**NorseCare Ltd**

**Invitation to Tender**

**For the provision of**

**Washroom Services & Hazardous Waste Management**

**Tender reference: NCITT013**

|  |  |
| --- | --- |
| **NorseCare Person dealing with this process** | Mr Simon Bullimore MCIPS |
| **Contact details** | Telephone 01603 894366  e-mail address simon.bullimore@norsecare.co.uk  All correspondence should be communicated via the Norse Procurement Portal <http://www.norseprocurementportal.co.uk> |

|  |  |
| --- | --- |
| **Tender Return Date and Time** | 12 noon – March 11th 2019 |
| **Tenders should be returned** | Electronically to the e-mail address of:  [Simon.bullimore@norsecare.co.uk](mailto:Simon.bullimore@norsecare.co.uk) |

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# SECTION 1 – INTRODUCTION, INSTRUCTIONS AND TIMETABLE

Introduction

NorseCare Ltd (hereafter ‘we’ or ‘our’) is seeking Tenders from sufficiently experienced and qualified contractors for the provision of Washroom Services and Hazardous Waste Management, across our Residential Care Homes within Norfolk, in accordance with the conditions of contract and requirements of this invitation and any documents, schedules and specifications attached. NorseCare are classed as ‘Producers and Holders of Hazardous Waste’ producing healthcare offensive waste, municipal offensive waste and sharps and related waste

* 1. Please read the information in this Invitation to Tender carefully as it explains what you must do in order to submit your Tender to NorseCare Ltd. Failure to fully complete the documentation as instructed may result in your Tender not being considered. Please pay particular attention to the Timetable shown in section 3.

1. Summary Instructions and Details of Contract

|  |  |
| --- | --- |
| **Item** | **Contract Details** |
| **Contract Description:** | Washroom Services & Hazardous Waste Management |
| **Quantity/Lots:** | As per the Service Specification Data |
| **Contract Value:** | £130,000 |
| **Insurance Requirements:** | As per the Terms and Conditions |
| **Period of Contract:** | 1st April 2019 to 31st March 2021  With the option to extend for a period of up to 24 months |
| **Submission instructions:** | Tender responses to be submitted electronically to [simon.bullimore@norsecare.co.uk](mailto:simon.bullimore@norsecare.co.uk) |
| **How to return a Tender, or to raise a Tender clarification** | All queries should be communicated to the person listed as dealing with this process via e-mail at any time up to and including February 14th, 2019. Any questions after this date may not be answered.  If you require further assistance at any stage, contact NorseCare directly on 01603 894366 |
| **Date/time for Tender return:** | 12 noon – February 28th 2019 |

Timetable

This timetable is indicative only and NorseCare Ltd reserves the right to make changes at its discretion. You will be notified of any changes we make to the timetable.

| **Stage** | **Date(s)/time** |
| --- | --- |
| **Issue of Invitation to Tender** | **January 31st 2019** |
| **Deadline for Receipt of Tenders Questions, including any proposed changes to the Terms and Conditions issued.** | **February 14th 2019** |
|  |  |
| **Deadline for Response to Tenders Questions** | **Not Applicable** |
| **Submission of Tenders** | **28/02/2019** |
| **Evaluation of Tenders** | **w/c March 4th 2019** |
| **Notification of result of evaluation** | **March 11th 2019** |
| **Standstill period** | **Not Applicable** |
| **Anticipated date of award of Contract(s)** | **March 11th 2019** |
| Contract **commencement** | **April 4th 2019** |
| There will be a 2 week mobilisation period from contract award. |  |

Return of Tenders

* 1. Electronically to the named email address.
  2. NOT USED
  3. Tenders received after the due date, or which are returned incomplete or which infringe these instructions may be rejected without consideration of offer. You are therefore reminded to ensure your response satisfies the requirements of this Tender invitation.

# SECTION 2 – IMPORTANT NOTICES, CONDITIONS AND POLICIES

Important Notices

* 1. This procurement complies with EU procurement rules and the Public Contracts Regulations 2015 as despite being below listed threshold has been published on Contracts Finder
  2. This Invitation to Tender (“ITT”) is issued to those invited to Tender (“Tenderer” or “You”) to NorseCare Ltd (“We” or “Us”) to provide Washroom Services and Hazardous Waste Management. (the “Works/Services/Supplies”). The ITT is made available to you on condition that it is used for the purposes of submitting (or deciding whether to submit) a Tender and for no other purpose.
  3. The contents of this ITT and of any other documentation sent to you in respect of this Tender process remain the property and copyright of NorseCare Ltd and must be treated as confidential.
  4. You shall not undertake publicity activities with any part of the media in relation to the Contract or this ITT process without our prior written agreement, including agreement on the format and content of any publicity.
  5. This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by us and our advisers.
  6. We will abide by our statutory and common law obligations when conducting procurement exercises. In seeking quotations or inviting Tenders, we are not making an offer to enter into any contract with any potential or actual Tenderer, nor will we bind ourselves to accept any offer from any potential or actual Tenderer to enter into any such contract.

You must bear your own costs of Tendering for the Contract whether or not you are successful and whether or not the Contract proceeds to award. We reserve the right to cancel the Tender process at any point. We shall not be liable for any costs resulting from any cancellation of this Tender process nor for any other costs incurred by those Tendering for this Contract.

* 1. We are subject to the provisions of the Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIR”). We may therefore be obliged to disclose information forming part of a Tenderer’s Tender or contract to anyone who makes a request. We may also publish information given to us by a Tenderer in our publication scheme, as required by FOIA and EIR. If a Tenderer considers that any of the information submitted during the Tender process is exempt from disclosure under FOIA or EIR, then this must be made clear in writing at the time the information is supplied to us together with an explanation of why it is considered that the exemption applies.
  2. You are advised that we are required to publish ‘in-full’, all new Tenders/contracts and all expenditure details where expenditure is greater than £500. In responding to this Invitation, you acknowledge that in the event of your Tender being accepted by us, the resulting contract may be published on-line by us (and open for public view). Only limited exceptions to this will apply where non-disclosure is, in our view, justified in order to ensure compliance with the law, for example, the Data Protection Act 1998 or of an extremely commercially sensitive nature.
  3. We reserve the right to abandon the procurement exercise at any time provided we notify you with reasons

Background, questions/clarification process and conflicts of interest

* 1. Further details of our requirements under the Contract and other relevant information is provided in the **Service Specification.**
  2. If you have any questions or require any clarifications, please contact the person listed as managing this process and submit your question via e-mail.
  3. So that the we have time to respond to your questions please submit them before the Deadline for Tenderers Questions as shown in the timetable (section 3)
  4. Other than the person or persons identified above, no NorseCare employee or member of NorseCare Ltd has the authority to give any information or make any representation (express or implied) in relation to this ITT or any other matter relating to the Contract.
  5. Our response to any queries or clarification requests may, at our discretion, be circulated to all Tenderers. When submitting a request for clarification, you must state so in writing if you consider that your request is commercially confidential and should not therefore be shared. At our absolute discretion, we will consider whether we are able to respond to a request privately. In considering such a request, we will use the principle that information must be made equally available to Tenderers in order to ensure equal treatment. If we conclude that we cannot respond on a confidential basis to your request, we will inform you and you must confirm within 3 working days whether you wish to withdraw your request or to receive a response on the understanding that it will also be made available to the other Tenderers. If no response is received the question and its relevant answer may be published to all Tenderers.
  6. We reserve the right to issue supplementary documentation at any time during the Tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.
  7. You are responsible for ensuring that no conflicts of interest exist between you and your officers and advisers. A conflict of interest includes any situation where there is a direct or indirect financial, economic or other personal interest, which might be perceived to compromise impartiality and independence in the context of the procurement. You must notify us if you are aware or become aware of any such conflict so that we may consider the impact of the conflict and how to address it. Any Tenderer who fails to comply with this requirement may be disqualified from the procurement at our discretion.

Conditions of Tender

* 1. Every Tender received by us will be deemed to have been made subject to these Conditions unless we have previously and expressly agreed in writing to the contrary. The ITT and Tender itself are subject to NorseCare Procurement rules and Policy, a copy of which may be viewed upon request.
  2. Tenders must be completed in the English Language or a full English translation provided at no cost to us. Prices must be submitted in Sterling.
  3. Tenderers must provide responses as set out for this particular Tender.
  4. Only one Tender is permitted from each Bidder.
  5. Tenders must be submitted for the whole of the supplies/services or works as detailed in the Specification, this Tender has not been divided up into Lots. We will reject any Tender received which does not comply with this Condition.
  6. Your Tender (including price) must remain valid for a minimum period of 180 days or up to and including the intended start date of the Contract.
  7. We may at our absolute discretion, extend the closing date and time specified in the ITT and any extension granted will apply to all Tenderers.
  8. Your Tender must not be qualified in any way.
  9. Any signatures must be made by a person who is authorised to commit you to the Contract.
  10. NOT USED
  11. Tenders must be received in accordance with the relevant instructions no later than the time and date indicated.

Legally Binding Contract

* 1. Within twenty-one (21) days of the written acceptance by us of a Tender, the Lead Tenderer (or, if relevant, the entity formed in accordance with paragraph 9) will execute a formal agreement in the form set out in the contract documents and until the execution of such agreement, the ITT and the successful Tenderer’s Tender together with our written acceptance thereof will form a binding agreement between us and the Tenderer.

Working in Partnership with Other Organisations and Sub-Contracting

* 1. We will only contract with a single legal entity (such as a company, a sole trader, a partnership within the meaning of the Partnerships Act 1890 or a limited liability partnership) for the provision of the Services. This entity will be the main contractor and it will be responsible to us for the provision of the Services, even where part of the Services is sub-contracted.
  2. In some instances, the main contractor may wish to sub-contract elements of the Services. Also, we recognise that it is becoming increasingly popular for a group of organisations to join forces and share the provision of the services. In some cases, these organisations form a separate legal entity in order to provide services but they may also operate on an “informal” group, partnership or consortium basis where the partners have not created themselves into a separate legal entity but wish to work together to provide the Services.
  3. Your Tender response must identify if more than one organisation will be involved in the provision of the Services. Where this is the case, a “Lead Tenderer” must be identified. The Lead Tenderer will be our point of contact during the procurement.
  4. The Lead Tenderer will also be the body with which we contract for the provision of the Services i.e. it will be the main contractor.
  5. Where the Tender is submitted by a group or consortium of organisations, we may require the group or consortium to assume a specific legal form once they have been awarded the contract.
  6. If the Lead Tenderer is applying on behalf of a group or consortium of organisations, it must specifically name those organisations and confirm that it is authorised to commit on their behalf by providing written confirmation to this effect from the other organisations.
  7. The Tender must make it clear what part of the Services each organisation will provide and how these arrangements will be managed. We will contract only with one organisation – the main contractor – and all other organisations used to provide part of the Services will therefore have the status of sub-contractors (including any other organisations forming part of a group or consortium). We shall assess and approve the use of any sub-contractors as part of our evaluation of Tenders. Unless the assessment of potential sub-contractors has been undertaken in response to a Selection Questionnaire, you must provide full details with your Tender relating to the organisation(s) concerned. Therefore completing Parts 1, 2 and 3 of FORM A for each legal entity bidding.
  8. We require sub-contractors (and in this includes any organisation forming part of a group or consortium of organisations) to provide satisfactory evidence that they fully satisfy the requirements of the Mandatory and Discretionary Criteria for selection laid down in the Public Contracts Regulations 2015, as well as any Minimum Standards.
  9. Where a sub-contractor does not meet a relevant selection criterion, or where there are compulsory grounds for excluding the sub-contractor pursuant to the mandatory exclusion criteria set out in Regulation 57 of the Public Contracts Regulations 2015, the Lead Tenderer shall replace the relevant sub-contractor. If there are non-compulsory grounds for excluding any sub-contractor pursuant to the discretionary exclusion grounds in Regulation 57 of the Public Contracts Regulations 2015, we reserve the right to require the Lead Tenderer to replace the relevant sub-contractor. The replacement sub-contractor shall be assessed in accordance with the provisions of paragraph 9.
  10. The Lead Tenderer must collate the information required in relation to sub-contractors and submit it as part of their tender.
  11. The Lead Tenderer must notify us of any proposal to change a sub-contractor so that we may assess the proposed replacement.

Undertaking and Representations

* 1. You, in submitting a Tender, undertake and represent to us that:
     1. You have complied in all aspects with the Conditions of Tender.
     2. All information, representations and other matters of fact communicated to us by you in connection with your Tender are true, complete and accurate in all respects.

Contract/Contract Award

* 1. A DRAFT version of any resulting contract and/or SLA can be found on page 25 ‘Contract Documents’ within this ITT.
  2. NOT USED

1. Compliance with Statutory and Policy requirements
   1. We comply with a number of statutory and corporate considerations when providing our services. We are considered to be delivering our services when a contractor is delivering services on our behalf. We must ensure therefore that these statutory and corporate requirements are carried out by any contractor that is working for us. We are looking for a commitment within Tenders to assisting NorseCare Ltd in the following duties.
      1. [Equal Opportunities and Diversity](https://www.suffolk.gov.uk/council-and-democracy/our-aims-and-transformation-programmes/the-councils-equality-and-inclusion-commitment-to-you/)
      2. [Health and Safety of staff and service users](http://www.hse.gov.uk/simple-health-safety/index.htm)
      3. [Environment](http://www.greensuffolk.org/)
   2. Business Continuity Monitoring

We have identified that this Contract is business critical and as a result we require you to have a Business Continuity Plan in place.

* 1. Disclosure and Barring Service “DBS” Investigations

We consider that the Contract will be carried out in an environment in which it is necessary that some or all of the individuals carrying out the Contract will be required to be subject to a DBS check. Please be aware that it is likely that any delivery driver working as part of this contract will be required to have been DBS checked and acquired a full pass.

Public Services (Social Value) Act 2012

The Public Services (Social Value) Act 2012 requires all contracting authorities to consider how to improve the economic, social and environmental well-being of the area they serve. In awarding this contract, we will consider such factors as are relevant and proportionate to the subject matter of this procurement and the need to comply with its obligations in respect of the Act.

# SECTION 3 – EVALUATION, STANDARDS AND CRITERIA

Minimum Standards

* 1. Mandatory Criteria (Pass/Fail) - FORM A
     1. In some circumstances we are required by law to exclude you from participating further in a procurement process. If you cannot answer ‘no’ to every question within FORM A it is very unlikely that your application will be accepted, and you should contact us for advice if required before completing this form.
     2. You will be excluded from participation in a procurement procedure where:
        1. We are aware that you are in breach of your obligations relating to the payment of taxes or social security contributions; and
        2. the breach has been established by judicial or administrative decision having final and binding effect in accordance with the legal provisions of the county in which it is established or with those of any of the jurisdictions of the United Kingdom; unless you can prove that you have fulfilled your obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including where applicable, any interest accrued or fines.
     3. Any mandatory exclusion is subject to the provisions of regulation 57(7) and 57(8).
  2. Discretionary Criteria
     1. We are entitled to exclude from participation in any procurement procedure an organisation in any of the situations set out in regulations 57(8) of the Public Contracts Regulations 2015.
  3. Service Specific (Pass/Fail)
     1. Prior to the Award Evaluation Process, the Tenders will be reviewed by the Evaluation Panel to ensure that the goods or services Tendered meet the minimum standards for this particular Tender.

Self-Cleaning

* 1. If one of the mandatory or discretionary grounds for exclusion set out in regulation 57 of the Public Contracts Regulations 2015 applies to you, you may provide us with evidence to the effect that the measures you have taken are sufficient to demonstrate your reliability despite the existence of a relevant ground for exclusion. You must prove that you have:
     1. paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
     2. clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
     3. taken concrete technical, organisation and personnel measures that are appropriate to prevent further criminal offences or misconduct

1. Award Criteria, Weightings and Tender Evaluation
   1. We do not undertake to accept the lowest priced of any Tender and reserve the right to accept the whole or any part of any Tender submitted.
   2. Each Tender will be checked initially for compliance with all requirements of the ITT. Any Tender that is not substantially complete and/or compliant with the ITT may be rejected. Where information or documentation is or appears to be incomplete or erroneous or where specific documents are missing, we may at our discretion request any Tenderers concerned to submit, supplement, clarify or complete the relevant information or documentation within an appropriate time limit, provided that any such request complies with the principles of equal treatment. Any requested variant within a specific Tender received, will be evaluated against the same award criteria as set for standard compliant Tenders.
   3. Tenders will be evaluated against the minimum standards and award criteria set out within this ITT and the Service Specification for this particular Tender to determine the most economically advantageous Tender.
   4. During the evaluation period, we reserve the right to seek clarification in writing from you, to assist it in our consideration of your Tender.
   5. We may decide to interview you, to assist our Tendering process, and you will be notified in due course.
   6. Where the pricing of a Tender appears abnormally low or high we reserve the right to reject the Tender in accordance with the requirements for further investigation under the Public Contracts Regulations 2015.
   7. Contract Award Criteria
      1. The high-level award criteria for this Contract will be:
         1. Charges (Price) Weighted 40%
         2. Technical Evaluation (Quality) Weighted 60%
      2. Each of these high-level criteria will be assessed separately, using the methods described in this document. At the end of the evaluation the two marks will be brought together (using the above weightings) to result in an overall percentage score.
      3. The Tenderer with the highest overall score will, providing it meets the requirement and providing we decide to proceed, be awarded the contract.
      4. Unless otherwise stated in this document, your Tender responses to FORM D will be assessed using the following scoring mechanism;

|  |  |  |
| --- | --- | --- |
| **Score** | **Title** | **Characteristics** |
| 4 | Excellent | * Describes a solution which demonstrates an extensive understanding of the issues surrounding the delivery of the service and addressed all major issues; * Provided clear, consistent and thorough evidence that the solution offered has been designed on sound principles and disciplines; * Demonstrated with clear, consistent and thorough evidence that their solution is effective in delivering the identified outcomes; |
| 3 | Good | * Describes a solution which demonstrates a sound understanding of the issues surrounding the delivery of the service and appears to address major issues; * Provided clear and consistent evidence that the solution offered has been designed on sound principles and disciplines; * Demonstrated with consistent evidence that their solution is effective in delivering the identified outcomes; |
| 2 | Satisfactory | * Describes a solution which demonstrates an acceptable and satisfactory understanding of the issues surrounding the delivery of the service and appears to address those issues satisfactorily; * Provided some evidence that the solution offered has been designed on sound principles and disciplines; * Demonstrated with evidence that their solution is acceptable in delivering the identified outcomes |
| 1 | Poor | * Describes a solution which demonstrates only a limited understanding of the issues surrounding the delivery of the service; * Provided only elementary evidence that the solution offered has been designed on sound principles and disciplines * Demonstrated with only limited evidence that their solution delivers the identified outcomes |
| 0 | Failed to answer | * Failed to answer the question correctly * Describes a solution which demonstrates little or no understanding of the issues surrounding the delivery of the service; * Does not deliver the identified outcomes |

* 1. Price Evaluation (FORM E)

17.8.1 The price for each item required as detailed in the Service Specification will be totalled up to give a total price for servicing a selection of our sites. These sites will be sites chosen at our discretion – we call this scenario pricing.

* + 1. The lowest of these prices will be awarded the full marks for Price scoring
    2. Prices that are higher than this lowest price will be awarded marks based upon the percentage difference in price being subtracted as the same percentage from the price scoring marks. For example if the best price for supplying the scenario sites selected is £500 per week and the next best price is £525 per week the percentage difference in price will be used.

£525 - £500 = £25 £25/£500 = 5% (more expensive)

Marks available are 40.

Best price of £500 receives 40 marks.

Second best price is 25% more expensive so receives 30 marks (25% less from 40)

* + 1. This criteria will be used for all prices submitted from all bidders with the total cost of the scenario sites being used and subtracted against the best price as a percentage difference in awarding the price score.
    2. All prices need to include all charges applicable, there must be no submission of extra charges such as delivery charges.
    3. Pricing must be fixed for the first two years of the contract and then will be subject to negotiation upon contract renewal if this is so granted.
    4. **Bidders are to confirm all Hazardous Waste Charges that will apply and that will be billed per month as a total amount.**
  1. Evaluating Quality of Service (FORM D)
     1. The contract will be awarded on the basis of the most economically advantageous Tender and the capacity to meet the full Tender specification. FORM D of this Tender is to be completed and all Quality questions answered.
  2. Tender Clarification
     1. We reserve the right to clarify elements of your submission with you, if required.

# SERVICE SPECIFICATION

The core scope of service and supply is the collection and disposal of Hygiene Waste from all listed NorseCare premises using an agreed schedule of collections and supplies of required refills. The agreement includes both Rental and Service elements. This service will be run across our current portfolio of Residential Care Homes (with a further site opening November 2019) Each home will need to be serviced at least once per week.

The vendor will be required to manage all stocks and rotation issues.

The core products currently used and the frequencies of collections that need to be priced are:

External Wheelie Bin 1100L External Wheelie Bin 240L

52 collections per year or 52 collections per year or

26 collections per year 12 collections per year

External Wheelie Bin 360L External Wheelie Bin 770L

26 visits per year 52 collections per year or

26 collections per year

240Ltr Infectious Orange Bag Euro Bin 1000L Offensive Eurobin Service

52 collections per year 52 collections per year

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Non Service Nappy Bin (Rental of Bin only, NorseCare takes the bags from this and puts in the wheelie bins)

£ per annum required

(MAXI 60L Also being charged at the same rate)

Eclipse Sanitary Disposal (Full Bin Replacement)

26 visits per year

12 visits per year

Sharps Bin (Full Bin Replacement done once per month)

1Ltr (Hazardous Waste) £ per annum required

4 ltr (Non Hazardous Waster) £ per annum required

3.75ltr Yellow Lidded Sharps Bin = £ per annum required

Swabs and Dressings 45Ltr (Full Bin Replacement)

26 per year

52 per year

104 per year

NORSECARE LOCATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| Ellacombe  Ella Road,  NORWICH  NR1 4BP | Beauchamp House  Proctor Road,  Chedgrave  NORWICH  NR14 6HN | Bishop Herbert House  34 Globe Place,  Vauxhall St.  NORWICH  NR2 2SG | Westfields  Westfields Road  SWAFFHAM  Norfolk  PE37 7HE |
|  |
|  |  |  |  |
| Burman House  Mill Road,  Terrington St John  KINGS LYNN  PE14 7SF | Cranmer House  Norwich Road  FAKENHAM  NR21 8HR | Harker House  Flowerpot Lane  Long Stratton,  NORWICH  NR15 2TS | Woodlands  Grimston Road  South Wootton  KING’S LYNN  PE30 3HU |
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| St Nicholas House  Littlefields  Dereham  Norfolk   NR19 1BG | High Haven  Howdale Road  DOWNHAM MARKET  PE38 9AB | Sydney House  Brumstead Road  Stalham  Norfolk  NR13 9BJ | Lydia Eva Court  Peterhouse Ave  Gorleston  GT YARMOUTH  NR31 7PZ |
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|  |  |  |  |
| Rose Meadow  64 Yarmouth Road  North Walsham  Norfolk  NR28 9AU | Bowthorpe Care Village  Ladysmock Way  Bowthorpe  Norwich  NR5 9BF | Munhaven  Munhaven Close  Mundesley  NORFOLK  NR11 8AR | Rebecca Court  9 Staithe Road,  Heacham  KING’S LYNN  PE31 7EF |
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|  |  |  |  |
| *Soon to be opened*  *Mountfield*  *Millcroft*  *Norwich*  *NR3 3LS* | Linden Court  Church Walk  Watton  Norfolk  IP25 6ET | Springdale  Cucumber Lane,  Brundall  NORWICH  NR13 5QY | St Edmunds  Surrogate Street  Attleborough  Norfolk  NR17 2AW |
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| --- | --- | --- | --- | --- |
| The Lawns  Caister Road  Great Yarmouth  Norfolk  NR30 4DQ |  | St Augustine’s Place  Addison Road  Gorleston  Norfolk  NR31 0PA |  | Dell Rose Court  Northfields  Norwich  NR4 7EL |
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| Benjamin Court  Roughton Road  Cromer  Norfolk  NR27 0EU |  | Lisbon Court  Galyon Road  Kings Lynn  Norfolk  PE30 3FB |  | Lloyd Court  High Kelling  Holt  Norfolk  NR25 6AE |
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| Oakes Court  Palmer Way  Downham Market  Norfolk  PE38 9UZ |  | Harriett Court  Lakenfields  Norwich  Norfolk  NR1 2DG |  | Laburnam Grove  48 Laburnam Grove  Thetford  Norfolk  IP24 3HS |
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| Weavers Court  Mount Street  Diss  Norfolk  IP22 4QH |  | Redmayne View  Mountbatten Drive  Sprowston  Norwich  NR6 7PX |  | Barley Court  Beechcroft  New Costessey  Norwich  NR5 0RJ |
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| Robert Kett Court  Ethel Gooch Road  Wymondham  Norfolk  NR18 0LH |  |  |  |  |
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**Current Requirement Across NorseCare sites – 2019**

(No Guarantees are offered that current volumes will remain the same throughout the period of this contract. There is not expected to be any more than one contract in place and items of equipment will not have a separate contract of any form.)

PLEASE SEE FOLLOWING PAGE FOR EQUIPMENT LIST AND SERVICES PER LOCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Product** | **Service** | **Quantity** | **Collection Amount** |
|  |  | **Type** |  | **per year** |
|  |  |  |  |  |
| The Lawns | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 26 |
| The Lawns | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| The Lawns | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
| The Lawns | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 26 |
| The Lawns | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 2 | 0 |
| The Lawns | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| The Lawns | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| The Lawns | Non Hazardous Swabs Dressings | Service | 1 | 52 |
|  |  |  |  |  |
| Benjamin Court | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 1 | 0 |
| Benjamin Court | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Benjamin Court | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Benjamin Court | WMO - 770 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
|  |  |  |  |  |
|  |  |  |  |  |
| Bishop Herbert House | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Bishop Herbert House | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 17 | 0 |
| Bishop Herbert House | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Bishop Herbert House | WR 3.75L Daniels Sharps Orange Lid Cat 1 Av 2kg Non Hazardous 180101 180201 | Service | 2 | 12 |
|  |  |  |  |  |
| Munhaven | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Munhaven | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 7 | 0 |
| Munhaven | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Munhaven | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Service | 4 | 12 |
|  |  |  |  |  |
| Oakes Court | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Oakes Court | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 5 | 0 |
| Oakes Court | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 5 | 12 |
| Oakes Court | WR 3.75L Daniels Sharps Orange Lid Cat 1 Av 2kg Non Hazardous 180101 180201 | Service | 2 | 12 |
| Oakes Court | Non Hazardous Swabs Dressings | Service | 2 | 52 |
|  |  |  |  |  |
| Rebecca Court | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Rebecca Court | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 8 | 0 |
| Rebecca Court | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
| Rebecca Court | Non Hazardous Swabs Dressings | Service | 1 | 52 |
|  |  |  |  |  |
| St Edmunds | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 12 | 0 |
| St Edmunds | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 2 | 52 |
| St Edmunds | WMO - 240 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| St Edmunds | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
| St Edmunds | Non Hazardous Swabs Dressings | Service | 2 | 52 |
| St Edmunds | WR 3.75L Daniels Sharps Yellow Lid Cat 3 Av 2kg Hazardous 180103 180109 180202 180208 | Service | 2 | 3 |
| St Edmunds | WR 3.75L Daniels Sharps Yellow Lid Cat 3 Av 2kg Hazardous 180103 180109 180202 180208 | Service | 2 | 3 |
|  |  |  |  |  |
| Sydney House | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Sydney House | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Sydney House | Non Hazardous Swabs Dressings | Service | 4 | 104 |
| Sydney House | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 13 | 0 |
|  |  |  |  |  |
| Weavers Court | Eclipse Discreet Sanitary Disposal Grey Base Grey Lid | Service | 5 | 12 |
|  |  |  |  |  |
| Westfields | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Westfields | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Westfields | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
| Westfields | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Westfields | Non Hazardous Swabs Dressings | Service | 2 | 52 |
| Westfields | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 11 | 0 |
| Westfields | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 1 | 0 |
|  |  |  |  |  |
| Woodlands | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Woodlands | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 12 | 0 |
| Woodlands | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
| Woodlands | Non Hazardous Swabs Dressings | Service | 3 | 52 |
|  |  |  |  |  |
| Redmayne View | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 6 | 0 |
| Redmayne View | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Redmayne View | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Redmayne View | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
|  |  |  |  |  |
| Robert Kett Court | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Robert Kett Court | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 1 | 0 |
| Robert Kett Court | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 3 | 12 |
| Robert Kett Court | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Robert Kett Court | Non Hazardous Swabs Dressings | Service | 1 | 52 |
|  |  |  |  |  |
| Rose Meadow | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Rose Meadow | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 5 | 0 |
| Rose Meadow | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Rose Meadow | WR 3.75L Daniels Sharps Orange Lid Cat 1 Av 2kg Non Hazardous 180101 180201 | Service | 1 | 12 |
| Rose Meadow | Non Hazardous Swabs Dressings | Service | 2 | 52 |
| Rose Meadow | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 7 | 0 |
| Rose Meadow | Non Hazardous Swabs Dressings | Service | 2 | 52 |
| Rose Meadow | WR 3.75L Daniels Sharps Orange Lid Cat 1 Av 2kg Non Hazardous 180101 180201 | Service | 1 | 12 |
|  |  |  |  |  |
| St Augustine's Place | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| St Augustine's Place | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 2 | 0 |
| St Augustine's Place | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 26 |
| St Augustine's Place | Non Hazardous Swabs Dressings | Service | 1 | 52 |
|  |  |  |  |  |
| St Nicholas House | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| St Nicholas House | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 14 | 0 |
| St Nicholas House | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
| St Nicholas House | Non Hazardous Swabs Dressings | Service | 2 | 52 |
| St Nicholas House | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
|  |  |  |  |  |
| Linden Court | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Linden Court | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
| Linden Court | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Linden Court | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 16 | 0 |
| Linden Court | Maxi - X 60L Nappy Bin 1=1 | Rental | 4 | 0 |
| Linden Court | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 3 | 52 |
|  |  |  |  |  |
| Lisbon Court | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Lisbon Court | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Lisbon Court | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Lisbon Court | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 6 | 0 |
|  |  |  |  |  |
| Lloyd Court | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Lloyd Court | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Lloyd Court | Non Hazardous Swabs Dressings | Service | 2 | 52 |
| Lloyd Court | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 6 | 0 |
|  |  |  |  |  |
| Harriet Court | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Harriet Court | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 3 | 12 |
| Harriet Court | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Harriet Court | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Harriet Court | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 5 | 0 |
|  |  |  |  |  |
| High Haven | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 6 | 0 |
| High Haven | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
| High Haven | Non Hazardous Swabs Dressings | Service | 4 | 52 |
| High Haven | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| High Haven | Non Hazardous Swabs Dressings | Service | 1 | 52 |
|  |  |  |  |  |
| Laburnum Grove | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Laburnum Grove | WMO - 360 Ltr Eurobin Offensive Waste NH 180104 | Service | 3 | 52 |
| Laburnum Grove | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 52 |
| Laburnum Grove | Maxi - X 60L Nappy Bin 1=1 | Rental | 3 | 0 |
|  |  |  |  |  |
| Barley Court | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Barley Court | Non Hazardous Swabs Dressings | Service | 4 | 52 |
|  |  |  |  |  |
| Beachamp House | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 8 | 0 |
| Beachamp House | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Beachamp House | Non Hazardous Swabs Dressings | Service | 2 | 52 |
| Beachamp House | WMO - 770 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Beachamp House | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 1 | 0 |
| Beachamp House | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Beachamp House | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
|  |  |  |  |  |
| Sprindale | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Sprindale | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 8 | 0 |
| Sprindale | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Sprindale | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Sprindale | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
|  |  |  |  |  |
| Burman House | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Burman House | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 6 | 0 |
| Burman House | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Burman House | Non Hazardous Swabs Dressings | Service | 2 | 52 |
|  |  |  |  |  |
| Cranmer House | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 6 | 12 |
| Cranmer House | WM Eurobin 240ltr Hazardous- Ave 15kg 180103 180202 | Service | 1 | 52 |
| Cranmer House | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Cranmer House | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Cranmer House | WM 3.75L Sharps Cat 3 Yellow Lid Daniels - Av 2kg Hazardous 180103 180109 | Service | 1 | 1 |
|  |  |  |  |  |
| Dell Rose Court | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Dell Rose Court | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 10 | 0 |
| Dell Rose Court | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 2 | 12 |
| Dell Rose Court | Non Hazardous Swabs Dressings | Service | 5 | 52 |
| Dell Rose Court | WR 3.75L Daniels Sharps Orange Lid Cat 1 Av 2kg Non Hazardous 180101 180201 | Service | 1 | 12 |
|  |  |  |  |  |
| Ellacombe | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Ellacombe | WMO - 240 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 12 |
| Ellacombe | WMO - 360 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 26 |
| Ellacombe | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 11 | 0 |
| Ellacombe | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 26 |
| Ellacombe | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 26 |
| Ellacombe | WR 3.75L Daniels Sharps Orange Lid Cat 1 Av 2kg Non Hazardous 180101 180201 | Service | 1 | 26 |
| Ellacombe | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Ellacombe | Non Hazardous Swabs Dressings | Service | 1 | 52 |
|  |  |  |  |  |
| Harker House | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 52 |
| Harker House | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 7 | 0 |
| Harker House | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 1 | 12 |
| Harker House | Non Hazardous Swabs Dressings | Service | 2 | 52 |
| Harker House | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 3 | 12 |
| Harker House | WM - 1ltr Sharps Non Haz 180101 180109 Ave 0.5kg | Service | 2 | 52 |
|  |  |  |  |  |
| Lydia Eva Court | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 5 | 52 |
| Lydia Eva Court | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 8 | 12 |
| Lydia Eva Court | Low Risk Waste Collection Nappies Incontinence 0-45 Litres | Rental | 12 | 0 |
| Lydia Eva Court | WMO - 360 Ltr Eurobin Offensive Waste NH 180104 | Service | 1 | 26 |
| Lydia Eva Court | Non Hazardous Swabs Dressings | Service | 1 | 26 |
|  |  |  |  |  |
| Bowthorpe Care Village | Non Hazardous Swabs Dressings | Service | 1 | 52 |
| Bowthorpe Care Village | Maxi - X 60L Nappy Bin 1=1 | Rental | 5 | 0 |
| Bowthorpe Care Village | Eclipse Xtra Sanitary Disposal Grey Base Grey Lid | Service | 7 | 26 |
| Bowthorpe Care Village | WMO - 1000 Ltr Eurobin Offensive Waste NH 180104 | Service | 3 | 52 |

# CONTRACT DOCUMENTS

1. SLA020 Contract

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**The above SLA is subject to change based on the successful Bidders ITT responses and offerings and is to be used as a guide only. You will be asked to confirm your conformance to this SLA as part of this ITT using FORM F**

DOCUMENTS TO BE RETURNED BY BIDDERS

**Please only return these documents onwards (plus any supporting documents) as your response**

# TENDERER RESPONSE DOCUMENTS

Failure to provide/complete all of the items in this section may cause your Tender to be non-compliant and not be considered.

**FORM A – STANDARD SELECTION QUESTIONNAIRE**

(Contracting Authority NorseCare Ltd)

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion 1. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds. Consequently we require all the organisations that you may rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given on the front cover of this ITT

**Note;**

If the relevant documentary evidence referred to in this Selection Questionnaire is not provided upon request and without delay at the point of contract award NorseCare reserves the right to amend the contract award decision and award to the next compliant Tender

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce the authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from Tendering for other contracts for three years. If a contract has been entered into, you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you will be excluded from further procurements for five years.

1. For listed of exclusions please see:

<https://www.gov.uk/government>

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process. The contracting authority being NorseCare Ltd.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. All sub-contractors are required to complete Part 1 and Part 2.
7. For answers to Part 3 -If you are Tendering on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Note;**

The following forms can be recreated, but it is the preference of the contracting authority that the forms are filled in against the current format.

**Part 1: Bidder Information**

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.

|  |  |  |
| --- | --- | --- |
| 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) |  |
| 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 county 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)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:  - 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.  (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 significance in control of them.

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

|  |  |  |
| --- | --- | --- |
| Section 1 | Tendering model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you Tendering 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 Tenderer 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 in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 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 |  |  |  |  |  | | |

**Contact details and declaration – For Part 1**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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.

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.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| 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**

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

|  |  |  |
| --- | --- | --- |
| 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 website https://www.gov.uk, 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 have been convicted anywhere in the world of any of the offences within the summary below and listed on website https://www.gov.uk | |
|  | 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 convicted  If 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 ? (Self Cleaning) | 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. |  |
| 2.4 | NorseCare will complete a credit rating check using the EXPERIAN credit check software. A score of 30 or less will result in exclusion from this Tender. |  |

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.

|  |  |  |
| --- | --- | --- |
| Section 3 | **Grounds for discretionary exclusion** | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation in relation to sections 3.1 to 3.2 are set out on https://www.gov.uk, 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 statements  The 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 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

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

**Contact details and declaration – For Part 2**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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.

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.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| 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 3: Selection Questions**[[1]](#footnote-1)

|  |  |  |  |
| --- | --- | --- | --- |
| **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 ☐ |

|  |  |  |
| --- | --- | --- |
| **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** | |  |

|  |  |  |
| --- | --- | --- |
| **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 ☐ |

|  |  |
| --- | --- |
| **Section 6** | **Professional Ability, Case Studies & References** |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Relevant contracts for such services should have been performed during the past three years. Please tell us which part, if not all, of your system/s your reference sites are using.  The named contact/reference provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia Tenders 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.  Complete Your Answers Below;  *If you cannot provide examples see question 6.3* |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 |  |  |  |

|  |  |
| --- | --- |
| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
|  |  |

|  |  |
| --- | --- |
| **6.3** | 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. |
|  |  |

|  |  |  |
| --- | --- | --- |
| **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.

|  |  |
| --- | --- |
| **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:  Y/N  Employer’s (Compulsory) Liability Insurance = £5,000,000 Y N  Public Liability Insurance; Please advise amount £\_\_\_\_\_\_\_\_\_\_\_\_\_ Professional Indemnity Insurance = £1,000,000  Product Liability Insurance; Please advise amount £\_\_\_\_\_\_\_\_\_\_\_\_\_  \*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. |

**Contact details and declaration – For Part 3**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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.

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.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| 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 |  |

**Contracting Authority**: NorseCare Ltd, Lancaster House,16 Central Avenue, St Andrews Business Park, Norwich, Norfolk, NR7 0HR

**FORM B – NOT USED**

**FORM C – CONFIDENTIALITY UNDERTAKING**

**CONFIDENTIALITY UNDERTAKING**

**From**

**[INSERT NAME] Ltd**

**(“We”, “Our”, “Us”)**

This Undertaking dated \_\_\_\_\_\_\_ 2019 will apply to confidential proprietary and technical information of the sort referred to in Part 1 of the Schedule to this Undertaking ("Confidential Information") disclosed or to be disclosed to us by or on behalf of NorseCare Limited ("NCL").

In respect of all Confidential Information released by NCL (including Confidential Information so released prior to the date of this Undertaking) we undertake with NCL as follows (each paragraph to be deemed to be given by us as a separate undertaking):-

1. We will recognise the confidential nature of the Confidential Information.

2. We will respect the confidential nature of the Confidential Information by maintaining the secrecy of the Confidential Information.

3. That the Confidential Information (or any part of it) will not without the prior written consent of NCL, be used by us or on our behalf for any purpose except that set out in Part 2 of the Schedule to this Undertaking.

4. We will not disclose the Confidential Information to others without the prior written consent of NCL and where such disclosure is so authorised we shall first obtain a written undertaking from the person to whom disclosure is to be made substantially in the form of this Undertaking.

5. That the Confidential Information will not be used by us or by any person on our behalf in any way that would be detrimental or harmful to any company within the Norse Group.

6. That NCL retains all intellectual property rights in the Confidential Information at all times and for all purposes including the copyright (or any other intellectual property rights) in materials produced by us relating to the Confidential Information.

7. Forthwith at NCL’ request, we shall ensure the destruction of copies which we may hold of any documents, source codes, data storage media, notes, files or, without limitation, any other documents which we may possess and which contain Confidential Information and to ensure that any such documents which have been disclosed to any third parties have also been so destroyed.

We further agree to fully and promptly indemnify NCL from and against any and all losses incurred by it as a result of any breach of the above undertakings. We acknowledge that any breach by us or anyone on our behalf of the above undertakings may give rise to significant damage to NCL or to the Norse Group, that damages may not be an adequate remedy in consequence thereof, and that NCL (or, as the case may be, the relevant member of the Norse Group) shall be entitled to such equitable remedies as may be appropriate in the event of such breach.

The following information shall not be regarded as Confidential Information to which this Undertaking applies:-

(a) Information which was in or comes into the public domain before or after the date of this Undertaking, otherwise than as a result of a disclosure by us or on our behalf that has not been authorised by NCL;

1. Information which we can establish by documentary evidence was already in our possession at the time of disclosure by or on behalf of NCL otherwise than as a result of a breach of a confidentiality undertaking owed to NCL;

(c) Information which is required to be disclosed pursuant to a legal or regulatory obligation, provided that we shall give NCL as much notice as possible prior to making such disclosure and shall co-operate fully with NCL and use our reasonable endeavours to limit or prevent such disclosures so far as is possible.

For the purposes of this Undertaking the term "Norse Group" shall mean Norse Group Limited and any of its subsidiaries from time to time (as the term subsidiary is defined in Section 1159 of the Companies Act 2006).

English Law shall apply to this Undertaking and the English Courts shall have exclusive jurisdiction in relation to its terms.

SIGNED…………………………………………………………………………………….

DATE ……………………………………………………………………………………………….

**FORM D – QUALITY SUBMISSION – 60% OF SCORE**

Please be aware that answers/commitments given within this section may be added to the proposed contract/SLA

D1.1 Service Location (10%)

|  |
| --- |
| **Location:** From which location do you intend to service the contract? If this location is geographically remote from Norfolk, please describe how you would deal with any difficulties this may cause. Please also detail the full process that will be followed to ensure NorseCare locations are kept fully serviced at all times. |
| (Maximum 1500 words)  Type your response here |

D1.2 Stock Control (5%)

|  |
| --- |
| a) What stock control methods do you use as standard (for example bar coding or chipping)?  b) Please describe your processes for keeping an accurate account of the stock in different locations  c) Please confirm the lead time for any new on site equipment required such as new bins etc. |
| (Maximum 1000 words)  Type your response here |

D1.3 Hazardous Waste Management and Accreditations (15%)

|  |
| --- |
| NorseCare are classed as ‘Producers and Holders of Hazardous Waste’ producing healthcare offensive waste, municipal offensive waste and sharps and related waste.  Please detail how you will assist NorseCare in fulfilling its duties as a hazardous waste producer in relation to correct disposal and documentation, consignment notes and general advice alongside support in relation to changing regulations. |
| (Unlimited word count)  Type your response here |

D1.4 Health and Safety and Infection Control (10%)

|  |
| --- |
| Please outline your processes that control your Health and Safety and the accreditations that your business holds. NorseCare has stringent Infection Control Policies so please describe your procedures in relation to infection control and the management of the key factors in this area. |
| (Maximum 2000 words)  Type your response here |

D1.5 Contract Transition (10%)

|  |
| --- |
| Please detail your full transition plan if awarded this contract and how you will minimise disruption to NorseCare Care Homes during this transition. It is anticipated that a period of two weeks will be available to plan any such transition and your answer should include how you will co-ordinate with the current incumbent to ensure on site equipment is made available for collection and new equipment put in place, and how you will co-ordinate with all the current NorseCare locations listed. |
| (Maximum 2000 words)  Type your response here |

D1.6 Overview (10%)

|  |
| --- |
| Please present here a summary of your Tender, highlighting any specific benefits or features which you believe your organisation could offer NorseCare Ltd. Special emphasis on Environmental factors, Equal Opportunities and Diversity, Health & Safety and Sustainability as well as Management Information and data being made available. |
| (Maximum 1500 words)  Type your response here |

**FORM E – PRICE SUBMISSION – 40% OF SCORE**

**Service and Rental Prices**

Tenderers are to set out below their prices for the requirements as per the service specification. Prices quoted are to exclude VAT.

External Wheelie Bin 1100L

52 Collections per year £…………………

26 Collections per year £…………………

External Wheelie Bin 360L

26 Collections per year £…………………...

External Wheelie Bin 770L

52 Collections per year £…………………

26 Collections per year £………………….

1000L Offensive Eurobin

52 Collection per year £…………………

Non Service Nappy Bin (Rental of Bin only)

£ per annum required £…………………

Eclipse Sanitary Disposal (Full Bin Replacement)

26 visits per year £…………………

12 visits per year £…………………

Sharps Bin (Full Bin Replacement done once per month) £ per annum required

1Ltr (Hazardous Waste) £……………..

4 ltr (Non Hazardous Waste) £…………….

3.75ltr Yellow Lidded Sharps Bin £…………….

Swabs and Dressings 45Ltr (Full Bin Replacement)

26 per year £……………………

52 per year £…………………...

104 per year £……………………

**FORM F Conditions of Service Level Agreement**

|  |  |
| --- | --- |
| **F1.1 Answer yes or no** | **Yes / No** |
| We are willing to enter into SLA022 in accordance with the specified terms and conditions, without modification. |  |

**Please note if you are unwilling to enter into the proposed Service Level Agreement please state your reasons below. This will not at this stage effect your chances of success with this Tender**.

Please type here:

**FORM G - DECLARATION**

**To: NorseCare Ltd**

**Form of Tender**

**By submitting your Tender electronically, you hereby agree to the following;**

Having examined the Invitation to Tender and its accompanying documents and being fully satisfied as to my/our abilities and experience in all respects to fulfil the requirements of the Conditions of Tender and the unexecuted Contract;

I/We Hereby offer, subject to the Conditions of Tender to provide in accordance with the terms and conditions (including the provision of modification) of the unexecuted Contract and Service therein specified and in accordance with the prices set out in the Pricing Schedule all prices being fixed (subject to the terms of the Contract) for the first year of the Contract Period and thereafter during the Contract Period at the price ascertained under the terms of the unexecuted Contract.

Unless and until the formal written agreement referred to above is executed, this Tender, together with your written acceptance thereof will form a binding agreement between us in terms of the Tender Documents and where there is a discrepancy or difference between the Tender and the (other) Tender Documents the latter will prevail.

**Declaration**

By submitting your Tender electronically, you are also confirming your compliance with statutory and policy requirements of NorseCare Ltd as detailed within the ITT and are therefore making the following Declaration.

I/We declare that this is a bona fide Tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreements with any other person.

I/We have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this Tender any of the following acts;

Communication to a person other than the person calling for those Tenders the amount or approximate amount of the proposed Tender except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tenders;

Have entered into any agreement or arrangement with any other person that they shall refrain from Tendering or as to the amount of any Tender to be submitted.

Offering or paying or giving or agreeing to pay or give any sum of money valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the sort described above.

I/We agree that the terms of the above declaration will form part of any contract with NorseCare Ltd, it’s servant or agent resulting from the acceptance of my/our Tender and that any breach of this declaration and undertaking will be deemed to be a breach of that contract entitling NorseCare Ltd, it’s servant or agent to determine forthwith or to take advantage of any provision in that Contract entitling NorseCare Ltd it’s servant or agent to determine my/our employment under this Contract.

Signed …………………………………………………………………

Date …………………………………………………………………...

**BIDDERS CHECKLIST**

Please make sure you have:

* Only returned the Tender Response Documents
* Fully Completed all parts of Form A
* Signed and returned Form C (Confidentiality Undertaking)
* Completed all Quality questions on Form D and submitted
* Fully completed Form E (Pricing Schedule) and submitted
* Signed Form F as confirmation of adherence to SLA022
* Signed Form G Declaration

1. [↑](#footnote-ref-1)