

Hungerford Town Christmas Lights Installation/Removal

We understand that if successful, the contract will run from 5th Nov 2018 until 30th Nov 2018 (similar dates will be applicable for 2019 and 2020).

We give this tender to the Employer free of charge and understand that the Employer does not bind himself to accept this or any other tender. The tender is to remain open for acceptance for one month.

Signed: _____ Date: _____

On behalf of:

TENDERING PROGRAMME

The following represents the indicative timescale for the key stages of the tender process.

These dates may be subject to change: -

Issue tenders – 31st July 2018

Tender return deadline – Friday 7th September 2018

Tender evaluation – between 7th September 2018 and 13th Sept 2018

Contract Award – 14th Sept 2018

Contract start – 5th Nov 2018

Contract finish – 30th Nov 2018

Notes for completion:

Please answer every question. Failure to do so may result in your application being disqualified. If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

“Authority” means the purchasing organisation that is seeking to award a contract.

“You” / “Your” or “Potential Provider” means the business or company which is completing this tender.

Your completed application should be returned via post or hand no later than 10 am Friday 7th September 2018 and submitted in an envelope marked “Tender – Hungerford Town Christmas Lights Installation/Removal”, addressed to:

Hungerford Town Council

The Library, Church St

Hungerford, Berkshire

RG17 0JG

Alternatively, your completed application can be returned by email to

townclerk@hungerford-tc.gov.uk with subject heading “Tender – Hungerford Town Christmas Lights Installation/Removal”.

Verification of Information Provided:

Not all questions require supporting documents up front at this stage. **However, the purchasing organisation may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues.

FORM A: ORGANISATION AND CONTACT DETAILS

Full name of organisation wishing to tender		
Registered office address		
Company or charity registration number		
Date of registration		
VAT registration number		
Name of immediate parent company		
Name of ultimate parent company		
		Please tick
Type of organisation	i) a public limited co.	
	ii) a limited company	
	iii) a limited liability partnership	
	iv) other partnership	
	v) sole trader	
	vi) other (please specify)	

FORM B: GROUNDS FOR MANDATORY REJECTION**Important Notice:**

In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer 'No' to every question it is very unlikely that your application will be accepted.

Please state 'Yes' or 'No' to each question.

	Answer
Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? Answer "Yes" only if they have been convicted	
(a) Conspiracy	Yes / No
(b) Corruption	Yes / No
(c) Bribery	Yes / No
(d) Fraud (including not paying taxes or social security contributions)	Yes / No
(e) Money laundering within the meaning of Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	Yes / No
(f) Any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State	Yes / No

FORM C: GROUNDS FOR DISCRETIONARY REJECTION

Important Notice:

The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further.

Please state 'Yes' or 'No' to each question.

Has your organisation or any other director or partner	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	Yes / No
(b) committed an act of grave misconduct in the course of your business or profession;	Yes / No
(c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	Yes / No
(d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or the relevant State in which you are established; or	Yes / No
(e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	Yes / No

FORM D: FINANCIAL INFORMATION

(a) TURNOVER

Please summarise the annual turnover of your organisation over the last 3 years. If your organisation is part of a Group please supply figures for both your own organisation and the Group.

OWN ORGANISATION

Year GBP £.....

Year GBP £.....

Year GBP £.....

GROUP

Year GBP £.....

Year GBP £.....

Year GBP £.....

A copy of your audited accounts for the most recent two years may be requested.

(b) INSURANCE

Please provide details of your current levels of insurance for the following:-

Public Liability Insurance Insured up to GBP £.....for any one event

Employers Liability Insurance Insured up to GBP £ for any one event

Professional Indemnity Insurance Insured up to GBP £

Evidence of your valid insurance policies will be requested before any contract is awarded

FORM E: TECHNICAL AND PROFESSIONAL ABILITY

(a) EXPERIENCE AND CONTRACT EXAMPLES

Please provide details of up to three contracts from either the public or private sector (or both), that have been completed in the past **three** years.

	Contract 1	Contract 2	Contract 3
Customer Organisation (name):			
Customer contact name, phone number and email			
Contract completion date			
Contract Value			
Brief description of contract			

If you do not wish the Authority to contact any of the above-mentioned customers for reference then please state

(b) STAFFING

How many staff does your organisation employ? _____

(C) QUALITY ASSURANCE

(c.1) Does the relevant section of your organisation hold a recognised quality management certificate, for example ISO 9001 or equivalent?	Yes / No
(c.2) If “Yes” , please enclose a copy of the certificate.	
(c.3) If “No” , please describe any actions you take to ensure quality is consistently monitored and maintained throughout your organisation.	Yes / No
(c.4) Is your organisation a member of any relevant professional / trade associations?	If “Yes” , please state.

(d) HEALTH AND SAFETY

(d.1) Does the relevant section of your organisation hold a recognised Health and Safety management system certificate?	Yes / No
(d.2) If “Yes” , please enclose a copy of the certificate.	
(d.3) Do you have a company Health and Safety policy?	Yes / No
(d.4) If “Yes” , please enclose a copy with your response.	
(d.5) If “No” , please briefly describe what arrangements you have made to manage Health and Safety within your organisation.	
(d.6) Have you been the subject of any Improvement or Prohibition Notice or prosecution or been a defendant in any case brought under Health and Safety legislation within the last three years?	Yes / No
(d.7) If “Yes” , please provide details	

(e) ENVIRONMENTAL MANAGEMENT

(e.1) Does your organisation hold a recognised environmental management systems certificate, for example ISO 14001 or equivalent?	Yes / No
(e.2) If “Yes”, please enclose a copy of the certificate.	
(e.3) If “No”, please describe any actions your organisation currently undertakes to demonstrate a responsible attitude towards environmental management	

(f) EQUAL OPPORTUNITIES

(f.1) Does your organisation have an Equal Opportunities policy?	Yes / No
(f.2) Does your organisation ensure that it remains compliant and up to date with the Equality Act 2010?	Yes / No

g) UNDERTAKING

I declare that to the best of my knowledge the answers submitted in this tender are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to tender for the Authority’s requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this tender if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

FORM COMPLETED BY	
(g.1)	Name:
(g.2)	Date:
(g.3)	Signature: