



FALMOUTH
TOWN COUNCIL

Volume One (1)

Contract for:

Heritage Restoration of Falmouth's

Ponsharden Cemeteries

Conservation Specialist Named Sub-Contract(s)

INVITATION TO TENDER (ITT)

Background Information, Instructions and
Conditions of Tender

Applicants should read this Volume first

If you would like this information in another format please email

John Cox at Randall Simmonds (QS)

john.cox@randallsimmonds.co.uk

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Information and Instructions

Section 1 – About the Council

1.1 The Council

1.1.1 The Client for this Project and in effect Contracting Authority is Falmouth Town Council (The Town Council). The Town Council was formed on local government reorganisation in 1974 from the former Falmouth Borough Council. The town received Royal Charter in 1661.

1.1.2 Falmouth is formally twinned with Douarnenez in Brittany and Rotenburg (Wümme) in Germany and is encouraging informal cultural links with Villagarcia in Spain.

Total electorate 17,625.

Total population 21,385.

Area 776 hectares. See also: <https://www.falmouthtowncouncil.co.uk/>

1.1.3 Randall Simmonds (QS) are to be the Council appointed point of contact in regards to this Tender opportunity.

Section 2 – About the Tender

2.1 The Tender

2.1.1. This tender is for the selection of a Specialist Conservation Sub-Contractor who will be named in the main contract tender documents to be appointed by the Main Contractor as a Named Sub-Contractor.

2.1.2. The Specialist Conservation Works comprise repairs to selected monuments and gravestones at the Congregationalist and Jewish Cemeteries, Ponsharden, Falmouth. The Specialist Conservation works is detailed in the accompanying documents which have been split into three lots:

i) Jewish Cemetery headstones

ii) major monuments in the Congregationalist Cemetery and

iii) the balance of monuments in the Congregationalist Cemetery.

2.1.3. The Specialist Conservator may submit a tender for a single Lot, two Lots or all three Lots as described in 2.1.2.

2.1.4. The Specialist Conservator will be skilled and experienced across a range of stone materials and conservation of monuments, stonework, masonry structures and associated adornments such as graves, headstones, monuments, sculptures and architectural features, etc.

2.1.5. The Tender Documentation comprises:-

Volume 1 Instruction to Tenderers (this document)

Volume 2 Applicant Offer

Volume 3 – Design Information Architect Drawings Etc

Volume 4 – Main Contract Preliminaries and General Conditions

Volume 5 – Main Contract Particulars

Volume 6 – Priced Schedule of Works

- 2.1.6. The Employer would like to achieve a start on site in July 2021 for the main contract.
- 2.1.7. The Employer is seeking a Sub-Contractor(s) to the Main Contractor (yet to be appointed) in whom he may place exceptional confidence to deliver a high-quality scheme on this site.
- 2.1.8. The tenderers are to complete and supply the following documentation as their tender return:
- 2.1.9. Completion of Volume 2 – Applicants Offer (including Conservation methodology, programme, resources and experience and signed Form of Tender / declarations.
- 2.1.10. A priced copy of the schedule of works:
- 2.1.11. A Sub-contract(s) will only be executed if the proposed price is within the available budget and the proposals meet the Employers planning and quality requirements.
- 2.1.12. The budget envelope for this work is between £80k and £120k

2.2 Contract and Contract Period

- 2.2.1. The Tender is on the basis of the Main Contract shall be the amended JCT Intermediate Building Contract With Contractor's Design 2016 form based on the contract particulars included with the tender documents.
- 2.2.2. The Specialist Sub-Contractor(s) will be appointed by the selected Main Contractor using the IFC16 named sub-contract documentation. The Main Contractor will contact the Named Specialist Sub-Contractor(s) during the main contract tender period to agree all aspects of the Sub-Contract appointment.
- 2.2.3. Tenderers are therefore asked to procure sign-off on the Sub-Contract(s) from their insurers and legal advisers at the commencement of the tender process so that, by submitting the Form of Tender, it will be understood by the Employer that Tenderers are accepting the contractual arrangements.

2.3 Insurance Levels

- 2.3.1 **Employer's Liability Insurance** - The Authority's minimum is £5m
- 2.3.2 **Public Liability Insurance** - The Authority's minimum is £5m

Section 3 - About the Procurement Process

3.1 Procurement Procedure

- 3.1.1 The Authority is issuing this Invitation to Tender (ITT) and is inviting Bids from Applicants in response to the published advertisement. The 'Open' procurement process has been selected by the Authority for this below threshold tender in line with the Authority's Contract Procedure Rules and means that all Applicants that submit a Bid shall be evaluated in accordance with the 3 criteria and process outlined within Volume Two (2) Applicant's Offer and the information contained within it shall be used by the Authority as the means to make a Contract award decision.

3.2 Instructions for Completion

- 3.2.1 All responses must be written in English and costs submitted are to be presented in Pounds Sterling, exclusive of VAT, but inclusive of all other costs where not stated in the Pricing Document.
- 3.2.2 Where details are provided by the Applicant in literature that they submit in connection with the response, they must ensure that clear cross-references are given to the Council.
- 3.2.3 The following documents must be completed, signed and returned with the tender:
- Certificates and Declarations
 - Selection Questionnaire
 - Specification Response / Method Statements
 - Pricing Schedule
- 3.2.4 Any information relating to the Council and supplied by the Council shall be kept by the Applicant in strictest confidence.
- 3.2.5 Applicants are advised that the Council is not bound to accept the lowest tender submitted, nor to reimburse any expense incurred during the process.

3.3 Clarification Process

- 3.3.1 All clarification enquiries should be directed to the Authorised Representative shown below and by no later than the date indicated in the Procurement Timetable detailed elsewhere in this document.
- 3.3.2 Applicants are advised that where such enquiries have been made, and it is appropriate to do so, the Council will provide access to all Applicants and interested parties a copy of the Clarification and the written reply, with anonymity preserved.
- 3.3.3 The process for providing updates on Clarification will be via publishing updates on the Council's website where the tender is published and via Contracts Finder. In addition, Applicants and interested parties are asked to provide their contact details to the Authorised Representative whereby the Council will endeavour to provide relevant updates to the contact point provided.

3.4 Authority Representatives

- 3.4.1 No person in the Authority's employ or other agent, except as so authorised by the Authority Authorised Representative, has any authority to make any representation or explanation to

Applicants as to the meaning of the Contract or any other document or as to anything to be done or not to be done by Applicants or the **successful** Applicant or as to these instructions or as to any other matter or thing so as to bind the Authority.

Authority Authorised Representative contact details:

John Cox at Randall Simmonds (QS) john.cox@randallsimmonds.co.uk

Arrangements to visit and gain access to inspect the site can be arranged with Tim Kellett (Project Manager) on 07554 277012 or tim.urbandesign@gmail.com.

3.5 Format of Response / Submission

- 3.5.1 The response must be delivered by no later than the time and date stated on Volume 2.
- 3.5.2 When submitting your response, please be aware of the speed of your Internet connection, your system configuration and general web traffic that may impact on the time required to complete the transaction. Loading and submitting of the tender must be completed by the final submission time.

3.6 Validity Period

- 3.6.1 The Tender response must remain valid for acceptance for a period of 90 days from the return date.

3.7 Procurement Timetable

- 3.7.1 This procurement will follow a clear, structured and transparent process, to ensure all Applicants are treated equally with key dates for this tender are anticipated as follows:

Procurement Stage	Applicable to	Dates
Publication of advertisement	ITT	22/02/2021
Latest date for Clarification questions to be submitted by	ITT	12/03/2021
Clarification responses to be issued by	ITT	15/03/2021
Bid Deadline (Noon)	ITT	22/03/2021
Notification of Contract award to be appoint sub-contractor(s)	ITT	16/04/2021
Main Contract start	Contract	July 2021
Contract end	Contract	April 2022

- 3.7.2 Note the commencement of the sub-contract(s) may not be until August / September 2021 subject to the Main Contractor site setup process. The Authority reserves the right to change the above timetable and Applicants will be notified accordingly if there is a change.

3.8 Evaluation Approach

3.8.1 Bids will be evaluated in three parts:

- Initial assessment
- Selection
- Award (Quality and Price)

Stage 1: Initial Assessment

3.8.2 Tenders will be subject to an initial screening assessment on a pass or fail basis:-

	Tender / Contract Criterion	
1	The Tender has been submitted on time, is completed correctly, is materially complete and meets the requirements of the Invitation Documents; the Tender is sufficiently complete to enable it to be evaluated in accordance with this evaluation framework;	Pass/fail
2	Provision of an unequivocal statement in the Form of Tender that the contractor accepts the Contract as set out in the Appendix to this Volume and that they have been signed-off by the Tenderers insurers and legal advisers.	Pass/fail

3.8.3 The Council will then evaluate is the Selection Questionnaire (SQ) response (if applicable). Applicants not satisfying the elements of the SQ will be excluded from the remainder of the process and their bid shall not be considered further.

3.8.4 Applicants who satisfy the SQ stage (if applicable) will have the remainder of their bid evaluated in accordance with the Award Criteria.

- Pass / Fail Quality Questions (see Statement of requirements Volume 2)
- Price - **70%** of marks available.
- Quality - **30%** of the marks available.

3.9 Selection Questionnaire

- 3.9.1 Selection is the process by which the Authority is able to assess the suitability of the Applicant to undertake work on behalf of the Authority. The questions asked within Selection Questionnaire are compliant with Regulation 57 of the Public Contracts Regulations 2015.
- 3.9.2 The Authority requires all Applicants to complete all sections of the Selection Questionnaire included within Volume Two (2) Applicant's Offer and Schedule 3 Price Schedule in full and submit in accordance with the submission requirements outlined within this Volume One (1). Any Applicants who do not fully meet the requirements of or misrepresent any information or evidence provided in relation to Regulation 57 may be excluded from further consideration.
- 3.9.3 The Applicant's responses to the Selection questions should be succinct, concise and as brief as possible and self contained not referring to additional documents or other supporting statements other than the European Single Procurement Document (ESPD).
- 3.9.4 Where Applicants choose to submit all or any part of the ESPD in place of an element required in the Selection questions this must be clearly identified and referenced by the Applicant. Any ESPD responses will be assessed in the same way as any other response.
- 3.9.5 If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.
- 3.9.6 If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Consequences of misrepresentation

- 3.9.7 If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.
- 3.9.8 The Authority proposes to use the following criteria to evaluate Selection Questionnaire submissions:

Section	Title	Type of Question	Weighting (%)
1	Potential supplier information	Information only	Not evaluated and scored
2	Insurance	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
NOTE ON EVALUATION: The Authority would be seeking confirmation that the required insurance and levels of insurance exist, and that they would be maintained during any contract that would be awarded, or in the case that they do not exist currently that the Contractor would			

<p>firstly be able to obtain the required levels of insurance and would if successful in the Tender actually obtain that insurance. If this cannot be demonstrated, then this would be deemed a “fail”</p>			
3	Health & Safety Management	Pass/Fail	In the event of a supplier being awarded a ‘fail’, the remainder of their submission will not be evaluated and they will be eliminated from the process.
<p>NOTE ON EVALUATION: The Authority will be looking for evidence to support that the Applicant robust processes to ensure Health and Safety arrangements are in place and as such the Applicant has a positive track record in ensuring Health and Safety in a suitable market sector.</p> <p>The appointed Sub-Contractor(s) will be acting as a Sub-contractor, therefore the Main Contractor will be Principal Contractor for CDM. The Sub-contractor will need to operate under the Main Contractor’s H&S requirements. Experience acting as a Principal Contractor will not be required.</p> <p>Where the Applicant has had previous situations of failings and remedial matters around Health and Safety, the Authority will want to understand the severity of these failings, what lessons have been learned and what remedial measures / lessons have been put in place. Where the failings are deemed significant and / or the Applicant cannot provide assurances to future practices then this shall be deemed a “fail”.</p>			

- 3.9.9 In the event of a supplier being awarded a ‘fail’, the remainder of their submission will not be evaluated and they will be eliminated from the process.

Information Only Questions

- 3.9.10 These must be completed but will be used for information purposes only and not scored. However, failure to provide sufficient information as requested may still lead to disqualification for non-compliance. It is important that where a question does not apply this is recorded as ‘Not applicable’ or ‘None’ in the spaces provided.

3.10 Award Criteria

- 3.10.1 Award is the process that considers the extent to which the Applicant's Bid delivers the Most Economically Advantageous solution to the Authority's requirements and as such Applicants responses to the questions asked should give a clear indication of what the organisation is offering for the quoted price.
- 3.10.2 The Authority has not provided a word limit for responses to the Award questions however, the Authority would like to inform Applicants that responses should be relevant to the question and be proportionate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it relates and appended to the main bid.
- 3.10.3 The following Award criteria and weightings will be applied in the evaluation of the Applicants response in the evaluation of each Applicants response to each Lot.

PASS / FAIL QUESTIONS – Confirmation that Tender is submitted on the following understanding:	
The work will be in line with all issued drawings and accompanying schedules issued with this Tender opportunity.	
If appointed as a result of this tender, you will be appointed as Nominated Sub-Contractor to Principal Contractor as defined under the Construction Design Management (CDM) Regulations.	
You will contract on the basis of the Main Contract shall be the amended JCT Intermediate Building Contract With Contractor's Design 2016 form based on the contract particulars included with the tender documents.	

QUALITY EVALUATION	(30%)
Resources and Experience: Based on CVs for the site delivery team, confirming each persons role on the project and providing evidence of formal training in stonemasonry and the conservation of funerary monuments, and any professional membership or accreditation.	10%
Conservation Methodology, Programme and Method Statement: Submission of a methodology for the repairs and outline programme, setting out how conservation will be reached and delivery programme achieved.	20%

Stage 2B: Price Evaluation (70%)

- 3.10.4 The total price ratio score will be calculated through analysis of the pricing as follows:-

Price Criterion	(70%)
Fixed Price Tender	70%
Total (Quality and Price)	100%

3.10.5 The evaluation will take into account the Individual Lots, e.g.

Lot 1; Jewish Cemetery headstones

Lot 2: Major monuments in the Congregationalist Cemetery and

Lot 3: Balance of monuments in the Congregationalist Cemetery, and

will be evaluated on the same evaluation criteria and ranked accordingly based on the findings from the set Evaluation Criteria (Quality and Price).

3.10.6 Likewise, any All Lot submissions (application to undertake all 3 Lots) will also be evaluated on the Evaluation Criteria (Quality and Price) as detailed and likewise all the All Lot submissions ranked accordingly.

3.10.7 The determination around the Award itself will ultimately be determined by the following:

- I. In the first instance the below comparison will only be based on the top ranking suppliers (either individual Lotted or All Lots) obtaining a minimum Quality score of 12% (out of 30%). In the event that this Quality level is not met in part in the either individual Lotted assessment or in total in the All Lot assessment then the Award would go to the top ranked supplier in the area where that score has been met.
- II. In the event that neither individual Lots or the All Lot option score at least 12% (out of 30%) on Quality, an assessment will be made as to the degree and nature of any shortfall.

3.10.8 The Council reserves the right to Award where the degree and nature of shortfall is deemed minor and able to be addressed during the any mobilisation or Contract delivery. Minor short fall would be within 5% tolerance.

3.10.9 Where both returns for individual Lots and All Lots score at least 12% for the Quality element then the differentiation will be as follows:

- III. Totalling the Total price across the top ranked supplier price in each of the individual lots (Lot 1, Lot 2 and Lot 3) and comparing that against the top ranked All Lot submission. In the event that the combined Grand Total of the individual Lots total price (in monetary value) is lower than the All Lot Grand Total price, then the Preferred Bidder(s) will be the individual top ranked suppliers in those individual Lots.

3.10.10 In the event that the Total price in terms of monetary value of the top ranked supplier for the All Lot submission is lower than the combined individual Lot Grand Total price of the top ranked suppliers then the Preferred Bidder will be the All Lot supplier.

Example 1 – for illustrative purposes only:

- Lot 1 Top Ranked Supplier (Quality and Price) – (Supplier A) £73,000
- Lot 2 Top Ranked Supplier (Quality and Price) – (Supplier D) £30,000
- Lot 3 Top Ranked Supplier (Quality and Price) – (Supplier B) £53,000
- TOTAL COMBINED £156,000
- All Lot Top Ranked Supplier (Quality and Price) – **(Supplier C)** £132,000

Then All Lot **Supplier C** would be preferred bidder

Example 2 – for illustrative purposes only:

- Lot 1 Top Ranked Supplier - (Quality and Price) – (Supplier A) £73,000
 - Lot 2 Top Ranked Supplier – (Quality and Price) - (Supplier D) £30,000
 - Lot 3 Top Ranked Supplier – (Quality and Price) - (Supplier B) £53,000
- TOTAL COMBINED £156,000
- All Lot Top Ranked Supplier – (Supplier C) £162,000

Then the preferred bidders would be **Lot 1 Supplier A, Lot 2 Supplier D and Lot 3 Supplier B**

3.11 Scoring Guidelines

3.11.1 The questions asked of Applicants as part of their Quality response to the tender shall be scored using the marking system described within this section. Applicants should refer to the Authority's requirements to ensure that they meet what is set out. All scored question shall be evaluated in accordance with the guidelines below:

Scoring Matrix for Quality Criteria		
Score	Judgement	Interpretation
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and / or quality measures required to provide the services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and / or quality measures required to provide the services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and / or quality measures required to provide the services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and / or quality measures required to provide the services, with little or no evidence to support the response.

3.12 Price Evaluation

3.12.1 The Pricing Document contains the details and requirements relating to the price element of this Tender. This may include, but is not limited to, the inclusion of specific instructions, documents, templates, pricing structures, etc for the Applicant's to return as part of their response.

3.12.2 Price shall be evaluated using the following scoring methodology, with the Tenderer's prices being scored on a comparative basis. For example:

3.12.3 This will be done by recording the lowest price submitted by any of the Tenderers (for each individual Lot plus the differentials for ALL Lot submissions), then for each Tenderer, dividing this lowest price by the Tenderers' price and then multiplying it by the allocated weighting (e.g. 70% if that is the percentage chosen by the Council). The equation set out below explains this in a simpler way:

$$(\text{Lowest Price} \div \text{Tenderer's price}) \times \text{Weighting} = \text{Score}$$

3.12.4 To accompany the above there is a worked example below to help explain this. The example assumes only 3 prices were submitted and that price was awarded 70% of the overall marks. The Quality Score (i.e. quality was awarded 30%) will be added to the Price Score for each bidder:

	L	W	Tenderer 1		Tenderer 2		Tenderer 3	
Evaluation Elements	Lowest Submitted price (£)	Weighting %	Tendered Price	Score	Tendered Price	Score	Tendered Price	Score
Total Contract Sum	£65,000	70	£75,000	60.1	£65,000	70	£85,000	53.5
Total PRICE Score		70		60.1		70		53.5

3.13 Notification of Award

3.13.1 The Council will notify all Applicants of the Council's award decision in line with the Public Contracts Regulations 2015.

Section 4 – Conditions of Tender

4.1 Authority's Warranties and Disclaimers

- 4.1.1 The fact that an Applicant has been invited to bid does not necessarily mean that the Applicant has completely satisfied all the Authority's criteria and the Authority may require further information as appropriate and assess this as part of the evaluation process.
- 4.1.2 The Applicant shall have no claim whatsoever against the Authority in respect of such matters and in particular (but without limitation) the Authority shall not make any payments to the successful Applicant save as expressly provided for in the (Call-Off) Contract and (save to the extent set out in the (Call-Off) Contract) no compensation or remuneration shall otherwise be payable by the Authority to the Applicant in respect of the services by reason of the specification being different from that envisaged by the Applicant or otherwise.
- 4.1.3 Whilst the information in this document has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. With the exception of statements made fraudulently, the Authority does not accept any liability or responsibility for the adequacy, accuracy or completeness of such information. The Authority does not make any representation or warranty (express or implied) with respect to the information contained in the document or with respect to any written or oral information made or to be made available to any Applicant or its professional advisors.
- 4.1.4 Each Applicant to whom the document is sent must make its own independent assessment of the proposed terms after making such investigation and taking such professional advice as it deems necessary to determine its interest in the Contract.
- 4.1.5 This document is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded the Applicant to bid or enter into any other contractual agreement. Under no circumstances shall the Authority be liable to an Applicant in respect of any costs incurred by an Applicant (whether directly or otherwise) in relation to the preparation or submission of an offer.

4.2 Bribery Act

- 4.2.1 The Bribery Act 2010 requires Public Bodies to ensure that they have procedures in place to prevent bribery by persons associated with them. As part of this responsibility all Applicants should make themselves aware of the obligations set out at <http://www.justice.gov.uk/legislation/bribery>.

4.3 Public Services (Social Value) Act

- 4.3.1 The Public Services (Social Value) Act 2012 brings in a statutory requirement for public authorities to have regard to economic, social and environmental well-being in connection with public services contracts in a way that is relevant to the subject matter of the contract and compliant with the Public Contracts Regulations 2015. Applicants must note that they may be asked to comply with particular requirements based around such considerations as part of the selection and/or award process.

4.4 Freedom of Information Act 2000 and Environmental Information Regulations 2004 and Data Protection Act 2018

- 4.4.1 The Authority is subject to the provisions of the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR"). This provides that anyone can ask the Authority for any information held by it, or on its behalf and, unless an exemption applies, the information must be supplied. This means that all the information which an Applicant has provided in respect of this procurement and may provide in future to the contracting authorities will be subject to the FOIA or EIR.
- 4.4.2 In the absence of special circumstances, any part of the procurement documentation may be regarded as not subject to any exemptions, and therefore capable of being disclosed under the FOIA or EIR.
- 4.4.3 In respect of any completed Bid, where the Authority is required to consider whether any information contained therein should be disclosed further to the FOIA, it will be necessary to consider whether any exemption applies. Where the Applicant considers that any of the information contained in its Bid is subject to any exemption, this shall be stated in the submitted Bid at Volume Two (2) Applicant's Offer and Schedule 3 Price Schedule with an explanation setting out what exemption it considers applicable and the reasons for it. The Authority may have regard to this explanation when considering its response to FOIA requests.
- 4.4.4 The attention of Applicants is drawn to Section 43 of the Freedom of Information Act Guidance (http://www.ico.gov.uk/for_organisations/guidance_index/freedom_of_information_and_environmental_information.aspx) which provides that information may be exempt information if it constitutes a trade secret, or if its disclosure would, or would be likely to, prejudice the commercial interests of any person (including the Authority). Applicants are further advised that, if the Authority considers this exemption applies, it will then be necessary for the Authority to determine whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

4.5 Transparency in Local Government

- 4.5.1 As part of the transparency agenda, the Government has made the following commitments for procurement and contracting.
- 4.5.2 Local authorities must publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.
- 4.5.3 The Authority may also publish the contract entered into with the successful Applicant. In making publication the Authority intends to follow guidance set out in A practitioner's guide to publishing information in accordance with the local government Transparency Code 2015.

4.6 GDPR and Data Protection Act 2018

- 4.6.1 The Applicant and Authority shall comply with the provisions of the EU General Data Protection Regulation (GDPR) and the DPA 2018 where it applies in regards to any contract resulting from this procurement procedure.

4.7 Counter Terrorism and Security Act 2015

- 4.7.1 Section 29 of the Counter Terrorism and Security Act 2015 places a duty on Local Authorities in the performance of their duties to have “due regard to the need to prevent people from being drawn into terrorism”. The Act requires the Authority to ensure that its procedures help to ensure a better understanding of radicalisation so that strategies can be put in place to deal with it. As part of this responsibility all Applicants should make themselves aware of the obligations set out at <http://www.legislation.gov.uk/ukpga/2015/6/contents>.

4.8 Modern Slavery Act 2015

- 4.8.1 Regulation 19 of the Modern Slavery Act 2015 incorporates the offences under Section 1, 2 or 4 of the Modern Slavery Act 2015 into Regulation 57 of the Public Contract Regulations as grounds for mandatory exclusion at selection stage. Section 54 of the Act also requires businesses which meet certain criteria to prepare and publish a slavery and human trafficking statement.
- 4.8.2 As part of this responsibility all Applicants should make themselves aware of the obligations set out at <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>.

4.9 Late Payment Directive 2015

- 4.9.1 The Authority must maintain compliance with the following legislation:
- Late Payment of Commercial Debts (Interest) Act 1998
 - Late Payment of Commercial Debts Regulations 2002
 - Late Payment of Commercial Debts Regulations 2013
- 4.9.2 The latter set of Regulations implements an EU Directive on late payment (Directive 2011/7/EU). In line with this directive, the Authority requires that all contracted suppliers pay their sub-contractors within 30 days.

4.10 Study of the Document

- 4.10.1 Documents issued by the Authority to a prospective Applicant must not be passed on to a third party without the express permission of the Authority.
- 4.10.2 Applicants are expected to read, understand and agree to the Volumes (including the terms and conditions) of the document as they will in their entirety form part of the resultant Contract.
- 4.10.3 The Applicant is required to obtain all information as it may require them to make a Bid. The Applicant shall be deemed to have satisfied itself as to the correctness and sufficiency of its Bid. No claims whatsoever shall be entertained arising out of the Applicants failure to study the documents; the information provided will be relied upon as being true and accurate and will form part of the Contract with the successful Applicant. If any of the information given by your organisation within the document is subsequently identified as being inaccurate, this may exclude your organisation from further consideration.
- 4.10.4 The Applicant's price shall (except in so far as it is otherwise provided in the Contract cover all obligations under the (Call-Off) Contract and Applicants shall also be deemed to have obtained for itself all necessary information as to risks, contingencies and other circumstances which might reasonably influence or affect it's Bid.

- 4.10.5 The Applicant is responsible for all costs, expenses and liabilities incurred by the Applicant in connection with preparing its Bid.

4.11 Consortia and Sub-contracting

- 4.11.1 Where an Applicant wishes to make its application as a Consortium or utilising sub-contractors the Authority advises the group of organisations to select a Lead Applicant in whose name the Bid is to be submitted.
- 4.11.2 The Lead Applicant is advised to confirm precisely what the arrangements are within its Bid including providing the names of all of the organisations to be involved, the nature and extent of their involvement and proposals regarding the structure and management of the Consortium or arrangements. Such details should be provided within the Selection Questionnaire where appropriate and should enable the Authority to assess the overall Consortium or core supply base. All members of the consortium are required to provide the information required in all sections of the Selection Questionnaire.
- 4.11.3 The Lead Applicant should provide details of the actual or proposed percentage shareholding of the constituent members within the Consortium or the exact nature of and degree to which the Supplies/Services or Works will be sub-contracted.
- 4.11.4 Applicants that wish to bid as a Consortium or sub-contractor are discouraged from also making their own individual application or from participating in Consortia or providing sub-contracting arrangements for multiple Lead Applicants.
- 4.11.5 The Authority recognises that arrangements in relation to Consortia and sub-contracting may (within limits) be subject to future change. Applicants should therefore respond to this opportunity in the light of the arrangements as they are currently envisaged. Applicants are informed that any future change in relation to Consortia and sub-contracting must be notified to the Authority during the procurement process or in the event that they are the successful Contractor and, in any event, as soon as that change is known.
- 4.11.6 The Authority may then make a further evaluation of that Applicant or Contractor by applying the Selection criteria to the new information provided. In the event that the Authority's evaluation of the new information results in an outcome that is different from the original, the Authority reserves the right to deselect that Applicant from the process on those grounds and the Applicant shall be notified accordingly. As such, the Lead Applicant shall undertake to ensure that any change to its Consortium or sub-contractors shall not have a negative impact upon the arrangements.
- 4.11.7 If a Consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided. Where the proposed Lead Applicant is a special purpose vehicle or holding company, information should be provided regarding the extent to which it will call upon the resources and expertise of its members.
- 4.11.8 Please note that the Authority reserves the right to require a successful Consortium to form a single legal entity in accordance with Public Contracts Regulations 2015 (Reg 19).
- 4.11.9 Where an Applicant requires additional time in the procurement process to establish relationships with suitable consortia partners it is advised to notify the Authority at the earliest convenience and request an extension to the procurement timescales. Applicants may do this through the messaging facility described at the clarification section.

4.12 Ownership

- 4.12.1 The procurement documentation and all copies thereof are and shall remain the property of the Authority and save for the purposes of the Bid, must not be copied or reproduced in whole or in part and must be returned to the Authority upon demand.

4.13 Discrepancies, Omissions and Enquiries concerning the Documents

- 4.13.1 Should the Applicant find discrepancies in, or omissions from, the procurement documents, the Authority shall be immediately notified by the Applicant:
- 4.13.2 Should any additions or deletions arising from such notification, or in the event that the Authority requires an amendment to be made, these will be issued by the Authority to all Applicants and will be deemed to form part of the documentation.
- 4.13.3 The Authority reserves the right to extend any date of submission accordingly.

4.14 Terms and Conditions

- 4.14.1 The applicable terms and conditions accompany this tender. Applicants will be required to declare that they have read and understood and will comply with said clauses as part of the submission process.
- 4.14.2 Any queries regarding the terms and conditions, including an Applicant's request to suggest alternative drafting on some or all of the clauses contained therein, may be raised during the clarification period and in accordance with the Clarification Process. The Authority requests that Applicants' comments, queries and/or suggestions are clear and precise, otherwise they may be rejected.
- 4.14.3 Where the Authority is in agreement with any changes to the terms and conditions proposed during that period it will update and republish the relevant documentation and all Applicants will be notified accordingly. The Authority reserves the right to extend the submission deadline date in order to allow Applicants sufficient time to take these changes into account. Where the Authority is not in agreement with any changes those proposals shall have been judged to have been rejected and the Authority shall provide an explanation to the Applicants as to the reason/s why it has been judged so.
- 4.14.4 When the period for clarification has closed Applicants shall no longer be allowed to raise any further queries regarding the terms and conditions and the Applicant shall not be permitted to reserve their right to comment or negotiate upon the terms and conditions at any point thereafter.
- 4.14.5 Applicants are required to agree to the terms and conditions associated with this procurement opportunity as part of the submission process and the Authority reserves its right to class any Bid submitted to the contrary as non-compliant. All such Applicants shall be judged to have failed with their submitted Bids, shall be evaluated no further and notified accordingly.
- 4.14.6 The Contractor(s) shall accept the terms and conditions as they are drafted in the final Contract. No further negotiation shall take place nor changes allowed. Where a Contractor disputes this position the Authority reserves the right to withdraw the Contract award and class the submission as non-compliant.

4.15 Clarification and Circular Advices

- 4.15.1 Upon commencement of the procurement process the Applicant shall not approach any member of the Authority in relation to the opportunity, other than by using the agreed contact email.
- 4.15.2 Applicants should note that unless your question is innovation based, responses will be provided to all Applicants. Where a question is of a commercially confidential nature and the Applicant does not wish it or the associated answer to be shared with other Applicants, the Applicant shall state this clearly within its question. The identity of Applicants raising any questions will remain confidential.
- 4.15.3 Relevant questions together with the answers will be posted on Contracts Finder and it will be the requirement for the Applicant to check any updates.
- 4.15.4 When Applicants first access the procurement documentation they should satisfy themselves that they have seen any messages posted. It is in the Applicant's interest to visit the messages area regularly as clarifications may fundamentally affect their planned response.
- 4.15.5 If during the period the Authority or Awarding Authority, in the case of a Framework Agreement, issues any circular letters to Applicants in order to clarify or alter part of the documents then such circular letters shall form part of the (Call-Off) Contract and Applicants shall be deemed to have taken account of them in preparing their Bid. Applicants shall promptly acknowledge any circular letters that they receive.

4.16 Completion of the Document

- 4.16.1 For the avoidance of doubt all of the sections included within Volume Two (2) Applicant's Offer, Schedule 3 Price Schedule must be completed and submitted by the Applicant in order to be considered by the Authority as a fully complete and official Bid.
- 4.16.2 Any Bids made omitting any of the sections, or any of the requirements therein, will be considered as incomplete and may be disqualified from further evaluation and therefore exclusion from the procurement process.
- 4.16.3 Documents should only be completed and submitted in the format in which they currently appear. It is essential that Applicants do not re-format or re-brand any of the procurement documentation in accordance with their own standards on formatting. An example of this is if the documents are issued in Microsoft Word format, the Authority requires them to be returned in the same format.
- 4.16.4 Applicants will answer all appropriate questions and sign (if possible) where specified. Applicants will clearly reference its replies and any supporting documentation.
- 4.16.5 Any pro-formas must be fully completed even if your organisation has previously submitted Bids to the Authority. It is not sufficient to cross-refer to previous responses.
- 4.16.6 Where an Applicant requires assistance in completing the documents or meeting the submission requirements it is advised to notify the Authority at the earliest convenience and request additional support, to include meeting with the Authority Authorised Representative and/or Corporate Procurement Officer.

4.17 Applicant Site Visits

- 4.17.1 The Applicant may visit the sites prior to completing its offer to ensure that it is fully familiar

with the site locations, where relevant. The information in the attached schedules is given as an indication of the general requirements of the Contract. Claims on the grounds of lack of knowledge of site locations/conditions will not be accepted by the Authority.

4.18 Alternatives and Variations

- 4.18.1 Innovative offers may be made in addition to making a full and complete Bid unless otherwise stated. The submission of an alternative or variant Bid will not be considered if the Applicant fails to make a compliant Bid in the prescribed format.
- 4.18.2 Should the Applicant wish to offer a variation or alternative Bid, including innovations to the Specification, please complete the Bid as described. This will constitute the 'compliant Bid'.
- 4.18.3 The Applicant's alternative or variant Bid should be prepared separately and submitted as such, giving clear details of your organisation's departure from the compliant Bid.
- 4.18.4 Applicants may submit alternative or variant Bids in instances where it believes it is able to offer an innovative solution to a 'traditional' specification or where elements of its proposed service delivery deviate from the specification and/or procurement requirements such that this may render an Applicant's Bid as non-compliant.

4.19 Return of Document

- 4.19.1 Documents must be returned in the correct and proper process for submitting the Applicant's Bid electronically. All Bids shall be submitted via the email address highlighted.
- 4.19.2 Applicants will not email their Bids directly to any named person(s) within the Authority.
- 4.19.3 Applicants will not send their Bids to the Authority in a paper or other 'hard' format unless specifically requested to do so within the associated bid documentation.
- 4.19.4 It is the Applicant's responsibility to ensure that its Bid is submitted prior to the deadline date/time.
- 4.19.5 Any submissions that do not accord with the guidelines set out above shall be considered as non-compliant and will be treated as such.
- 4.19.6 Submissions must be received in advance of the deadline in order to qualify as timely offers. As such, Applicants are urged to make their submission well in advance of the stated deadline in order to avoid such issues as technical difficulties with the electronic system that may be due to the high volume of traffic attempting to submit offers, for example.
- 4.19.7 Submissions made after the date and time specified on the documents or to a different address, electronically or otherwise, will not be considered under any circumstances.

4.20 Applicant's Warranties

- 4.20.1 In submitting their Bid the Applicant warrants and represents and undertakes to the Authority that it has not done any of the acts or matters referred to in Regulation 57 of the Public Contracts Regulations 2015 and has complied in all respects with the requirements;
- it has full power and authority to enter into the Contract and provide the Supplies/Works or Services will be requested produce evidence of such to the Authority;
 - it is of sound financial standing and the Applicant and its partners, directors, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the audited accounts or other financial statements of the Applicant submitted to the Authority) which may adversely affect such financial standing in the future.

4.21 Evaluation of Bids

- 4.21.1 All Bids will be treated equally and assessed with transparency throughout the evaluation process. The successful offer(s) will be that which achieves the highest score within a best value framework (optimum combination of whole-life costs and quality) in line with the best value principles of Most Economically Advantageous Tender (MEAT).
- 4.21.2 The evaluation process is a critical part of the procurement process and is the means by which the Authority is able to assess to whom the Authority wishes to select to progress to the next stage of this procurement process and/or award the Contract.
- 4.21.3 The information disclosed by Applicants in its Bid will be used for the purposes of evaluation and shall form part of the resultant Contract. The Authority's evaluation will consist of two (2) distinct stages: Selection and Award.
- 4.21.4 Any responses to any of the Selection or Award questions or any other part of your Bid that are later found to be incorrect may lead to you being exempted from this procurement process or any future procurement process lead by the Authority and could cause the termination of any resultant Contract or your removal from the Framework Agreement, where relevant.

4.22 Applicant's Price

- 4.22.1 The price offered by the Applicant shall be firm and fixed for the duration of the Contract. Any percentage discounts that may be applied must be detailed by the Applicant in its Bid. Price variation during the Contract term will be by negotiation only via formal performance review meetings. Any price variations will not take effect until they have been mutually agreed by both Authority and Applicant and the former receives confirmation in writing from the latter.
- 4.22.2 All prices submitted shall be in pounds sterling and shall be exclusive of Value Added Tax (VAT).
- 4.22.3 The Applicant's price will be evaluated in accordance with the scoring methodology and weightings as set by the Authority and declared within Volume Two (2) Applicant's Offer and Price Schedule.

4.23 Errors and Omissions in the Applicant's Bid

- 4.23.1 If the Authority discovers errors or omissions in the Bid, the Applicant may be required to justify the price or item(s) concerned. Any price adjustments to the Bid made by agreement

between the parties concerned shall be confirmed in writing by the Applicant to the Authority before final acceptance of the Bid.

4.24 Abnormally Low Bids

- 4.24.1 In the event that the Authority receives a Bid which is abnormally low, in accordance with Regulation 69 of the Public Contracts Regulations 2015, it shall require the Applicant to explain in writing the price or cost proposed in the submission. The Authority shall assess the information provided by the Applicant and may reject the Bid where the evidence supplied does not satisfactorily account for the low level of price or costs proposed.

4.25 Authority Site Visits

- 4.25.1 The Authority reserves the right to pay a site visit to short listed Applicant's premises and/or exemplar site/s at which it performs the service required under the Contract.
- 4.25.2 Applicants may or may not be contacted to be made aware that a site visit will take place. Any notification that is made will detail the date, time and details of those Members/Officers that are anticipated to attend.
- 4.25.3 Applicants must grant access to any premises requested to be visited by the Authority within that allocated time period.
- 4.25.4 Site visits will be for the purpose of ensuring that Applicants are appropriately skilled and experienced to deliver the service required under the Contract and that any claims made to that effect are accurate.

4.26 Rejection of Offers

4.26.1 The Authority may at its absolute discretion refrain from considering or reject a Bid if:

- (i) it is incomplete or vague or is submitted later than the prescribed date and time; or
- (ii) it is not in accordance with the approved format and all other provisions of the documents; or
- (iii) is in breach of any condition contained within it.

4.26.2 The Authority reserves the right, subject to relevant legislation, at any time to reject any Bid and / or terminate the procurement process with one or all of the Applicants.

4.26.3 The Authority reserves the right to disqualify any or all Applicants who make material changes to, or (in the Authority's opinion) a material change takes place in respect of, any aspect of either its pre-qualification submission or Bid unless substantial justification can be provided to the satisfaction of the Authority.

4.26.4 Any submission in respect of which the Applicant:

- has directly or indirectly canvassed any Official, Member, Officer, Agent or Advisor of the Authority or obtained information from any other person who has been contracted to supply Supplies or provide the Service or Works to the Authority concerning the award of the Contract or who has directly or indirectly obtained or attempted to obtain information from any such Official, Member, Officer, Agent or Advisor concerning any other Applicant; or
- fixes or adjusts the prices by or in accordance with any agreement or arrangement with any other person; or
- communicates to any person other than the Authority the price or approximate price except where such disclosure is made in confidence in order to obtain quotations necessary for the bid preparation or for the purposes of insurance or financing; or
- enters into any agreement with any other person that such other person shall refrain from submitting an offer or shall limit or restrict the prices to be shown or referred to by another Applicant; or
- offers to agree to pay to any person having direct connection with the procurement process or does pay or give any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other Applicant or any other person's proposal, any act or omission;

shall not be considered for acceptance and shall accordingly be rejected by the Authority provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the Authority or any criminal liability which such conduct by an Applicant may attract.

4.27 Acceptance of Offers

4.27.1 The Authority does not bind itself to accept the lowest or any Bid, and reserves the right to accept a Bid either in whole or in part, or such item or items specified in the procurement documents, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as bid for separately, or to make no award at all.

4.28 Award of Contract

- 4.28.1 Submitted documents shall constitute an irrevocable offer to provide the Supplies/Works or Services. Any acceptance of it by the Authority shall be communicated in writing to the Applicant. Upon such acceptance the Contract shall become binding on all parties.
- 4.28.2 The successful Applicant shall conclude a formal Contract as Sub-Contractor(s) to the Main Contractor, which shall embody the Applicant's offer. No Applicant may consider itself successful unless and until a formal Contract has been signed by a Duly Authorised Officer of the Authority and co-signed by the Applicant's Authorised Officer.
- 4.28.3 The offer shall remain open for acceptance for a period of six (6) months from the closing date for the receipt of submission.

Definitions

Ad hoc Service Requests	Shall mean requests from the Authority for additional Services beyond the scope of the Core Services as detailed in the specification and associated Schedules.
Applicant	Shall mean the organisation responding to the procurement through the procurement process
Authority	Shall mean the organisation preparing the procurement documents and/or the organisation for whom the resultant Contract will be performed
Authorised Operatives / Contractor's Operatives	Shall mean appointed person(s) duly authorised by the Appointed Contractor eligible to undertake duties in connection with delivery of the Contract.
Authorised Personnel (Council)	Shall mean appointed person(s) of the Council eligible to make necessary formal instructions in connection with the delivery of the Contract.
Authority Authorised Representative	Shall mean the main client Officer for the procurement process and/or resultant Contract
Award	Shall mean the process by which the Authority shall determine to whom the Contract will be awarded in accordance with the criteria listed at Regulation 67 of the Public Contracts Regulations 2015
Awarding Authority	Shall mean the organisation for whom the resultant Contract will be performed; this may be a different organisation than is referred to under Authority (in instances where the Authority is procuring a Contract on behalf of another organisation, for example)
Bid / Tender	Shall mean the Applicant's offer to the Authority, which shall be submitted as the completed procurement documents
Call-Off Contract	Shall mean a Contract awarded under a Framework Agreement
Clarification	Shall mean the process by which queries on the Authority's procurement document are raised by the Applicants and the process by which queries on the Applicant's Bid are raised by the Authority
Commercially Sensitive information	Shall mean the information listed by an Applicant within its Bid at Volume Two (2) Applicant's Offer and Price Schedule comprising the information of a commercially sensitive nature relating to the Contractor, its intellectual property rights or its business or which the Contractor has indicated to the Authority that, if disclosed by the Authority, would cause the Contractor significant commercial disadvantage or material financial loss
Consortia / Consortium	Shall mean the information listed by an Applicant within its Bid at Volume Two (2) Applicant's Offer / Appendix A and Price Schedule comprising the information of a commercially sensitive nature relating to the Contractor, its intellectual property rights or its business or which the Contractor has indicated to the Authority that, if disclosed by the Authority, would cause the Contractor significant commercial disadvantage or material financial loss
Contract	Shall mean a formal and legally binding agreement entered in to between two or more parties to provide Supplies, Services or Works in return for financial remuneration including all documents to which reference may properly be made in order to ascertain the rights and obligations of all the parties involved
Contract Notice	Shall mean the publication in the OJEU of an Authority's intention to procure a public supplies, services, or works Contract
Contracting Authority	Shall mean the Authority and any other organisation on whose behalf the Authority may be working
Contractor	Shall mean the Applicant awarded the Contract culminating from an offer to supply accepted by this Authority
Core Services	Shall mean the main defined Services forming the delivery and fulfilment of the Contract, as set out in the Specification and associated Schedules.
Council	As Authority
DPA 2018	Data Protection Act 2018
Data Protection Legislation	(i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the DPA 2018 to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy;

Default / Default Notice	Shall mean a failure to perform as set out against the Key Performance Indicators within this Contract and the associated Notice issued to the Contractor outlining the default and corrective actions required to rectify.
Defects	Shall mean Defects to surfaces and object which the Contractor is responsible for cleaning which either impair the Contractor from undertaking the required tasks, and / or form a hazard to health of wider safety of Operatives and users of the premises.
Disclosure and Barring Service (DBS) check	Shall mean the organisation formed on 01 December 2012 from the merger of the Criminal Records Bureau and Independent Safeguarding Authority. Further information can be found at the following: www.homeoffice.gov.uk/dbs
Eligible User	Shall mean any organisation given access to a Contract as a result of the procurement process and on whose behalf the Authority may be establishing the arrangements
Employers' Liability (Compulsory Insurance)	Shall mean an insurance that enables organisations to meet the costs of damages and legal fees for employees who are injured or made ill at work through the fault of the employer. Employees injured due to an employer's negligence can seek compensation even if the organisation goes into liquidation or receivership. The NHS can also claim the costs of hospital treatment (including ambulance costs) when personal injury compensation is paid. This applies to incidents that occur either on or after 29 January 2007. By law, an employer must have EL insurance and be insured for at least £5 million. Most insurers automatically provide cover of at least £10 million. The insurance must cover all the organisation's employees in England, Scotland, Wales and Northern Ireland. If the organisation is not a limited company, and you are the only employee or you only employ close family members, you do not need compulsory Employers' Liability Insurance. Limited companies with only one employee, where that employee also owns 50 per cent or more of the issued share capital in the company, are also exempt from compulsory Employers' Liability Insurance. However, there is nothing to prevent an exempt employer from choosing to buy this insurance in view of the financial security it can provide.
Evaluation	Shall mean the process through which the Applicant's Bid is reviewed in accordance with the Evaluation Criteria, following which a decision to award a Contract is made
Evaluation Criteria	The means by which the Authority will Evaluate an Applicant's Bid, to include all of the issues that must be considered so as to be able to judge the suitability of an Applicant's Bid
Further Competition	Shall mean the procurement process by which the Authority shall call a Contract off against a Framework Agreement
GDPR	the General Data Protection Regulation (<i>Regulation (EU) 2016/679</i>)
Invitation to Tender (ITT)	Shall mean the written request by the Authority for an interested Applicant to submit a written Bid to facilitate the Authority's requirements
Key Performance Indicators (KPI)	Shall mean the standards of performance against which overall performance is to be assessed under the Contract by the Contractor
Lead Applicant	Shall mean the organisation leading the bidding process on behalf of its consortia or sub-contractor partners
Lot(s)	One of a number of categories of Supplies or Services which a single procurement process has been divided into. The use of lots potentially allows for multiple providers to be appointed following one procurement process. An example might be a computer hardware procurement with one lot for "laptops" and a second lot for "desktops".
Mandatory Requirements: Pass/Fail	Shall mean the Authority's essential requirements that Applicants will be required to demonstrate their ability to meet so as to be able to pass through to the next stage of the procurement process
Mandatory Requirements: Scored	Shall mean the Authority's essential requirements that Applicants will be required to demonstrate their ability to meet and that will be scored so as to be able to pass through to the next stage of the procurement process and/or as part of the Award criteria

Most Economically Advantageous Tender (MEAT)	Shall mean a means of evaluation whereby all Applicants to a procurement process will be assessed the basis of their offer of a combination of both quality factors and price
Officer	Shall mean the individual completing the procurement documents on behalf of the Authority
Official Purchase Order	Shall mean the Authority's Official Purchase Order, to which these conditions apply
OJEU	Shall mean the Official Journal of the European Union
Open	Shall mean the procurement process determined by the Public Contracts Regulations 2015 and which requires the publication of an OJEU Contract Notice plus an Invitation to Tender prior to the award of a Contract
Premises	Shall mean the various sites as detailed within the associated Schedules that are to be serviced by the Services defined under this Contract.
Procurement and Contract Procedures	Shall mean the Authority's internal rules regulating the award of Contracts
Pricing	Shall mean the value placed on a Bid by the Applicant that will purchase their offer to facilitate the Authority's requirements
Procurement	Shall mean the acquisition of Supplies, Services or Works from an external source
Procurement Representative	As Procurement Representative
Project Brief	This is a document which outlines to bidders the nature of the good/services or works against which you wish them to submit an expression of interest
Public Contracts Regulations 2015	Shall mean the legislation of the United Kingdom concerning the procedures for the award of public works contracts, public supply contracts and public service contracts
Public Liability Insurance	Shall mean an insurance that covers members of the public or customers coming to the organisation's premises or if the organisation's staff go to theirs (including if the organisation is based 'at home'). It covers any awards of damages given to a member of the public because of an injury or damage to their property caused by the organisation. It also covers any related legal fees, costs and expenses as well as costs of hospital treatment (including ambulance costs) that the NHS may claim from the organisation. Premiums are based on the type of business and rated on an estimate for the level of activity of the business.
Selection	Shall mean the process by which Applicants will be selected to move forward to the next stage of the procurement process, in accordance with the criteria listed at Regulation 58 of the Public Contracts Regulations 2015
Services	Shall mean a system supplying a need such as communications and transport, utilities such as electricity and fuel, the provision of advice or the performance of routine maintenance or repair work
Specification	Shall mean the detailed description of the Authority's requirements
Supplies	Shall mean the items offered by an Applicant and/or the items requested by the Authority
Volume One (1) Instructions and Information	Shall mean the document containing advice to Applicants concerning the way that the procurement process will be conducted and the way in which the documentation should be completed - the Selection and Award criteria to be used in the procurement process and shall be the document in which the Applicant shall make its response to those criteria plus pricing and information concerning the Applicant's organisation
Volume Two (2) Applicant's Offer	Shall mean the document containing information specific to the opportunity, to include the Specification
Working Day	Shall mean Monday to Friday inclusive, excluding Bank Holidays in England
Works	Shall mean the carrying out of any work which includes assembling, construction, building, altering, manufacturing, processing, fabricating, erection, installation, fitting out, improvement, repair or commissioning of any movable or immovable property