

INVITATION TO TENDER (ITT) FOR:

**The Provision of Grounds Maintenance &
Arboricultural tasks to Saffron Housing
Trusts Domestic, Communal & Amenity
Areas:**

On behalf of:

Saffron Housing Trust Ltd

CONTRACT PERIOD

31 May 2017 to 30 May 2019 with an option to extend for 24 Months



Saffron Housing Trust Ltd,
Saffron Barn,
Swan Lane,
Long Stratton,
Norwich,
Norfolk,
NR15 2XP

DATE: 10th April 2017

Dear Bidder

INVITATION TO TENDER (ITT)

The Provision of Grounds Maintenance & Arboricultural tasks to Saffron Housing Trusts
Domestic, Communal & Amenity Areas

1. Your organisation along with others is invited to offer a tender for provision of the above, to the specification outlined in the attached documents. Enclosed are:
 - Document 1 Contracts Specification
 - Document 2 is our PQQ if you haven't already completed one this will need to be done.
 - Document 3 is the basket of works incorporating Appendices 1a, 1b, 1c, 2, 3, 4, & 5
 - Current insurances

Please read the instructions on the tendering procedures carefully, along with the specific requirements of the attached documents and associated appendices. Failure to comply with them may invalidate your tender which must be returned by the date and time given below using the address label provided.

2. If your tender is being returned via e-mail it must be sent to:
tenders@saffronhousing.co.uk no later than 1700 hours on the 9th May 2017. Late tenders **may not** be considered.

3. If having read the enclosed specification you decide not to submit a tender, I would be grateful if you could send your reasons (though you are under no obligation to do so) to supplychain@saffronhousing.co.uk marked no tender **Grounds Maintenance & Arboricultural works contract**

4. Please contact tenderenquiries@saffronhousing.co.uk if you have any questions about the tendering procedure.

The list of requirements detailed below must be completed and supplied where applicable failure to do this could result in disqualification from this exercise.

- Pre-Qualification Questionnaire (to be completed)
- Formal tender (You must supply)
- Risk Assessment & Method Statement (You must supply)
- COSHH Certificates (You must supply)
- References (You must supply)

We look forward to your response.

Yours sincerely

Saffron Housing Trust.

Document 1

INSTRUCTION AND INFORMATION ON TENDERING PROCEDURES

5. Please read through these instructions carefully. Failure to comply with any of the requirements set out in this ITT may result in the rejection of your tender as a whole on the grounds of non-compliance.
6. These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact: tenderenquiries@saffronhousing.co.uk if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-tender negotiations are **not** allowed. Please Title this **Clarifications & Questions**.

Tendering time table

PQQ and Tender Issue	10th April 2017
PQQ and Tender Return	1700hrs 9 th May 2017
Selections of Candidates for Tender Evaluation : panel	
Propose dates for onsite visit – Built in to 30 day tender return period	
Evaluation	10 th May – 17 th May 2017
Contract Award	22 nd May 2017
Award Notification (standstill period)	31 st May 2017

On reaching a decision in respect of the contract award, the contract award notification will be sent to each Potential Provider. Saffron Housing Trust will inform all unsuccessful Potential Providers of the identity and relative advantages and characteristics of the successful tender as compared with addressee's tender.

Contract period

7. The contract period is to be for a period of 31st May 2017 to 30th May 2019 with an option of 24 month extension subject to status and performance.

Incomplete Tender

8. Tenders may be rejected if the information asked for in the ITT and specification is not given at the time of tendering.

Returning Tenders

9. By “tender” we mean the five documents that form part of your bid:
 - The document and signed ITT Questionnaire (including the financial documentation that you can provide for Part B of the ITT Questionnaire and your organisation structure chart, if relevant.
 - The complete Data Security Plan.
10. Completed responses should be submitted as a single MS Word format document, with all ancillary documents attached, by email to:

tenders@saffronhousing.co.uk with subject heading: ‘**The Provision of Grounds Maintenance & Arboricultural tasks to Saffron Housing Trusts Domestic, Communal & Amenity Areas**’

- . Emails must be no more than 5MB and should otherwise be split into numbered parts (for example by separating and cross referencing any large embedded document(s) or alternatively should be zipped.
11. The deadline for receipt of the completed responses is 1700 on 9th May 2017. Failure to provide a complete response on or before this deadline will result in the exclusion of your tender.
12. Tenders will be received up to the deadline. Saffron Housing Trust will **not** consider or accept responses submitted after the deadline. IT or Postal issues within your own system will not be grounds for a late submission. Any tenders received before such date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is received by Saffron Housing Trust no later than the deadline documented.
13. You must provide all of the information requested in this ITT and structure your response using the form provided in the in the statement or requirements, specification and Questionnaire document. Where a question is not relevant to you, this should be indicated with an explanation. The number of the page limits should be respected and responses must be provided in English.
14. You should also ensure that your response to a particular question is only answered in that questions answer, Saffron Housing Trust will not look for extra information from one question in another questions answer.
15. Potential Providers shall promptly notify Saffron Housing Trust of any errors, omissions or details contained within the documentation which precludes them from tendering for this service.
16. Saffron Housing Trust reserve the right to reject any tender which it considers incomplete or which does not provide all requested information.

Receipt of Tenders

17. Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered no later than the appointed time.
18. After the deadline tenders will be formally opened on the 10th May 2017 and logged in accordance with Saffron Housing Trust procurement processes. The tenders will undergo a compliance check to ensure that all of the information requested has been received. Further checks will be made to ensure that all of the instructions have been complied with and Saffron Housing Trust may disqualify a bidder who:
 - Alters any documentation in the ITT
 - Gives a response to any question that is incorrect or incomplete
 - Fails to comply with any of these instructions
 - Includes in any response a material misrepresentation
 - Fails to provide a complete response by stated deadlines

Acceptance of Tenders

19. By issuing this invitation Saffron Housing Trust is not bound in any way and does not have to accept any tender.

Clarifications

Questions or request for clarifications regarding this ITT should be submitted by email to tenderenquiries@saffronhousing.co.uk and titled “**The Provision of Grounds Maintenance & Arboricultural tasks to Saffron Housing Trusts Domestic, Communal & Amenity Areas**”

20. No Approach in connection with this ITT should be made via any other route.
21. The deadline for asking clarification questions is 2nd May 2017 1700hrs
If Saffron Housing Trust considers any questions/requests for clarification to be of material significance, both the question and response will be anonymously communicated to all Potential Providers. Clarifications/amendments to the requirements of this ITT will be communicated via e-mail or any sites that the request for tender has been posted on.
22. It is not appropriate to contact any employee of Saffron Housing Trust to obtain information about this ITT other than by making use of the above generic e-mail address. To attempt to do so other than by this service may affect the integrity of the process and cause your submission not to be evaluated.

Inducements

23. Offering an inducement of any kind in relation to obtaining this or any other contract with Saffron Housing Trust will disqualify your tender and may render you blocked from our supplychain, we may also seek legal advice on our findings so as to make this information public.

Confidentiality of Tenders

24. Please note the following requirements, you must not:
 - Try to obtain any information about anyone else’s tender or proposed tender before the time limit for delivery of tenders.
 - Disclose, copy, reproduce, distribute or pass any information about this tender on to another person at any time except for the purpose of enabling a response to be made.

- Make any arrangements with another organisation about whether or not they should tender.
25. Failure to adhere to these conditions will lead to disqualification of your tender and may affect future tenders.

Consortia and Sub contracting

26. If a consortium or sub-contracting approach is proposed where provision and information are shared, all information requested should be given in respect of the proposed prime contractor or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of the service. Responses must enable Saffron Housing Trust to assess the overall proposed.
27. Saffron Housing Trust recognises that arrangements in relation to the proportion of any contract awarded that the Potential Provider proposes to subcontract.

Cost and Expenses

28. You will not be entitled to claim from Saffron Housing Trust any costs or expenses which you may incur in preparing your tender. Whether the tender is successful or not.

Additional Information

29. No information contained in this ITT or in any communication made between Saffron Housing Trust and any Potential Provider in connection with this ITT shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered. Saffron Housing Trust reserves the right to change without notice the basis of, or procedures for, the tendering process or to terminate the process at any time. Under no circumstances shall Saffron Housing Trust incur any liability in respect of this ITT or any supporting documentation.
30. Any Potential Provider who directly/indirectly canvasses any officer, member, employee or agent of Saffron Housing Trust concerning this process, or who directly/indirectly obtains or attempts to obtain information from any stated in this document, other than by following procedure set out in this ITT as regards questions/clarifications will be disqualified.
31. Saffron Housing Trust will not reimburse any costs incurred by Potential Providers in connection with the preparation and/or submission of their responses to this ITT.
32. Potential Providers may be excluded from this ITT where:
- Their response to the ITT is submitted late, completed incorrectly or incomplete;
 - There is any material misrepresentation in their response to the ITT and/or the process; or
 - There is a change in identity, control, financial standing or other factors impacting on the selection and/or evaluation process affecting the Potential Provider.
33. Saffron Housing Trust reserves the right to:
- Cancel this procurement process at any time.
 - Not to appoint any Potential Provider.
 - Amend the terms and conditions of the ITT at any time.
34. The Potential Provider must/may be excluded at any stage during the selection and evaluation process, under the scoring matrix set out below.

Debriefing

35. Following the award of contract, debriefing will be available to unsuccessful tenderers on request.

Evaluation Criteria

- 36. The tender process will be conducted in a manner that ensures tenders are evaluated fairly.
- 37. Answers to all questions should only relate to the ITT and information set out within.
- 38. Please see the attached Saffron Housing Trust Grounds Maintenance & Arboricultural works Contract. Section 23 for clarification of questions to answer and scoring of pricing schedule, Appendix 1a. .
- 39. The winning bid will be the bid with the highest score. In evaluating the responses to this ITT Saffron Housing Trust will apply the evaluation model as a set out in the table below. Details of how the evaluation will be conducted for each part are set out in that part. You must respond to all the questions unless (or part of the question) states otherwise.
- 40. All bids which do not score in any of the following questions may be eliminated from the ITT.

Part	Maximum score available	Comments
A. General Information	Not scored	You must complete this section. Failure to do so may result in exclusion from this ITT.
B. Financial Assessment		
C. Reference Appendix 1a and provide individual cost per line item consideration to mandatory provisions in Appendix 1b & industry guidance in 1C	70	<p>Failure to insert any line item cost will defer to highest submitted bid up to 5 omissions. More than 5 omissions then the submission will be considered invalid.</p> <p>All individual line item costs will be totalled and the lowest bidder will receive the full 70 marks available and score 70.</p> <p>All other bidders will receive a score that is decreased pro-rata based on the highest score available that is 70</p>
D. Written assessment	30	Consideration will be given to the content and relevance of all answers to the questions in the specification. Section 21 and scored in line with the description in Section 23.1
E. Declarations and information to be provided by the tenderer		
	Total: 100	

Purchasing strategy

41. Saffron Housing Trust purchasing strategy is designed to promote fair and open competition, and constructive co-operation between Saffron Housing Trust and suppliers.

Data Security Standards

42. For contracts/frameworks which require the holding or processing of either personal data and/or restricted data, the successful contractor will need to assure Saffron Housing Trust that they have a risk adverse system in place. Failure to operate this could lead to legal action.
43. A requirement of the compliance element of this tender is that bidders submit a Data Security Plan (this will not be scored). The Data Security Plan sets out the proportionate security measures to be implemented and maintained by bidders in relation to all aspects of the contract. Bidders are required to provide evidence that they have in place sufficiently robust security measures and procedures at all times to meet the requirements of the contract and comply with Data protection Legislation.

Resolution of failure to achieve SLA standards

44. In the event of failure by the selected bidder to meet the agreed service levels, both Saffron Housing Trust and the selected bidder shall meet and discuss areas of concern on an informal basis and decide how the problems may be resolved. In the event of continuing failure or an unsatisfactory resolution by the selected bidder Saffron Housing Trust shall be entitled to terminate this agreement. Saffron Housing Trust agrees to give the selected bidder three months written notice should it intend to no longer make use of the selected bidder's services. Saffron Housing Trust will automatically review the other unsuccessful bidders in the first instance.

Conclusions

45. Whilst every endeavour has been made to give tenderers an accurate description of Saffron Housing Trust's requirements, tenderers should make their own assessment about the methods and resources needed to meet those requirements. But this must be done with the guidelines set out in this ITT.

Award criteria

Best value advantageous tender
To be received by no later than 17.00hrs 9th May 2017

Date of dispatch of invitations to tender or to participate to selected candidates
10th April 2017

The tenders are dispatched
By email and post

Sirs

I/ We have read and understood the tender document. I/We attach two references

I/We agree that Saffron Housing Trust gives no undertaking to accept the lowest, or any tender.

I/We agree that this tender remains open for acceptance for 3 months from

I/We confirm that I/We have an Equal Opportunities Policy in place and that it is a condition precedent to the consideration of this tender that a copy of the said Policy will be provided if requested.

Signature

For and behalf of:

Address:

Date
