**Sprowston Town Council: Invitation to Tender Document**

**Part B - Response Pack (For Parts 1 and 2)**

**Welcome to the Invitation to Tender Part B - Response Pack for Contract for LED Conversion; Management and Maintenance of Sprowston Town Council Streetlights.**

Before completing Part B, please make sure you have read the separate document Part A - Instructions and Information carefully and clarified anything about which you are unsure.

**This tender is divided into three Parts. You will need to complete a single Part B document for Part 1 and Part 2 combined, and a separate Part B document for Part 3. Please ensure you return your completed Part B documents and any other necessary information by the tender deadline.**

Please complete all fields highlighted in blue, questions 1 to 5, and return to [townclerk@sprowston-tc.gov.uk](mailto:townclerk@sprowston-tc.gov.uk) or on a USB drive. All submissions must be clearly labelled “Streetlighting Tender”.

The deadline for submission of tenders is [4:00pm Friday 24th January 2025]

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### Section A: Supplier details

|  |  |
| --- | --- |
| Company: | [Please complete field] |
| Address: | [Please complete field] |
| Registered Address (only complete if different to address above) | [Please complete field] |
| Company registration Number | [Please complete field] |
| Tender Contact Name/Position: | [Please complete field] |
| Telephone Number: | [Please complete field] |
| Email Address: | [Please complete field] |
| Small Medium Enterprise: | **YES/NO** |
| Voluntary/Community Organisation: | **YES/NO** |
| Where did you find out about this opportunity? | [Please complete field] |

### Section B: Pricing

A score of 40% will be awarded for this section. Bidders are asked to confirm they can deliver the require service in line with the specification and their response for the money allocated to each part.

*For*

***Part 1*** *(Conversion of the Authority’s existing non-LED streetlights to LED lights),*

*and*

***Part 2*** *(Supply and installation of a Central Management System for the Authority’s entire lighting stock )*

***£300,000*** *is allocated.*

*For* ***Part 3*** *(Annual management and maintenance of the Authority’s streetlights )**the annual Service contract:*

***£20,000 per year*** *is allocated, to a maximum of 5 years (£100,000 max).*

Prices should be fully inclusive of all overheads, fixed for the duration of the contract and must be pounds sterling. The price should be the net price excluding any taxation.

Tender prices provided should be valid for 90 days from the point of tender closing.

Please indicate the specific Parts or Part for which you are completing this Part B document (i.e. Part 1 and Part 2 combined, or Part 3 alone), and enter the tender value for those Parts or Part in both numbers and words below:

|  |  |
| --- | --- |
| Part 1 & 2, or Part 3? | [insert applicable Parts or Part here] |
| Numbers: | £ [insert numbers here] |
| Words: | [Insert price in words here] |

### Section C: Quality questions

A score of 60% will be awarded for this section. Please note each quality question is weighted differently and you should adjust your responses based on this.

Do not exceed the maximum word count specified for a response; any words over the limit will not count towards your answer.

|  |  |
| --- | --- |
| Question | **Outputs and outcomes - 30% available here.** |
| 1 | Please provide us with anticipated outcomes and outputs from your work directly aligned to ITT Part A, including an anticipated timetable of outcomes/outputs commitment. [Word limit 1000] |
|  |
| |  |  | | --- | --- | | **Points** | **Marking Criteria** | | 0 | **No response-** No response/ No evidence provided | | 2 | **Inadequate response** – Little evidence of experience/skill/understanding/ability to deliver. | | 4 | **Poor response** – Limited evidence of experience/skill/understanding/ability to deliver. | | 6 | **Acceptable response** – Sufficient evidence of experience/skill/understanding/ability to deliver. | | 8 | **Good response** – Considerable evidence of experience/skill/understanding/ability to deliver. | | 10 | **Excellent response** – Exceptional evidence of experience/skill/understanding/ability to deliver in excess of project requirements or with innovation or added value. | |
| **Score –** |

|  |  |
| --- | --- |
| Question | **Project Outline. 10% available here.** |
| 2 | Please provide a detailed description of the activity and methodology you will undertake including anticipated timelines and stakeholder engagement. Note your activity should relate to the outcomes/outputs stated in Question 1 and include rationale/justification for any specific recipient targeting. (Word limit 750). |
|  |
| Marking scheme for this question is below:   |  |  | | --- | --- | | **Points** | **Marking Criteria** | | 0 | **No response-** No response/ No evidence provided | | 2 | **Inadequate response** Little evidence of experience/skill/understanding/ability to deliver.– Project plan fails to provide rationale/evidence supporting achievement of question 1 response. | | 4 | **Poor response** – Limited evidence of experience/skill/understanding/ability to deliver. Basic project plan which fails to provide sufficient rationale/evidence for achievement of question 1 response. | | 6 | **Acceptable response** – Sufficient evidence of experience/skill/understanding/ability to deliver. Basic project plan provided which demonstrates achievement of question 1 response. | | 8 | **Good response** – Considerable evidence of experience/skill/understanding/ability to deliver. Detailed project plan including rationale/evidence which demonstrates convincing evidence/rationale to achieve question 1 response. | | 10 | **Excellent response** – Exceptional evidence of experience/skill/understanding/ability to deliver in excess of project requirements or with innovation or added value. Highly detailed and innovative project plan with stages and activity clearly identified including convincing evidence/rationale suggesting over-achievement of question 1 response. | |
| **Score –** |

|  |  |
| --- | --- |
| Question | **People and Experience / Capacity. 10% available here.** |
| 3 | Please provide details of the key personnel who would work on this contract along with their relevant qualifications and experience. Please provide examples of previous jobs/contracts that you have done of a similar nature relevant to this project and provide assurances of your capacity to deliver outcomes/outputs. Please include in your response lessons learned through these case studies and how they will apply to the delivery of this contract.  (Word limit 750). |
|  |
| Marking scheme for this question is below:   |  |  | | --- | --- | | **Score** | **Marking Criteria** | | 0 | **No response-** No response/ No evidence provided | | 2 | **Inadequate response**  – Little evidence of experience/skill/understanding/ability to deliver. Project team listed, no added information on the individuals. Previous experience not provided. | | 4 | **Poor response** – Limited evidence of experience/skill/understanding/ability to deliver. Project team listed at a very basic level. If previous experience is given, the examples are not relevant, or are provided in very limited detail. | | 6 | **Acceptable response** – Sufficient evidence of experience/skill/understanding/ability to deliver. Proposed project team listed with basic level of detail provided. Past experience also provided for project team, with some relevant examples. | | 8 | **Good response** – Considerable evidence of experience/skill/understanding/ability to deliver. Proposed project team set out in detail, with roles, qualifications, and previous experience. Information provided gives confidence that the project team have delivered successful projects in the past. | | 10 | **Excellent response** – Exceptional evidence of experience/skill/understanding/ability to deliver in excess of project requirements or with innovation or added value. Proposed project team set out in great detail, with roles, qualifications and previous experience of each team member provided. Clear from this information that the project team has a wealth of relevant experience delivering similar, successful projects.. | |
| **Score -** |

|  |  |
| --- | --- |
| Question | **Wider impact / Legacy. 10% available here.** |
| 4 | What other, additional, added value could you provide which supports the aim of reducing the Authority’s Carbon Footprint. Relate this to Question 1 (outputs/outcomes) where applicable. Regarding legacy, what footprint will your project leave for other providers to drive onwards?  (Word limit 750) |
| Marking scheme for this question is below:   |  |  | | --- | --- | | **Score** | **Marking Criteria** | | 0 | **No response-** No response/ No evidence provided | | 2 | **Inadequate response** – Little evidence of experience/skill/understanding/ability to deliver. Context limited to expected services of general project. | | 4 | **Poor response** – Limited evidence of experience/skill/understanding/ability to deliver. Very basic added value generally obtainable from existing stakeholders. | | 6 | **Acceptable response** – Sufficient evidence of experience/skill/understanding/ability to deliver. Adequate level of added value which would supports aims beyond the capacity of existing local resources, however limited in terms of providing outputs/outcomes. | | 8 | **Good response** – Considerable evidence of experience/skill/understanding/ability to deliver. Strong added value, although lacking clear context in terms of how this would be delivered. | | 10 | **Excellent response** – Exceptional evidence of experience/skill/understanding/ability to deliver in excess of project requirements or with innovation or added value. Strong added value with clear rationale on how this is delivered. | |
| **Score -**  **Conclusion**  **Section B – Price** [ ] out of 40  **Section C – Quality**  Outputs and Outcomes [ ] out of 30  Project Outline [ ] out of 10  People and Experience/Capacity [ ] out of 10  Wider Impact/Legacy [ ] out of 10 |
|  | **Total [ ] out of 100** |

### Section D: Financial Information

To establish your financial capability to deliver the work in this tender please:

* complete the following table.
* confirm an audited statement of accounts for the past 12 months is available on Companies House **or provide** alternative means of demonstrating financial status if not available e.g. annual accounts, balance sheet, or similar.
* If audited accounts are more than 6 months old additional financial information for the company is advised to provide a more up to date position.

Failure to provide adequate financial information will result in your tender being rejected.

|  |  |
| --- | --- |
| Financial Contact Name | [Please complete field] |
| Contact Position | [Please complete field] |
| Contact Phone Number | [Please complete field] |
| Contact Email | [Please complete field] |
| **I confirm that a minimum of two years’ accounts is available on Companies House website.**  Or  **I confirm I have attached the required financial information as requested above.**  **(Delete as applicable)** | |

### Section E: Additional information

Please provide two references. These must be for contracts undertaken of a comparable nature to the Authority’s requirement.

The Authority reserves the right to contact your references. Please note you must not include the contracting Authority as one of your references.

|  |  |
| --- | --- |
| Reference 1 | Please fill in your first reference. Please include the company name, full postal address, contact name, email address and telephone number. |
| Reference 2 | Please fill in your second reference. Please include the company name, full postal address, contact name, email address and telephone number. |

|  |  |
| --- | --- |
| Please state if any officers or members of Sprowston Town Council have any direct interest in your firm, business, or interests: | YES/NO  If yes, please give details |

### Section F: Mandatory declaration

You must complete and sign the Mandatory Declaration Form, failure to do so will result in your tender being rejected without consideration. Please click on the hyper-link to access the relevant documents.

Please only tick if you have read and agreed. Failure to comply with any of the policies in the links below will result in your tender being rejected or damages sought by the Authority if you win the contract.

|  |  |
| --- | --- |
|  | C:\Users\cclement\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S4TVCKU1\Kliponious-green-tick[1].pngRead and agreed |
| Read and accept all clarifications for this procurement | [a if agreed] |
| Read and accept the supplied contract terms | [a if agreed] |
| [Freedom of information Act 2000](http://www.legislation.gov.uk/ukpga/2000/36/pdfs/ukpga_20000036_en.pdf) | [a if agreed] |
| [Environmental Information Regulations 2004](http://www.legislation.gov.uk/uksi/2004/3391/pdfs/uksi_20043391_en.pdf) | [a if agreed] |
| As a minimum, Tenderers are required to hold the following insurance levels:   * £10 Million Public Liability * £5 Million Employers Liability * £5 Million Professional Indemnity * £10 Million Product Liability | **YES** I hold this level of insurance/ **NO** (if no please state if you will increase current levels) |
| Prices submitted are valid for 90 Days from the close of tender submission date. | [a if agreed] |

**We confirm that we have read and understood the requirements for entering into a contract set out in the Council’s Standing Orders and, if awarded the contract, will (if required) enter into that contract as a deed.**

|  |  |
| --- | --- |
| Print name | Please print name here |
| Signature | Please insert an electronic or handwritten signature here. Failure to sign the document will result in the bid being non-compliant |
| Position in  Bidding Organisation: | Please state the signer’s position in tendering organisation |