

**Tender Response For the provision of:**

**Tree Management Works**

|  |
| --- |
| **This Tender Response has been returned by** |
| **Bidder** to click here to enter **Company Name**. |

**Instructions for Completion**

**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.**

**Responses**

All Tender Responses **MUST** be submitted in accordance with the **Instructions for Responding**, set out at **Section 9** of the Council’s **Document 1: Instructions to Bidders** document. Any Tender Responses not submitted in accordance with those instructions may be rejected.

|  |
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| **To be received not later than 12:00 noon on Friday, 16th October 2020.**  **Late submissions will be disregarded.** |

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**Part 1: Standard Selection Questionnaire (the “SSQ”)**

**Section 1 Bidder Information**

| **1.1.** | **General Information** | |
| --- | --- | --- |
| 1.1. (a) | Full name of the potential Bidder completing Information | Click here to enter text. |
| 1.1. (b) (i) | Registered office address | Click here to enter text. |
| 1.1. (b) (ii) | Registered website address | Click here to enter text. |
| 1.1. (c) | Trading Status | Choose an item. |
|  | \*If you selected ‘**Other\***’, please specify | Click here to enter text. |
| 1.1. (d) | Date of registration in country of origin | Click here to enter a date. |
| 1.1. (e) | Company registration number | Click here to enter text. |
| 1.1. (f) | Charity registration number | Click here to enter text. |
| 1.1. (g) | Head Office DUNS number | Click here to enter text. |
| 1.1. (h) | Registered VAT number | Click here to enter text. |
| 1.1. (i) (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Choose an item. |
| 1.1. (i) (ii) | If you responded ‘**yes**’ to 1.1. (i) (i), please provide the relevant details, including the registration number(s). | Click here to enter text. |
| 1.1. (j) (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Choose an item. |
| 1.1. (j) (ii) | If you responded ‘**yes**’ to 1.1. (j) (i), please provide additional details of what is required and confirmation that you have complied with this. | Click here to enter text. |
| 1.1. (k) | Trading name(s) that will be used if successful in this procurement | Click here to enter text. |
| 1.1. (l) | Relevant classifications (state whether you fall within one of these, and if so which one) | Choose an item. |
| 1.1. (m) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |
| 1.1. (n) | Details of Persons of Significant Control (PSC) (Please enter N/A if not applicable).  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); and | Click here to enter text. |
|  | - Which conditions for being a PSC are met? | Choose an item. |
| 1.1. (o) | Details of **immediate** parent company (Please enter N/A if not applicable):  - Full name of ultimate parent company;  - Registered office address;  - Registration number;  - Head office DUNS number; and  - Head office VAT number. | Click here to enter text. |
| 1.1. (p) | Details of **ultimate** parent company (Please enter N/A if not applicable):  - Full name of ultimate parent company;  - Registered office address;  - Registration number;  - Head office DUNS number; and  - Head office VAT number. | Click here to enter text. |

| **1.2.** | **Bidding Model** | | | | |
| --- | --- | --- | --- | --- | --- |
| 1.2. (a) (i) | Are you bidding as the lead contact for a group of economic operators?  If ‘**yes**’, please provide details listed in questions 1.2. (a) (ii), (a) (iii) and to 1.2. (b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2. (a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | | | Choose an item. | |
| 1.2. (a) (ii) | Name of group of economic operators (if applicable) | | | Click here to enter text. | |
| 1.2. (a) (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. | | | Click here to enter text. | |
| 1.2. (b) (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | | | Choose an item. | |
| 1.2. (b) (ii) | If you responded ‘**yes**’ to 1.2. (b) (i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | | | | |
|  | | **Sub-Contractor 1** | **Sub-Contractor 2** | | **Sub-Contractor 3** |
| Name | | Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Registered address | | Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Trading status | | Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Company registration number | | Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Head Office DUNS number (if applicable) | | Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Registered VAT number | | Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| Type of organisation | | Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| SME | | Choose an item. | Choose an item. | | Choose an item. |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables | | Click here to enter text. | Click here to enter text. | | Click here to enter text. |
| The approximate % of contractual obligations assigned to each sub-contractor | | Click here to enter text. | Click here to enter text. | | Click here to enter text. |

**Please Note:** To avoid any unnecessary duplication for the Bidder, by signing the Declaration at 1.3. you are also signing to confirm the following, as included in this Tender Response, and all associated subsections therein contained:

1. Section 9 – Declaration;
2. Appendix 1: Commercially Sensitive Information;
3. Appendix 2: Collusive Tendering Declaration;
4. Appendix 3: Form of Tender; and
5. Appendix 4: Tender Checklist.

| **1.3.** | **Contact Details and Declaration**  Bidder contact details for enquiries about this Tender Response | |
| --- | --- | --- |
| 1.3. (a) | Contact name | Click here to enter text. |
| 1.3. (b) | Name of organisation | Click here to enter text. |
| 1.3. (c) | Role in organisation | Click here to enter text. |
| 1.3. (d) | Phone number | Click here to enter text. |
| 1.3. (e) | E-mail address | Click here to enter text. |
| 1.3. (f) | Postal address (including postcode) | Click here to enter text. |
| 1.3. (g) | Signature (electronic is acceptable) | Click here to enter text. |
| 1.3. (h) | Date | Click here to enter a date. |

**Section 2 Grounds for Mandatory Exclusion**

Bidders will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if Bidders have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

| 2.1. (a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
| --- | --- | --- |
| 2.1. (a) (i) | Participation in a criminal organisation. | Choose an item. |
| 2.1. (a) (ii) | Corruption. | Choose an item. |
| 2.1. (a) (iii) | Fraud. | Choose an item. |
| 2.1. (a) (iv) | Terrorist offences or offences linked to terrorist activities. | Choose an item. |
| 2.1. (a) (v) | Money laundering or terrorist financing. | Choose an item. |
| 2.1. (a) (vi) | Child labour and other forms of trafficking in human beings. | Choose an item. |
| 2.1. (b) | If you have answered ‘**yes**’ to question 2.1. (a), please provide further details. | |
| 2.1. (b) (i) | Date of conviction | Click here to enter a date. |
| 2.1. (b) (ii) | Specify:   * which of the grounds listed the conviction was for; and * the reasons for conviction. | Click here to enter text. |
| 2.1. (b) (iii) | Identity of who has been convicted | Click here to enter text. |
| 2.1. (b) (iv) | If the relevant documentation is available electronically please provide:   * the web address; * issuing authority; and * precise reference of the documents. | Click here to enter text. |
| 2.2. | If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Choose an item. |
| 2.3. (a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Choose an item. |
| 2.3. (b) | If you have answered ‘**yes**’ to question 2.3. (a), please use a separate Appendix to provide further details.  Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. | |

**Section 3 Grounds for Discretionary Exclusion**

The Council may exclude any Bidder who answers ‘**Yes**’ in any of the following situations set out in paragraphs 3.1. (a) to 3.1. (j) (iv), below.

| 3.1. | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| --- | --- | --- |
| 3.1. (a) | Breach of environmental obligations? | Choose an item. |
| 3.1. (b) | Breach of social obligations? | Choose an item. |
| 3.1. (c) | Breach of labour law obligations? | Choose an item. |
| 3.1. (d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Choose an item. |
| 3.1. (e) | Guilty of grave professional misconduct? | Choose an item. |
| 3.1. (f) | Entered into agreements with other economic operators aimed at distorting competition? | Choose an item. |
| 3.1. (g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Choose an item. |
| 3.1. (h) | Been involved in the preparation of the procurement procedure? | Choose an item. |
| 3.1. (i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Choose an item. |
| 3.1. (j) | Please answer the following statements: | |
| 3.1. (j) (i) | The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. | Choose an item. |
| 3.1. (j) (ii) | The organisation has withheld such information. | Choose an item. |
| 3.1. (j) (iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | Choose an item. |
| 3.1. (j) (iv) | The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Choose an item. |
| 3.2. | If you have answered ‘**Yes**’ to any of the above, please use a separate Appendix to explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | |

**Section 4 Economic and Financial Standing**

|  | **Financial Information** | |
| --- | --- | --- |
|  | **Please provide one of the following to demonstrate your economic/financial standing:**  Please also complete Document No 1. | |
| 4.1. | Are you able to provide a copy of your audited accounts for the last two (2) years, if requested?  If no, can you provide **one** of the following: answer with ‘**Yes**’ or ‘**No**’ in the relevant box. | Choose an item. |
| 4.1. (a) | A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Choose an item.  Refer to Document No 1 |
| 4.1. (a) | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Choose an item.  Refer to Document No 1 |
| 4.1. (c) | Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Choose an item. |
| 4.2. | Where the Council has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here.  Please confirm whether or not your annual turnover is at least twice the estimated annual contract value of this tender | Choose an item. |

**Section 5 Wider Group**

|  |  |  |  |
| --- | --- | --- | --- |
| 5.1. | If you have indicated in the Standard Selection Questionnaire question 1.2. that you are part of a wider group, please provide further details below: | | |
| 5.1. (i) | Name of Organisation: | Click here to enter text. | |
| 5.1. (ii) | Relationship to the Bidder completing the Tender Response | Click here to enter text. | |
| 5.2. | Are you able to provide parent company accounts if requested to at a later stage? | | Choose an item. |
| 5.3. | If ‘**yes**’, would the parent company be willing to provide a guarantee if necessary? | | Choose an item. |
| 5.4. | If **no**, would you be able to obtain a guarantee elsewhere (e.g. from a bank?) | | Choose an item. |

**Section 6 Technical and Professional Ability**

1. **Relevant experience and contract examples**
2. Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.
3. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.
4. Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).
5. Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.
6. If you cannot provide examples see question 6.3.

|  | **Contract 1** | **Contract 2** | **Contract 3** |
| --- | --- | --- | --- |
| Name of customer organisation | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Point of contact in the organisation | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Position in the organisation | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| E-mail address | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| 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.  **Please provide this information at Document No 2.1.** | | | |
| Contract start date | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Contract completion date | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Estimated contract value | Click here to enter text. | Click here to enter text. | Click here to enter text. |

* 1. Where you intend to sub-contract a proportion of the contract, please use a separate Appendix to demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s). Evidence should include, but is not limited to:
     1. details of your supply chain management tracking systems to ensure performance of the contract; and
     2. including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)
  2. If you cannot provide at least one example for Section 6, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up. **See Document No 2.2.**

**Section 7 Modern Slavery Act 2015**

|  | **Requirements under Modern Slavery Act 2015** | | |
| --- | --- | --- | --- |
| 7.1. | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | | Choose an item. |
| 7.2. | If you have answered ‘**yes**’ to question 7.1. are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | | Choose an item. |
| 7.2. (i) | Please provide the relevant URL | Click here to enter text. | |
| 7.2. (ii) | If you have answered ‘**no**’ to question 7.1., please use a separate Appendix to provide an explanation. | | |

**Section 8 Additional Questions**

Bidders who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage

| **8.1.** | **Insurance**  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: | |
| --- | --- | --- |
| 8.1. (a) | Employer’s (Compulsory) Liability Insurance\* = £10,000,000  \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | Choose an item. |
| 8.1. (b) | Public Liability Insurance = £10,000,000 | Choose an item. |
| 8.1. (c) | Professional Indemnity Insurance = £2,000,000 | Choose an item. |

| **8.2.** | **Health and Safety** | |
| --- | --- | --- |
| 8.2. (a) | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Choose an item. |
| 8.2. (b) (i) | Does your organisation have a health and safety system accredited to BS8800 or equivalent? | Choose an item. |
| 8.2. (b) (ii) | If you have answered ‘**Yes**’ to question 8.2. (b) (i), please use a separate Appendix to provide further details. | |
| 8.2. (b) (iii) | If you have answered ‘**No**’ to question 8.2. (b) (i), please use a separate Appendix to provide further details of how your organisation manages its health and safety requirements and remains compliant and up-to-date with current health and safety legislation and best practice. | |
| 8.2. (c) (i) | Does your company have a specific director, partner or other person responsible for the implementation of your company’s health and safety policy? | Choose an item. |
| 8.2. (c) (ii) | If you have answered ‘**Yes**’ to question 8.2. (c) (i), please use a separate Appendix to provide further details. | |
| 8.2. (d) (i) | Does your company employ a full time health and safety professional or health and safety consultant? | Choose an item. |
| 8.2. (d) (ii) | If you have answered ‘**Yes**’ to question 8.2. (d) (i), please use a separate Appendix to provide further details of the qualifications, experience and any membership of an appropriate professional body. | |
| 8.2. (d) (iii) | If you have answered ‘**No**’ to question 8.2. (d) (i), please use a separate Appendix to provide further details of who provides advice on health and safety to your company. | |
| 8.2. (e) (i) | Does your organisation provide health and safety training to staff? | Choose an item. |
| 8.2. (e) (ii) | Does your organisation provide health and safety training to sub-contractors? | Choose an item. |
| 8.2. (e) (iii) | If you have answered ‘**Yes**’ to either question 8.2. (e) (i) or 8.2. (e) (ii), please use a separate Appendix to provide further details of the content and type of training, e.g. induction, management, task specific, etc. | |
| 8.2. (f) | Does your company maintain accident records? | Choose an item. |
| 8.2. (g) (i) | Do you consult staff on health and safety matters? | Choose an item. |
| 8.2. (g) (ii) | If you have answered ‘**Yes**’ to question 8.2. (g) (i), please use a separate Appendix to provide further details of how this is undertaken. | |
| 8.2. (h) (i) | Do you undertake risk assessments? | Choose an item. |
| 8.2. (h) (ii) | If you have answered ‘**Yes**’ to question 8.2. (h) (i), please use a separate Appendix to provide further details of how this is undertaken. | |
| 8.2. (i) (i) | Has your organisation, over the past five (5) years, been or is in the process of being investigated/prosecuted for any health and safety offence? | Choose an item. |
| 8.2. (i) (ii) | If you have answered ‘**Yes**’ to question 8.2. (i) (i), please use a separate Appendix to provide further details of how this is undertaken. | |
| 8.2. (j) (i) | Has your organisation, over the past five (5) years, been or is in the process of having any civil action brought against it for any health and safety offence? | Choose an item. |
| 8.2. (j) (ii) | If you have answered ‘**Yes**’ to question 8.2. (j) (i), please use a separate Appendix to provide further details of how this is undertaken. | |
| 8.2. (k) (i) | Has your organisation been served with any prohibition/improvement notices for breaches of health and safety legislation in the past three (3) years? | Choose an item. |
| 8.2. (k) (ii) | If you have answered ‘**Yes**’ to question 8.2. (k) (i), please use a separate Appendix to provide further details of how this is undertaken. | |

| **8.3.** | **Compliance with Equality Legislation**  For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | |
| --- | --- | --- |
| 8.3. (a) (i) | Do you have an Equality and Diversity / Human Rights Policy or statement which complies with your statutory obligation under UK equalities and discrimination legislation (or equivalent legislation and regulations in the countries where you employ staff)? | Choose an item. |
| 8.3. (a) (ii) | If you have answered ‘**Yes**’ to question 8.3. (a) (i), please use separate Appendix to provide further details of this policy as they relate to the treatment of **customers/service users as well as employees**? | |
| 8.3. (b) (i) | In the past three (3) years has any claim or finding of unlawful discrimination or harassment been made against your organisation by any court or industrial tribunal or equivalent body? | Choose an item. |
| 8.3. (b) (ii) | If you have answered ‘**Yes**’ to question 8.3. (b) (i), please use a separate Appendix to provide further details. | |
| 8.3. (c) (i) | In the past three (3) years has your organisation been the subject of formal investigation by the Equality and Human Rights Commission or equivalent body? | Choose an item. |
| 8.3. (c) (ii) | If you have answered ‘**Yes**’ to question 8.3. (c) (i), please use a separate Appendix to provide further details. | |
| 8.3. (d) (i) | Does your organisation have a grievance process and practice that covers complaints made in respect of equalities and diversity? | Choose an item. |
| 8.3. (d) (ii) | If you have answered ‘**Yes**’ to question 8.3. (d) (i), please use a separate Appendix to provide further details. | |
| 8.3. (e) (i) | Does your organisation hold any Equality awards or is it working towards achieving any this year? | Choose an item. |
| 8.3. (e) (ii) | If you have answered ‘**Yes**’ to question 8.3. (e) (i), please use a separate Appendix to provide further details. | |

| **8.4.** | **Environmental Management** | |
| --- | --- | --- |
| 8.4. (a) (i) | Does your organisation have a policy regarding the safe management of the environment? | Choose an item. |
| 8.4. (a) (ii) | If you have answered ‘**Yes**’ to question 8.4. (a) (i), please use a separate Appendix to provide further details of its key features in relation to the delivery of this contract. | |
| 8.4. (a) (iii) | If you have answered ‘**No**’ to question 8.4. (a) (i), please use a separate Appendix to provide further details of how your organisation manages its environmental objectives and obligations. | |

**Please Note: Only those Bidders who pass the Standard Selection Questionnaire will have their Quality Assessment evaluated.**

**Supplementary Document Templates for Use by Bidder**

1. **Bidder Appendix Templates**
   1. To open the embedded document, **double click on the document icon**, below.



1. **Standard Selection Questionnaire Document No. 1**
   1. To open the embedded document, **double click on the document icon**, below.



1. **Standard Selection Questionnaire Documents No. 2.1 and 2.2**
   1. To open the embedded document, **double click on the document icon**, below.



**Section 9 Declaration**

1. 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 **Bidder** to click here to enter **Company Name**.
2. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.
3. I have provided a full list of any Appendices and/or Annexes used to provide additional information in response to questions.
4. The following Appendices and/or Annexes form part of our submission:

| **Section of SSQ** | | **Appendix or Annex Number** |
| --- | --- | --- |
|  | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. |
|  | Click here to enter text. | Click here to enter text. |
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1. I also declare that there is no conflict of interest in relation to the Council’s requirement.
2. The Declaration for this Section has been completed and signed at Section 3.1. of this document.

**Part 2: Tender Evaluation**

**SEction 10 Quality Assessment**

| **Methodology and Quality** | | | | |
| --- | --- | --- | --- | --- |
| **Question 1:** | **Max Score Available:** | 15% | **Word Limit:** | 250 words |
| Please describe how you will:   1. provide the necessary tree surgery works within normal working hours; 2. provide the necessary tree surgery works in a public local nature reserve; and 3. provide the necessary tree surgery works taking into consideration the sensitive environmental impact of the works involved. | | | | |
| 1. **How will you provide the necessary tree surgery works within normal working hours** | | | | |
| Click here to enter text. | | | | |
| 1. **How will you provide the necessary tree surgery works in a public local nature reserve** | | | | |
| Click here to enter text. | | | | |
| 1. **How will you provide the necessary tree surgery works taking into consideration the sensitive environmental impact of the works involved** | | | | |
| Click here to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Methodology and Quality** | | | | |
| --- | --- | --- | --- | --- |
| **Question 2:** | **Max Score Available:** | 12.5% | **Word Limit:** | 250 words |
| Please describe how you meet the following essential areas of experience, required for this project.   1. Works adjacent to highways; 2. Works in public spaces, for example a nature reserve; 3. Dismantling of large trees (20m+); 4. Crown reduction of large trees (20m+); 5. Works on trees with Tree Preservation Orders (TPO’s) in place; and 6. Writing and implementation of Risk Assessments and Method Statements. | | | | |
| 1. **Works adjacent to highways.** | | | | |
| Click here to enter text. | | | | |
| 1. **Works in public spaces, for example a nature reserve.** | | | | |
| Click here to enter text. | | | | |
| 1. **Dismantling of large trees (20m+).** | | | | |
| Click here to enter text. | | | | |
| 1. **Crown reduction of large trees (20m+).** | | | | |
| Click here to enter text. | | | | |
| 1. **Works on trees with Tree Preservation Orders (TPO’s) in place..** | | | | |
| Click here to enter text. | | | | |
| 1. **Writing and implementation of Risk Assessments and Method Statements.** | | | | |
| Click here to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Methodology and Quality** | | | | |
| --- | --- | --- | --- | --- |
| **Question 3:** | **Max Score Available:** | 12.5% | **Word Limit:** | N/A |
| Please select “Yes” in the relevant boxes below to indicate you have included samples of the following two (2) health and safety documents, for comparable services to those relevant to the Council’s requirement.   1. **Risk Assessment** document; and 2. **Method Statement** document.   Bidders may be awarded a more favourable score for this question, based upon the Evaluation Criteria set out in the Council’s Instructions to Bidders document (i.e. the score for this question is not solely based on whether the requested material has been included, but also on the quality of the material provided as a part of the Bidder’s response). | | | | |
| **Answer:** | | | | |
| 1. Risk Assessment included? | | | | Choose an item. |
| 1. Method Statement included? | | | | Choose an item. |
| **Word Count:** | | | | N/A |

**Section 11 Price**

* 1. Please complete the Pricing Schedule at Table A, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.
  2. Please complete the Detailed Price Breakdown at Table B, below and include the itemised cost under each heading, as appropriate and also any additional costs.
  3. Please add or remove rows to form the Price Breakdown table as necessary.
  4. All prices quoted should exclude VAT.
  5. Should you be successful, your fixed cost for the contract must be included in your Tender Response and any costs which are not included will not be met by the Council either before or during the contract.
  6. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Bidder, and the Council may reject any Tender Response, at its absolute discretion, if it appears to be unreliable.

**Section 12 Pricing Schedule**

**Table A**

| **Pricing Schedule** | | |
| --- | --- | --- |
|  | Cost of Tree Works | £Click here to enter text. |
|  | Additional Costs not otherwise specified | £Click here to enter text. |
|  | Total Cost (A+B) | £Click here to enter text. |

**Table B**

| **Detailed Price Breakdown** | | | |
| --- | --- | --- | --- |
| **B.** | **Additional Costs not otherwise specified** | | |
|  | **Item** | **Quantity (Units)** | **Cost** |
|  | Click here to enter text. | Click to enter text. | £Click here to enter text. |
|  | Click here to enter text. | Click to enter text. | £Click here to enter text. |
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|  | Click here to enter text. | Click to enter text. | £Click here to enter text. |
|  | **Sub-Total** | | **£Click here to enter text.** |
| **C.** | **Total Cost (A+B)** | | **£Click here to enter text.** |

**Appendix 1: Commercially Sensitive Information**

* 1. I/We declare that I/We wish the following information to be designated as commercially sensitive.
  2. The reason(s) it is considered that this information should be exempt under FOIA and the duration it is considered this information should be exempt have also been included:

| **Information/Document** | | **Reference/Page No.** | **Reasons for Non-Disclosure**  (cite exemption(s) to be considered) | **Duration of Confidentiality** |
| --- | --- | --- | --- | --- |
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* 1. The Declaration for this Appendix has been completed and signed at Section 3.1. of this document.

**Appendix 2: Collusive Tendering Declaration**

* + - 1. We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done so and we undertake that we will not do so at any time before the hour and date specified for the return of this tender any of the following acts:
         1. Communicate to any person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender is necessary to obtain insurance premium tenders required for the preparation of the tender;
         2. Entering into any agreement or arrangement with any person that he shall refrain from tendering or as to the amount of any tender to be submitted;
         3. Offering to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this or any other tender or proposed tender for the said work any act or thing of the sort described above.
      2. In the context of this declaration the word ‘person’ includes any persons and anybody or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.
      3. The Declaration for this Appendix has been completed and signed at Section 3.1. of this document.

**Appendix 3: Form of Tender**

**Tender for Corby Borough Council Tree Management Works**

1. I/We the undersigned, hereby tender and offer to provide the Contract as listed above which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.
2. I/We undertake in the event of acceptance of our tender to execute the Contract within fifteen (15) business days of such acceptance and if required in the interim provide the Contract in accordance with the Contract if necessary.
3. I/We understand that the Council reserves the right to accept or refuse this tender whether it is lower, the same, or higher than any other tender.
4. I/We confirm that the information supplied to you and forming part of this tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.
5. I/We confirm that this tender will remain valid for one-hundred and twenty (120) days from the date of this Form of Tender.
6. I/We confirm and undertake that if any of such information becomes untrue or misleading that I/We shall notify you immediately and update such information as required.
7. I/We confirm that the undersigned are authorised to commit the tender to the contractual obligations contained in this tender and the Contract.
8. I/We warrant that I/We have all requisite authority to sign this tender and confirm that I/We have complied with all the requirements of the ITT.
9. The Declaration for this Appendix has been completed and signed at Section 3.1. of this document.

**Appendix 4: Tender Checklist**

1. Please ensure that you use this checklist as aide memoire to assist you with your Tender Response as these are essential parts of the Tender Response that must be completed by the Bidder. Please note that failure to complete any part of the ITT could render your response incomplete and result in disqualification from the Procurement Process.

| **Section One** | **Required to be Completed** | **Tick When Complete** |
| --- | --- | --- |
| Standard Selection Questionnaire: All Parts | Yes |  |
| Declaration | Yes |  |

| **Section Two** | **Required to be Completed** | **Tick When Complete** |
| --- | --- | --- |
| Quality Assessment | Yes |  |
| Pricing | Yes |  |

| **Appendices** | **Required to be Completed** | **Tick When Complete** |
| --- | --- | --- |
| Commercially Sensitive Information | Yes |  |
| Collusive Tendering Declaration | Yes |  |
| Form of Tender | Yes |  |
| Tender Checklist | Yes |  |

1. We/I have checked the Tender Response and confirm that we have fully complied with the ITT.
2. The Declaration for this Appendix has been completed and signed at Section 3.1. of this document.