

Appendix A

Evaluation and Business Information

Notes for Tenderers

Thank you for expressing an interest for this tender at the Middleton Pool and Fitness Centre – Extension to Car Park

You should include supporting documents with this questionnaire. All enquiries should be issued and received via the Town Clerk by email on townclerk@newport-pagnell.org.uk no later than noon on 19th October 2015.

Please return this form along with your Form of Tender and Pricing Documents.

SECTION 1: ORGANISATIONAL INFORMATION

Name of the organisation in whose name the tender would be submitted:	
Contact name for enquiries about the bid:	
Contact Position (Job Title):	
Address: Post Code:	
Telephone Number:	
Fax Number:	
Email Address:	
Website Address (if any):	
Company Registration number (if this applies):	
Charity or Housing Association or other Registration number (if this applies). Please specify registration body:	
Date of Registration:	
Registration Address if different from above: Post Code:	
VAT Registration number (if applicable)	

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Is your organisation: (please tick one)	i) a public limited company?	
	ii) a limited company	
	iii) a partnership	
	iv) a sole trader	
	v) other (please specify)	
Name of (ultimate) parent company (if this applies):		
Companies House Registration number of parent company (if this applies):		

SECTION 2: EVALUATION OF TECHNICAL (40 points)

Please note that failure to provide a satisfactory response to any of the questions may result in Newport Pagnell Council not proceeding further with this application.

The information supplied by the bidder will be checked initially for completeness and compliance before responses are evaluated.

Evaluation methodology

Section 2 is in rounds. You need to qualify at each round before you can go to the next. This is because we want you to demonstrate that you are an appropriate choice of contractor to successfully deliver the Contract Works.

Round 1 - Mandatory headline, or 'show-stopper', questions (minimum requirements for this contract)	These require a tick of either 'yes' or a 'no'. This will be marked on a pass or fail basis	15
Round 2 - Contract-specific questions (marked according to 0-5 scoring scale below)	You need to demonstrate to the council's evaluation panel that you have: <ul style="list-style-type: none"> • technical expertise and experience and professional ability for the opportunity you are pursuing by giving examples; • sufficient administrative and staff resources within your organisation for this opportunity; • appropriate internal employment procedures, including ethical practices within your organisation; • relevant professional training in place for staff, and/or accreditations as required; • appropriate insurance, policies, procedures and systems in place and are legally compliant. 	15
Round 3 - Financial		10

Most questions require a tick in the 'yes' or 'no' box. If you tick 'no' to any of the answers, you may be asked to give a brief explanation or be required to provide certain information within an agreed timescale.

Round 1: HEADLINE ('SHOW-STOPPER') QUESTIONS (15 points)

Please answer 'Yes' or 'No' to the questions below. **If you answer 'no' to any question then this means that your organisation is not ready to bid for the contract, and you cannot go any further.**

2.1.1 Do you have experience of delivering similar types of works relating to car parks and/or highways (8 points)

Yes No

2.1.2 Are you able to confirm that your organisation has not been subject to any formal Prohibition or Improvement Notices from the Health and Safety Executive in the last 3 years? (6 points)

Yes No

2.1.3 Are you able to send and receive communications in an electronic format and be able to access information data, from a remote internet portal or the like? (1 point)

Yes No

Round 2: CONTRACT SPECIFIC QUESTIONS (15 points)

Your answers will be marked on the following 0-5 scale and with the total for this round being pro rata against the 15 points available:

- 0) There is no response to the question
- 1) An attempt has been made to respond, but has not met minimum requirements / experience (has not covered any essential points)
- 2) The response / experience has partially met minimum requirements (has covered some essential points)
- 3) The response / experience has met minimum requirements (has covered all essential points, may have included clear examples)
- 4) The response / experience has exceeded minimum requirements (covered more than the essential points, gave clear examples)
- 5) The response / experience has added significant value. Examples are given which clearly illustrate this (covered more than the essential points, gave clear thorough examples that evidence where value has been added)

QUESTIONS (2.2.1 – 2.2.6)

2.2.1 Please provide examples of similar works carried out in the locality of Newport Pagnell, Milton Keynes or surrounding areas. Location/size/value/duration/date.

2.2.2 Please provide contact details for references above.

2.2.3 Please provide examples, if difference from the above, where you have worked for a local authority?

2.2.4 Please provide suitable method statements for carrying out the works to completion.

2.2.5 Please provide a statement to convey your ability to deliver the required works against your programme.

2.2.6 Provide a programme showing your time requirement to complete the works. Duration of programme will be a key item for the Council. Liquidated & Ascertained Damages will be £250 per day.

Round 3: FINANCIAL (10 points)

Please provide the previous three years’ financial details in the form of audited financial statements including but not limited to copies of balance sheets, profit and loss accounts, notes to the accounts, auditor’s comments and or claims/litigation.

2.3	Financial information			
2.3.1	What was your turnover in the last three years?	£ for the year ended / /	£ for the year ended / /	£ for the year ended / /
2.3.2	What was your gross profit in the last three years?	£ for the year ended / /	£ for the year ended / /	£ for the year ended / /

Newport Pagnell Council requires your organisation to be financially stable before awarding any contract. Any bidder can be disqualified on this basis at any point until the contract is fully signed.

Should the anticipated works package value exceed 50% of your Companies annual turnover your company will not be invited to tender for this works package.

SECTION 3: PRICING (60 points)

The price element of 60 points will be based on the pricing document.

The Tenderer with the most competitive price will receive the maximum points available. Each remaining Tenderers’ price will be awarded a score based on the percentage increase from that of the most competitive price.

Tenderers shall note that if a tenderers submission is considered to be priced abnormally low, Newport Pagnell Town Council shall scrutinise that submission to ensure that this is not as a result of a

failure to understand the requirements of the contract. If Newport Pagnell Town Council consider that the prices in the tender submission are abnormally low, it may disqualify that tenderer.

Newport Pagnell reserves the right to ask Tenderers to clarify elements of their pricing as necessary to ensure that it is able to evaluate pricing submissions on a like for like basis.

It is important to note that tenderers are to fully satisfy themselves with the requirements of this tender, the contract works and the site in submitting prices for this tender.

SECTION 4: BUSINESS

	Do any of the following statements apply to your organisation, or to any of the directors, partners or owners?	
4.1	In a state of bankruptcy, insolvency, compulsory winding up or receivership, or has arrangements with creditors	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Been convicted of a criminal offence related to business or professional conduct	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.3	Committed an act of serious misconduct in the course of business	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.4	Not met responsibilities related to paying social security contributions	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.5	Not met responsibilities related to paying taxes	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.6	Guilty of serious misrepresentation in supplying information	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.7	Had any fines or charges levied by the Health and Safety Executive	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.8	If the answer to any of these is 'Yes', please give brief details below, including what has been done to put things right:	

4.8	<p>Does any person connected with your organisation (or any of the organisations who you will be working with) have an associated person who is employed by us or has been employed within the last three years?</p> <p>For the purposes of this question, an ‘associated person’ is any person who is employed by, works for, or otherwise provides services on a full-time or part-time basis to or on behalf of the council (or associated body) whether:</p> <ul style="list-style-type: none"> • under a permanent or fixed contract of employment with the council; • through an agency contract with an employment agency; or • as a consultant or contractor through a contract for services with the council. <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give details</p>
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SECTION 5: REFERENCES

5	Please provide details of three recent contracts that are relevant to our requirement. If you cannot provide these, please explain why. Please note that it is your responsibility to contact referees to make sure that their <u>contact details are correct</u> and that they are available and willing to provide a reference. We may take up references at any stage.			
		Reference 1	Reference 2	Reference 3
5.1	Name of Organisation			
5.2	Contact name and phone number			
5.3	E-mail address			

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5.4	Contract description			
5.5	Date the contract was awarded and the contract period			
5.6	Value			
5.7	Have you had any contracts ended for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?			Yes <input type="checkbox"/> No <input type="checkbox"/>
5.8	If 'Yes', please give details:			

SECTION 6: POLICIES

	Insurance	
	Please provide details of your current insurance cover. Minimum levels required: Employers Liability insurance of £5million Public Liability insurance of £5million	Value
6.1	Employer's liability Confirm amount in place	£
6.2	Public liability Confirm amount in place	£

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6.3	Professional indemnity	£ N/A
6.4	Other (please provide details)	£
6.5	In the case of inadequate cover, would you be willing to increase your insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Health and safety		
You should be in a position to confirm that your Company fulfils one (or more) of the statements from 5.6 (a) to 5.6 (d) (Tick which applies):		
6.6 (a)	Your Company has less than five employees (you will be required to provide information listed under paragraph 5.6 (b) below to demonstrate your competency, depending on the level of risk within the service to be provided); or	<input type="checkbox"/>
6.6 (b)	Your Company has a Health and Safety Policy as required by Section 2(3) of the Health and Safety at Work etc. Act 1974. The policy will withstand evaluation against the following criteria: Organisational Responsibilities and Arrangements for Safety for the type of work intended, including but not limited to: <ul style="list-style-type: none"> a. risk assessment procedures; b. safe working systems / methods; c. procedure for monitoring the implementation and effectiveness of your health and safety policy; d. provision of relevant, competent health and safety advice; e. procedure for dealing with emergencies; f. procedure for reporting and investigating accidents and dangerous occurrences; g. provision of information, instruction, supervision and training. A copy of the policy statement of intent alone will not be sufficient. You will be asked to provide sample risk assessments / method statements / safe systems of work / training records relevant to the type of work to be carried out in this specific contract.	<input type="checkbox"/>
Have you had any of the following in the last three years?		
6.7 (a)	Enforcement action by HSE / local and other enforcing authorities (i.e. prosecution or issue of Improvement or Prohibition Notices) taken against your company. If yes, you will need to provide this at a later stage.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.7 (b)	Reportable accidents, dangerous occurrences and notifiable diseases record. If yes, you will need to provide this at a later stage.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Environmental management	
6.8	<p>Does your organisation or a part of it operate under an environmental management system (including those not currently verified/certified)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please provide details:</p>
6.9	<p>Is your organisation or any part of it certified to ISO 14001 (or please advise if you have an equivalent standard for environmental management) by a UKAS-accredited certification body?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please provide details (or the equivalent standard):</p>
6.10	<p>Does your organisation carry out any forms of environmental monitoring, auditing or control?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6.11	<p>Does your organisation have an environmental policy? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6.12	<p>Has your organisation been prosecuted under any environmental legislation in the past 3 years?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please provide details:</p>

SECTION 7:

DECLARATION - to be signed by someone authorised to act for your organisation

I confirm that, as far as I know, the answers given in Appendix A (and any supporting modules) are correct. I understand that you will use the information to assess my organisation's suitability to be invited to bid for the contract.

As far as I know, the information in this application is accurate. I understand that giving false information could result in my organisation not being asked to bid for this contract.

I accept that it would be wrong to try to influence staff or councillors when they are awarding contracts.

Name	
Job title	
Date	
Email Address	
Phone number	
Signature	

Please note that if you fill in the application electronically and submit it by e-mail, we will consider that it has been signed electronically within the meaning of the Electronic Communications Act 2000.

By signing by hand or sending us this application electronically, you agree that you fully understand what this means. If we find out that you (or someone acting for you, with or without your knowledge) have made any type of gift or promise (financial or otherwise) to get a contract or other agreement, or to prevent other people from getting a contract, we may cancel the contract and recover any costs from your company.