**Electrical Rewire Clarification Questions and Responses**  Friday 15th September 2017

**1.**

* Is there a word or page limit for the answers to questions 9.1 - 9.4 [of the Standard Selection Questionnaire]?

***Response:*** *There is no word or page limit, but please keep responses brief, relevant and proportionate to the question. As stated in the SQ in the box preceding these service specific questions, please bear in mind the Council’s specified requirements for this contract when answering these questions.*

* Is there a word count for the brief answers 8.2c,d,e,g and h

***Response:*** *There is no word or page limit, but please keep responses brief, relevant and proportionate to the question.*

* Is there a word count for the brief answers 8.3a, 8.4a, 8.4d

***Response:*** *There is no word or page limit, but please keep responses brief, relevant and proportionate to the question.*

* Is there are word limit to question 6.1 technical references in particular contract descriptions

***Response:*** *There is no word or page limit, but please keep responses brief, relevant and proportionate to the question. Only a brief summary of the contract details are required.*

* Is there a word limit to question 6.2 regarding subcontracting

***Response:*** *There is no word or page limit, but please keep responses brief, relevant and proportionate to the question.*

* Are appendices of relevant supporting information allowed and will they be considered in marking the submission

***Response:*** *Please do not append any supporting information. Please provide your entire response to a question within the response box alongside the question. Please feel free to expand these boxes to accommodate your response, but please ensure your response is brief, relevant and proportionate to the question. Only if absolutely necessary, e.g., should you experience technical difficulties in providing information in the response ‘box’ alongside a question, should you append any information as part of your response.*

**2.**

* Please would you confirm whether the first stage of this process is to complete and return the Standard Selection Questionnaire (two hard copies and a copy electronically saved on a memory stick) by 12:00 noon, Friday, 22 September 2017?

***Response:*** *I can confirm this is correct.*

* Could you inform us if we need to register on any specific electronic tendering portal as part of this process?

***Response:*** *Not required: an electronic tendering portal is NOT being used to manage this tender. Please follow the instructions within the Standard Selection Questionnaire regarding submission of the completed document to Melton Borough Council’s Parkside offices by the stated deadline of 12:00 noon, Friday 22nd September 2017.*

*Only paper submissions will be accepted. Two paper copies of your response (the completed Standard Selection Questionnaire) and also a copy saved to memory stick, are required at this stage/stage 1 of this tender.*

**3.**

1. Can you advise if the Questions are directed to this e mail also?

**Response:** *All clarification questions should have been sent to* *lshort@melton.gov.uk**.*

*All responses, together with the original questions, will be posted on Opportunity Notice (advert) for this tender on Contracts Finder on or after Friday 15th September 2017. Questions and responses will also be sent to all those of have registered their interest in this tender.*

**4.**

* Could you please confirm where we should raise clarification questions and what is the deadline for raising CQs?

***Response:*** *As stated in the Opportunity Notice on Contracts Finder and in the tender documents, in respect of Stage 1 the deadline for questions was Friday 8th September; in respect of stage 2 – and for short-listed bidders’ only -, the provisional deadline for clarification questions is 3rd November 2017.*

* Could you please confirm when the deadline date is?

***Response:*** *Stage 1 submission (the completed Standard Selection Questionnaire) is noon Friday 22nd September 2017; in respect of stage 2 (short-listed bidders invited to tender: noon Friday 17thNovember 20 17.*

* We note that overall liability under the contract is currently uncapped. Please could you confirm if the final contract will contain an agreed limit on liability? For example, limiting liability for insured losses to the specified minimum insurance values required under the contract and limiting liability for all other uninsured or indirect/consequential losses to an agreed value.

***Response:*** *Limitation of liability will be as specified in the JCT Measured Term 2011 form of contract.*

*See also the required types and minimum levels of insurance cover specified in the Standard Selection Questionnaire, section 8. Additional Questions, 8.1 Insurance.*

**5.**

* After confirmation received of expression of interest, how do we proceed?

***Response:*** *Please complete and submit the Standard Selection Questionnaire for this tender by no later than noon Friday 22nd September 20 17.. This document is attached to the Contracts Finder Opportunity Notice. Subject to the evaluation of the responses to the Standard Selection Questionnaire no fewer than five suppliers will be short-listed and invited to tender for the specified services.*

**6.**

* Just to clarify if we need to register on any specific tender portal, etc.

***Response:*** *Suppliers are not required to register on any specific portal. Interested suppliers were required to register their interest by emailing* *lshort@melton.gov.uk*

 *To be considered for this contract, Suppliers have to complete and submit the Standard Selection Questionnaire (two paper copies and a copy on a memory stick), to the address stated in that document and by the published deadline of noon Friday 22nd September2017.*