# 

# TENDER RESPONSE FORM

**Christmas Lights**

**Henley-on-Thames**

**Notes for completion**

1. 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 appendix.
2. The Council 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.

**SECTION 1: PRINCIPAL CONTRACTOR INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Part 1** | **Question** | **Response** |
| 1.1(a) | Full trading name of the potential principal contractor |  |
| Registered office address |  |
| Registered website address |  |
| Trading status (PLC, Ltd, LLP, other partnership, sole trader, third sector, other) |  |
| Date of registration |  |
| Company registration number (if applicable) |  |
| Charity registration number (if applicable) |  |
| Head office DUNS number (if applicable) |  |
| Registered VAT number |  |
| Details of membership or registration with any professional bodies |  |
| Are you one of the following: Voluntary Community Social Enterprise (VCSE); Sheltered Workshop; or Public service mutual? |  |
| Are you a Small, Medium or Micro Enterprise (SME)? |  |
| 1.1(b) | **Details of Persons of Significant Control (PSC), where appropriate** | |
| Name |  |
| Date of birth |  |
| Nationality |  |
| Service address |  |
| Date became PSC in relation to the company |  |
| 1.1(c) | **Details of parent company (if applicable)** | |
| Full trading name |  |
| Registered office address |  |
| Registration number |  |
| Head office DUNS number |  |
| Parent company VAT number |  |

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Bidding model** | |
| **Part 2** | **Question** | **Response** |
| 1.2(a) | Are you bidding as the lead contact for a group of economic operators? | Yes / No |
| If yes, name of group of economic operators |  |
| If yes, please explain the proposed legal structure |  |
| 1.2(b) | Are you proposing to use sub-contractors? | Yes / No |
| If yes, please provide additional details for each sub-contractor: |  |

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Contact details** | |
| **Part 3** | **Question** | **Response** |
| 1.3 | Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

**SECTION 2: EXCLUSION GROUNDS**

|  |  |  |
| --- | --- | --- |
| **Section 2** | **Grounds for mandatory exclusion** | |
| **Part 1** | **Question** | **Response** |
| 2.1(a) | **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 has been convicted anywhere in the world of any of the offences below:** | |
| Participation in a criminal organisation | Yes / No |
| Corruption | Yes / No |
| Fraud | Yes / No |
| Terrorist offences or offences linked to terrorist activities | Yes / No |
| Money laundering or terrorist financing | Yes / No |
| Child labour and other forms of trafficking in human beings | Yes / No |
| If you have answered yes to a question in 2.1(a), please provide further details |  |
| If you have answered yes to a question in 2.1(a), please provide details of measures taken to demonstrate the reliability of the organisation despite the relevant ground for exclusion? |  |
| 2.1(b) | 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 |
| If you have answered yes to question 2.1(b), 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. |  |

|  |  |  |
| --- | --- | --- |
| **Section 2** | **Grounds for discretionary exclusion** | |
| **Part 2** | **Question** | **Response** |
| 2.2(a) | **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.** | |
| Breach of environmental obligations? | Yes / No |
| Breach of social obligations? | Yes / No |
| Breach of labour law obligations? | Yes / No |
| 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 |
| Guilty of grave professional misconduct? | Yes / No |
| Entered into agreements with other economic operators aimed at distorting competition? | Yes / No |
| Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes / No |
| Been involved in the preparation of the procurement procedure? | Yes / No |
| 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 |
| 2.2(b) | **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. | Yes / No |
| The organisation has withheld such information. | Yes / No |
| The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | Yes / No |
| 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 you have answered yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? |  |

**SECTION 3: SELECTION QUESTIONS**

|  |  |
| --- | --- |
| **Part 1** | **Technical and Professional Ability** |
| 3.1(a) | **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. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. They will also be asked to comment on the quality of the supplies or services provided during the course of the contract.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Contractor 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. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Contract 1** | **Contract 2** | | **Contract 3** |
| Name of customer organisation | |  |  | |  |
| Point of contact in the organisation | |  |  | |  |
| Position in the organisation | |  |  | |  |
| Email address | |  |  | |  |
| Contract Start date | |  |  | |  |
| Contract completion date | |  |  | |  |
| Estimated contract value | |  |  | |  |
| Description of contract | |  |  | |  |
| 3.1(b) | 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) | | |  | |
| 3.1(c) | If you cannot provide at least one example for questions 3.1(a), 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. | | |  | |

|  |  |  |
| --- | --- | --- |
| **Part 2** | **Quality Assurance / Data Security** | |
| 3.2 | Does your organisation hold a recognised quality management certification or have a documented quality management system? | Yes / No |

|  |  |  |
| --- | --- | --- |
| **Part 3** | **Insurance** | |
| 3.3 | Please self-certify whether you have and will have at the commencement of the contract the levels of insurance cover indicated below: | |
| Employer’s (Compulsory) Liability Insurance – £5m minimum | Yes / No |
| Public Liability Insurance – £5m minimum | Yes / No |
| Professional Indemnity Insurance – £2m minimum | Yes / No |
| Product Liability Insurance – £5m minimum | Yes / No |

|  |  |  |
| --- | --- | --- |
| **Part 4** | **Compliance with Equality Legislation** | |
| 3.4(a) | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court? | Yes / No |
| 3.4(b) | If yes, please provide, as a separate appendix, a summary of the nature of the investigation and an explanation of the outcome.  If the investigation upheld the complaint, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. | |
| 3.4(c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes / No |

|  |  |  |
| --- | --- | --- |
| **Part 5** | **Environmental Management** | |
| 3.5(a) | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? | Yes / No |
| 3.5(b) | If yes, provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. | |
| 3.5(c) | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes / No |

|  |  |  |
| --- | --- | --- |
| **Part 6** | **Health and Safety** | |
| 3.6(a) | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes / No |
| 3.6(b) | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | Yes / No |
| 3.6(c) | If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. | |
| 3.6(d) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes / No |

# SECTION 4: PROPOSED WORKING METHOD

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Design/Quality Statements** | | | |
| Bidders are required to respond to each statement question below with **a page limit of 2 sides of A4 for each question**. The response must be self-contained, i.e. it should not refer or cross-reference to the answer to any other question, even though in some cases this may lead to duplication of information. Please do not submit general marketing or promotional materials by way of answers to any of the questions. You may expand the sections provided or provide your responses on clearly-referenced sheets and appendices. Please make sure that where you choose this way, the responses are all submitted in a single PDF. | | | |
| Q1 | **Implementation / Delivering the Contract** | | **(Weighting: 3)** |
| Please set out your intended approach in delivering this contract including:   * Managing the contract * Any key issues that may impact on the delivery of the work required * Assessing the lighting provided by the client * A rough project programme for the undertaking of this contract | | |
| **Response:** | | |
| Q2 | **Quality of Materials** | **(Weighting 2)** | |
| Please include a list of proposed materials used for the lighting and other elements such as the small Christmas trees, including where they are supplied from or, if designed and fabricated in-house, the process for doing so | | |
| **Response:** | | |
| Q3 | **Ongoing Maintenance** | **(Weighting 2)** | |
| The Council would like to ensure smooth and timely maintenance during the festive season. Please provide details of how you would help us achieve this, including:   * Full details of guarantees and warranties and defects policy on any new lighting and services provided * Availability and lead times of replacement parts and materials * Response times to call outs | | |
| **Response:** | | |
| Q4 | **Resource / Staff** | **(Weighting 2)** | |
| Please provide details of all personnel / types of personnel to be deployed on the project.  Please provide details on how you will provide continuity and quality of staff in the event of both planned and unplanned absence. | | |
| **Response:** | | |
| Q5 | **Managing public safety and access** | **(Weighting 2)** | |
| Please supply information which you consider may be relevant to support your compliance with risk assessment method statements. This should demonstrate that the contractor has an understanding of the issues associated with working in a public area with high footfall and vehicle movements. | | |
| **Response:** | | |
| Q7 | **Communication** | **(Weighting 1)** | |
| Please provide details of how you propose to engage and communicate with the Council in accordance with the project requirements. This should encompass how you plan to communicate on a regular basis and in situations where urgent contact is required. Please also include details on how the lead Council officer can contact you. | | |
| **Response:** | | |
| Q8 | **Assumptions** | **(For Information Only)** | |
| Please detail the assumptions that have been made in relation to your responses above | | |
| **Response:** | | |

# SECTION 5: PRICING SCHEDULE

|  |
| --- |
| **Pricing Schedule** |
| * Please complete the pricing schedule appendix * Prices are to be submitted as totals for each item (not unit cost) * Price are to be submitted in GBP and exclusive of VAT * Any additional proposed items should be included separately within the schedule. No additional costs will be considered by the Council unless these are clearly stated in the pricing schedule response. |

**SECTION 6: DECLARATION**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed: |  | Position: |  | Date: |  |