

**Tender document for the installation of loft insulation**

**Nunsthorpe Campus**

Invitation to Tender

March 2022

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**Introduction**

TEC Partnership, formerly the Grimsby Institute Group, is one of England’s largest providers of further and higher education. With a rich history of developing innovative training and education solutions for the community, the Partnership comprises the Grimsby Institute, University Centre Grimsby, East Riding College, Scarborough TEC (formerly Yorkshire Coast College), Skegness TEC (formerly Lincolnshire Regional College), The Academy Grimsby and Career 6. More recently, it has expanded to offer exceptional training provision through National Employer Training and Modal Training. An Ofsted Outstanding provider, it has been awarded numerous accolades including TEF Silver, EdTech Demonstrator and Microsoft Showcase status, a 2019 Learning Technologies Award and two 2020 AoC Beacon Awards.

**Part A - Instructions to Tenderers**

Further to your Interest, the **TEC Partnership** invite you to tender for the works described within this invitation to tender. The tender shall conform to the requirements set out in these documents and shall be **exclusive** of Value Added Tax (VAT).

The whole tender must be received no later than **Friday, 29th April 2022, 12 noon.**

The College shall not be under any obligation to accept any tender.

It is anticipated that the tenderer will apply for the lot in its entirety. Tenderers offering to undertake only part of the contract will be rejected.

The TEC Partnership does not accept any liability for any expenses incurred by any supplier in the preparation of tenders, portfolios or attendance at any meetings or presentations.

The TEC Partnership reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the Tenderers.

The tender proposal must be based upon the specification set out in the tender documentation.

The TEC Partnership shall not be bound to accept the lowest or any tender proposal.

In case a tender appears to be abnormally low in relation to the services to be provided, the TEC Partnership will request a clarification in writing and/or explanation concerning its elements. The TEC Partnership reserves the right to exclude a tender, if after a verification process based on the explanations and evidence received it comes to the conclusion that the tender is abnormally low.

**Queries:** Where tenderers have any queries about the tender documentation which may have a bearing on the offer to be made, these should be raised as soon as possible to purchasing@tecpartnership.ac.uk

Where any such enquiry has been made, the TEC Partnership may circulate to all tenderers a copy of the enquiry and the written reply, although anonymity will be preserved.

**Viewings:** Site visits can take place strictly by appointment only. The most recent Government’s guidelines on social distancing rules will apply to the site visit.

Address all technical enquiries about the work and make arrangements to view and inspect the premises to:

Simon Dixon

Project Coordinator

Email : Dixonsi@grimsby.ac.uk

Tel : (01472) 311222 Ext 1290

Mobile: 07789 373 965

**Tender Return and Validity**

**Tenders must be returned by 12 noon, Friday 29th April which shall be the date fixed for submission of tenders.**

**Tender submissions should be sent to** **purchasing@tecpartnership.ac.uk**

Complete and include one copy of:

1. Your proposal (Part E Services and Standards) including evidence of meeting the minimum organisation standards
2. The bona fide Tender Declaration (Appendix 1) which includes your costs broken down as requested.
3. A completed Conflict of Interest form regarding your proposed management team (Appendix 2)
4. A completed due diligence and self certification form and associated documentation (Appendix 3)

***Undertaking of Confidentiality***

The **TEC Partnership** has appropriate technical and organisational measures to comply with the General Data Protection Regulation and Data Protection Act 2018. The information provided in a tender submission is only used for the purpose it is collected for to inform the evaluation and contract award process of this ITT.

The **TEC Partnership** undertakes its best endeavours to hold confidential, any information provided by you in your tender submission, subject to its obligations under law, including the Freedom of Information (FOI) Act. **The TEC Partnership** excludes personal data submitted as part of a tender submission in an FOI response. Should you wish any of the information supplied by you in your submission not to be disclosed because of its sensitivity, you must identify the information and specify the reasons for its sensitivity. The **TEC Partnership** will consult with you about this sensitive information before making a decision on any FOI request received. If no information is identified as sensitive, with supporting reasons, then it is likely to be released in response to an FOI request.

Information on the successful contract award is held for 6 years following the end of the contract. Unsuccessful submissions are held for 1 year after the commencement of the contract.

**Part B - The Process and Timetable**

Below are the key dates for the tender exercise and subsequent appointments:

|  |  |
| --- | --- |
| Tender issued | 28.03.2022 |
| Site visits | Strictly by appointment only  |
| Date for final questions to be asked by | 18.04.2022 |
| Tenders to be returned | 12 noon 29.04.2022 |
| Appointment of Contractor | 23.05.2022 |
| Commencement of contract | 04.07.2022 |

**Please note that all the dates referred to above are currently anticipated and may be subject to change.**

**Part C - Selection Procedure**

The contract will be awarded to the most economically advantageous tender applying the award criteria and evaluation methodology provided in Section 4.

Pricing: Scores will be awarded for price on the following basis:

The lowest Contract Price submitted in accordance with the Schedule of Prices will be awarded the highest score and all other Tenderers will be awarded pro rata scores on the relative competitiveness of their Contract Price compared to the lowest Contract Price e.g. (Lowest Contract Price / Contract Price \* 100) = X%.

The TEC Partnership will be evaluating your responses in the following key areas:

|  |  |
| --- | --- |
| **Requirement** | **Score** |
| Pricing | 60% |
| Successful Project Delivery / Method Statement | 20% |
| 1.4 Relevant Experience & examples  | 20% |
| 1.1 Supplier details | P/F |
| 1.2 Bidding model | P/F |
| 1.3 Financial information | P/F |
| 1.5 Minimum Organisational Standards and Qualification | P/F |
| Insurance cover (Appendix 3) | P/F |
| Equality & Diversity (Appendix 3) | P/F |
| Health & Safety (Appendix 3) | P/F |
| Environmental (Appendix 3) | P/F |
| Signed declaration | P/F |
| Modern Slavery Act declaration | P/F |

**Duration**

The tenderer shall be prepared to deliver the work on the **4th July 2022** being the commencement date referred to in the contract conditions of the contract documentation.

The duration of the contract will initially be for a period of 6 weeks. Site works to be completed by **Mid-August 2022.**

**Part D - Documents to be made available on Appointment**

* Asbestos register
* Contractor Information and Guidance Booklet
* TEC Partnership strategies or reports as may be appropriate

**Part E - Standards & Services Required**

Full standards and services can be found in the Specification Document appended to this ITT – *‘Specification Documents’*

Other documents appended to this ITT:

* 01 Site Location Plan
* 02 Existing Ground Floor Plan

**Please read the tender documentation carefully and ensure that for all elements required you provide evidence or a statement to fulfil the requirements.**

Health and Safety

The successful Tenderer will ensure The Group adheres to its legal responsibilities under the Health and safety at work Etc Act 1974. Subsequently all relevant regulations made under the Act.

All appropriate works will require an approved risk assessment &/or method statement prior to works commencing

Permits to Work

All works are subject to TEC Partnership implementation of a permit to work.

All works are to have a survey completed prior to the commencement of any work and ensure specific accurate risk assessments and method statements are produced

prior to commencement of work activities.

Provisions must be made for obtaining work permit from the Health and Safety Team within office hours Monday – Thursday 08.30 – 16.30hrs and Friday 08.30 – 16.00hrs.

The Health and Safety team require 48hrs notice to book an appointment to issue a permit.

Management of Contract

The Project Coordinator will be the main contact with regards to any coordination of the contract and program.

The successful Contractor must understand the activities conducted at the respective premises and take into consideration those services. Site inductions will be completed by the appropriate member of the Estates team.

Orders & Payments

Upon appointment an authorised Purchase Order (PO) will be issued to confirm the order. All invoices and any future correspondence relating to this contract must reference the PO number. Invoices should be emailed to finance@tecpartnership.ac.uk

1. Where the Contractor submits an invoice to the TEC Partnership will consider and verify that invoice in a timely fashion.
2. The TEC Partnership shall pay the Contractor any sums due under such an invoice no later than a period of 30 days from the date on which the TEC Partnership has determined that the invoice is valid and undisputed.
3. Where the TEC Partnership fails to comply with paragraph 1 and there is an undue delay in considering and verifying the invoice, the invoice shall be regarded as valid and undisputed for the purposes of paragraph 2 after a reasonable time has passed.
4. Where the Contractor enters into a Sub-Contract, the Contractor shall include in that Sub-Contract:
5. Provisions having the same effect as clauses 1-3 of this Agreement; and
6. A provision requiring the counterparty to that Sub-Contract to include in any Sub-Contract which it awards provisions having the same effect as clauses 1-3 of this Agreement.
7. In clause 4, “Sub-Contract” means a contract between two or more suppliers, at any stage of remoteness from the Partnership in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Agreement.

Further details can be found in our standard Terms & Conditions.

Access to premises

Please refer to contractor’s handbook. Confirmation of specific site access will be discussed during pre-commencement meeting upon successful appointment.

Conduct of Work

Please refer to contractor’s handbook.

Disposal of Waste Materials

It will be the responsibility of the contractor to remove all waste materials and dispose of within current waste regulations.

Insurance

**We require our Contractors to hold the following as a minimum**

£5m Public Liability

£5m Employers Liability

**SECURITY & DBS DISCLOSURES**

As an educational establishment where persons are working with children and vulnerable adults on a regular basis it is mandatory that all persons working unescorted on all Partnership sites have successfully completed a standard DBS disclosure.

 All appropriate suppliers/Contractors must have received their DBS disclosure before working unescorted on TEC Partnership sites and are advised to start their application without delay if they have not already done so. Failure to do so in a reasonable timescale or an unsuccessful application could result in a contract being terminated. If a Contractor does not have a DBS; they must complete a Risk Assessment.

All Contractors attending works on TEC Partnership sites should apply for a personal Contractor’s badge of which is proof that your staff member holds an acceptable DBS. To attain this badge the Contractor needs to provide a list of all staff likely to work on this contract and advise their DBS number and date to the Estates Helpdesk. If there are any conviction(s) the Partnership can/may request details of the conviction(s) before deciding to issue the Contractor an ID card. Failure to attend site without the personal Contractors badge will result in the Contractor being escorted throughout works provided, at a cost to your Company or escorted off site completely.

You will be required to have valid DBS checks in place by the commencement of the contract. Any delay in providing the correct (within 3 years check) by the commencement date could lead to the contract being cancelled and any associated costs claimed back.

**Minimum Organisational, Operational standards and Qualifications required by the TEC Partnership is\*:**

* DBS disclosures

As an educational establishment where persons are working with children and vulnerable adults on a regular basis it is mandatory that all persons working unescorted on all TEC Partnership sites have successfully completed an Enhanced DBS disclosure.

All appropriate Contractors must have received their Enhanced DBS disclosure before working unescorted on TEC Partnership sites and are advised to start their application without delay if they have not already done so. Failure to do so in a reasonable timescale or an unsuccessful application could result in a contract being terminated.

All Contractors attending works on TEC Partnership sites should apply for a personal Contractor’s badge of which is proof that your staff member holds an acceptable DBS. To attain this badge, the Contractor needs to provide a list of all staff likely to work on this contract and advise their DBS number and date to the Estates Helpdesk. If there are any conviction(s) the Partnership can/may request details of the conviction(s) before deciding to issue the Contractor an ID card. Failure to attend site without the personal Contractors badge will result in the Contractor being escorted throughout works provided, at a cost to your Company or escorted off site completely.

You will be required to have valid Enhanced DBS checks in place by the commencement of the contract. Any delay in providing the correct (within 3 years check) by the commencement date could lead to the contract being cancelled and any associated costs claimed back.

\*Evidencing this requirement is done using the self declaration process, section 1.5.

Payment Terms – Prompt Payment

1. When the Contractor submits an invoice, the TEC Partnership will consider and verify the invoice in a timely fashion.
2. The TEC Partnership shall pay the Contractor any sums due under such an invoice no later than a period of 30 days from the date on which the TEC Partnership has determined that the invoice is valid and undisputed.
3. Where the TEC Partnership fails to comply with paragraph 1 and there is an undue delay in considering and verifying the invoice, the invoice shall be regarded as valid and undisputed for the purposes of paragraph 2 after a reasonable time has passed.
4. Where the Contractor enters into a Sub-Contract, the Contractor shall include in that Sub-Contract:
5. Provisions having the same effect as clauses 1-3 of this Agreement; and
6. A provision requiring the counterparty to that Sub-Contract to include in any Sub-Contract which it awards provisions having the same effect as clauses 1-3 of this Agreement.
7. In clause 4, “Sub-Contract” means a contract between two or more suppliers, at any stage of remoteness from the Partnership in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Agreement.

Further details can be found in our standard Terms & Conditions.

**Operational Site Address for Contract:**

126 Sutcliffe Ave,

Grimsby,

North East Lincolnshire

DN33 1AW

**Appendix 1 - Pricing Summary and Bona fide tender declaration**

I/We offer to provide the services as outlined in the Invitation to Tender

I/We understand that **TEC Partnership** is not obliged to accept the lowest or any tender.

I/We give below the proposed fees for the various stages of the project (exclusive of VAT) but inclusive of all costs relating to travel subsistence and all other disbursements.

If the TEC Partnership suspects that there has been an error in pricing of the tender, it reserves the right to seek clarification as it considers necessary from that tenderer only.

**Expenses and Disbursements**

All expenses will be accounted for within your tender.

**Statutory Fees**

The College will pay all fees in respect of applications under Planning, Building Regulations and other Statutory requirements

***Please add in your pricing structure to the appropriate page of the prelims document***

**Declaration**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of…………………………………………………………(insert name of supplier).I understand that the TEC Partnership may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.I also declare that there is no conflict of interest in relation to the TEC Partnership’s requirement.The following appendices form part of our submission;

|  |  |
| --- | --- |
| **Section of ITT** | **Appendix Number** |
|  |  |
|  |  |

 |
| **ITT completed by** |
| **Name** |  |
| **Role in organisation** |  |
| **Date** |  |
| **Signature** |  |
| **Email** |  |
| **Direct Tel No:** |  |

In submitting a tender, including the Pricing Schedules, for these works **TEC Partnership** deems the tenderer to have agreed to be legally bound by the following declaration:

Recognising the principle that the essence of selective tendering is that the employer receives bona fide competitive tenders from all firms tendering, we certify that we will submit such tender, and that we will not fix or adjust the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we will not do at any time before the date for this tender to be submitted, any of the following acts:

1. Communicate to any person other than the person calling for our tender the amount or approximate amount of the proposed tender.

2. Enter into any agreement with or arrange for any other person to refrain from tendering, or indicate the amount of any tender to be submitted.

3. Reward, or promise to reward, any person for performing or causing any of the actions or effects described in 1 or 2 above.

In this declaration, the word ‘person’ includes any persons, bodies or associations, corporate or incorporate; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

**Appendix 2 –Conflict of Interest**

I/We………………………………………………………………of……………………………………………………….. declare below my/our interests in respect of the tender submitted.

The TEC Partnership may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the TEC Partnership, detailing the conflict below. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the TEC Partnership should not represent a conflict of interest for the Supplier.

|  |  |
| --- | --- |
| Category | *Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection.* |
| Have you or any member of your staff working on this project had any previous employment (staff or contractor) with Grimsby Institute of Further & Higher Education? |  |
| Do you have a financial interest in Grimsby Institute of Further & Higher Education? |  |
| Are you a member of any professional bodies, special interest groups or mutual support organisations that are linked to Grimsby Institute of Further & Higher Education? |  |
| Do you have any investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests with Grimsby Institute of Further & Higher Education? |  |
| Have you/your Company offered any gifts or hospitality to any staff members of the Grimsby Institute of Further & Higher Education in the last twelve months and was it declined or accepted? |  |
| Are you aware of any other conflicts that are not covered by the above? |  |

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on any change in supplier or sub-contractor for the duration of this tender.

Signed:………………………………………… Company Name:…………………………………………………

Position:………………………………………

Date:……………………………………………

*Original copies of this document to be kept with tender returns or quotes by the Purchasing Team and made available for audit by request to the Purchasing Manager.*

**Appendix 3 – Due Diligence**

|  |
| --- |
| * 1. **Supplier Details**
 |
| Full name of the Supplier completing the ITT |  |
| Registered Company Address: |  |
| Registered company number |  |
| Registered charity number |  |
| Registered VAT number |  |
| Name of immediate parent company |  |
| Name of ultimate parent company |  |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company | Yes |
| ii) a limited company | Yes |
| iii) a limited liability partnership | Yes |
| iv) other partnership | Yes |
| v) sole trader | Yes |
| vi) other (please specify) | Yes |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i) Voluntary, Community and Social Enterprise (VCSE) | Yes |
| ii) Small or Medium Enterprise (SME) | Yes |
| iii) Sheltered workshop | Yes |
| iv) Public service mutual | Yes |

|  |
| --- |
| **1. 2 Bidding Model** |
| Please mark ‘X’ in the relevant box to indicate whether you are; |
| a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | Yes |
| b) Bidding as a Prime Contractor and will use third parties to deliver some of the servicesIf yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | Yes |
| c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the servicesIf yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | Yes |
| d) Bidding as a consortium but not proposing to create a new legal entity.If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.Please note that the TEC Partnership may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | YesConsortium membersLead member |
| e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the biding model using a separate Appendix. | YesConsortium membersCurrent lead memberName of SPV |

|  |
| --- |
| **1.3 Financial Information**  |
|  | **(a) Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?**If yes, please provide the name below:Name of the organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to the Supplier completing the ITT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If yes, please provide Ultimate / parent company accounts if available | YesNo  |
| **1.4 Relevant experience and contract examples** |
|  | Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the TEC Partnership’s requirement. Contracts for supplies or services should have been performed during the past three years. The name customer contact provided should be prepared to provide written evidence to the TEC Partnership to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services. |

|  |
| --- |
| **Contract 1** |
| Name of customer organisation |  | Point of contactPositionEmail address |  |
| Contract start/end date |  | Estimated contract value |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  |
| **Contract 2** |
| Name of customer organisation |  | Point of contactPositionEmail address |  |
| Contract start/end date |  | Estimated contract value |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  |
| **Contract 3** |
| Name of customer organisation |  | Point of contactPositionEmail address |  |
| Contract start/end date |  | Estimated contract value |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  |
| **If you cannot provide at least one example of questions 1 to 4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start up.** |
|  |

|  |
| --- |
| **1.5 Minimum Organisational Standards and Qualification** |
| To ensure you meet the minimal organisational standards and qualification the TEC Partnership require the following questions to be answered (self certify). You do not need to provide evidence at this stage. Checks will only be carried out on the winning supplier/contractor at award stage. Responses will be evaluated on a pass/fail basis instead of being scored/weighted.Please self – certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the requirements indicated below |
| **1.** | Enhanced DBS | YesNo |

**To comply with the Public Contract Regulations 2015 the TEC Partnership only requires the following questions to be answered (self-certify). You do not need to provide evidence at this stage. Checks against each module will only be carried out on the winning supplier/contractor at award stage. Responses will be evaluated on a pass/fail basis instead of being scored/weighted.**

**Insurance**

|  |  |  |
| --- | --- | --- |
| **1** | Please self – certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:Employer’s (Compulsory) Liability Insurance = £5mPublic Liability Insurance = £5mProfessional Indemnity - £1m “It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5million as a minimum. Please note that this requirement is not applicable to Sole Traders. | YesNo  |

**Compliance with equality legislation**

|  |
| --- |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please self – certify |
| **1** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | YesNo  |
| **2** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.You may be excluded if you are unable to demonstrate to the TEC Partnership’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | YesNo  |
| **3** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | YesNo  |

**Environmental Management**

Please self – certify

|  |  |  |
| --- | --- | --- |
| 1 | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or Group (including local Group)?If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.The TEC Partnership will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last three years, unless the TEC Partnership is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | YesNo  |
| 2 | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | YesNo  |

**Health & Safety**

|  |  |  |
| --- | --- | --- |
| 1 | Please self-certify that your organisation has a Health & Safety Policy that complies with current legislative requirements. | YesNo  |
| 2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years?If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.The TEC Partnership will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the TEC Partnership’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | YesNo  |
| 3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | YesNo  |

**Modern Slavery Act Statement**

|  |  |  |
| --- | --- | --- |
| 1 | Please self-certify that your organisation warrants that it has thoroughly investigated its labour practices and those of its direct suppliers to ensure that there is no slavery or forced labour used anywhere in its organisation or used in any of its direct suppliers’ or subcontractors’ organisation. The supplier further warrants that it has put in place all necessary processes, procedures, investigations and compliance systems to ensure that the warranties made above will continue to be the case at all times. | YesNo  |

**Appendix 4 – Scoring Criteria**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Score** | **4**Meets all expectations. Demonstrates complete understanding of all the requirements of the specification | **3**Meets most expectations. Demonstrates good understanding of most of the requirements of the specification | **2**Meets some expectations. Response is standardised with no apparent understanding of the requirements of the specification | **1**Does not meet expectations. Response is weak & does not adequately address the specification | **0**Response is missing. Response is very weak and does not address the specification  |
| Fee proposal | Most economically advantageous | Economically advantageous | Less Economically advantageous | Least economically advantageous | Response is missing |
| Successful Project Delivery / Method Statement | Fully compliant program of works which is evidenced through a clear task breakdown and appropriate durations and linkages between tasks. Clearly evidenced & due consideration to demands of scheme, impact of live site and required phasing supported by adequate and appropriate resourcing.  | Fully compliant program of works which raises some questions on the validity of the task breakdown and durations and linkages between tasks. Some evidence & due consideration to demands of scheme, impact of live site and required phasing supported by adequate and appropriate resourcing.  | Fully compliant program of work which is not in sufficient detail of evidence clearly to demonstrate its compliance for key activities. Limited evidence & due consideration to demands of scheme, impact of live site and required phasing supported by adequate and appropriate resourcing.  | Non-compliant program of works. No detail around the demands of scheme, impact of live site and required phasing.  | Response is missing. Response is very weak and does not address the specification  |
| Relevant experience & contract examples | Worked on similar size complex workshop / teaching projects. Clear evidence provided of delivery on time and with excellent evidence of team collaboration and management  | Worked on similar size complex workshop / teaching projects. Some evidence provided of delivery on time and good evidence of team collaboration and management | Worked on complex workshop / teaching projects but not same scale. Limited evidence provided of delivery on time and of team collaboration and management | Not worked on similar size or complex workshop / teaching projects. No evidence provided of delivery on time and of team collaboration and management | Response is missing. Response is very weak and does not address the specification |