

Part 5

CONTENT OF TENDERS

THIS SECTION SHOULD BE COMPLETED BY THE TENDERER AND RETURNED

AS PART OF THE TENDER SUBMISSION

5.1 Tenders

Tenders should be submitted in accordance with the instructions in Part 2 of this ITT by completing the attached templates in the order as detailed below.

- (a) Structure and Organisation (Annexe A)
- (b) Proposal (Annexe B)
- (c) Pricing (Annexe C)
- (d) Undertaking (Annexe D)

The documents contained in the offer should follow the above mentioned order and numbering of documents.

Part 5

Annexe A

STRUCTURE AND ORGANISATION

A1	Full name of the organisation submitting the Tender:
Type answer here	

A2	Details about the organisation named in A1 (organisation submitting the tender):			
GUIDE	A response to these questions is mandatory.			
a	Date of Incorporation	DD/MM/YYYY		
b	Place of Incorporation	Type answer here		
c	Address	Type answer here		
d	Description of business activities	Type answer here		
e	Please select which of the following applies to your organisation:	1	a public limited company	<input type="checkbox"/>
2		a limited company	<input type="checkbox"/>	
3		a sole trader	<input type="checkbox"/>	
4		a partnership	<input type="checkbox"/>	
5		a Limited Liability Partnership	<input type="checkbox"/>	
6		a consortium	<input type="checkbox"/>	
7		other	<input type="checkbox"/>	
f	Website address	xxxxxxxxx.xxx		
g	Company Registration Number	Type answer here		
h	Number of years experience of providing similar Goods	St Helena	xx Years	
		Internationally	xx Years	

A3 Please provide full contact details of a primary contact to whom future correspondence is to be sent in connection with this tender:	
GUIDE	The person listed as the Primary Contact will be the person that receives any future communications regarding this Tender. A response to this question is mandatory.
	Primary Contact
Name	Type answer here
Position	Type answer here
Address	Type answer here
Telephone number	Type answer here
Fax number	Type answer here
E-mail address	xx@ xxxx

A4 Please confirm the status of the organisation to be considered:		
GUIDE	<i>A response to this question is mandatory and is for SHG information to understand the organisation.</i>	
a	Your organisation is bidding to provide the goods required itself.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b	Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some goods.	<input type="checkbox"/> Yes <input type="checkbox"/> No
c	Your organisation is part of a consortium that is submitting this Tender.	<input type="checkbox"/> Yes <input type="checkbox"/> No

A5 Please provide the names and responsibilities of Executive Directors/Partners of your organisation.		
GUIDE	<i>A response to this question is mandatory (continue on a separate sheet if required, clearly referencing A6).</i>	
Name	Role/Job Title	Area of Responsibility
Type answer here	Type answer here	Type answer here
Type answer here	Type answer here	Type answer here
Type answer here	Type answer here	Type answer here
Type answer here	Type answer here	Type answer here
Type answer here	Type answer here	Type answer here

A6 Please provide the name and address of your bank	
GUIDE	<i>A response to this question is mandatory.</i>
Type answer here	

A7 Banking Reference	
GUIDE	<i>A response to this question is mandatory.</i>
We may approach your bankers for a reference. Please indicate that this is acceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No

A8 Banking and Loan Obligations	
GUIDE	<i>The response to this question is mandatory.</i>
a	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No If No please provide details below
	Type answer here

A9 Creditors and Staffing Obligations	
GUIDE	<i>The response to this question is mandatory.</i>
a	Has your organisation met all its obligations to pay its creditors and staff during the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No If No please provide details below.
	Type answer here

A10 Professional and Business Standing		
GUIDE	<i>The response to this question is mandatory.</i>	
a	<p>Please confirm whether your organisation (or its directors or any other person who has powers of representation, decision or control of the named organisation) have been convicted, or pending trial, of any of the offences listed below</p> <ul style="list-style-type: none"> • conspiracy • corruption • collusion • bribery • fraud • money laundering • any other offence as defined by the national law of any relevant State. <p>If you answered Yes please provide succinct details in an attached document</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
b	<p>Please confirm whether any of the grounds set out below apply to your organisation (or its directors or any other person who has powers of representation, decision or control of the named organisation).</p> <ul style="list-style-type: none"> • Been declared bankrupt • Been the subject of a winding up order • Has not fulfilled obligations relating to the payment of taxes under the law which the economic operator is established or required to pay taxes; • Is guilty of serious misrepresentation in providing any information required of him • Is guilty of operating, or within, a cartel <p>If you answered Yes please provide succinct details in an attached document</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

A11 References		
GUIDE	<i>The response to this question is mandatory.</i>	
	Please provide details of a recent contract relevant to the requirements that demonstrates your experience in supplying similar Goods/Services/Works.	
		Reference
a	Customer name	Type answer here
b	Contact name, telephone number and email address	Type answer here
c	Date contract awarded	Type answer here
d	Brief description and scope of requirement	Type answer here
e	Value (£) of over life of Contract	Type answer here
f	Any further information	Type answer here

Part 5

Annexe B

TECHNICAL PROPOSAL

B1 Proposal	
GUIDE	<i>The response to this question is mandatory.</i>
a	Please attach a separate document marked “B1 – Proposal” that demonstrates that you understand the Authorities requirements and provides details of how you propose to meet the specification/requirements set out in Part 6 of this Invitation to Tender and meets the evaluation criteria in Part 4.

B2 Necessary Resources			
GUIDE	<i>Response to this question is mandatory.</i>		
a	<table><tr><td>Please confirm that you understand and agree that, if successful, you will provide all the necessary resources required to meet the timely and satisfactory completion of you proposal and/or the contract deliverables.</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr></table>	Please confirm that you understand and agree that, if successful, you will provide all the necessary resources required to meet the timely and satisfactory completion of you proposal and/or the contract deliverables.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please confirm that you understand and agree that, if successful, you will provide all the necessary resources required to meet the timely and satisfactory completion of you proposal and/or the contract deliverables.	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Part 5

Annexe C

PRICING / PAYMENT

C1	Costs
GUIDE	<p><i>Responses to these questions are mandatory.</i></p> <p><i>All prices quoted are to be fully inclusive and;</i></p> <ul style="list-style-type: none"><i>Exclude any customs duty that may be payable in St Helena.</i><i>Include all costs associated.</i>
a	<p>As a separate document marked “C1a - Total Project Costs” please provide a full breakdown of the costing for your proposal, as detailed in your response to this ITT and provide the total amount below with clarity of discounts being offered to SHG and the standard chargeable rates.</p>
	<p>Total (£): Type answer here</p> <p>Total in Words Type answer here</p>

C2	Payment Terms
GUIDE	<p><i>Response to this question is mandatory.</i></p> <p><i>Payment will only be made against successful delivery of agreed milestones</i></p>
a	<p>Please detail as a separate document marked “C2-Payment Terms” your proposed payment terms..</p>

Part 5

Annexe D

Undertaking

D1 Terms and Conditions					
GUIDE	<p><i>Response to this question is mandatory.</i></p> <p><i>The draft Contract that the Authority proposes to use is contained within this tender pack. By selecting "Yes" below Tenderers are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment.</i></p> <p><i>If the terms of the ITT/Contract render the proposals in the Tenderer's Tender unworkable, the Tenderer should select "No" below and detail an alternative set of wording for part of the ITT/Contract in question. The Authority will consider whether any proposed amendment is required.</i></p> <p><i>Any amendments which are proposed, but not approved by the Authority through this process, will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the Tender</i></p>				
a	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Please confirm your acceptance to the Authorities terms and conditions as detailed in this ITT/proposed contract.</td> <td style="width: 30%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td colspan="2" style="height: 100px; vertical-align: top;"> <p style="color: blue;">If No, please detail an alternative set of wording for part of the ITT/Contract in question or attach a separate document marked "D1 – Terms and Conditions"</p> </td> </tr> </table>	Please confirm your acceptance to the Authorities terms and conditions as detailed in this ITT/proposed contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p style="color: blue;">If No, please detail an alternative set of wording for part of the ITT/Contract in question or attach a separate document marked "D1 – Terms and Conditions"</p>	
Please confirm your acceptance to the Authorities terms and conditions as detailed in this ITT/proposed contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<p style="color: blue;">If No, please detail an alternative set of wording for part of the ITT/Contract in question or attach a separate document marked "D1 – Terms and Conditions"</p>					

D2 Validity					
GUIDE	<p><i>Response to this question is mandatory.</i></p>				
a	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Please confirm your Tender is valid and capable of acceptance for 90 calendar days from the Tender closing date.</td> <td style="width: 30%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td colspan="2" style="height: 100px; vertical-align: top;"> <p style="color: blue;">If No, please detail the validity period you are proposing.</p> </td> </tr> </table>	Please confirm your Tender is valid and capable of acceptance for 90 calendar days from the Tender closing date.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p style="color: blue;">If No, please detail the validity period you are proposing.</p>	
Please confirm your Tender is valid and capable of acceptance for 90 calendar days from the Tender closing date.	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<p style="color: blue;">If No, please detail the validity period you are proposing.</p>					

D3 Undertaking**GUIDE** *The response to this question is mandatory.*

On behalf of the Company submitting this Tender I certify and declare;

1. That I have the authority to commit the Company to the terms detailed in the Invitation to Tender and Tender response; and
2. that this tender is made in good faith; and
3. we have not fixed or adjusted the amount of the tender in accordance with any agreement or arrangement with any other person; and
4. that we have no knowledge either of the sum quoted or of any other particulars of any other tender for this contract; and
5. that no member of staff or other person acting on behalf of the Company submitting this Tender has communicated, or will communicate, with any elected Member, Officer or employee of SHG (except the person stated in this ITT) with regard to the application of the Company's tender; and
6. that the information provided in this Tender is accurate; and
7. we have not, and we undertake that we will not, before the award of any contract for the work:
 - a. Disclose the tender price or any other figures or other information in connection with the tender to any other party (including any other company or part of a company forming part of a group of companies of which I am/we are a part).
 - b. Enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered, or that they shall vary the amount of any tender to be submitted.
 - c. Otherwise collude with any person with the intent of preventing or restricting full competition.
 - d. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done any act or thing of the sort described above in relation to this tender.

I acknowledge that any breach of the foregoing provisions shall lead automatically to this tender being disqualified and may lead to myself and/or the Company I represent being automatically de-selected from future contract opportunities and depending on the seriousness of the breach to possible criminal or civil proceedings.

I also understand that it is an offence, to give or offer any gifts or consideration whatsoever as an inducement or reward in connection with this Tender to any elected Member, Officer or employee of SHG.

After careful consideration of the documents referred to in this Invitation to Tender, we confirm we have the capability to undertake the requirements detailed in the Specification / Scope of Works and hereby offer to enter into the determined Form of Contract and carry out the whole of the requirements detailed in the Specification / Scope of Works to your satisfaction for the sum detailed in section C1 of our response.

Signed for and on behalf of the Company
SIGNATURE

PRINT Name of person signing on behalf of the Company

PRINT Position/status in the Company

PRINT Company's name and address

Date