

**Tender Response Document for the Open Process**

**Hazel Knoll Wood Processing Depot**

**Tender Return Date: 9th April 2018**

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| **Instructions on Completing the Tender Response Document** |
| * **All Tenderers must read the ITT, Specification, Stockport Home’s Terms and Conditions and the Pricing Schedule before completing this form.**
* **All Instructions to Tender outlined in the ITT Document are applicable when completing this form.**
* Tenderers must complete all answers as fully as possible, bearing in mind any word limits and answering with as much relevant detail as possible
* If a Tenderer is unable to meet a requirement they must state “unable to meet” and where possible explain why
* All responses must be completed in ARIAL FONT SIZE 11
* **ATTACHMENTS:**
* Unnecessary attachments that have not been asked for will be disregarded and will not be marked
* Any clarification Questions can be emailed to procurementshl@stckporthomes.org up to 7 calendar days before the closing date.
* **DEADLINE:**
* All completed tenders are to be returned to procurementshl@stockporthomes.org by 10am on the 9th April 2018
* It is the Tenderer’s responsibility to ensure all forms are correctly returned on time.
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**Evaluation of the Tender Response Document**

* The tender process is an Open process with “Selection” and “Award” assessments as part of the same scoring exercise.
* The tender will be evaluated as follows:
* **Stage 1 (Supplier Suitability)** – will be based on a desktop assessment process. Only those Tenderers whose responses pass all the pass / fail criteria and demonstrate relevant financial strength will proceed to Stage 2 (Award)
* **Stage 2 (Award)** – will be evaluated on the best value for money, taking into consideration the evaluation criteria and methodology as outlined in the ITT.

**Stage 1**

**Part 1: Potential supplier Information** (information only)

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| Section 1 | Potential supplier information |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
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| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number  |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes [ ] No [ ] N/A [ ]  |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes [ ] No [ ]  |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes [ ] No [ ]  |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2) - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[3]](#footnote-3)(Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

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| Section 1 | Bidding model |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes [ ] No [ ]  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes [ ] No [ ]  |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor or main supplier in the following table: we may ask them to complete this form as well. Sub-contractors or main suppliers are defined as companies that supply and/or commission major aspects of the works including the biomass system, the electric chipper, the walking floor drier, the heat exchanger, the conveyors and the civils works.

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|  | **Sub-contractor 1** | **Sub-contractor 2** | **Sub-contractor 3** | **Sub-contractor 4** | **Sub-contractor 5** |
| **Name** |  |  |  |  |  |
| **Registered address** |  |  |  |  |  |
| **Trading status** |  |  |  |  |  |
| **Company registration number** |  |  |  |  |  |
| **Head Office DUNS number (if applicable)** |  |  |  |  |  |
| **Registered VAT number** |  |  |  |  |  |
| **Type of organisation** |  |  |  |  |  |
| **SME (Yes/No)** |  |  |  |  |  |
| **The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables** |  |  |  |  |  |
| **The approximate % of contractual obligations assigned to each sub-contractor** |  |  |  |  |  |

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**Contact details and declaration**

1. I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.
2. I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.
3. 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.
4. I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.
5. I am aware of the consequences of serious misrepresentation.

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| Section 1 | Contact details and declaration |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address  |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds (Pass / Fail)**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| Section 2 | Grounds for mandatory exclusion |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
|  | Participation in a criminal organisation | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Corruption | Yes [ ]  No [ ] If Yes please provide details at 2.1(b) |
|  | Fraud | Yes [ ]  No [ ] If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes [ ]  No [ ] If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes [ ]  No [ ] If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes [ ]  No [ ] If Yes please provide details at 2.1(b)  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? | Yes [ ] No [ ]  |
| 2.3(a) | **Regulation 57(3)**Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes [ ] No [ ]  |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| Section 3 | Grounds for discretionary exclusion  |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 3.1(a) | Breach of environmental obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(j)3.1(j) - (i)3.1(j) - (ii)3.1(j) –(iii)3.1(j)-(iv) | Please answer the following statementsThe organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.The organisation has withheld such information. The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2 |

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| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 4: Selection Questions**[[4]](#footnote-4)

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| **Section 4** | **Economic and Financial Standing**  |
|  | Question | Response |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes [ ] No [ ]  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes [ ] No [ ]  |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes [ ] No [ ]  |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes [ ] No [ ]  |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes [ ] No [ ]  |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:**  |
| **Name of organisation** |  |
| **Relationship to the Supplier completing these questions** |  |

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| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes [ ] No [ ]  |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes [ ] No [ ]  |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Yes [ ] No [ ]  |

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| **Section 6** | **Technical and Professional Ability**  |
| **6.1** | **Relevant experience and contract examples**Please provide details of up to three contracts or service roles, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to the design and build of a wood processing depot including any with a chip drier element. Contracts for supplies or services should have been performed during the past four years. Works contracts may be from the past five years. This should focus on the either the planning, design or management/operation of a wood processing depot making high quality wood chips for the commercial heat market, and associated equipment needed for this (e.g. chip driers, chippers, larger biomass heating systems). The named contact provided should be able to provide written evidence 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 is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.If you cannot provide examples see question 6.2 |

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|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

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| **6.2** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes [ ] N/A [ ]  |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes [ ] Please provide the relevant url: No [ ] Please provide an explanation: |

**8. Additional Questions**

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

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| **Section 8** | **Additional Questions**  |
| **8.1** | **Insurance** |
| a. | 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 = £10,000,0000
* Public Liability Insurance = £10,000,000
* Professional indemnity Insurance = £2,000,000
* Product Liability Insurance = £10,000,000

Yes [ ] No [ ] \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

 **Section 9 - Terms and Conditions**

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| All goods / services supplied under this contract will be supplied under the Stockport Home’s Standard Terms and Conditions (attached at Appendix 1 ).NO variations to the standard Terms and Conditions will be considered. Tenderer’s must note that any bids tabling proposed amendments will be rejected without further consideration.Tenderer’s must confirm that they have read the Terms and Conditions of contract and agree to these terms without any amendments, additions or deletions.Please tick the relevant box below to confirm this: | **PASS / FAIL** |
| **Yes**: [ ]  | **No:** [ ]  |  |

**Stage 2**

**Section 10 - Quality Question Responses – this section will be scored**

SHL is seeking a contactor with experience in the design, planning and operation of wood fuel processing depots. The contractor must be able to demonstrate experience in the:

* Design of wood fuel depots
* Operation and management of wood fuel depots
* The installation/construction of wood fuel and chip drier systems
* A wide understanding of the technical and commercial issues affecting wood fuel

The required minimum specification is described in section 5 of the ITT. Evidence of meeting these requirements must be submitted.

60% of tender marks (maximum 100 points) will be awarded for the quality response. This response shall be submitted as single standalone PDF document accompanied by technical product literature, warranties, site plans and sections and a project programme. To calculate points into tender marks a x 0.6 will be applied to each full quality score.

**Note: sub-contractor experience and staff are not counted in quality scoring and will NOT contribute to the tender score.**

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| **Question 1. Supplier Response** **(word limit of 1000 words excluding product literature)** | **Available marks and priorities we will attach to high scoring** |
| * Provide a written non-technical method statement describing planned operation of the site and the production of the required fuel.
* Provide evidence that your design will achieve the peak production requirements.
 | **20 points are available**Clear evidence of fully meeting the specification and offering high quality products that can be easily maintained and repaired.  |
| **Question 2. Supplier Response** **(word limit of 700 words excluding product literature)** | **Available marks and priorities we will attach to high scoring** |
| **CHIPPER*** Describe the chipping solution; the make and model number of the chipper.
* Describe its type, and state its production performance in relation to the specification given.
* State the length and width of the infeed deck.
* State the power of the main motor, in kW.
* State its overall weight.
* Describe the periodic (daily, weekly, monthly etc) user maintenance requirements.
* Describe how you ensure the timely response to breakdowns, and state the availability of parts and service labour.
 | **10 points are available**Clear evidence of fully meeting the specification and offering high quality fuel product suitable for the client’s biomass boilers  |
| **Question 3. Supplier Response** **(word limit of 700 words excluding product literature)** | **Available marks and priorities we will attach to high scoring** |
| **DRIER*** Describe the drying solution; the make, model number of the drier.
* Describe its type, and state its production performance in relation to the specification given.
* Show how you have calculated that the drier will be able to meet the peak production requirements.
* Describe the periodic (daily, weekly, monthly etc) user maintenance requirements.
* Describe how you ensure the timely response to breakdowns, and state the availability of parts and service labour.
 | **10 points are available**Clear evidence of fully meeting the specification and offering high quality products that can be easily maintained and repaired.  |
| **Question 4. Supplier Response** **(word limit of 700 words ex product literature)** | **Available marks and priorities we will attach to high scoring** |
| **BOILER SYSTEM AND HEAT EXCHANGER****Boiler*** Describe the provision of heat.
* State the make and model of the boiler and associated accumulator tank (if specified by you)
* Provide the calculations you used to determine the boiler capacity and output
* State its anticipated annual heat production (in kWh), and fuel demand (in tonnes at 45% MC).
* State the required standard (particle size and moisture content) of the fuel to be used by the boiler.
* Describe how the boiler will be controlled for maximum efficiency.
* State your design flow and return temperatures.
* Describe the overall mechanical design.
* Describe the periodic (daily, weekly, monthly, quarterly etc) user maintenance requirements.
* Describe how you ensure the timely response to breakdowns, and state the availability of parts and service labour.
* Provide a [manufacturers guarantee](https://www.google.co.uk/search?q=manufacturers+guarantee&spell=1&sa=X&ved=0ahUKEwi14p2wxYfZAhXlB8AKHRhlDggQkeECCCQoAA), or within 7 days of a contract offer, to show that the boiler is capable of providing the required thermal output to the heat exchanger in the periods defined by the operating limits (minimum 10 hours up to 4 days).
* Provide full mechanical and electrical installation schematics on request.

**Heat Exchanger*** Describe the heat exchanger including the type, model and specification
* Describe any control and safety features of the heat exchanger
 | **10 points are available**Clear evidence of fully meeting the specification and offering high quality products that can be easily maintained and repaired.  |
| **Question 5. Supplier Response** **(word limit of 500 words ex product literature)** | **Available marks and priorities we will attach to high scoring** |
| **CONTROLS*** Describe how the items of plant, including conveyors, are integrated and controlled.
* Provide a cold-start procedure and method statement. Indicate what safety features you have incorporated.
* Describe how an emergency shut-down would be achieved
 | **5 points are available**Clear evidence of fully meeting the specification and offering high quality products that can be easily maintained and repaired. Clear evidence of how the system will be integrated and how it operates within the staff time inputs stated, and how it can safely switched off. |
| **Question 6. Supplier Response** **(word limit of 500 words)** | **Available marks and priorities we will attach to high scoring** |
| **PLANS, PROGRAMME OF WORK, WARRANTIES*** Provide a 1:200 scale plan and sections of the proposals – with details of the size of the chip storage stockpile in m3 and tonnes.
* Provide a proposed programme of work, show when you will place orders for equipment, and their lead times
* Provide details of warranties and response times offered in the warranty/maintenance periods offered
 | **5 points are available**Will reinforce the method statement and confirm the design will fit into the site and shed and ensure access to the silos/hopper and allow maximum chip storage. Enables good access for maintenance. Allows for effective log handling and loading. The programme should be achievable and the warranties reasonable and non-restrictive. |
| **Question 7. Supplier Response** **(word limit of 1500 words including CVs)** | **Available marks and priorities we will attach to high scoring** |
| * Provide evidence of having technical and design staff (on this contract) that have planned/designed and/or operated/managed wood fuel depots and/or biomass boiler-chip drier systems.
* Provide CVs of the staff that have had experience of this role in the last 5 years.
* Confirm their role under this contract. These individuals should ideally have extensive commercial and technical experience in the wood fuel and/or biomass boiler-drier industry.
* Referring to Section 6.1 above, briefly describe each service or contract you and your staff have delivered. Define the role of each sub-contractor.
* Provide evidence that you have achieved successful Renewable Heat Incentive (RHI) accreditations for clients under tight deadlines
 | **20 points are available**Provide relevant examples of services or contracts. At least 3 examples are required. CV’s of at least 3 relevant and senior staff are required.  |

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| **Question 8. Supplier Response** **(word limit of 700 words)** | **Available marks and priorities we will attach to high scoring** |
| * Provide details of your biomass system installation experience in the last 5 years – including 3 detailed examples of schemes that are similar in size to this one.
 | **10 points are available**A good range of experience, with high quality projects in a range of applications. |
| **Question 9. Supplier Response** **(word limit of 500 words)** | **Available marks and priorities we will attach to high scoring** |
| * Provide details of your company’s background in the wood fuel and/or biomass-chip drier industry in terms of professional and quality standards, including any membership of professional or trade bodies
 | **5 points are available**Evidence of a long standing reputation and any professional roles |
| **Question 10. Supplier Response** **(word limit of 200 words)** | **Available marks and priorities we will attach to high scoring** |
| * Set out your understanding of the SHL requirements under this contract.
* This shall include demonstrating: Knowledge of the 7 SHL biomass sites that the Fuel Depot will supply and of the Hazel Knoll site and its constraints (site visits are possible)
 | **5 points are available**A good understanding of the needs and objectives of SHL with confirmation that you have visited the wood fuel site. |

**Section 11 - Checklist for Supporting Documents to be submitted:**

All Tenderer’s must submit the following documents:

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| --- | --- |
| ITEM | INCLUDED IN TENDER OFFER? |
| Completed Tender Response Questionnaire | Yes [ ] No [ ] N/A [ ]  |
| Completed and signed Form of Tender | Yes [ ] No [ ] N/A [ ]  |
| Completed and Signed form of ‘Non Canvassing’ | Yes [ ] No [ ] N/A [ ]  |
| Pricing Schedule | Yes [ ] No [ ] N/A [ ]  |
| 1:200 scale site plans and sections | Yes [ ] No [ ] N/A [ ]  |
| Mech and Elec boiler schematics | Yes [ ] No [ ] N/A [ ]  |
| Manufacturers product literature | Yes [ ] No [ ] N/A [ ]  |
| Project programme – GANNT or equivalent | Yes [ ] No [ ] N/A [ ]  |
| Evidence of insurances or within 7 days of contract offer | Yes [ ] No [ ] N/A [ ]  |
| Last 2 year Accounts (or alternative – specify) | Yes [ ] No [ ] N/A [ ]  |

**Section 12 – Declaration**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand 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 SHL may reject my submission if there is 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 there is no conflict of interest in relation to SHL’s requirement.Form Completed By:

|  |  |
| --- | --- |
| **Name** |  |
| **Role in Organisation** |  |
| **Date** |  |
| **Signature** |  |

 |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
4. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-4)