

THE CHILTERNNS CONSERVATION BOARD (CCB)



INVITATION TO TENDER FOR

Beacons of the Past - Hillforts in the Chilterns Landscape

LiDAR survey by flight and data analysis

ISSUE: 25th May 2018

DEADLINE: 12.00 noon, 2nd July 2018

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Section 1

Instructions and information on tender process

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important, therefore, that bidders provide all the information asked for in the format and order specified. If there is any doubt as to what is required, or if bidders have difficulty in providing the information requested, they should contact wmorrison@chilternsaonb.org in accordance with the procedure for raising queries set out in 2.2 below.

1.1 Timetable and Administration Arrangements

The envisaged key milestones for the tender are shown in the table below.

No	Event	Date
1	Issue of ITT	25 th May 2018
2	Final date for receipt of any tenderer's questions	5 th June 2018
3	Responses to questions circulated	8 th June 2018
4	Deadline for return of tenders	12.00 on 2 nd July 2018
5	Evaluation of tenders	
6	Presentations and interviews, if required	Week comm. 9 th July
7	Preferred contractor selected	25 th July 2018
8	Consultation and project plan development	31 st July - 10 August 2018
9	Intention to Award notice issued	25 th August 2018
11	Commencement of contract	November 2018

1.2 Submission of Tender Documents

1.2.1 Your completed response should be submitted by the due date and time required:

Date: 2nd July 2018

Time: 12.00 noon, GMT

Responses should be submitted in an electronic format via email to wmorrison@chilternsaonb.org

No other method will be accepted.

In order to overcome file size difficulties, we request that tender submissions are completed in PDF format. **Any attachments provided beyond those requested will not be reviewed.**

1.2.2 Delivery of response as specified is the sole responsibility of the submitting company.

1.2.3 Late responses will not be accepted.

1.2.4 If problems occur during the submission stage, please contact Wendy Morrison (details below) **in advance** of the deadline. wmorrison@chilternsaonb.org (01844 355525) or if no response, Annette Venters (01844 355508) aweiss@chilternsaonb.org

1.2.5 The Chilterns Conservation Board takes no responsibility for identifying any clerical errors or misunderstanding in any tenders submitted. Tenderers must therefore ensure that the content of any Tender submitted is complete and accurate.

1.3 Sufficiency of Tender

1.3.1 The Contractor shall be deemed to have satisfied themselves before submitting their Tender as to the correctness and sufficiency of the rates and prices stated by them in their Tender which shall cover all their obligations under the Contract.

1.3.2 If the Chilterns Conservation Board suspects there has been an error in pricing or calculation in a Tender, it reserves the right to seek such clarification as it considers necessary from that Tenderer only.

1.4 Form of Tender

1.4.1 All entries entered by the Tenderer on the Form of Tender, and other submitted information, must be electronic (i.e., word processor). All prices must be specified in pounds sterling, exclusive of VAT. All Tender Forms must be signed by the Tenderer in a proper manner, by a Director or the Secretary of a Company.

1.5 Validity of Tenders

1.5.1 All Tenders will remain open for acceptance by Chilterns Conservation Board for a minimum period of 3 calendar months from the date fixed for lodgement of Tender. All Tenders must be submitted on this basis.

1.6 Amendments to the tender documents by the CCB

1.6.1 The Chilterns Conservation Board reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Where amendments are significant, the CCB may at its discretion extend the deadline for receipt of tenders.

1.7 Questions / Clarifications Arising during the Tender Process

1.7.1 The Chilterns Conservation Board will endeavour to answer any questions the Tenderer may have regarding the Tender.

1.7.2 Further information requests and clarification questions should be addressed to wmorrison@chilternsaonb.org. Clarifications will be circulated to all bidders, as well as being posted under a 'Questions and Clarifications' banner on the website, under the link for the original Brief.

1.7.3 **Latest date to request clarification or ask questions: - 5th June 2018**

1.8 Acceptance of Tenders

- 1.8.1 This Invitation to tender expresses the current intentions of the Chilterns Conservation Board regarding this contract. It does not constitute an offer capable of acceptance. Its purpose is to obtain proposals from potential suppliers.
- 1.8.2 The Chilterns Conservation Board is not bound to accept the lowest and reserves the right to accept any Tender in whole or in part. The CCB reserves the right to discontinue this tender process at any time. Any Contract(s) awarded will be based on the Tender Assessment and Evaluation in Part 5.
- 1.8.3 The Chilterns Conservation Board shall in no circumstances be liable for any costs involved in the preparation of a Tender.
- 1.8.4 A Tender shall only be accepted by the Chilterns Conservation Board by issue of a Contract Award Letter by the CCB.

1.9 Inducements

- 1.9.1 Offering an inducement of any kind in relation to obtaining this or any other contract with the CCB will disqualify the relevant tender from being considered.

Section 2

Terms and Conditions applying to this tender

2.1 CCB Standard Terms and Conditions of Contract

- 2.11 This contract will be awarded using the Chiltern Conservation Board's standard terms and conditions, which will be implemented with the winning bidder. The CCB Standard Terms and Conditions are included as Appendix 1 to this document.

2.2 Other Terms and Conditions

- 2.2.1 There are no further Terms and Conditions applying to this contract.

Section 3

Specification

3.1 Outline

The Chilterns Conservation Board has secured a Heritage Lottery Fund grant to deliver a project *Beacons of the Past – hillforts in the Chilterns landscape*, to investigate and conserve the hillforts of the Chilterns AONB and environs. A key aspect to enhancing understanding of this archaeological landscape, largely obscured by tree cover, is a comprehensive LiDAR (Light Detection and Ranging) survey. This specification is for the flight to capture LiDAR data and the processing of the data cloud into DTM/DSM. The enhancement of the digital terrain model for historic environment work is not currently the subject of any project tender.

LiDAR survey results are the lynchpin for the project; capturing information about the archaeology is the launch point for a wide range of community activities, volunteer programmes, and interpretive outputs. Undertaking the survey between November 2018 and February 2019 is vital to the project timetable and it is crucial that the flight is completed in that period to the required standard. It will not be possible for the flight to be undertaken beyond this period, as leaf cover will be too dense to produce the required standard.

The data acquired from the flights must then be processed to create digital terrain model and digital surface model in accordance with the detailed specification. This specification conforms to the Historic England model for LiDAR analysis and has also been informed by the work of Forest Research. This stage of the work must be undertaken immediately after the completion of the LiDAR flight – this is from February 2019 and should be completed by May 2019. There might be merit in the analysis work starting as soon as the flight tenderer can pass data points for part of the project area to the client.

This tender calls for separate pricing for two overlapping areas of coverage, one of approximately 1150 km² and one of 1300 km², based on provided shapefiles.

3.3 Detail

Element One – undertake a LiDAR survey by flight over the project areas:

The appointed tenderer must undertake a LiDAR survey of the project area from a suitable base of their own determining. The tenderer must make all due arrangements with the Civil Aviation Authority and any other agencies. Tenderers must ensure that they take appropriate advice on any flight restrictions in the project areas before submitting a priced tender return as this will be a fixed price tender. Tenderers are advised that the project area includes that around Luton airspace.

The CCB does not require any other imagery or data capture at the same time as the LiDAR survey, leaving the decision to fly in daytime or night completely at the tenderer's discretion, subject to any operating restrictions of the chosen airfield or airport.

Should the consultant propose to sub-contract some of this work they must specify their preferred suppliers, evidence of experience that they have, and detail how the appointed consultant will manage the sub-contractor and ensure a consistently high quality of results.

The areas to be flown in the LiDAR survey are as marked on Maps 1 and 2 in Appendices. There must be continuous coverage in these areas. If additional areas are flown for the tenderers' convenience there will be further discussion about the supply of this data to the CCB but this should NOT be included in the tender price.

Tenderers must make sufficient provision in their tender return for meetings with the client and their partners, liaison with the consultant appointed to undertake the DTM/DSM processing (if sub-contracted by the flown data supplier) and regular progress reports to the client.

Tenderers should be aware that the images supplied will be subject to a rapid assessment by the project's specialist staff to ensure that in areas of good LiDAR response, the known features in the Historic Environment Record are shown. This will be a key performance indicator and failure to achieve this would require the contractor to re-process the data at no additional cost to the CCB.

The CCB wishes to maximise publicity opportunities from this project and is being asked by media companies about the opportunity to film or photograph during the LiDAR capture flights. Please make clear in your tender return whether photographs could be captured:

- By your own communications staff
- By a CCB communications officer or commissioned photographer
- By film company or similar third parties
- By use of equipment installed in the plane but not manned

Note that this is for information only and does not form part of the contract requirements.

Deliverables of Element One – LiDAR flight and data generation

Essential deliverables:

- Undertake a suitable programme of flights to cover the project area with a LiDAR survey being undertaken to generate the data required in this specification.
 - The survey will be undertaken using a class 3 or 4 laser
 - The LiDAR data will be captured with a maximum scan angle of 45° and with a 55% overlap between swathes (**please provide details of proposed data capture**)
 - The processed DTM will be of a **minimum** 0.5m resolution, requiring a minimum ground point density of 4 points per m² (8 ppm² with overlap) (**a separate quote for 0.25m resolution would be very welcome**)

- **Point cloud** data (first pulse X,Y,Z,I, last pulse X,Y,Z,I (and any intermediate reflections)) will be provided, geo-referenced to the British National Grid. Data to be supplied as 1x1 Km areas and in LAS and TXT formats.
- **Waveform data** will be provided in TXT or similar ASCII format and in files no greater than 1.0 Gb in size. Provision of waveform data in other formats can be discussed if necessary, but it must be accessible to the CCB. See “Desirable deliverables” below regarding full waveform supply.
- Deliverables from the survey will be provided within 4 weeks of data capture completion. Copies of the point cloud and waveform data will be sent to Edward Peveler, Landscape Heritage Officer at the Chilterns Conservation Board.
- Metadata on survey parameters, last point return density, and dates of capture will be provided.
- Access to data. - A free, exclusive licence to use the LiDAR data in perpetuity and all derivatives, for any purpose that CCB and partners see fit. Copyright is owned solely by CCB and any specific partners, as determined by the project partnership.

Desirable deliverables:

- **3D break-lines for dense vegetation leading to no ground points**
- **Full waveform supply:** the CCB recognises the potential of full waveform data for future analysis and as “future proofing” of this information resource, whilst acknowledging that most analysis techniques are not sufficiently advanced to maximise its value. In addition, the costs of supplying this information may exceed the budget available and we reserve the right not to take up this additional service, if offered. ***If you wish to supply full waveform data please ensure that you make this clear in your tender return and that this is priced separately.***

Element Two – LiDAR data analysis for the generation of digital elevation models (DEMs).

The CCB requires the LiDAR data generated in Element 1 to be processed into digital elevation models for all parts of the project areas. This work may be undertaken at any of the appointed contractor’s premises and electronic files are to be submitted in the formats specified and to the CCB as specified.

The appointed consultant may use industry-standard algorithms or their own customised algorithms. The selected consultant will need to demonstrate competency in the production of DEMs for archaeological work.

As the community work in this project cannot commence until all three elements of the LiDAR work are completed, it is important that the works in Element 2 of this specification are progressed in a timely fashion. The tenderer must therefore demonstrate that they have sufficient resource to undertake this work in the specified period. All the DEMs are to be completed within 10 weeks of completion of the data capture period. All data from this project may be passed to CCB as soon as available and may therefore be phased.

Should the consultant propose to sub-contract some of this work they must specify their preferred suppliers, the experience that they have and how the appointed consultant will manage the sub-contractor and ensure a consistently high quality of results.

- The appointed tenderer (if different) for Element 2 will need to liaise with the LiDAR capture consultants (in Element 1) to ensure easy transfer of the data and that the LiDAR data is of sufficient quality. All the data should be supplied to the processing supplier within a month of the LiDAR flights. All data from this project will be given as soon as available and may therefore be phased. Data will be provided as blocks, geo-referenced. All the DEMs are to be completed within 10 weeks of completion of the data capture period.
- The CCB wishes to maximise publicity opportunities from this project and is being asked by media companies about the opportunity to film or photograph during the LiDAR project. Please make clear in your tender return whether photographs could be captured during processing:
 - By your own communications staff
 - By CCB communications officer or commissioned photographer
 - By film company or similar third parties
- Note that this is for information only and does not form part of the contract requirements.

Deliverables of Element 2 (Part 2 – Generation of DEMs):

N.B. As mentioned above, work under this section of the survey may be awarded to a different contractor to that capturing the data. Potential contractors may wish to quote for all aspects of the survey, or that listed here under **Part 2** only. See tender form and ensure accurate completion, making clear your fixed prices for one or more packages of work.

- Input into the data capture aspect of the survey where necessary to ensure sufficient quality data for proposed DTM creation (see below).
- If the data quality is not sufficient to bring this, to the attention of the data capture consultant and the CCB and to work collaboratively with the CCB and their advisers to ensure that the data issues are resolved in a timely fashion.
- Provision of geo-referenced DSM in .IMG format with a **minimum** 0.5m cell size based on 2 or more hits per metre. Interpolation will be required to populate empty cells. If the survey collects more than 4 points per metre, a smaller cell size (0.4m) may be discussed.
- Provision of geo-referenced DTM (with the same cell size and format as the DSM) following vegetation removal. – Vegetation removal should result in the highest quality DTM possible, using waveform data or intermediate returns to help determine true ground points where possible. Under optimum woodland conditions (e.g. a mature broadleaf canopy with minimal understorey vegetation), differences of less than 10cm in elevation are expected to be evident within the DTM beneath, allowing subtle features such as charcoal hearths to be mapped. Filtering to remove above-ground points should be no more than necessary, to reduce the risks of archaeological features from being removed from the DTM. **Where dense vegetation prevents the vegetation removal process from determining a confident ground, gaps should be left within the DTM, rather than forcing a surface to be filled in or**

smoothed over. For plantations of mature, well-thinned coniferous trees, some areas of DTM creation would be anticipated.

- It is acknowledged that providing a detailed specification on the quality of a DTM is difficult due to the variability of the potential vegetation cover. When tendering for this work, please therefore provide evidence of your level of expertise and experience in producing high quality DTMs beneath a woodland canopy, along with references. Illustrative examples and information on the types of woodland surveyed should be included.
- DEMs will be provided as 'bite-sized' chunks of no more than 1.0 Gb file size.
- Metadata on survey parameters, dates and vegetation removal processes will be provided.
- Deliverables from Part 2 will be provided within 10 weeks of receipt of data from Deliverables Part 1. Copies of the resulting DEMs will be sent to Edward Peveler of CCB.
- A free, exclusive licence to use the LiDAR data in perpetuity and all derivatives, for any purpose that CCB and partners see fit. Copyright is owned solely by CCB and shared with any specific partners, as determined by the project partnership. Distribution outside of this group must not occur without consultation and agreement from CCB.

Section 4

Tender Assessment and Evaluation

4.1 Evaluation of Tenders (Compliance)

- 4.1.1 Submitted tenders will be subject to a compliance check, selection and finally a quality and price evaluation by means of a structured process in order to determine the tender, from a suitably qualified and experienced organisation, that in the CCB's opinion offers best value to the *Beacons of the Past* project.
- 4.1.2 The initial compliance phase will include checks to ensure the documents have been properly completed and all required information has been provided.
- 4.1.3 If, during the initial compliance phase, it is apparent that a Tenderer has submitted a fundamentally non-compliant or incomplete tender then the CCB reserves the right to reject that tender and continue to assess the other tenders as appropriate.

For tenders for any one or both Elements of this tender		
7.1	General Information	Not assessed – for information only
7.2	Consortia Information	Not assessed – for information only
6.3	Insolvency and Criminal Proceedings	Pass / Fail
6.4	Financial Information	Pass / Fail
6.5	Insurance Information	Pass / Fail
6.6	Technical and Professional Capability	Pass / Fail
6.7	Equalities	Pass / Fail
6.8	Health and Safety	Pass / Fail
6.9	Customer Care and Quality Assurance	Pass / Fail
6.10	Information Security Policy	Pass / Fail
For tenders including Element 1 of this specification		
Methodology statement	Previous experience of LiDAR surveys in wooded or partly wooded area	Pass / Fail
References	Referees for other projects undertaken with LiDAR in wooded or partly wooded areas	Pass / Fail
Resources statement	Expertise of your company and lead staff in LiDAR surveys in wooded or partly wooded areas	Pass / Fail
Methodology statement	Technical information on the type of equipment you would use to undertake this LiDAR survey.	Pass / Fail
For tenders including Element 2 of this specification		
Methodology statement	Previous experience of LiDAR surveys in wooded or partly wooded area	Pass / Fail
References	Referees for other projects undertaken with LiDAR in wooded or partly wooded areas	Pass / Fail

Resources statement	Expertise of your company and lead staff in LiDAR surveys in wooded or partly wooded areas	Pass / Fail
Methodology statement	Technical information on the data processing capacity to be used to generate DEMs to meet this specification	Pass / Fail

4.1.4 Tenders who pass this initial screening process will thereafter be subject to further assessment as detailed below.

4.1.5 The evaluation process will be systematic, thorough, and fair.

4.1.6 After the initial assessment phase, a 2-stage evaluation process will be undertaken:

1. **Selection** Criteria
2. **Award** Criteria

4.2 Evaluation of Tenders (Selection)

4.2.1 The evaluation of tenders will be undertaken by a panel with representatives of the *Beacons of the Past* project, other CCB staff, and members of the project Steering Committee.

4.2.2 The Selection stage will evaluate Tenderers on the following aspects of their response to the questionnaire in Section 7 of the Tender document

4.2.2 Only information provided as a direct response to the questionnaires will be evaluated. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. **Marketing material should not be included.**

4.2.3 All questions must be answered.

4.2.4 Please note that the CCB may require clarification of the answers provided or ask for additional information.

4.2.5 The response should be submitted by an individual of the organisation, company, or partnership who has authority to answer on behalf of that organisation, company, or partnership.

4.2.6 Should the response be found to be erroneous or in any other way incorrect, the CCB reserves the right to disqualify the candidate from the tender.

4.2.7 Each of the above Selection stage aspects will be evaluated separately, with a mark of Pass or Fail. Tenderers will be required to pass **all** aspects in order to achieve an overall Pass for the Selection stage and therefore have their tender further assessed in the final evaluation phase which covers price.

4.3 Evaluation of Tenders (Award)

4.3.1 **Quality – 70%**

4.3.2 The criteria for consideration will include:

Ref	Criteria	% Evaluation Weight
A	<p>Ability to Meet Functional Specification</p> <p>Element 1</p> <p>1 - Assessment of the methodology statement to determine your ability to deliver the specification</p> <p>2 - Satisfactory references from your referees relating to LiDAR surveys in wooded or partly wooded areas</p> <p>Element 2</p> <p>1 - Ability to deliver DEMs of the required quality by providing two single hillshaded images of a 1km tile as both DSM and DTM, labelled to identify the general locality. DEMs need not necessarily be for archaeological work but must show competence in achieving the specified level of detail.</p> <p>2 - Satisfactory references from your referees relating to processing of LiDAR survey data in wooded or partly wooded areas.</p>	40%
B	<p>Approach to the Contract</p> <p>Element 1</p> <p>Experience of working collaboratively with companies undertaking Element 2 of this work or making a clear proposal of how you would manage this.</p> <p>Element 2</p> <p>Experience of working collaboratively with companies undertaking Element 1 of this work (if only tendering for Element 2, evidence of previous collaborations with other data acquirers)</p> <p><i>In either scenario, name any sub-contractor you propose to use, detail their technical experience and explain how you would manage the subcontractor.</i></p>	15%

C	<p>Project Resourcing</p> <p>Element 1</p> <p>1 - CVs of staff who will deliver this project, detailing staff experience of delivering LiDAR flights in wooded or partly wooded areas.</p> <p>2 - Clear statement of equipment resources to ensure that the flight is delivered between November 2018 and February 2019.</p> <p>3 - Statement of your contingency plans to ensure delivery of flight programme if weather is poor.</p> <p>Element 2</p> <p>1 - CVs of staff who will deliver this project, to include their experience of delivering DEMs in wooded or partly wooded areas.</p> <p>2 - Clear statement of the software or algorithms you currently use, or would propose to use, to deliver the DEMs.</p> <p>3 - Statement of your data recovery and back-up protocols to ensure that any risk of system problems are mitigated and will not result in irretrievable loss of any DEMs generated.</p>	15%
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The quality element will be based on the tenderer's response to the requirements in Section 5 of the Tender document. The CCB will consider the content of the responses from each tenderer and will make a judgement based on each tenderer's submission in relation to the criteria below.

4.3.3 Each reply will be scored according to the assessment given in the table below:

0-2	Unacceptable	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
3-4	Poor	Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient or limited detail or explanation to demonstrate how the requirement will be fulfilled.
5-7	Acceptable	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details in certain areas on how the requirement will be fulfilled.
8-9	Good	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
10	Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous, and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be fulfilled.

4.3.4 Price – 30%

This will be determined by examination of the **Pricing Schedule** submitted by each tenderer.

4.3.5 The CCB is under no obligation to accept the lowest bid or any bid and will not be liable for costs or expenses incurred in connection with the appointment process.

4.3.6 The cost will be scored on the basis of lowest cost over bid cost, multiplied by the full marks available for cost under this evaluation.

4.4 Further Clarification

4.4.1 Supplier product demonstration

During the tender evaluation period, Tenderers may be required to demonstrate their proposed solutions to representatives of the CCB and to answer questions on their bid, for the purposes of clarification. The quality scores may be altered by the evaluation panel following the process of clarification through the demonstration and interview process.

If demonstrations are required, they would run in the week commencing 9th July.

All costs involved will be borne by the Tenderers.

4.5 Confidentiality

4.5.1 CCB will not disclose to any third-party information that is supplied in tenders that is marked as confidential. All other information supplied by bidders to CCB will similarly be treated in confidence except that references may be sought from banks, existing or past clients, or other referees submitted by the Tenderers.

4.6 Conflict of interest

4.6.1 Bidders are required to confirm that they are not aware of any conflict of interest or any circumstances that could give rise to a conflict of interest in the performance of the proposed Contract.

4.7 Consortia

4.7.1 Bids from multi-disciplinary organisations and specially formed consortia are welcome, but all organisations in specially formed consortia must be identified in the response to the ITT. Each group or consortium will be required to nominate a lead partner with whom CCB can contract or form themselves into a single legal entity before contract award. In the case of group bidders or consortia, each service provider will be required to become jointly and severally responsible for the contract before acceptance.

4.7.2 If the tenderer is a group bidder or consortium, each member of the consortium must be identified separately as part of the response to this ITT.

4.7.3 If the tenderer is a member of a group of companies, they should provide information only about themselves and not the Group as a whole (except where Group information is specifically requested by the question).

4.8 Variant Bids

4.8.1 Tenderers may also submit an alternative price and /or method of provision (e.g., resolution at 0.25m / ground point density of 8 points per m² (16 ppm² with overlap) of the services or goods, which CCB, at its sole discretion, may or may not pursue.

Section 5

Structure and Format of Response

5.1 Introduction

- 5.1.1 Your response to this tender document should follow the defined structure as outlined. Your response will be used to evaluate and score the different sections of each proposal received. All parts of this section are deemed **Essential** and require response.
- 5.1.2 The response should be presented in A4 format with an easily readable font style and size.

5.2 Approach to the Contract (Methodology)

- 5.2.1 Contractors should describe how they will approach the implementation and performance of this contract with particular regard to the requirements outlined in the Section 3.2, Detail Specification.
- 5.2.2 Contractors must include the information required for the evaluation of the element(s) being tendered for.
- 5.2.3 The methodology statement should not exceed two pages of A4.

5.3 Project Resourcing

- 5.3.1 Contractors should describe the resources that they will be deploying on this contract if they are successful, stating whether any staff resources are currently in place or will require to be recruited. They should also give indications as to the background and knowledge of key personnel who will be deployed in the delivery of this contract.
- 5.3.2 Explain any sub-contract arrangements that you will depend on to deliver the contract and explaining how you will manage this / these relationships with other stakeholders (if any). Any Lead Times between award of Contract and start of Services should be highlighted.
- 5.3.3 A project plan for your works should be included in this section of the tender return.

Section 6

Pricing Proposals

Pricing Proposals should be in the following format;

Item	Description	Offer Price £ ex VAT
1	Option 1 – element 1	
2	Option 1 – element 2	
3	Option 2 – element 1	
4	Option 2 – element 2	
5	Option 1 – elements 1 and 2 (combined tender)	
6	Option 2 – elements 1 and 2 (combined tender)	
7	Variant bids (e.g., resolution at 0.25m)	

TOTAL _____

SIGNATURE: _____ DATE: _____

DESIGNATION: _____

COMPANY: _____

Note that **Pricing Proposals** should be completed in full (mark N/A for those Items that are not applicable, e.g., only bidding for Element 2) and must be signed by an a person properly authorised to do so on behalf of the bidding organisation

Section 7

Supplier Questionnaire

7.1 General Information

7.1.1 Full legal name, address and website of the Potential Provider in whose name the tender will be submitted (the Prime or Single contractor):

Company Name	
Address from which the contract will be delivered	
Town/City	
Postcode	
Country	
Website	

7.1.2 Name, position, telephone number and e-mail address of main contact for this project.

Name	
Position	
Telephone Number	
Fax Number	
E-mail	

7.1.3 Current legal status of the Potential Provider (e.g. partnership, private limited company, etc).

	Please tick one box
Sole Trader	
Partnership	
Public Limited Company	
Private Limited Company	
Public Sector (including Registered Charities, NDPBs, Housing Associations)	
Other (<i>please state</i>)	

- 7.1.4 Date and place of formation of the Potential Provider and, if applicable, registration under the Companies Act 2006¹ Please provide copies of Certificates of Incorporation (where appropriate) and any changes of name, registered office and principal place of business.

Date of formation	
Place of formation	
Date of registration	
Company registration number	
Certificates enclosed	YES / NO <i>(please delete)</i>
Registered Vat number	
Registered Office	
Principal place of business	

Ownership structure

- 7.1.5 If the Organisation is a member of a group of companies give the full legal name and address of Parent/Holding Company if applicable:

Company Name	
Address	
Town/City	
Postcode	
Country	
Company registration number²	

¹ Potential Providers established outside the United Kingdom may provide equivalent information. For a list of acceptable equivalent information please refer to in Regulation 23(7) of the Public Contracts Regulations 2006.

² Or, for parent companies established outside of the United Kingdom, equivalent information as set out in Regulation 23(7) of the Public Contracts Regulations 2006.

7.1.6 Full legal name and address of (ultimate) Parent/Holding Company if applicable:

Company Name	
Address	
Town/City	
Postcode	
Country	
Company registration number³	

7.1.7 If the Potential Provider is a division or subsidiary, what is its relationship with the Parent Company (e.g., 100% owned subsidiary)

Relationship	
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7.1.8 Please provide a one-page chart illustrating the ownership structure of the Potential Provider including relations to any parent or other group or holding companies.

Ownership structure enclosed (please tick)	
--	--

7.1.9 Please provide a brief history of the Potential Provider's organisation.

Brief history of the Potential Provider's organisation, no more than 400 words, including details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buyouts and closures, etc which are currently in the public domain.	
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³ Or, for parent companies established outside the United Kingdom, equivalent information as set out in Regulation 23(7) of the Public Contracts Regulations 2006.

7.1.10 Is the Potential Provider a consortium joint venture or other arrangement? If so, and if it is available, please provide details of the constitution and percentage shareholdings

Consortium	YES / NO (<i>please delete</i>)
<i>If yes please complete the table below</i>	

Organisation	Percentage shareholding

7.1.11 Registration with professional body

Where applicable, is the Potential Provider registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex IX B of Directive 2004/18/EC) under the conditions laid down by that member state⁴).

Evidence of registration with appropriate professional/trade body <i>Either insert required details or state 'None'</i>

7.1.12 VAT registration number

VAT Registration number	
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⁴ In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the candidate is carrying on business in the trade in question in the UK at a specific place of business and under a specific trading name.

7.2 Consortia Information

All Potential Providers should answer question 7.2.1. Where a Potential Provider at this stage of the process intends to sub-contract they should also answer questions 7.2.2 and 7.2.3 below. Where a Potential Provider becomes aware of the intention to subcontract at later stages in the procurement they are required to notify the CCB of this and provide the information requested below at that time. Where a Potential Provider is a consortium they should indicate which members are proposing to deliver the services.

7.2.1 Please tick the box below which applies

a) Your organisation is bidding to provide the all the services required itself (if ticked, go to Section 7.3)	
b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	
c) The Potential Provider is a consortium	

7.2.2 If your answer to 7.2.1 is (b) or (c) please indicate in the table below (by inserting the relevant company/organisation name) the role your partner organisation(s) will undertake or potentially undertake as part of this service.

Requirement	Company / Organisation	How much of the requirement and what will they directly deliver (%)

If your answer to 7.2.1 is (b) and you are unable to confirm all partners (complete supply chain) at this stage, you will need to demonstrate a satisfactory methodology and track record of delivering a supply chain. Please give a brief outline on policy regarding the use of partner organisations and, if applicable, the extent to which it is envisaged they may be used in any contract.

Methodology for procuring supply chain (no more than 300 words)

7.3 Insolvency and Criminal Proceedings

- 7.3.1 Has the organisation or any of the directors, partners or proprietors been in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors or subject to relevant proceedings?

YES

☐

NO

☐

- 7.3.2 Has the organisation or any of the directors, partners or proprietors been convicted of a criminal offence related to business or professional conduct?

YES

☐

NO

☐

If you are completing the questionnaire as a primary contractor, please confirm this for ALL your proposed consortium members and any other third parties you are considering using to provide the service to the Chilterns Conservation Board.

7.4 Financial Information

7.4.1 Please provide the following financial information or an explanation as to why this information cannot be provided;

- a. A copy of the most recent audited accounts for your organisation that cover the last three years of trading or for the period that is available if trading for less than three years.

or

- b. A statement of the organisation's turnover, Profit & Loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet, where this information is not available in an audited form at (a)

or

- c. Where (a) and (b) cannot be provided, a statement of the organisation's cash flow forecast for the current year and a bank letter or statement from the relevant Director or Accountant outlining the current cash and credit facility position

and

- d. If the organisation is a subsidiary of a group, (a) or (c) are required for both the subsidiary and the ultimate parent company. Where a consortium or association is proposed the information is requested for each member company.

and

- e. please provide a statement of the organisation's turnover that relates directly to the supply of this service for the past three years, or for the period the organisation has been trading (if less than three years) in the boxes below:

Year Ended	XX/XX/XXXX	XX/XX/XXXX	XX/XX/XXXX
Turnover (£)	£.....	£.....	£.....

7.4.2 Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate as well as confirmation of the organisation's willingness to arrange for a guarantee or a performance bond

Where the potential provider is dependant financially on a parent company to support its application for this procurement, it must indicate in the box below whether a Parent Guarantee is available if requested.

Where required, Parent Guarantee Available?	YES / NO <i>(please delete)</i>
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7.4.3 Name and address of principal banker.

Bank Name	
Address	
Town/City	
Postcode	
Telephone	
Fax number	

If requested, would you be willing to provide a Banker's reference?	YES/NO
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7.4.4 Has your business met the terms of its banking contracts and any loan agreements or mortgages during the past year?

Yes ☐ No ☐

If the answer is no please provide reasons and state what action has been taken by you to rectify the situation?	
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7.4.5 Has your business met all its obligations to make payments as they fall due to its suppliers, staff and/or landlord/licensor during the past year?

Yes ☐ No ☐

If the answer is no please provide reasons and state what action has been taken by you to rectify the situation?	
---	--

7.5 Insurance Information

7.5.1 It is a requirement of this contract (of framework agreement) that bidders hold the levels of insurance indicated below. If a potential provider does not have the minimum insurance requirements and is not prepared to obtain such cover is successful, then the provider will be automatically excluded from further consideration in the tender process.

- Employer's Liability Insurance = £5 million
- Public Liability Insurance = £5 million for Element 1; £5 million if only tendering for Element 2
- Professional Indemnity Insurance = £2 million
- Aviation insurance – confirmation of cover – Element 1 only.

Employer's Liability Insurance (if applicable, as this does not apply to sole traders)	<input type="checkbox"/> Yes, I already have this <input type="checkbox"/> I do not currently have but I am willing to obtain <input type="checkbox"/> Not applicable, I am a sole trader
Public Liability Insurance	<input type="checkbox"/> Yes, I already have this <input type="checkbox"/> I do not currently have but I am willing to obtain <input type="checkbox"/> No, I do not have this and I am not willing to obtain
Professional Indemnity Insurance	<input type="checkbox"/> Yes, I already have this <input type="checkbox"/> I do not currently have but I am willing to obtain <input type="checkbox"/> No, I do not have this and I am not willing to obtain
Aviation insurance	<input type="checkbox"/> Yes, I already have this <input type="checkbox"/> I do not currently have but I am willing to obtain <input type="checkbox"/> No, I do not have this and I am not willing to obtain
Please provide copies of your current insurance certificates relating to the requirements above	<p>The documents / evidence should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies</p> <p>Or</p> <p>A letter from your insurance broker confirming you will be able to obtain relevant insurance</p>

7.6 Technical or Professional Capability

Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirements of the contract. Bidding organisations may demonstrate their experience in delivering goods, services and works similar to the current contract by using examples from within their own organisation (bidders may rely on the experience of personnel that they intend to use to carry out the current requirement, even if that experience was gained whilst working for a different organisation) or from other consortium members (where a consortium bid is being proposed) or named sub-contractors (where sub-contractors are being used and their identity is known)

7.6.1 Please provide two examples below;

<p>Please provide your first relevant example that demonstrates your organisation's (or where applicable, consortium members' and/or named sub-contractors') experience in delivering similar goods, services, or works to the requirements of this procurement exercise.</p> <p>For goods and services contracts your examples must be from within the last three years and for works contracts your examples must be from within the last five years.</p> <p>The Information you provide should cover the following areas:</p> <ul style="list-style-type: none">➤ a description of the goods works or services delivered➤ contract value & dates.➤ previous or current customer details➤ details of where you have been able to demonstrate added value through the adoption of innovative solutions. <p>Either use the space provided or attach a document to your response, which should be no longer than 2 pages of A4</p>	
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<p>Please provide your second relevant example that demonstrates your organisation's (or where applicable, consortium members' and/or named sub-contractors') experience in delivering similar goods, services, or works to the requirements of this procurement exercise. For goods and services contracts your examples must be from within the last three years and for works contracts your examples must be from within the last five years.</p> <p>The Information you provide should cover the following areas:</p> <ul style="list-style-type: none"> ➤ a description of the goods works or services delivered ➤ contract value & dates. ➤ previous or current customer details ➤ details of where you have been able to demonstrate added value through the adoption of innovative solutions. <p>Either use the space provided or attach a document to your response, which should be no longer than 2 pages of A4</p>	
--	--

7.6.2

<p>In relation to the two examples above please attach confirmation that the requirements were delivered successfully e.g. acceptance / completion certificates or customer's written declaration (if available)</p>	
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7.6.3

Please provide a statement of the technical resources such as the tools, plant, facilities and technical equipment available to your organisation, or, where relevant consortium members and / or named sub-contractors in relation to the delivery of this contract

Please refer to the Specification in Section 3 of this document

Guidance

The CCB will use the information you provide to evaluate whether your organisation, consortium members and / or named subcontractors have the required technical resources to deliver the requirement

7.6.4

Please confirm whether your organisation (or consortium members) have:

- defaulted on the delivery of a contract within the last 3 years (goods and services) or 5 years (works)
- had a contract cancelled, or not renewed, for failure to perform within the last 3 years (goods and services) or 5 years (works)

If any of the above applies please provide an explanation of the action you have taken to prevent a re-occurrence

Guidance

The CCB will use the information to determine whether you have a successful record of delivery

7.7 Equalities

7.7.1 Does your organisation comply with your statutory obligations under the Equality Act 2010

Yes

☐

No

☐

7.7.2 If relevant to the status of your organisation i.e. if you have more than 5 staff, please attach a copy of your Equality and Diversity policy and / or equal opportunities policy with your response

7.7.3 In the last three years has any finding of unlawful discrimination been made against your business or organisation by any court or employment tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in jurisdiction other than the UK)?

Yes

☐

No

☐

If you answered 'yes' to the above question provide a summary of the finding or judgement and explain what action you have taken to prevent similar unlawful discrimination from reoccurring.

Guidance

The CCB may not be able to select a bidder to tender if it has been found to have unlawfully discriminated in the last three years, unless the bidder has provided compelling evidence that they have taken robust and appropriate action to prevent similar unlawful discrimination reoccurring.

7.7.4 In the last three years, has your organisation had a complaint upheld following a formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in a jurisdiction other than the UK), on grounds of alleged unlawful discrimination?

Yes ☐ No ☐

If you answered 'yes' provide a summary of the nature of the investigation and an explanation of the outcome (so far) of the investigation. If the investigation upheld the complaint against your organisation, provide an explanation of what action (if any) you have taken to prevent unlawful discrimination from re-occurring.

Guidance

The CCB may not be able to select a bidder to tender if it has been found to have unlawfully discriminated in the last three years, unless the bidder has provided compelling evidence that they have taken robust and appropriate action to prevent similar unlawful discrimination reoccurring.

7.8 Health and Safety

7.8.1 Does your organisation have a written Health and Safety Policy?

Yes ☐ No ☐

7.8.2 Does your organisation ensure compliance with the Health and Safety at Work Act 1974?

Yes ☐ No ☐

7.8.3 Does your organisation train staff in Health and Safety?

Yes ☐ No ☐

7.8.4 Please provide the name of the person in the business specifically responsible for health and safety matters.

.....

.....

7.9 Customer care and Quality Assurance

7.9.1 Does your organisation have a written customer care policy?

Yes

☐

No

☐

If yes please provide details

If yes please provide details	
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7.9.2 Does your organisation hold a recognised Quality Management System certification from an independent body attesting conformity to quality assurance standards based on the relevant European standard to equivalent standard, e.g. S/EN/ISO 9000 or equivalent? If it does, please provide a copy.

Yes

☐

No

☐

If no, please explain your quality management systems or reason for not having a system

If no, please explain your quality management systems or reason for not having a system	
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7.9.3 Does your organisation use any key performance indicators to assess performance?

Yes

☐

No

☐

If yes please provide details of KPIs

If yes please provide details of KPIs	
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7.10 Information Security Policy

7.10.1 Does your firm have a policy on the protection of client data with respect to the statutory requirements on Data Protection, Freedom of Information and Environmental Information Regulations, and confidentiality?

Yes

☐

No

☐

Please provide details

7.10.2 Please provide any further information you think might be relevant to the provision of this service such as; any additional skills or processes your organisation possesses which you consider would lead to additional value/benefits for the Chilterns Conservation Board.

Please provide details

Section 8

Form of Tender

To: The Chilterns Conservation Board (CCB)

Dear Sir/Madam,

TENDER FOR:

1. I/We* the undersigned DO HEREBY UNDERTAKE on the acceptance by the CCB of my/our* tender to supply and/or deliver the goods and/or services on such terms and conditions and in accordance with such specifications as are contained or incorporated in the invitation to tender.
2. Any prices, rates or discounts quoted in this tender are valid for 90 days after the tender return date and we confirm that the terms of the tender will remain binding upon us and may be accepted by you at any time before the expiry of that period.

Signed	
Name	
Position in organisation	
Duly authorised to sign tenders for and behalf of [Name]	
Registered Address	
Nationality of Company	
Company number	
Date	

Section 8

Certificate of Non-Collusion

TO: CCB

The essence of the public procurement process is that the CCB shall receive bona fide competitive tenders from all Tenderers. We, the undersigned, hereby certify that this is a bona fide bid and (except as authorised in the Invitation to Tender) we have not, and insofar as we are aware neither has any of our(or any of our proposed sub-contractors) officers, employees, servants or agents:

1. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made; or
2. Informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was necessary to obtain quotations necessary for the preparation of the bid for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the bid; or
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraph (a) above or to inform us of the amount or the approximate amount of any rival bid for the Contract; or
4. Committed any offence under any applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 or
5. Offered or agreed to pay or give any sum of money, inducement 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 Bid or proposed Bid for the works any act or omission; or
6. Canvassed any other persons referred to in paragraph (a) above in connection with the Contract; or
7. Contacted any officer of CCB or their agents about any aspect of the contract including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Tenderer of such officer or agent for the purpose of the Framework Contract or for soliciting information in connection with the Contract.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 7 above before the hour and date specified for the return of the bid nor (in the event of the bid being accepted) shall we do so while the resulting contract(s) continue in force between us (or our successors in title) and CCB.

In this certificate, the word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

Signed	
Name	
Position in organisation	
For and on behalf of	
Date	