

**Minerva Learning Trust**

**Ref (MLT-014-Condition-2021)**

**Tender Submission**

Please complete the attached form. Please note that the PQQ should also have been completed, any requirement for additional documentation should be sent to procurement@minervalearningtrust,co,uk. Please specify in your communication the above reference at all time.

## Pricing 70%

**SUPPLIER NAME ……………**

|  |  |  |
| --- | --- | --- |
| Question | Item | Price £ |
| 1 | Carry out Condition Survey and produce report for Handsworth Grange  |  |
| 2 | Carry out Condition Survey and produce report for High Storrs School |  |
| 3 | Carry out Condition Survey and produce report for Stocksbridge High School |  |
| 4 | Carry out Condition Survey and produce report for Chapeltown Academy |  |
|  | TOTAL COST OF CONTRACT |  |

## Service Delivery 10%

Please complete the questions below (Please refer to the ITT for scoring mechanism of each question)

**Q6**

**Please explain how you will engage with school sites to carry out the survey. Max 1000 Characters) (Max 5pts)**

**Q7**

**Please describe how your organisation will support provide technical support and advise to schools prior to, during and after work completion. (Max 1000 characters) (Max 5pts)**

## Technical Capability 10%

**Q8**

**Please provide details of how each report for the schools will be set up and how the Minerva Learning Trust will also have access to these consolidated reports. (Max 1000 characters) (6 Pts)**

**Q9**

**Please detail below your capabilities for online access to reports for schools and how this will add value and improve schools experience. What is the expected timelines from completion that schools are able to view this information, and how will it be shared with schools at the end of the contract. (Ownership) Max 2000 Characters) (Max 4 pts)**

## Sustainability 10%

**Q10**

**Please demonstrate how your organisation will ensure commitment to environmental management considerations and compliance with all statutory environmental obligations in the delivery of this contract. Your response should include:**

* **Initiatives You intend to employ to minimise or reduce adverse environmental impact incurred in delivery of this contract, including the scheduling of site visits to reduce carbon in transportation.**
* **Your Organisation’s internal policies, processes and procedures in relation to environmental management including how they are regularly monitored and updated.**
* **Staff awareness and training. (Max 1000 Characters Max 6pts)**

**Q11**

**Please describe any initiatives that will be in place within your organisation to reduce the impact you have on carbon emissions in relation to this contract, including but not limited to energy reduction within your premises and fleet; and keeping transportation of goods to a minimum in relation to this contract. Your response may also include any initiatives that will be in place within your organisation to offset your carbon emissions in relation to this contract. (Max 2000 Character Max 4 pts)**