, along with the appropriate response, to all potential Bidders unless a Bidder expressly requires it to be kept confidential at the time the request is made. If the Council considers the contents of the request not to be confidential, it will inform the Bidder, who will have the opportunity to withdraw the clarification query prior to the Council responding to all potential Bidders. The identity of the originator will not be disclosed.
- 11.1.4. These ITT documents can be downloaded from websites, and so the Council may not be aware of a Bidder's interest in this procurement. **Bidders should contact the Officer detailed at the Contacts section of this document at their earliest opportunity with their contact details so that the Council can get in touch with Bidders if necessary.** This does not commit Bidders to submit a Tender Response.

### **11.2. Clarification By The Council**

- 11.2.1. Throughout the Evaluation Process, the Council reserves the right to seek clarifications from Bidders, where this is considered necessary to achieve a complete understanding of the bids received.
- 11.2.2. The Council may, at any time, request further information from potential Bidders to verify or clarify any aspect of their Tender Response or other information they may have provided. Should a Bidder not provide supplementary information or clarifications to the Council by any deadline notified to them, the Bidder's Tender Response may be rejected in full and the Bidder may be disqualified from the Procurement Process.
- 11.2.3. The Council reserves the right to enter into:
- a. Discussions with any Bidder to clarify any part of their Tender Response; and
  - b. Clarification with any Bidder about the amount, composition of, or any other aspect of their Tender Response within reasonable allowance of the restrictions determined in EU and UK legislation.
- 11.2.4. Once the submitted bids have been evaluated, the Council reserves the right to hold Clarification Meetings with any number of Bidders, as the Council deems necessary, to complete a full evaluation of the Tender Responses submitted. No new criteria will be introduced at these meetings.

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- 11.2.5. As the result of any clarification, the Council may choose to revise a Bidder's score for each response to a Quality Assessment question, either up or down to reach a final score.

## **12. EVALUATION OF TENDER RESPONSES**

### **12.1. General Information**

- 12.1.1. Bidders are required to submit a Tender Response strictly in accordance with the requirements set out in this document, to ensure the Council has the correct information to undertake its Evaluation. Evasive, unclear or hedged Tender Responses may be discounted in Evaluation and may, at the Council's discretion, be taken as a rejection by the Bidder of the terms set out as a part of the Council's Procurement Process.

### **12.2. Evaluation Panel**

- 12.2.1. Each Tender Response will be scrutinised by a small Evaluation Panel, which may include, but not be limited to, Council Officers, Councillors, technical advisors and/or stakeholders (such as members of user groups, focus groups and/or tenant/resident panels).

### **12.3. Non-Price Scoring**

- 12.3.1. All responses to the Quality Assessment will be assessed against the Evaluation Criteria set out in Table B, below.

**TABLE B**

<b>SCORE</b>	<b>CRITERIA FOR AWARDING SCORE</b>
0	No response is provided.
1	Response fails to answer the question asked and is inconsistent or in conflict with other responses provided.
2	Response answers some elements of the question, providing no detail and may be inconsistent or in conflict with other responses provided.
3	Response answers the majority of the question, but does not provide the required level of detail and may be inconsistent or in conflict with other responses provided.
4	Response answers the whole question, but does not provide the required level of detail and may be inconsistent or in conflict with other responses provided.
5	Response answers the whole question, providing a suitable level of detail.
6	Response answers the whole question, providing a suitable level of detail, taking account of some additional elements which may enhance the service being tendered.
7	Response answers the whole question, providing a considerable level of detail, taking account of some additional elements which may enhance the service being tendered.
8	Response answers the whole question, providing a considerable level of detail, paying significant attention to additional elements which may enhance the service being tendered.
9	Response answers the whole question and is tailored to the locality of the service being tendered (i.e. Corby), providing a considerable level of detail, paying significant attention to additional elements which may enhance the service being tendered.
10	Response answers the whole question and is tailored to the locality of the service being tendered (i.e. Corby), providing a considerable level of detail. The response also takes account of additional factors, (economic or demographic, for example) and identifies price and / or quality initiatives, which may affect or enhance the service being



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SCORE	CRITERIA FOR AWARDING SCORE
	tendered, demonstrating innovation and creativity.

- 12.3.2. The weighting available for a score of 10 points is shown in Table D, below, and a pro rata weighting will be applied to the score.
- 12.3.3. The score (0-10) as detailed in Table B, allocated to each Quality Assessment question will be calculated according to the following formula:
- a. A score of 5 represents 50% of scoring marks available.
  - b. As against a question with a weighting of 20% (for example) this equates to:
    - i.  $50\% \times 20 = 10\%$  for that question
  - c. A score of 6 represents 60% of scoring marks available.
  - d. As against question with a weighting of 15% (for example) this equates to:
    - i.  $60\% \times 15 = 9\%$  for that question.
- 12.3.4. A Tender Response may not be accepted that fails to satisfy any specific criterion, even if it scores relatively well against all other criteria. For the avoidance of doubt, failure to satisfy Quality Assessment scoring criterion is defined as any response which answers the whole question, providing a suitable level of detail. (i.e. any response scoring below 5 / 10 based on the methodology provided in Table B).
- 12.3.5. For the avoidance of doubt, there are no sub-criteria elements in the Quality Assessment, which will be scored. The score allocated will be against the total answer submitted and factored against the maximum percentage awarded for that Question in accordance with the calculation formula.
- 12.3.6. Where a particular question may list “elements”, Bidders are informed that no such individual element will be scored, per se; instead the “elements” as listed are given for information only to assist Bidders to submit their most comprehensive Response and therefore their most competitive Tender Response in all the circumstances.
- 12.3.7. The Bidder’s pricing breakdown must be clearly set out in the Tender Response.

### **13. EVALUATION OF PRICING**

#### **13.1. General Information**

#### **13.2. Price Scoring**

- 13.2.1. A score will be given in relation to the prices offered for all scored bids, i.e. the Total Cost made up within the Pricing Schedule, including any Additional Costs Not Otherwise Specified
- 13.2.2. The total combined Fixed Price figure will be converted into points by applying the formula:
- a. Lowest Fixed Price bid divided by Bidder’s price multiplied by 100%
  - b. For example, if the Bidder’s Fixed price is £100, and this is also the lowest Fixed Price, the calculation is:
    - i.  $100 / 100 \times 100\% = 100\%$  of the available weighting
  - c. A bid of £200 would be calculated as:
    - i.  $100 / 200 \times 100\% = 50\%$  of the available weighting.
- 13.2.3. Please note that the lowest cost submission will receive the highest mark in the Price sub-heading, all other submissions will receive a pro-rata score based on that lowest price.

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- 13.2.4. \*\*Extra Over Rates for use with unpriced variations are requested for information only and do not form part of Evaluation.

**14. CRITERIA FOR ASSESSING THE STANDARD SELECTION QUESTIONNAIRE**

- 14.1. The Public Contract Regulations 2015 came into force on 26 February 2015. Since this date, short-listing has been prohibited in all procurements carried out by local government that are advertised and are above £25,000 in value but below the Regulated Threshold for Services and Goods.
- 14.2. For contracts that are advertised between these two values, instead of a Pre-Qualification Questionnaire, Local Authorities must assess a Bidder's suitability to deliver the requirements as stated in the Specification and/or Contract. Those Bidders who satisfy the SSQ will have their Quality Assessment evaluated. Those who do not will be excluded from the Procurement Process.
- 14.3. Section Headings, set out in Table C, identify how each of the Sections will be scored (either Yes/No (has the question been answered by the Bidder) or Pass/Fail). Where a specific question under a Heading differs in scoring method (i.e. where a Section is identified as Pass/Fail but an individual question under that Heading will be scored using the Yes/No methodology) this is identified for that specific question. All other questions under the Heading will be scored in line with the methodology identified in the Heading.
- 14.4. **THOSE BIDDERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL NO LONGER BE CONSIDERED IN THE PROCUREMENT PROCESS.**
- 14.5. The selection process is based on a template document issued by Central Government. Many of the suitability questions will be the same for every tender but some may be specific to the subject matter of the contract.
- 14.6. Please see below for further details about the evaluation of the SSQ, set out in Table C.

**TABLE C**

SECTION HEADINGS AND SUB-HEADINGS		MAXIMUM AVAILABLE SECTION SCORE	WEIGHTING WITHIN SUB-HEADING
Section 1.	General Information	Yes/No	Yes/No
1.1. (a)	Full name		
1.1. (b) (i)	Registered office		
1.1. (b) (ii)	Registered website address		
1.1. (c)	Trading status		
1.1. (d)	Date of registration		
1.1. (e)	Company registration number		
1.1. (f)	Charity registration number		
1.1. (g)	DUNS number		
1.1. (h)	VAT number		
1.1. (i) (i)	Professional registration		
1.1. (i) (ii)	Professional registration details		
1.1. (j) (i)	Legal requirements		
1.1. (j) (ii)	Legal requirements details		
1.1. (k)	Trading name		

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SECTION HEADINGS AND SUB-HEADINGS		MAXIMUM AVAILABLE SECTION SCORE	WEIGHTING WITHIN SUB- HEADING
1.1. (l)	Relevant classifications		
1.1. (m)	SME		
1.1. (n)	Persons of significant control		
1.1. (o)	Immediate parent company		
1.1. (p)	Ultimate parent company		
<b>1.2.</b>	<b>Bidding Model</b>	<b>Yes/No</b>	<b>Yes/No</b>
1.2. (a) (i)	Lead contact for group of economic operators		
1.2. (a) (ii)	Name of group of economic operators		
1.2. (a) (iii)	Proposed legal structure		
1.2. (b) (i)	Use of sub-contractors		
1.2. (b) (ii)	Sub-contractor details		
<b>1.3.</b>	<b>Contact Details and Declaration</b>	<b>Yes/No</b>	<b>Yes/No</b>
1.3. (a)-(h)	Contact Details		
<b>Section 2.</b>	<b>Grounds for Mandatory Exclusion</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
2.1. (a) (i)	Criminal organisation		
2.1. (a) (ii)	Corruption		
2.1. (a) (iii)	Fraud		
2.1. (a) (iv)	Terrorist offences		
2.1. (a) (v)	Money laundering		
2.1. (a) (vi)	Child labour/human trafficking		
2.1. (b)	If yes, further details		
2.2.	Self-Cleaning		
2.3. (a)	Payment of tax and/or social security		
2.3. (b)	If yes, further details		
<b>Section 3.</b>	<b>Grounds for Discretionary Exclusion</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
3.1. (a)	Breach of environmental obligations		
3.1. (b)	Breach of social obligations		
3.1. (c)	Breach of labour obligations		
3.1. (d)	Bankrupt, insolvency or winding up		
3.1. (e)	Guilty of grave misconduct		
3.1. (f)	Agreements to distort competition		
3.1. (g)	Conflict of interest		
3.1. (h)	Involved in preparation of procurement		
3.1. (i)	Significant or persistent deficiencies		
3.1. (j) (i)	Serious misrepresentation		
3.1. (j) (ii)	Withheld information		
3.1. (j) (iii)	Not able to submit supporting documents		
3.1. (j) (iv)	Influenced decision making process		
3.2.	If yes, measures taken		
<b>Section 4.</b>	<b>Economic and Financial Standing</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>

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SECTION HEADINGS AND SUB-HEADINGS		MAXIMUM AVAILABLE SECTION SCORE	WEIGHTING WITHIN SUB- HEADING
4.1.	Audited accounts or alternative means of demonstrating financial status		
4.2.	Minimal financial threshold		
<b>Section 5.</b>	<b>Wider Group</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
5.1.	Name of organisation		
5.2.	Relationship		
5.3.	Parent company accounts		
5.4.	Bank guarantee		
<b>Section 6.</b>	<b>Technical and Professional Ability</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
6.1.	Details of up to three (3) contracts		
6.2.	Evidence of healthy supply chains maintained with sub-contractors		
6.3.	If no, further details		
<b>Section 7.</b>	<b>Modern Slavery Act 2015</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
7.1.	Relevant commercial organisation		
7.2.	Compliant with Section 54 of MS Act 2015		
7.2. (i)	Provided URL		
7.2. (ii)	If no, further details		
<b>Section 8.</b>	<b>Additional Questions</b>		
<b>8.1.</b>	<b>Insurance</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
8.1. (a) - (d)	Self-certification		
<b>8.2.</b>	<b>Health and Safety</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
8.2. (a)	Formal health and safety policy/statement	Yes/No	Yes/No
8.2. (b) (i)	Accredited health and safety system		
8.2. (b) (ii)	If yes, further details		
8.2. (b) (iii)	If no, further details		
8.2. (c) (i)	Responsible person for health and safety policy		
8.2. (c) (ii)	If yes, further details		
8.2. (d) (i)	Health and safety professional/consultant		
8.2. (d) (ii)	If yes, further details		
8.2. (d) (iii)	If no, further details		
8.2. (e) (i)	Health and safety training (staff)		
8.2. (e) (ii)	Health and safety training (sub-contractors)		
8.2. (e) (iii)	If yes, further details		
8.2. (f)	Accident records		
8.2. (g) (i)	Staff consultation on health and safety matters		
8.2. (g) (ii)	If yes, further details		
8.2. (h) (i)	Risk assessments		
8.2. (h) (ii)	If yes, further details		
8.2. (i) (i)	Investigated/prosecuted for health and safety offence		

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SECTION HEADINGS AND SUB-HEADINGS		MAXIMUM AVAILABLE SECTION SCORE	WEIGHTING WITHIN SUB- HEADING
8.2. (i) (ii)	If yes, further details		
8.2. (j) (i)	Civil action for health and safety offence		
8.2. (j) (ii)	If yes, further details		
8.2. (k) (i)	Prohibition/improvement notices for breaches of health & safety legislation		
8.2. (k) (ii)	If yes, further details		
<b>8.3.</b>	<b>Compliance with Equality Legislation</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
8.3. (a) (i)	Compliant policy		
8.3. (a) (ii)	If yes, further details		
8.3. (b) (i)	Findings of unlawful discrimination/harassment		
8.3. (b) (ii)	If yes, further details		
8.3. (c) (i)	Investigated by the Equality and Human Rights Commission		
8.3. (c) (ii)	If yes, further details		
8.3. (d) (i)	Complaints procedure		
8.3. (d) (ii)	If yes, further details		
8.3. (e) (i)	Equality awards	Yes/No	Yes/No
8.3. (e) (ii)	If yes, further details	Yes/No	Yes/No
<b>8.4.</b>	<b>Environmental Management</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
8.4. (a) (i)	Environmental management policy		
8.4. (a) (ii)	If yes, further details		
8.4. (a) (iii)	If no, further details		
<b>8.5.</b>	<b>PROJECT SPECIFIC QUESTIONS TO ASSESS TECHNICAL AND PROFESSIONAL ABILITY</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
8.5. (a)	Adherence to Construction Charter		

**15. CRITERIA FOR ASSESSING THE TENDER RESPONSE**

- 15.1. Please note that only those Bidders which pass the SSQ will have their Quality Assessment questions evaluated, using the scheme set out in Table D, below.
- 15.2. Should the Evaluation Panel, in its reasonable judgement, identify a fundamental failing or weakness in any Tender Response then that Tender Response may, regardless of its other merits, be excluded from further consideration.
- 15.3. Any Contract awarded as a result of this Procurement Process will be awarded on the basis of the offer that is the most economically advantageous to the Council.

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**TABLE D**

SECTION HEADINGS		WEIGHTING WITHIN TOTAL
<b>QUALITY QUESTIONS (35%)</b>		
<b>Project Design, Management and Delivery (30%)</b>		
1.	Experience Delivering Residential Conversions	10%
2.	Experience Delivering Wheelchair User Accessibility	5%
3.	Experience Delivering Ultra Low Energy Homes	5%
4.	Method Statement / Implementation Strategy	5%
5.	Programme of Works	5%
<b>Social and Added Value (5%)</b>		
6.	Social Value	5%
<b>PRICING (65%)</b>		
A.	Project Requirements	0%
B.	Additional Costs not otherwise specified	0%
C.	Extra Over Rates for Use with Unpriced Variations**	0%
D.	Total Cost (A+B)	65%
<b>Grand Total</b>		<b>100%</b>

**16. MODERN SLAVERY**

- 16.1. The Council recognises its responsibilities under the Modern Slavery Act 2015 and is fully committed to taking a robust approach in the prevention of slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking.
- 16.2. The Council has a zero tolerance to slavery and human trafficking and is committed to ensuring that there is no modern slavery or human trafficking in its supply chains or in any part of its business and will work with partners and other organisations to ensure that any instances within its geographic area of responsibility are rooted out and dealt with. This will include working with the local police and providing extra training for the Council's front line staff and empowering them to report any instances they come across in their professional dealings with local businesses and the community that they become suspicious of, through a clear and easy to use reporting procedure.

**17. OTHER RELEVANT DETAILS**

- 17.1. A decision was made by the Secretary of State, regarding the proposed reorganisation of local government in Northamptonshire on Tuesday, 14<sup>th</sup> May 2019, to abolish the eight (8) existing councils in Northamptonshire and replace them with two (2) new councils of North Northamptonshire and West Northamptonshire. Corby Borough Council will be one (1) of four (4) Councils, which also includes elements of Northamptonshire County Council, making up the North Northamptonshire authority, alongside Kettering Borough Council, East Northamptonshire District Council and the Borough Council of Wellingborough.
- 17.2. Work is currently taking place across Northamptonshire, to ensure these new arrangements are operational from Thursday, 1<sup>st</sup> April 2021 (Vesting Day), at which time Corby Borough Council will cease to exist.

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17.3. The Council has formally notified the interim body overseeing the procurement of contracts that may extend beyond the Vesting Day (Future Northants), who have not raised any objections to the proposed scheme and as such, what remains of the Contract should simply novate across to the new authority on the Vesting Date.

17.4. In order for Bidders to ensure their Tender Response reflects, as accurately as possible, the Council's Specification and requirements, the Council strongly recommends that Bidders undertake a site visit in order for each Bidder to satisfy itself so far as is possible that its proposed tendered price to be submitted in its Tender Response is correct, realistic and sustainable. Such site visits may be arranged as follows:

17.4.1. Please contact Lisa Abbott (Housing Regeneration Officer) by e-mail at [lisa.abbott@corby.gov.uk](mailto:lisa.abbott@corby.gov.uk) or phone on 01536 464 694.

17.5. **Questions asked by Bidders during site visits will not be answered.** All questions must be submitted in writing, in line with the guidance set out in this document. Thereafter, questions will be distributed to all Bidders, along with the associated answers.

17.6. Site visits will not be scored or evaluated, but the Council makes available this opportunity to Bidders in accordance with the principles of openness, fairness, transparency and non-discrimination so as to enable each Bidder, so far as is reasonable, to submit its most competitive Tender Response.

**17.7. For the avoidance of doubt, please be aware that following award of Contract should the successful Supplier subsequently find that its proposed solution is not accurate and/or sustainable then the successful Supplier will not be permitted to amend their pricing bid so as to request any further monies associated with the full provision of the Services, Goods and/or Works.**

## **18. CONTACT**

18.1. In the event of any queries or requests for further information arising from this procurement, please contact:

18.1.1. Tahir Majid (Housing Development and Regeneration Manager)

18.1.2. Care of [procument@corby.gov.uk](mailto:procument@corby.gov.uk)