****This matter is being dealt with by: **Bob Harris**

Telephone**: 07342 062489**

Email: [bob.harris@cornwall.ac.uk](mailto:bob.harris@cornwall.ac.uk)

**INVITATION TO QUOTE – Re-new Duct access covers between Duchy College Stoke Climsland and West Coombestead Dairy Farm**

Cornwall College Further Education Corporation (herein after referred to as the College) wish to invite you to provide a quotation to provide the College’s requirement detailed in Part 1 of this document.

Your quotation must be submitted on Part 2 of this document and returned by email to [bob.harris@cornwall.ac.uk](mailto:bob.harris@cornwall.ac.uk) to be received no later than **Friday 8th January 2021** and indicate all discounts thereby showing the nett Total Price. **Any quotation submitted after the time and date specified will not be considered and will be rejected. Note the college will be closed from December 18th 2020 to January 3rd 2021 inclusive during which time any queries will not receive a response.**

The College does not bind itself to accept the lowest or any quotation and each item will be considered as constituting a separate offer.

**TREATMENT OF SUPPLIER SUBMISSION**

In order to reflect the requirement identified the College shall use the following award criteria; weightings and methodology to evaluate and accept the most economically advantageous quotation

|  |  |
| --- | --- |
| **Award Criteria** | **Weighting %** |
| **Price** | 80% |
| **Programme** | 20% |

The College shall use the following approach to evaluate the award criteria:

**Price**

The Supplier that provides the lowest Total Price shall receive the maximum percentage score available for Price, all other Supplier’s will be scored relative to the lowest Total Price in accordance with the following equations:

Lowest Total Price

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x Weighting % = Supplier’s Price Score.

Supplier Total Price

**Quality**

The College shall use the following scoring system to evaluate each quality award criteria:

|  |  |
| --- | --- |
| **Guideline for evaluation** | **Score** |
| Unable to complete work by 31st March 2021 | 0 |
| Programme does show lead times for materials | 3 |
| Programme meets timescale with adequate float allowance for weather or material supply | 5 |

The College shall apply the quality score to create the Supplier’s final quality score in accordance with the following equation:

Supplier’s quality score

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x Weighting % = Supplier’s Quality score.

Maximum quality score

The College shall then add the price score to the quality score to determine the Supplier’s final score and define the most economically advantageous quotation.

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| **PART 1 - COLLEGE’S REQUIREMENT** |
| **Specification / Description of requirement** |
|  |
| **College – Terms and Conditions** |
|  |

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| --- | --- | --- |
| **PART 2 - SUPPLIER SUBMISSION** | | |
| **No** | **Description** | |
| 1 | **Price – 80% Weighting**  Provide a price schedule below to confirm the Total Price to provide College’s requirement detailed in Part 1. | |
| **Supplier Submission** | |
| 2 | **Quality – 20% Weighting split into the following sub-criteria:**  Suppliers are required to provide a programme confirming how they intend to provide the requirement detailed in Part 1.  Supplier’s programme must address all issues detailed in Part 1 | |
| **Supplier Submission** | |
| 3 | **Declaration**  I/ We the undersigned do agree to supply the Services at the prices quoted above and in accordance with the College’s Terms and Conditions which have precedence over all others.  I declare that to the best of my knowledge the answers submitted (and any supporting documents) are correct and understand that the information will be used in the evaluation process to assess my organisations suitability for the requirement. | |
| Supplier Name: |  |
| Address: |  |
| Contact: |  |
| Telephone No: |  |
| Position: |  |
| Email address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **The Cornwall College Group Supplier Questionnaire** | | | |
| **Section 1 – Company Information** | | | |
| This question is for information only however it *must* be completed in full. Where sections do not apply, Tenderers should indicate that this is the case and why. This question should be completed by the Tendering Organisation and any Relevant Organisations (if applicable).  **Full Trading Name** | | | |
| **Correspondence Address** | | | |
| **Telephone Number** | | | |
| **Email Contact Address** | | | |
| **Main Contact of the Tendering Organisation responsible for representing the Tenderer in all dealings of a contractual nature once the contract has been awarded.**  Name  Position  Address  Telephone  Mobile (optional)  E-Mail | | | |
| **Internet Website Address** | | | |
| **Registered Office Address (if different from above)** | | | |
| **Date Established** | | | |
| **Type of Organisation** (e.g. Private, Private Limited Company, Partnership, Local Authority, Voluntary Body, and Registered Charity) Please provide details of the organisation's structure. | | | |
| **Company Registration Number:**  **Date of Registration:** | | | |
| **VAT Registration Number:** | | | |
| **Bidding Model**  Please indicate whether you are:   1. Bidding as a prime contractor and will be deliver 100% of the key contract deliverables yourself. Yes/No 2. Bidding as a prime contractor and will use third parties (subcontractors) to deliver some of the services. Yes/No 3. Bidding as prime contractor but will operate as a managing agent and will use third parties to deliver all of the services. Yes/No 4. Bidding as a consortium but not proposing to create a new legal entity. Yes/No 5. Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV). Yes/No   *If you are bidding on the basis other than ‘a) Bidding as a prime contractor and will deliver 100% of the key contract deliverables yourself’ to the above question you are required to provide details of your proposed bidding as set out in the next question.*  **Bidding Model Type**  If you are proposing to bid other than ‘a) Bidding as a prime contractor and will deliver 100% of the key contract deliverables yourself’ to the above question you are required to provide the following detail of your proposed bidding model:  If you answered Yes to (b) above, please provide details of the third parties you will use, the percentage of work being delivered by each party and the key contract deliverables each party will be responsible for.  If you answered Yes to (c) above, please provide details of the third parties you will use, the percentage of work being delivered by each third party and the key contract deliverables each third party will be responsible for.  If you answered Yes to (d) above, please provide details of your consortium members and an explanation of the alternative arrangement, i.e. why a new legal entity is not being created. Suppliers are asked to note that in this instance the College may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.  If you answered Yes to (e) above, please provide details of your consortium, current lead member, the name and address including full details of your Special Purpose Vehicles.  *Please provide your answer to the bidding model you are proposing to provide below:* | | | |
| **Ownership**  If your company is owned by a parent company, please identify the name of the parent company and clearly identify the relationship. | | | |
| **Please confirm whether your Organisation is considered to be one of the following.**  *Double-click in boxes to check relevant box*  Micro enterprise – Staff < 10, Turnover < €2 million, Balance sheet < €2 million  Small enterprise – Staff < 50, Turnover < €10 million, Balance sheet < €2 million  Medium sized enterprise – Staff < 250, Turnover < €50 million, Balance sheet < than €43 million  Large sized enterprise – Staff >250, Turnover > €50 million, Balance sheet > than €43 million  **This question is to enable the gathering of data on the Suppliers providing Goods and Services to Cornwall College** | | | |
| If your Organisation is owned/run by any of the following, please tick relevant box  BME (Black, ethnic, community/voluntary group)  Community Interest Companies (CIC)  Companies owned or managed by women  Owned or run by Disabled People  Other (please specify)  **This question is for information to gather data for Cornwall College** | | | |
| Cornwall College would like to understand how and where Tenderers find advertised opportunities. This will enable the College to target our tender advertisements to potential Tenderers.  Please enter where you saw this tender opportunity being advertised.  **Pro-Contract (Due North)**  **In-tend**  **Contract Finder**  **Other (please detail) ………………………..** | | | |
| **Section 2 Grounds for Exclusion [‘Pass’ / ‘Fail’]** | | | |
| You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).  If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact Cornwall College for advice before completing this form.  ***All of the questions in Section 2 are Pass/ Fail – if the Tenderer responds “Yes” to any of these questions, this may constitute a “Fail”/*** | | | |
| **2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box** | | |
| **Yes** | **No** | |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; |  |  | |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; |  |  | |
| 1. the common law offence of bribery; |  |  | |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; |  |  | |
| 1. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: |  |  | |
| (i) the offence of cheating the Revenue; |  |  | |
| (ii) the offence of conspiracy to defraud; |  |  | |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978 |  |  | |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |  | |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |  | |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  | |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |  | |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |  | |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; |  |  | |
| 1. any offence listed— |  |  | |
| (i) in section 41 of the Counter Terrorism Act 2008; or |  |  | |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |  | |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); |  |  | |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; |  |  | |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; |  |  | |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; |  |  | |
| 1. an offence under section 59A of the Sexual Offences Act 2003; |  |  | |
| 1. an offence under section 71 of the Coroners and Justice Act 2009; |  |  | |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or any other offence within the meaning of Article 57(1) of the Public Contracts Directive as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |  | |
| **2.2 Non-payment of taxes**  **Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**  If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? |  |  | |
| **Section 3: Economic and Financial Standing** | **Tenderer’s Response** | | |
| **A. Creditsafe – score**  Cornwall College may run a Creditsafe financial check on Tendering organisations and take a considered view on the likelihood of business risk and failure. Tenderers with a Creditsafe Failure rating of 50 or less will be requested to provide further information / clarifications.  For businesses not covered by the Credit Safe report, these businesses will be requested to supply a minimum of 3 years accounts / or as trading history if 3 years of accounts are not available.  The following financial ratio will be used to access business risk and failure for those business not covered by a Credit Safe report.  Current Ratio: = Current Assets / Current Liabilities  Cornwall College may request further clarification on any Creditsafe Failure rating.  ***Pass/ Fail – In the event that a Tenderer achieves a Credit Safe Failure rating of 50 or less this may constitute a ‘Fail’.*** | Your organisation consents to a Creditsafe Check | | |
| **B - Insurance**  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:  Employer’s (Compulsory) Liability Insurance = £5,000,000 Public Liability Insurance = £ as per those limits detailed in the Specification Professional Indemnity Insurance = £100,000 (minimum)  ***Pass/ Fail – These are the minimum insurance threshold. If a Tenderer is unable to satisfy this minimum threshold (or commit to obtain the relevant insurances), this will constitute a fail.*** | Yes  No | | |
| **Section 4: Legislative Compliance** | **Tenderers Response** | | |
| **A – Compliance with equality legislation**  For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | | |
| 1. 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 (or in comparable proceedings in any jurisdiction other than the UK)?  ***Pass/Fail – In the event that a Tenderer answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | Yes  No | | |
| 2. In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  **You may be excluded if you are unable to demonstrate to the satisfaction of Cornwall College that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.**  ***Pass/Fail – In the event that a Tenderer answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | Yes  No | | |
| **B - Environmental Management** | | | |
| 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)?  If your answer to the this question is “Yes”, please 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.  **Cornwall College will not select Tenderers that have been prosecuted or served notice under environmental legislation in the last 3 years, unless Cornwall College is satisfied that appropriate remedial action has been taken to prevent future occurrences or breaches.**  ***Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | Yes  No | | |
| **C - Health and Safety** | | | |
| 1. Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.  ***Pass/Fail – In the event that a Tenderer answers ‘No’ to this question, this may constitute a ‘Fail’*** | Yes  No | | |
| 2. 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?  **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 consequence.**  **Cornwall College will exclude Tenderers that have been in receipt of enforcement or remedial action orders unless the Tenderer(s) can demonstrate to Cornwall College’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.**  ***Pass/Fail – In the event that a Tenderer answers ‘Yes’ to this question; this may constitute a ‘Fail’*** | Yes  No | | |
| **Section 5: Conflicts of Interest** | | | |
| 1. Do any potential conflicts of interest exist between this work, any senior member of your company or any member of Cornwall College?  **If the answer is ‘Yes’ consideration will be given to the conflicts, the potential impact on the Contract or the procurement and how this can be managed in order to protect all parties. Should there be a conflict that, in Cornwall College’s opinion, could not be suitably managed then this would constitute a ‘Fail’.**  ***Pass/Fail – In the event that a Tenderer answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | If yes, please provide details | | |
| **Section 6: Termination** |  | | |
| Has your Organisation ever had a contract terminated as a result of non-compliance or non-performance within the last three years? This section only applies to termination of a contract relevant to the services/goods required to be provided as part of this Contract.  **If the answer is ‘Yes’, please provide details of such termination. Consideration will be given to the reasoning behind the termination. Cornwall College will excluded tenderers who cannot reasonably demonstrate that appropriate remedial action has been taken to prevent similar circumstances arising and resulting in termination of any contract awarded as a result of this procurement.**  ***Pass/Fail – In the event that a Tenderer answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | Yes  No | | |
| **Section 7: Data Protection Legislation & General Data Protection Regulation (GDPR)** | | | |
| New data protection legislation came into effect during 2018, which aims to protect the privacy of all EU citizens and prevent data breaches. It will apply to any public or private organisation processing personal data. Established key principles of data privacy remain relevant in the new data protection legislation but there are also a number of changes that will affect commercial arrangements with suppliers.   * Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation (GDPR) and to ensure the protection of the rights of data subjects. * Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation (GDPR) and to ensure the protection rights of data subjects. Your response should include, but should not be limited to facilities and measures:   + to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;   + to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;   + to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;   + to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);   + to maintain records of personal data processing activities; and   + to regularly test, assess and evaluate the effectiveness of the above measures.   Cornwall College whilst evaluating Tenderers responses to this question, may undertake due diligence to ensure they are satisfied that the Tenderer can provide such protective measures appropriate to the nature and risk of the processing.  ***Pass/Fail – In the event that a Tenderer answers ‘No’ to this question, this may constitute a ‘Fail’.*** | Yes  No | | |
| **Section 8: Modern Slavery Act** |  | | |
| * The Successful Tenderer shall comply with all applicable laws, statutes, regulations and codes from time to time in force including but not limited to the Modern Slavery Act 2015; and * The Successful bidder presents and warrants that neither the bidder nor any of its officers, employees or other persons associated with it:   + has been convicted of any offence involving slavery and human trafficking; and   + to the best of its knowledge, has been or is the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking; * The Successful bidder shall implement due diligence procedures for its own suppliers, subcontractors and other participants in its supply chains, to ensure that there is no slavery or human trafficking in its supply chains. | Yes  No  Yes  No | | |
| **Section 9: Project Specific Technical and Professional and References** | | |
| This section is a pass and fail, it includes details of your Experience and References.  *A pass shall be awarded to any Supplier that meets or exceeds the minimum /expected standards.*  *A fail shall be awarded to any Supplier who is unable to meet the above minimum standard, in such instances the suppliers Questionnaire Submission will be eliminated from the evaluation.*  *You are asked to note that when providing details of references:*   * *you agree to waive any contractual or other confidentiality rights and obligations associated with these contracts* * *acknowledge that the College reserves the right to contact the named customer contact regarding the reference* * *acknowledge that the named customer contact does not owe the College any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact* * *the College confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact.*   You are required to provide a statement self-certifying that you have a minimum of five years’ relevant experience:   * working in or working with a particular SME or SME business sector * and/or in a managerial position having experience or a technical competence with a particular SME or SME business sector.   You are also required to provide details of at least two references to confirm that the services provided for your reference customer:   1. Were similar to the Services set out in the College’s requirement (i.e. the services provided included the delivery of either Mentoring Services, a Workshop Delivery Service or an Expert Speaker Service). 2. Were provided in business sector areas that are similar to those set out in the College’s requirement 3. Were provided within the last three years. | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Name of customer organisation | Point of contact in customer organisation | Position in the organisation | E-mail address | Contract start date / end date | Contract value | Brief description, aims and objectives of the contract delivered | Brief description of the outcomes /contract performance delivered for the contract | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | | |
| **Section 10: Declaration**  I/We declare that to the best of my knowledge the answers submitted to these questions and any supporting information provided are correct.  I/We understand that the answers /information will be used in the selection process to assess my/our organisation suitability to be invited to participate further in this procurement.  I/We understand that the College may reject my/our submission if there is a failure to answer all relevant questions fully or if I/We provide false or misleading information  I/We also declare that there is no conflict of interest in relation to the College’s requirement   |  |  |  |  | | --- | --- | --- | --- | | Name | Signature | Position | Date | |  |  |  |  | | | |