

Hart District Council

Invitation To Tender

For

Wetlands Area & Access Improvements

Bramshot Farm Country Park

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Invitation To Tender

1. Conditions of Tender

Hart District Council invites you to bid for the requirements detailed below in accordance with the conditions outlined within this document.

General Conditions

1. Your submission must be in accordance with our terms and conditions, which are attached within the documents on the tendering system. Submission of your Tender will signify your acceptance of these.
2. We are not bound to accept the lowest or any bid or to accept you as a sole supplier.
3. Prices you Tender are to remain fixed for the duration of the agreement.
4. Hart District Council reserves the right to extend or cancel the Invitation to Tender (ITT) process at any point. Hart District Council is not liable for any costs resulting from any cancellation of this ITT process or for any other costs incurred by those quoting for this Contract.

Confidentiality & Publicity

1. The contents of this ITT and of any other documentation sent to you in respect of this process are provided on the basis that they remain the property of Hart District Council and must be treated as confidential.
2. You may not undertake any publicity activities with any part of the media or other third party in relation to the Contract or this ITT process without the prior written agreement of Hart District Council, including agreement on the format and content of any publicity.

Freedom of Information Act 2000 and Environmental Information Regulations 2004

1. As part of Hart Hampshire District Council’s duties in relation to the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR), we are required to respond to requests for information. This may require the disclosure of information concerning the procurement process or the Contract to anyone who makes a reasonable request. The FOIA and EIR apply in similar ways, however EIR is only concerned with environmental information.
2. The FOIA/EIR include exemptions that may apply in certain circumstances. If you consider that any of the information provided in your bid is commercially sensitive or a trade secret (meaning it could reasonably prejudice a legitimate commercial interest if disclosed to a third party) then it should be clearly marked as ‘Not for disclosure’ together with valid reasons in support of the information being exempt from disclosure under relevant legislation. Information may be considered exempt under FOIA if its disclosure would, or would be likely to, prejudice commercial interests. The test under EIR is stricter and it must be shown that disclosure would adversely affect the confidentiality of commercial information. Both exemptions are ‘qualified exemptions’ and are subject to the public interest test. Additionally, under EIR there is a presumption in favour of disclosure.
3. You should also be aware that simply marking information as 'confidential' or 'commercial in confidence' only has the effect of identifying that an exemption could apply under the FOIA/EIR. Each request for information will be assessed on its merits by the council and the decision will be whether, taking into account all factors at the time the request is received, a duty of confidence applies, or whether disclosure would be likely to result in prejudice to commercial interests.
4. Hart District Council will, where possible, notify you of information requests and seek your views before disclosing the information to someone else. However, it is ultimately the responsibility of the authority to determine whether or not to release the information.

Contact Details and Deadline for Submission

1. You are strongly encouraged to ask clarification questions. Questions & answers will be shared with all bidders, unless the questions and answers are deemed to be commercially or otherwise sensitive.
2. Your Tender must be submitted via the online sourcing portal by no later than the date and time set out below. Hart District Council reserves the right not to accept submissions received after that date and time.
3. The timetable for the ITT is as follows:

|  |  |  |
| --- | --- | --- |
| **Details** | **Date\*** | **Time** |
| Invitation to Tender (ITT) released | 30th November 2020 | 17.00hrs |
| Proposed date for contractor site visit and ‘on site’ queries  | 14th - 18th December 2020 & 5 - 8th January 2021(by arrangement)  | 09:30 – 15:30hrs  |
| Open for Clarification Questions | 30th November 2020 | 17.00hrs |
| Deadline for Clarification Questions | 16th December 2020 | 12.00hrs |
| Final Clarification Responses released by Hart District Council | 19th December 2020 | 17.00hrs |
| Deadline for Submission of ITT Bids | 14thJanuary 2021  | 12.00hrs |
| Evaluation and Governance | 14th- 18thJanuary 2021  | N/A |
| Contract Award Decision Communicated | 18th January 2021  | 17.00hrs  |
| Contract issued for signature | 4th February 2021  | 12.00hrs  |
| Contract Start Date | 5th February 2021  | 09:00hrs  |

\*The dates in this table are approximate and may be subject to change.

Documents required for submissions

1. The following must be included as part of your quotation:
* Completed ITT document, including Technical Questions. You must answer all questions in section C as part of this document; submitting in any other format or template may not be accepted.
* Failure to do so may result in your bid not being evaluated.
* Any attachments specifically requested in the Technical Questions
* Completed Pricing Schedule

Contract details

1. The value of the contract over its lifetime is £140,000.
2. The contract term is for 1 year (12 months) from appointment.
3. The critical date for completion of works is 31st May 2021.

Evaluation

1. You must pass all of the mandatory questions in section C5.
2. The information provided as part of sections C6 Technical Questions and C7 Pricing Section will be used to evaluate the successful Tender as follows.
3. The evaluation criteria to be used will be:

|  |  |
| --- | --- |
| **Award Evaluation Criteria** | **Section score (maximum available) as %** |
| Quality | 60 |
| Price | 40 |
| **Total** | **100** |

**Quality evaluation methodology**

1. Quality will be measured upon evaluation of Bidders’ responses to the technical questions in sections C6 and C7. Each technical question must be completed.
2. Your responses to each technical question will be evaluated by the evaluation panel using the following scores:

|  |  |
| --- | --- |
| **Score** | **Definition** |
| 0 | Unacceptable |
| 1 | Poor |
| 2 | Adequate |
| 3 | Good |
| 4 | Very Good |
| 5 | Excellent |

1. Bidders will fail the technical questions evaluation if they score less than 30% out of 50% available in this section. Bidders who fail the technical questions evaluation will not be considered further. Bidders who pass the technical questions evaluation will proceed to pricing evaluation.
2. hartdistrictcouncil.sharepoint.com/:
3. Each technical question has a weighting, as specified in the question. The weighting will be applied to your scores and a total quality score will be calculated.

**Pricing evaluation methodology**

1. Price will be evaluated based on the lowest price bidder achieving the maximum % for the pricing element. Higher priced bids will receive a proportional score based on the amount higher they are than the lowest bid. The calculation is:

(Lowest Bid Price [A] ÷ Bidder’s Bid Price [B]) x pricing weighting

1. For example, where the pricing score will comprise of 35% of the overall score, where the lowest bid price (A) is £100, and where the Bidder’s bid price (B) is £120, the Bidder’s score would be calculated as follows:

(100/120) x 35 = 29.17%

|  |  |
| --- | --- |
| **Price** | **Formula** |
| Lowest Bid Price (A) | £100 |
| Bidder’s Bid Price (B) | £120 |
| Calculation | 100/120 = 0.8333 |
| Convert to score | 0.8333 x 35 = 29.17% |

**Award of the contract**

1. Bidder’s total quality and price scores will be added together to give a total weighted score. The bidder with the highest weighted score will be awarded the contract.
2. Where there are two bidders with the same weighted total scores, the provider out of the two with the highest score for pricing will be the first ranked provider.
3. The Council reserves the right to award a part contract.
4. The Council reserves the right to not award a contract.
5. The Council reserves the right to make changes of a drafting nature to the Contract Documents.
6. Specification of Requirement
7. Introduction

Hart District Council approved planning permission (17/00064/FUL) for the creation of a new Site of Alternative Natural Greenspace (SANG) in 2017, at Bramshot Farm Country Park (approximate centroid Ordnance Survey grid reference SU83575600). The Country Park was created to reduce the visitor impact on fragile habitats within the Thames Basin Heaths Special Protection Area (SPA). It is owned by Hart District Council and managed by its Countryside Service.

The Council now aims to create an enhanced area of habitat and visitor experience in the Old Oak Way area of the SANG which would include creating wetland features and increasing the accessibility of the existing paths. This work would open up opportunities for year-round access for visitors and create the wetland habitat originally sought by Hart District Council for this part of the SANG.

The wetlands area and access improvements are as described in planning application 20/02436/FUL (see [here](https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?keyVal=QHXWABHZMDD00&activeTab=summary)) (which is an addition to planning permission for the whole Country Park).

1. Service Requirement

Hart District Council is seeking a suitable contractor to create the wetland area and install the access improvements as per the planning application 20/02436/FUL at Bramshot Farm Country Park.

The Council’s main objectives are:

A) To set out and build the designed and permitted wetlands with associated access improvements as per planning application **20/02436/FUL**.

B) Where necessary, to supply the relevant health and safety certification (upon completion of construction) for drainage design, construction methodology, risk assessments, signage and longer-term maintenance plans.

1. Specification

**£140,000 to be completed by 31st May 2021**

[**Link to Planning Application**](https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?keyVal=QHXWABHZMDD00&activeTab=summary)

1. Timeline

The tender will be awarded on the week commencing 18th January 2021. Work is expected to start immediately to meet final delivery deadline 31st May 2021. This should be considered in your method statement.

1. Functional Requirement

The work included in the contract is shown on the contract drawings but is briefly summarised as follows:

* Earthworks / Ground modelling including new ditches to connect with existing ditches off-site including water control measures to manage water levels
* New footpath
* New boardwalk and viewing decks
* Reinstatement

Please see drawing ‘*J00581-004 Rev.B GA & Levels Plan (1:500)*’ below.

For the full pdf of this drawing and all other information, including the Planning Design and Access Statement, associated with the planning application (Ref: **20/02436/FUL**) can be accessed via the planning portal (see [here](https://publicaccess.hart.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QHXWABHZMDD00)).

Additional details are given in the following documents:

* SCHEDULE OF WORKS (Appendix 1)
* PRELIMINARIES (Appendix 2)

A full list of available documents is provided as item 1 within the Schedule Of Works (Appendix 1), these can be provided on request for interested parties.





1. Bidder Submission of Tender

**All questions must be answered in section C**

* 1. Organisation’s Details

|  |  |
| --- | --- |
| Organisation’s name |  |
| Organisation’s address |  |
| Organisation’s telephone number |  |
| Organisation’s web address |  |
| Is your organisation a Small or Medium Sized Enterprise? (SME) | Yes / No |

* 1. Main Contact Details

|  |  |
| --- | --- |
| Contact person’s name |  |
| Contact person's position |  |
| Contact person's telephone number |  |
| Contact person’s email address |  |
| Are you aware of any potential conflict of interest? (Yes / No)  |  |
| If yes, please explain |  |

* 1. Payments
1. Please provide the name and their contact details of the person within your organisation who will manage the invoicing process. These details will be used to generate an invite to the named contact for them to enroll your organisation.

|  |  |
| --- | --- |
| Name |  |
| Telephone number |  |
| Email address |  |

1. If you have supplied works/services/supplies to Hart District Council in the last 12 months, please supply your vendor number or your service contact name at the Council. If you have not, please mark as N/A.

|  |  |
| --- | --- |
| Hart District Council Vendor Number: |  |

* 1. Collaborative Bids
1. Are you submitting a collaborative bid?

 [ ]  Yes [ ]  No

1. If yes, please ensure that all sections are completed by the lead bidder. Please ensure that only one bid is completed and returned to the Authority, which consolidates the offering from any other party/ies that you are bidding with. Please provide the name(s) of the organisation(s) you are collaborating with:

|  |
| --- |
|  |

* 1. Mandatory Pass/Fail Questions

**These questions are subject to Pass/Fail criteria.**

**Should you fail on any individual question, your bid will be disqualified and will not progress any further.**

Business Continuity Plan

A Business Continuity Plan is a plan to that explains how business processes and operations can continue during a time of emergency or disaster and includes an exit management plan.

1. Please confirm that you have a business continuity plan, which you would make immediately available to the Authority should you be successful with your bid, and/or work with the Authority to have one in place within three months of contract award. Please note that bidders that answer “No” will fail this section.

[ ]  Yes [ ]  No

1. Bidders are to identify and provide their business continuity plan in relation to contract delivery of the requirement. Please identify lead contact for working core hours and out of core hours. The lead contact will be the prime point of contact should business continuity/emergency planning come into effect

**Core Hours**

|  |  |
| --- | --- |
| Contact person’s name |  |
| Contact person's position |  |
| Contact person's telephone number |  |
| Contact person’s email address |  |

**Our of Core Hours**

|  |  |
| --- | --- |
| Contact person’s name |  |
| Contact person's position |  |
| Contact person's telephone number |  |
| Contact person’s email address |  |

Additional Selection Questions

|  |  |  |
| --- | --- | --- |
| **Insurance Details** | **Yes** | **No** |
| **Do you have Public Liability Insurance?** |[ ] [ ]
| Name of Insurance Company: |  |
| Policy Number: |  |
| Date of Expiry: |  |
| Value of Cover: (Minimum of £10 million) |  |
| **Do you have Employers Liability Insurance?** |[ ] [ ]
| Name of Insurance Company: |  |
| Policy Number: |  |
| Date of Expiry: |  |
| Value of Cover: (Minimum of £5 million) |  |
| **Do you have Professional Indemnity Insurance?** |[ ] [ ]
| Name of Insurance Company: |  |
| Policy Number: |  |
| Date of Expiry: |  |
| Value of Cover: (Minimum of £1 million) |  |
| **Please attach a copy of current insurance certificates** |
| **Please also include any information detailing what liabilities you are covered for, what you are not covered for and what you would expect the Customer to be covered for.** |
| **If your current level of Public Liability, Employers Liability or Professional Indemnity Insurance is below our required minimum level would you be prepared to increase your policy to the required amounts if awarded?** |[ ] [ ]
| **Health and Safety Questionnaire** |
| **Company Name** |  |
| Please answer the following questions. The responses you give will assist us in assessing your competence to carry out works on behalf of Hart District Council. You also need to be aware that if your assessment is satisfactory that you will be asked for financial information. |
| **Health and Safety Policy and Arrangements** |
| **1** | Please confirm one of the following options: |
|  | 5 or more employees, but no company health and safety policy  |[ ]
|  | 5 or more employees, with a company health and safety policy  |[ ]
|  | Fewer than 5 employees - no company health and safety policy |[ ]
|  | Fewer than 5 employees - with a company health and safety policy  | [ ]  |
|  | *This response is for reference only. Max 2 sides A4.* |
| **2** | Who is ultimately responsible for health and safety within your Company? |
|  |  |
| **3** | Do you have Health and Safety qualifications, accreditations or awards such as OHHAS18001, CHAS etc? | **Yes** | **No** |
|  |  |[ ] [ ]
|  | If yes, give details:  |
| **4** | Where appropriate, how do you communicate your health and safety policy to your staff? |
|  |  |
| **5** | How do you monitor health and safety arrangements within your organisation? |
|  |  |
| **6** | What are the emergency arrangements e.g. Fire, First Aid for your staff? |
|  |  |
| **Accident Information** |
| **7** | How many accidents have you had in the past 3 calendar years? Please complete all boxes entering ‘0’ where appropriate: |
|  |  | **2017** | **2018** | **2019** |
|  | Major, reportable injuries |  |  |  |
|  | Injuries requiring First Aid and sick leave (2 days+) |  |  |  |
|  | Injuries requiring First Aid and sick leave (up to 2 days) |  |  |  |
|  | Injuries requiring First Aid but no sick leave |  |  |  |
|  | Dangerous occurrences |  |  |  |
|  | Reportable diseases |  |  |  |
|  | Near Misses |  |  |  |
|  | For all of the above please detail the dates and cause of injury below. Include details of any actions resulting from any injuries/near misses to prevent further occurrences: |
| **Enforcement Action** |
| **8** | Have you had any enforcement action taken against you or your company for health and safety contraventions in the past 3 years?  | **Yes** | **No** |
|  |  |[ ] [ ]
|  | If yes, give details: |
| **Risk Assessments and Method Statements** |
| **9** | Please confirm that your company has risk assessments/method statements which are specific to the works to be undertaken (examples may be requested) | **Yes** | **No** |
|  |  |[ ] [ ]
| **10** | What high-risk activities does your Company undertake and what health and safety arrangements do you have in place to protect your employees or those affected by the activities: |
|  |  |
| **Competent Health and Safety Advice** |
| **11** | Who provides your Company with competent health and safety advice? Include details of their experience / training: |
|  |  |
| **Training** |
| **12** | What training have employees received relevant to the works being carried out? Please detail specific training regarding traffic awareness, threat awareness and manual handling. |
|  |  |
| **13** | How do you ensure that all of your staff remains competent? |
|  |  |
| **Consultation / Communication** |
| **14** | How does your Company consult/communicate with the workforce in discussions regarding health and safety matters? |
|  |  |
| **Sub-Contractors Checks** |
| **15** | If you use sub-contractors, give examples of the checks you undertake to assess health and safety compliance including competence. |
|  |  |
| **Work Equipment** |
| **16** | What arrangements do you have in place for the selection, maintenance and inspection of work equipment? |
|  |  |
| **Personal Protective Equipment (PPE)** |
| **17** | What arrangements do you have in place for the provision, maintenance and storage of PPE? |
|  |  |

**Data Protection & Security Due Diligence Questionnaire**

As part of our duties under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 the council is required to undertake checks ahead of contract and as part of contract monitoring with all its Service Providers. This is to ensure we maintain an overview of compliance and assure ourselves that personal information will be appropriately managed.

Responses to this questionnaire will be evaluated in line with Hart District Council’s standards and expectations. The provider is expected to have processes in place which can demonstrate that personal data is processed and stored securely and that appropriate measures are in place to prevent unauthorised access.

**The council may seek further evidence or clarification from you on any aspect of this form. Any incorrect statements made on this form may affect your contract with Hart District Council.**

| **Item** | **Area of Assessment****Please indicate whether your organisation meets the following standard** | **Yes** | **No** |
| --- | --- | --- | --- |
| ***mark as appropriate*** |
| 1 | A valid and up to date notification with the Information Commissioner Office (ICO) to cover all your personal data processing arrangements. Enter your registration number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 2 | An appointed Data Protection Officer or someone within your organisation who is responsible for compliance with the requirements of the Data Protection Act. Name and job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Email contact is required to allow us to seek any additional information or clarification regarding the responses provided on this form.***  |  |  |
| 3 | Mandatory Data Protection Act (induction and refresher) training for all employees. |  |  |
| 4 | Appropriate data protection, data security and privacy policies in place within your organisation which meet current ICO recommended codes of practice. |  |  |
| 5 | A documented process and policy in place for managing and investigating data protection and data security incidents, which meets the current ICO code of practice. |  |  |
| 6 | A documented process in place for recruitment to check the identity and reliability of employees. For example, by obtaining references, checking qualifications, ensuring they are DBS checked (where appropriate) |  |  |
| 7 | Appropriate data security and data protection processes in place when using sub-contractors to handle council data on your behalf. e.g. processes to ensure reliability of contractor, due diligence checks to ensure awareness of data protection, security and confidentiality of personal data, appropriate sub-contractor contracts. *N.B: If you feel you do not fully meet this requirement, please explain why and any mitigating comments.* |  |  |
| 8 | Encryption installed on mobile devices e.g. laptops, tablets, USBs, CDs.*N.B: If you feel you do not fully meet this requirement, please explain why and any mitigating comments.* |  |  |
| **Please provide additional information regarding the following areas of data security** |
| 9 | Will you be using any hosted systems / servers or any cloud software providers to store data relevant to this contract? E.g. file storage solutions or email systemsIf Yes, provide additional information below: |  |  |
| 10 | Do any of the systems or processes you use allow for the storage or processing of data outside of the EEA (European Economic Area)?This includes disaster recovery/back up servers and IT system support based abroadIf Yes, provide additional information below: |  |  |
| 11. | Have you had any data security or data protection incidents (in line with the ICO code of practice) in the past 2 years for which you have undertaken an investigation?If Yes, provide additional information below: |  |  |

* 1. Technical Questions

**The Technical Questions will form your quality assessment.**

**All questions must be answered in part C 6, 7, 8 and 9 within the response boxes provided in this document unless otherwise stated. Responses submitted in alternative formats and templates will be rejected:**

|  |  |
| --- | --- |
| Question 1 | **How do you intend to deliver in accordance with the project’s timescales and specification?**You should provide a written explanation supplemented by a Gantt Chart or similar. |
| Weighting  | 15 % |
| Word limit | 1000 |
| [Enter response here]Word Count: |

|  |  |
| --- | --- |
| Question 2 | **Please give details of your working methods and experience to deliver the project in accordance with the Specification of Requirements and supporting documentation.**  |
| Weighting  | 15 % |
| Word limit | 1000 |
| [Enter response here]Word Count: |

|  |  |
| --- | --- |
| Question 3 | **Please explain who will project manage and how will the programme be resourced and their relevant experiences?**CVs of those intending to be involved in the delivery of the project must be submitted as an appendix to any forthcoming response. For the avoidance of doubt, CVs are not included within the word limit. |
| Weighting  | 15 %  |
| Word limit | 1000 |
| [Enter response here]Word Count: |

|  |  |
| --- | --- |
| Question 4 | **Please give details of your company policies (e.g. GDPR, health and safety and others) in relation to how you plan to deliver the service under the contract.**(As part of the above, bidders are required to complete all the mandatory forms in Section C9). |
| Weighting  | 15%  |
| Word limit | 500 |
| [Enter response here]Word Count: |

* 1. Pricing Section

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ESSENTIAL:** Pricing should be in line with the Schedule of Works (Appendix 1) and Preliminaries (Appendix 2). **All pricing submissions must be provided within the Schedule of Works (Appendix 1) and summarised in part C section 7 within the response boxes provided in this document unless otherwise stated. Responses submitted in alternative formats and templates will be rejected.**This is a most economically advantageous tender, with 60% awarded for quality and 40% for the price of the work. Please add your pricing submission in the table. Please note that the values you enter here within this pricing schedule are:* the full amount to invoice Hart District Council for - no other expenses will be accepted e.g. travel, food
* for all hours of all days - no uplifts will be allowed for bank holidays, weekends or unsociable hours
* fixed for the contract term – 1 year
* Please note, all submitted prices submitted are excluding VAT

| **Total cost** **(Detailed breakdown to be provided in Schedule of works (Appendix 1)** | **Itemised Cost (exc. VAT)** |
| --- | --- |
|  |
| Section A: Preliminaries |  |
| Section C: Schedule of WorksExcavation / GroundworksDrainage / water control measuresHardworksReinstatement |  |
| Section D: Dayworks / Contingencies |  |
| Section E: Ecology |  |
|  |  |
|  |  |
|  |  |
| **TOTAL COST**: | **£** |

 |

* 1. Bidder’s Warranties

Please confirm your organisation’s acceptance of the terms of this ITT by ticking the relevant boxes below:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| We have read the ITT documents and subject to and in accordance with Hart District Council’s Purchasing terms and conditions, the Conditions of Quotation and all relevant documents attached we offer to supply and deliver the works/services/supplies specified in Part B, in the quantities and at the rate or prices shown above. | [ ]  | [ ]  |
| We confirm our submission together with Hart District Council’s written acceptance thereof and any subsequent Purchase Order and/or Contract, shall constitute a binding Contract between us. | [ ]  | [ ]  |
| We agree to abide by this submission and agree to its validity and enforceability for a period of 90 days from the date of return of this submission. | [ ]  | [ ]  |

* 1. Mandatory Forms

**Please note, should you make a submission, it will be deemed that you have accepted the below documents. Printed names are suitable signatures.**

1. **Form of Quotation**

To: Hart District Council,

 XXXX

Having examined the specifications for the supply of services detailed in this Quotation, we offer to supply the said services in conformity therewith for the sums as may be ascertained in accordance with the Quotation documents.

I/We ...............................................................................................................................

**(Insert the full name of the bidder including 'Ltd.' 'PLC' or as the case may be.**

N.B. if the legal name is a business name not followed by 'Ltd.' or 'PLC' or a similar expression, please state the legal nature of the bidder e.g. partnership or incorporated unlimited company.)

of .................................................................................................................................

 …………………………………………………………… **(Insert address)**

or being a company registered in England/Scotland

 .......................................................... **(Insert other country of incorporation)**

whose registered number is ……………………... **(Insert company registration number)**

and whose registered office is at **(Insert registered address of company)**

 ...................................................................................

 ...................................................................................

I/We acknowledge that unless and until this Quotation is incorporated in a Form of Contract prepared by the Council's Solicitor and executed by the Council, there shall not be a binding contract between me/us and the Council.

We understand that you are not bound to accept the lowest or any Quotation you may receive, and that more than one Quotation may be accepted or part of one Quotation may be accepted, all at the discretion of the council.

Dated: ......................................

Signed: ......................................

Full name of signatory: .......................................

Capacity of signatory: ........................................

On behalf of :(full name of tenderer) ........................................

1. **Bidder Quotation Declaration**

*I have examined the Authority's requirements and proposed terms and conditions and hereby offer to enter into a contract with the Authority for the required services and at the rates and prices set out in my enclosed technical and pricing proposal, subject to any comments marked up on the draft contract.*

*I furthermore warrant that:*

* I have the required corporate authority to sign this Quotation.
* There has been no breach of Hart District Council's confidentiality requirements.
* There is no conflict of interest in our proposed delivery of this service.
* There has been no collusion with other Bidders or bidders.
* There has been no canvassing of Hart District Council’s staff.
* The Quotation shall remain open for acceptance by Hart District Council for a period of 90 days after the due date for return of Bids.

|  |  |
| --- | --- |
| **Signed** | *[Please complete]* |
| **Name** | *[Please complete]* |
| **Date** | *[Please complete]* |
| **Role** | *[Please complete]* |
| **Authorised to sign Quotations on behalf of [organisation name]** | *[Please complete]* |

1. **Collusive Quotation Certificate**

TO: Hart District Council, xxxx

I/we certify that this is a bona fide Quotation, and that I/we have not fixed or adjusted the amount of the Quotation by or under or in accordance with any agreements or arrangement with any other person. I/we certify that 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 Quotation any of the following acts: -

* communicating to a person other than the person calling for those Quotation the amount or approximate amount of the proposed Quotation, except where disclosure, in confidence, of the approximate amount of the Quotation was necessary to obtain insurance premium Quotation required for the preparation of the Quotation;
* entering into any agreement or arrangement with any other person that he shall refrain from quoting or as to the amount of any Quotation to be submitted;
* offering or paying or giving or agreeing to pay or give any sum of money or 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 Quotation/Tender or proposed Quotation/Tender for the said work any act or thing of the sort described above.

In this certificate, the word “person” includes any persons and anybody or association, corporate or unincorporate; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

Dated the ……………… day of ………………………… 2020

SIGNED …………………………………………………………

(On behalf of ……………………………………………..)

* 1. Signed Confirmation

We undertake that the information supplied in this document is complete and accurate and that the organisation has read and accepted Hart District Council’s terms and conditions.

Print Name:

Position:

Date:

1. Terms and Conditions

Bidders should view the separate attachment below, which contains the Terms and Conditions for this procurement.

