|  |
| --- |
| **Tender Process**for**Launceston Library Hub Design Concept** |
| **Funding Source(s)**Cornwall CouncilLaunceston Town Council |  |  |
| **Launceston Town Council** is acting as the Accountable Body |

**Abbreviations:**

Cornwall Council: CC

Launceston Town Council: LTC

Responsible Finance Officer: RFO

Request For Quotation: RFQ

# **Request for Quotation**

# Design of a new library hub in existing four storey (including basement) former Barclays Bank Building

# (Grade 2 Listed)

PL15 8BA

**Project Title**

Launceston Library Hub Design Concept

Issue Date: Wednesday 20 December 2023

Closing Date: Noon – Wednesday 28 February 2024

Contract Awarded: Friday 8 March 2024

Project Start Date: Monday 10 March 2024

Project Completion Date: Monday 5 August 2024

Project Value: £50,000 - £75,000 (ex-VAT)

Launceston Town Council

Western Road

Launceston

Cornwall

PL15 7AR

[Tel: 01566 773693]

[E-mail Town Clerk: chris@launceston-tc.gov.uk]

# **CONTENTS**

**SECTION** Page

 1 Preamble 2

2 Evaluation of Tenders 4

3 Specification 7

4 Business Questionnaire 8

5 Legal Obligations 11

6 Pricing Section 14

7 Project Particulars 15

8 Supporting Information 16

**Appendix**

(This information will be removed prior to the selection meeting)

9 Certificate of Non-collusion and Non-canvassing 1

10 Supplier Contact Information 3

11 Declaration 4

**Note to Tenderers**:

All pages must be returned within your quotation submission.

Please note, in order to ensure the selection process is fair and transparent, the appendix (pages 1 – 4) should **not** be attached to the body of your submission.

Pages 1 to 17 and any supplementary/supporting documentation should be anonymised and should not carry any identification such as logos, titles, watermarks etc. This ensures all submissions are treated equally and without prejudice.

# **SECTION 1 - PREAMBLE**

**GENERAL REQUIREMENTS**

Quotations are invited to provide: Design of new library hub in existing four storey (including basement) former Barclays Bank building PL15 8BA

*The Council’s detailed requirements are defined in the Specification on page 7*

**BACKGROUND TO THE BUSINESS REQUIREMENT**

The Town Council has received funding from Cornwall Council, to purchase and develop a former high street bank branch into a library and information hub, serving the town of Launceston and surrounding parishes

**SUBMISSION OF QUOTATION**

Quotations should be received **by post** no later than **Noon Wednesday 28 February 2024**, with any queries, submitted via email to *chris@launceston-tc.gov.uk* Please leave sufficient time to allow the council to respond before the tender return date, but no later than Friday 16 February 2024. All submissions must be anonymised.

Quotations should be sent to:

|  |  |
| --- | --- |
| Mr Christopher Drake | 01566 773693 |
| Town Clerk | chris@launceston-tc.gov.uk |
| Launceston Town CouncilWestern RoadLauncestonCornwallPL15 7AR |

In addition to two paper copies of the tender documentation, you should include an electronic version

(Memory Stick), based in Microsoft Word/Excel, within your tender return envelope. Addressed as below.

(Tender Launceston Library Hub – Launceston Town Centre)

Mr Christopher Drake – Town Clerk

Launceston Town Council

Western Road

Launceston

Cornwall

PL15 7AR

stamp

The tenderer’s attention is specifically drawn to the date and time for receipt of tenders and no submission received after the closing date will be considered

When returning the tender, please ensure that:

The envelope bears no name or mark indicating the identity of the tenderer. This includes for example franked mail, Post Office labels, courier labels or a signature across the seal of the envelope.

You may seek clarification on any of the points contained in the tender documents, by contacting the named person via e-mail to chris@launceston-tc.gov.uk

Please leave sufficient time to allow the council to respond before the tender return date, but no later than Friday 16 February 2024.

When returning your quotation please ensure that:

* all documentation is properly completed and enclosed with your quotation.
* the deadline by which the quotation must be returned is complied with.
* Submission documents for scrutiny must be anonymised to ensure the selection panel is unable to identify specific suppliers.

### **No quotation will be considered which is late - for whatever reason.**

All tenderers shall keep their respective quotation valid and open for acceptance by the council until the expiry of 90 calendar days from the deadline for the receipt of quotations.

**PROCUREMENT TIMETABLE**

This procurement is intended to follow the time-line below:

|  |  |
| --- | --- |
| 1 Request for tender issued | Wednesday 20 December 2023 |
| 2 Last date for clarifications | Friday 16 February 2024 |
| 3 Deadline for tender responses | Wednesday 28 February 2024 |
| 4 Tender evaluations commence | Friday 1 March 2024 |
| 5 Contract awarded | Friday 8 March 2024 |
| 6 Project start date  | Monday 11 March 2024 |
| 7 Project completion date | Monday 5 August 2024 |

Please note following the deadline for tender responses, the council reserves the right to amend this timetable are the dates are provided for indicative purposes only.

**SECTION 2 - EVALUATION OF TENDERS**

The council is not bound to accept the lowest or any tender submission. The council also reserves the right to accept the whole or any part of any tender submitted.

The council will check each tender initially to ensure it has kept to the rules of the RFQ process.

The Council reserves the right to seek clarification from any of the tenderers during the evaluation period. This may be in writing or by means of a clarification meeting. This is to help the council to consider the tenders.

The Council may decide to interview tenderers or hold clarification meetings to help in our tendering process. The council will notify tenderers of this in due course.

The council will evaluate tenders against the award criteria set out below. The council will accept the tender which is most economically advantageous, i.e., a balance between cost and quality.

As part of the tender submission, we are seeking written submissions on how the individual elements of this contract will be delivered as well as a pricing submission. The overall tender will be evaluated against the written response (quality) based on experience, and general approach as well as the tender sum (price). We intend scoring each submission using a weighting metric as explained below.

**PRICE**

The council will base its decision based on a balance between quality and cost. This will be structured as 80% quality and 20% cost.

**QUALITY STATEMENTS**

The quality elements will be scored by a panel and will receive a score of between 1 and 10 marks per criteria area. It may be possible that all responses are judged equal and receive the same score therefore leaving price as the deciding factor. However, it may be that the lowest tender is not the chosen tender if the quality questions are judged to be variable in answers. There is an individual weighting assigned to each criteria, which identifies its importance and priority in relation to other areas.

The following quality questions will form part of your tender submission and count for a total of 80% of the decision. A summary of how marks are broken down across these areas is as follows:

|  |  |  |
| --- | --- | --- |
| **Quality:** |  Individual Weighting | Possible Maximum |
| *Criteria B - Experience*  | *5* | *50* |
| *Criteria C - References*  | 2 | 20 |
| *Criteria D - Method Statement*  | 2 | 20 |
| *Criteria E - Environmental considerations*  | 5 | 50 |
| *Criteria F – Historical context* | 4 | 40 |
| *Criteria G - Timescale* | 2 | 20 |
| *Criteria H – Identified milestones* | 3 | 30 |
| *Criteria I – Identified outcomes* | 5 | 50 |
| *Totals* |  | 280 |

Explanations of each quality statement/criteria stated above, are explained on pages 16/17 of this document.

The following descriptors explain how the panel will score each area based on the submissions received.

**Scoring Outcomes**

|  |  |
| --- | --- |
| 0-3 | Completely unsatisfactory response – limited or no relevant information. Respondent would have serious difficulty delivering the required standard. |
| 4 | Fair response – Respondent would only meet some of the requirements of the contract some of the time. |
| 5-6 | Acceptable response – Respondent would be likely to meet basic contract standards but further work required to ensure standards are met consistently. |
| 7-8 | Good response – clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards.   |
| 9-10 | Excellent response - clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards and includes robust and deliverable proposals to provide additional benefit to the Council.    |

If a score of 3 or less is given for any method statement the bid will be deemed to be non-compliant, will fail the tendering evaluation and will not be considered further. For any tenders so excluded, that tenderer’s price shall be excluded from the ‘price’ evaluation.

**SUPPLIER CHECKLIST**

Suppliers should ensure that they have completed the following Sections before returning their quotation responses:

|  |  |
| --- | --- |
| **SECTION HEADING** | **COMPLETED?** |
| Section 1 – Pre-amble | 🞏 |
| Section 2- Evaluation of Tenders | 🞏 |
| Section 3 - Specification | 🞏 |
| Section 4 – Business Questionnaire | 🞏 |
| Section 5 – Legal Obligations | 🞏 |
| Section 6 – Pricing Section | 🞏 |
| Section 7– Project Particulars | 🞏 |
| Section 8 – Supporting Information | 🞏 |
| Section 9 - Certificate of Non-collusion and non-canvassing | 🞏 |
| Section 10 - Supplier’s Contact Information | 🞏 |
| Section 11 - Declaration |  🞏 |

It is important that all sections are completed as failure to do so may result in your quotation not being considered.

**Note for tenderer:**

The Council has issued this Request for Quotation (RFQ) to interested Tenderers, to allow them and their professional advisers to prepare a Quotation for this project and for no other purpose.

The Council gives this RFQ and any other documentation that the Council sends to Tenderers for this Quotation process, on the basis that they remain the Council’s property and Tenderers must treat the contents as confidential. If Tenderers are unable or unwilling to keep to this rule, they:

* must destroy this RFQ and all associated documents at once; and
* must not keep any electronic or paper copies.

Tenderers must not take part in any publicity activities with any part of the media about the project or this RFQ process, without first attaining the council’s written agreement. This includes the council’s agreement on the format and content of any publicity.

This RFQ is made available in good faith. The council give no warranty as to the accuracy or completeness of the information contained in it. The council also disclaim any liability for any inaccuracy or incompleteness. The council reserve the right to cancel the tender process at any point.

The council are not liable for any costs resulting from any cancellation of this tender process or for any other costs that Tenderers may incur by Tendering for this Contract. Tenderers must obtain at their own expense, all the information that they need for the preparation of their Tender.

Tenderers will be deemed to fully understand the processes that the council must follow under relevant European and UK legislation, particularly The Public Contracts Regulations 2015 and Public Contracts (Amendment) Regulations 2009.

# **SECTION 3 - SPECIFICATION**

Contract Duration: March 2024 – August 2024

Timetable – see page 3 of this document

Reporting and Monitoring – Calendar monthly

The deliverables of this project are identified as follows:

1. To undertake an assessment of a former high street bank premises and design a fully accessible compliant library and information hub, incorporating full adult and children’s library, registrar service and office space.

2. To undertake concept design meetings with residents and library users to ensure full consideration of user needs and input following an agreed methodology, recording and collating responses to produce a summary document of findings.

3. Specify and work to the RIBA contract(s) which will be applicable.

4. To Include all planning consents and permissions and costings

**Council Policies**

In addition to the services outlined in the specification, the Contractor shall comply with all Council policies and codes of practice, links to policies are detailed below.

[**LINK TO ALL POLICIES**](https://launceston-tc.gov.uk/the-council/policies-and-procedures)

* [Code of Conduct](http://web.launceston-tc.gov.uk/wp-content/uploads/2018/07/CODE-OF-CONDUCT-OCTOBER-2012.pdf)
* [Complaints Procedure](http://web.launceston-tc.gov.uk/wp-content/uploads/2018/07/Complaints-procedure-2017.pdf)
* [Equalities Policy](http://web.launceston-tc.gov.uk/wp-content/uploads/2018/07/LTC-Equalities-Policy-2015.pdf)
* [GDPR](http://web.launceston-tc.gov.uk/wp-content/uploads/2018/05/GDPR-GENERAL-PRIVACY-NOTICE-MAY-18.pdf)
* Health & Safety Policy (attached)
* [Publication Scheme](https://launceston-tc.gov.uk/wp-content/uploads/2019/03/Publication-Scheme-LTC-2019.pdf)
* [Standing Orders](https://launceston-tc.gov.uk/wp-content/uploads/2020/10/LTC-Standing-Orders-2019-Amended-May-2020.pdf)
* [Use of social media in Council Meetings](http://web.launceston-tc.gov.uk/wp-content/uploads/2018/07/Use-of-social-media-in-Council-meetings-LTC.pdf)
* [Safeguarding Policy](https://launceston-tc.gov.uk/wp-content/uploads/2019/12/Safeguarding-policy-2019.pdf)

# **SECTION 4 - BUSINESS QUESTIONNAIRE**

**IMPORTANT PLEASE READ FIRST:**

Tenderers must answer these questions in complete honesty and the Council may decide to question further into these areas.

Should the Council discover any discrepancies or that the tenderer has been dishonest with its answers, this will result in the bid being rejected from the tender process or if awarded a contract, having its contract terminated with immediate effect.

**Award criteria and disqualification**

All questions in this Section are mandatory and will be deemed pass/fail.

If a fail is achieved for any of the business questionnaire questions, the bid will be excluded from progressing to the further stages of the tendering process. Therefore, the council will disregard the bid and subsequent sections of the tendered response, and will not be evaluated.

**1. FINANCIAL INFORMATION**

* 1. Please confirm whether your turnover is at least the minimum of twice the annual estimated value of this contract. The estimated annual value of this contract is £50,000 - £75,000 (ex – VAT)

 Yes/No

***Tenderers who answer 'No' will fail the Business* questionnaire.**

**2. INSURANCE**

The Council has reviewed its current policy regarding insurance covers and requires all contractors to provide the following:

 Employer's Liability £5 million

 *(Except for sole traders)*

*(note: this contradicts what is outlined later in this document)*

 Public Liability £5 million

Professional Indemnity cover £1 million

2.1 Please confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?

Yes, have levels of cover already and will continue to for this contract [ ]

No, but will provide the Council's level of cover if awarded the contract [ ]

No, have not got cover and will not provide the Council's required level of cover [ ]

***Tenderers who cannot provide this level of cover will fail the Business* questionnaire.**

**3. ENVIRONMENT**

3.1Do you have an environmental policy? If so, please provide a copy of your environmental policy – ***label as 3.1***

 Yes/No

Tenderers who answer 'Yes' and provide a copy of the policy will Pass, Tenderers who answer ‘No’ and have 5 or more employees will fail the business questionnaire. If you are a sole trader or a business with less than 4 staff, please select 'N/A' which will qualify as a Pass.

***Tenderers who answer ‘Yes’ to having an Environmental Policy will only receive a Pass if an anonymised copy of the policy is provided.***

**4. PROFESSIONAL & BUSINESS STANDING**

4.1 Has your organisation, at any time during the last 3 years, been in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings where the proceedings were commenced for valid reasons?

 Yes/No

 ***Tenderers who answer 'Yes' will fail the Business* questionnaire.**

4.2 Has your organisation, its directors or any other person who has the power of representation, decision or control of the named organisation ever been convicted of a criminal offence related to business or professional conduct, including fraud or conspiracy to defraud?

 Yes/No

 ***Tenderers who answer 'Yes' will fail the Business* questionnaire.**

4.3 Does your organisation hold all relevant licences and memberships for this contract as required by law?

 Yes/No

 ***Tenderers who answer ‘No’ will fail the Business* questionnaire.**

**5. DISPUTES**

5.1 Has your organisation had any judgement made against it in relation to similar contracts in the last three years?

Yes/No

*Tenderers who answer ‘Yes’ please provide a brief description of the judgement and provide details of any procedures that have been implemented with the aim to prevent this from occurring again – a pass will only be awarded if suitable procedures have been implemented - label response as 5.1, no more than 400 words per contract description.*

5.2 Has your organisation been involved in any tribunal hearing in relation to any similar service in the last three years, which has resulted in a judgement being made against it?

 Yes/No

*Tenderers who answer ‘Yes’ please provide a brief description of the judgement and provide details of any procedures that have been implemented with the aim to prevent this from occurring again – a pass will only be awarded if suitable procedures have been implemented - label response as 5.2, no more than 400 words per contract description.*

# **SECTION 5 – LEGAL OBLIGATIONS**

**IMPORTANT PLEASE READ FIRST:**

Tenderers must answer these questions in complete honesty.

The Council may decide to question further into these areas.

Should the Council discover any discrepancies or that the tenderer has been dishonest with its answers, this will result in the tenderer being rejected from the tender process or if awarded a contract having its contract terminated with immediate effect.

**Award criteria and disqualification**

All questions in this Section are mandatory and will be deemed pass/fail.

If a fail is achieved for any of the Legal Obligations questions the bid will be excluded from progressing to the further stages of the tendering process. Therefore, the council will disregard the bid and subsequent Sections of the tendered response will not be evaluated.

**1. LEGAL OBLIGATIONS**

1.1 Is it your organisation's policy as an employer to comply with its statutory obligations with regards to groups with Protected Characteristics under the Equalities Act 2010?

 Yes/No

 ***Tenderers who answer 'No' will fail the Legal Obligations Section.***

* 1. Organisations that employ 5 or more staff are legally required to have a written Equalities Statement. Please confirm if you have a statement and that it is communicated within your organisation, or less than 5 staff.

Yes, I have a Statement [ ]

 Organisation has less than 5 staff [ ]

 No Statement & 5 or more staff [ ]

***Please note that answering 'No statement & 5 or more staff’ will***

***result in Tenderers automatically failing the Legal Obligations Section.***

* 1. Does your organisation comply with the Health and Safety at Work Act 1974?

 Yes/No

***Tenderers who answer 'No' will fail the Legal Obligations Section.***

1.4 Suppliers that employ 5 or more staff are legally required to have a written Health and Safety Policy and Risk Assessments. Please confirm if you have a policy & risk assessment, or less than 5 staff

 Yes, I have a Policy & Risk assessment [ ]

 Organisation has less than 5 staff [ ]

 No Policy & Risk Assessments and 5 or more staff [ ]

 ***Please note answering 'No policy & Risk assessments and 5 or more staff' will result in Tenderers automatically failing the Legal Obligations Section.***

1.5 Has your organisation, its directors or any other person who has the power of representation, decision or control of the named organisation ever been convicted of slavery, servitude, forced or compulsory labour, child labour or an offence in human trafficking and other forms of trafficking in human beings within the last five years                   Yes/No

 ***Tenderers who answer ‘Yes’ to question 1.5 will automatically fail the Legal Obligations Section.***

1.6 In accordance with the Modern Slavery Act 2015 all organisations carrying out business within the UK, with a total annual turnover of £36m or more are required to produce a slavery and human trafficking statement for each financial year.

 Please confirm if your organisation has an annual turnover of £36m or more

 Yes/No

 If you answered yes to the above question, please confirm that you are compliant with the annual reporting requirements contained within Section 54 of the Act 2015?

 Yes/No

 ***Tenderers who answer ‘No’ to question 1.6 and who have an annual turnover of over £36m or more will automatically fail the Legal Obligations Section. Tenderers who answer yes to question 1.6 will be asked to provide evidence of the annual report upon award of contract.***

The council has a legal responsibility to ensure that contractors that work directly or indirectly with vulnerable people meet with Safeguarding requirements. Only remove this question if a safeguarding policy is not required. If your organisation does not employ vulnerable adults, please disregard this section.

1.7Do you have a Safeguarding policy?

Yes, I have safeguarding policy [ ]

No, but will comply with LTC’s safeguarding policies [ ]

No have not got a safeguarding policy and will not comply with the Council's policy [ ]

***Tenderers who answer ‘Yes’ to having a Safeguarding Policy will only receive a Pass if a copy of the policy is provided – label as 1.7***

***Tenderers who answer ‘No but will comply with LTC’s safeguarding policies’ please provide a statement that confirms this. The LTC Safeguarding Policy may be found here:***

***https://launceston-tc.gov.uk/the-council/policies-and-procedures***

***Tenderers who answer ‘No have not got a policy and will not comply with the council’s policy’ will fail the Legal Obligations Section***

# **SECTION 6 - PRICING**

Prices are to be submitted in Pounds Sterling and exclusive of VAT. It should be assumed that all the requirements under the specification should be included in the costing proposal.

##### Costs

The costs should be broken down into components with a full description of each component and its associated costs.

***For details of OUTPUTs, refer to page 7 of this document***

\* No additional costs will be considered by the Council.

Please confirm you agree to the [6] month fixed price period

The deliverables of this project are identified as follows:

|  |  |  |
| --- | --- | --- |
|  | **Output** | **Value in £’s** |
| 1 | To undertake an assessment of a former high street bank premises and design a fully accessible compliant library and information hub, incorporating full adult and children’s library, registrar service and office space. |  |
| 2 | To undertake concept design meetings with residents and library users to ensure full consideration of user needs and input following an agreed methodology, recording and collating responses to produce a summary document of findings. |  |
| 3 | Specify and work to the RIBA contract(s) which will be applicable. |  |
| 4 | Include all planning consents and permissions and costings |  |
|  | **Total Cost** |  |

The table above identifies outline costings for the 4 project outputs. Tenderers may wish to provide more detailed ‘broken down’ costs for each output, linked to their submission.

# **SECTION 7 – PROJECT PARTICULARS**

1 Commencement Date: Monday 11 March 2024

2 Project Period: 5 months

3 Launceston Town Council's Representative: Christopher Drake

4 Public Liability Insurance cover must be a minimum of £5 million

5 Employers Liability Insurance cover (except for sole traders) £5 million

6 Professional Indemnity Insurance cover £1 million

7 Commercially Sensitive Information: please include on page 3 of the annex below

8 Please attach your GDPR policy, procedures or statement of intent to align with the council’s GDPR policies.

# **SECTION 8 - SUPPORTING INFORMATION**

**QUALITY STATEMENTS EXPLANATIONS**

**SECTION B Experience of the Company**

B-1 Please provide details of your company’s previous experience in delivering the type of services required under this contract.

 ***Response to be no more than 2 sides of A4 font size Arial 12, please label your response as B-1***

**SECTION C References**

C-1Please provide details of two contracts that your organisation has held that are **relevant** to the Launceston Town Council's requirements as stated in the specification.

Please include:

* Customer organisation
* Customer contact name
* Customer e-mail address and phone number
* The date of contract award and finish
* Contract Value
* The names of any subcontractors/consortium members utilised.
* Brief Contract description (no more than 100 words per contract description)

***Please label your response as C-1***

**SECTION D Proposed Working Methods** (Method Statement)

Please provide responses to the following statements which are designed to assess your planned approach to delivering the contract.

***Response to be no more than 3 sides of A4 font size Arial 12, please label your response as D-1***

How will you ensure:

1. Compliance with the specification
2. Quality of processes
3. Good customer service and reporting
4. Appropriate method of achieving contract deliverables

What do you consider to be the three main challenges in delivering the required services?

**SECTION E Environmental Considerations**

Launceston Town Council has made a commitment to reduce its environmental impact and carbon emissions. Additionally, the council has signed up to the Cornwall Council Climate Emergency Agenda and favourably judge businesses with similar commitment.

Please indicate the measures you employ to minimise your organisations carbon footprint and environmental impact, and enhance environmental and social benefits and how these practices will be applied to the delivery of this contract. Please indicate the actions in reference to the following areas as appropriate to your submission.

***Response to be no more than 4 sides of A4 font size Arial 12, please label your response as E-1***

* Community Engagement
* Local Purchasing
* Waste & Recycling
* Design & Manufacturing
* Biodiversity & Open Spaces

**Section F – Historical Context:**

Launceston Town Council is keen to ensure that any developments and works are sympathetic to the historic nature of the building and the surrounding location.

***Please label your response as F-1***

.

**Section G – Timescale:**

This simply refers to an organisation’s anticipated timeline of the work-flow to be undertaken and projected completion date.

***Please label your response as G-1***

**Section H – Identified Milestones:**

This refers to anticipated ‘intra-project’ outcomes linked to Section G. With monthly calendar reporting, the milestones would help LTC quantify progress towards final outcomes.

***Please label your response as H-1***

**Section I – Identified Outcomes and Deliverables:**

The deliverables stated on page 7 of this document are those agreed through the funding bid process. Criteria I, (on page 4) refers to an organisation’s final submission statements and how they meet/interface with the stated deliverables on page 7 of this document.

***Response to be no more than 4 sides of A4 font size Arial 12, please label your response as I-1***

**APPENDIX**

**SECTION 9 - Certificate of Non-collusion and Non-canvassing**

# Certificate of Non-collusion and Non-canvassing

To: Launceston Town Council - **Launceston Libray Hub Design Concept**

Date:

For the attention of: Christopher Drake – Town Clerk

**Note to Organisation: As a public body it is important that the Council receives genuine competitive offers from Tenderers, and that all Tenderers act in a manner that is honest and reflects best practices. Tenderers are therefore required to sign this document to certify that they have not and will not undertake any acts of canvassing or collusion.**

Statement of Non-canvassing

I/We certify the following.

I/we hereby certify that I/we have not canvassed any member, director, employee or adviser of the Council in connection with this Tender and the proposed award of the Contract by the Council and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, director, employee or adviser of the Council in connection with this Tender and the proposed award of the Contract and that no person employed by me/us or acting on my behalf, or advising me/us, will do any such act. I/we agree that the Council may, in consideration of this bid, and in any subsequent actions, rely upon the statements made in this Certificate.

**Statement of Non-collusion**

The essence of the public procurement process for selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we hereby certify that this is a bona fide offer, intended to be competitive, and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time during the tender process or in the event of my/our Tender being successful while the resulting Contract is in force, any of the following acts:

1. enter into any agreement or agreements with any other person that they shall refrain from tendering to the Council or as to the amount of any offer submitted by them; or
2. inform any person, other than the Council of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or
3. cause or induce any person to enter into such an agreement as is mentioned in paragraph 1 and 2 above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or
4. commit any offence under the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972; or
5. offer or agree to pay or give or actually pay or give any sum of money, inducement 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 any other Tender or proposed Tender for the performance of the Project covered by the Tender any act or omission.

In this Certificate, the word ’person’ includes any person, body or association, corporate or incorporate and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not.

I/we agree that the Council may, in its consideration of the offer, and in any subsequent actions, rely upon the statements made in this certificate.

Signed

Name:

Position:

For and on behalf of

**SECTION 10 – SUPPLIER’S CONTACT INFORMATION**

|  |  |
| --- | --- |
| Name of Person to whom any queries ratting this quotation should be addressed |  |
| Address |  |
| Telephone/Mobile |  |
| Email |  |
| Address if different from the registered office address stated above  |  |
| **Additional Key People** (if relevant) |
| Name | Email | Telephone |
|  |  |  |
|  |  |  |
|  |  |  |
| Any additional information, including commercially sensitive material, about which the council should know? |

**SECTION 11 – DECLARATION**

|  |
| --- |
| I declare that to the best of my knowledge, the answers submitted in the business questionnaire and in the legal obligations’ sections, as well as any supporting documents, are correct. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to tender for Launceston Town Council’s requirement. Should the council discover any discrepancies or that I have been dishonest with the answers, this will result in the organisation to which I have completed this quotation for, being rejected from the tender process. Or, if awarded a contract, will have the contract terminated with immediate effect and no cost incurred to the council.Signature is mandatory, failure to do so will result in your bid being deemed non-compliant which will result in your bid being disqualified from this tendering process. |
|  | Name:  |
|  | Position  |
|  | Date: |
|  | Telephone number: |
|  | Signature: |