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| KINGSTOWN WORKS LTD CONTRACT REF NO | **09/20** |
| CONTRACT TITLE | **SUPPLY OF DECORATING ITEMS** |
| CONTRACT PERIOD | **01/11/2020 – 31/10/2022** |
| DEADLINE FOR SUBMISSION | **30th September 2020** |

**TENDER SUBMISSION DOCUMENT**

Please complete all sections within this document as appropriate and return a completed copy. In addition, you should ensure that you provide copies of any additional documentation required including, but not necessarily limited to, a completed pricing schedule. However, please avoid sending unnecessary or unsolicited material.

COMPLETED TENDERS SHOULD BE RETURNED TO:

Wendy Rhind, Procurement Section, Kingstown Works Ltd., Connaught Road, Kingswood, Hull, HU7 3AP

CLEARLY MARK THE ENVELOPE/PACKAGE: “Invitation to Tender Ref: 09/20 Supply of Decorating Items”

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1. GENERAL INFORMATION (not scored – for information only)

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| **SECTION TITLE** | **SCORING** |
| * 1. **Potential Supplier Information** | Not Scored |
| * 1. Payment Information | Not Scored |
| * 1. Contact Details and Declaration | Not Scored |

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| * 1. **Potential Supplier Information** | | | | Not Scored |
| Name of firm/company making application. | |  | | |
| Trading name if different from above. | |  | | |
| Registered office (if different from above). | |  | | |
| Are you or is your organisation a: | | | | | |
|  | Sole Trader? | | |  | | --- | |  | | | |
|  | Partnership? | | |  | | --- | |  | | | |
|  | Private Limited Company? | | |  | | --- | |  | | | |
|  | Public Limited Company? | | |  | | --- | |  | | | |
|  | Registered Charity? | | |  | | --- | |  | | | |
|  | Other? | | |  | | --- | |  | | | |
|  | Please specify: | | |  | | --- | |  | | | |

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| **Limited Companies**  Please state the applicant’s date of incorporation and registration number under the Companies Act 1985. | |  |  | | --- | --- | | Date |  | | Registration Number |  | |
| Date of registration and the company's registration number under the Industrial and Provident Societies Acts 1965 to 1978. | |  |  | | --- | --- | | Date |  | | Number |  | |
| **Partnerships**  Please state the date the partnership was formed commenced trading and total number of partners. Is the partnerships a member of a group? If “Yes”, detail other relationships within the group and comment on the group structure. | |  |  | | --- | --- | | Date |  | | Number |  | | Total Number of Partners |  | |
| **Sole Trader**  Date when Applicant commenced trading | |  |  | | --- | --- | | Date |  | |

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| Has any person involved in the management of the Company? | | | | |
|  | At any time been a member of the KWL Board or employed by Kingstown Works Ltd in the last 3 years? |  | |  | | --- | | Yes: | |  | | |  | | --- | | No: | |  | |
|  | Have a relative who has at any time been a member of the KWL Board or employed by Kingstown Works Ltd at a senior level. |  | |  | | --- | | Yes: | |  | | |  | | --- | | No: | |  | |
|  | Have any involvement in other firms that provide services to Kingstown Works Ltd. |  | |  | | --- | | Yes: | |  | | |  | | --- | | No: | |  | |
|  | Have any involvement in other firms that provide similar services to those for which you are applying. |  | |  | | --- | | Yes: | |  | | |  | | --- | | No: | |  | |
|  | If you have answered ‘yes’ to any of the above, please give details:  (*Maximum 500 words)* | | | |

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| If the applicant is a member of a group of companies or subsidiary of another company as defined by Section 736 (1) of the Companies Act 1985, give the names and company numbers of the holding company and any companies in-between you and the holding company, clearly stating the relationship with your organisation. | | |
| Company Name | Company Number | Relationship |
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| Is the parent company or ultimate holding company prepared to guarantee the performance of the applicant? | |  | |  | | --- | | Yes: | |  | | |  | | --- | | No: | |  | | N/A | |  | |
|  | If yes, please provide: | | | |
|  | Name of Company |  | | |
|  | Registration number |  | | |
|  | Relationship with your company |  | | |

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| If you are awarded onto this contract are you intending to sub-contract any elements? | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | Yes: |  | | |  |  | | --- | --- | | No: |  | | |  |  |
|  | If yes, please provide: | | | |
|  | Name of Company |  | | |
|  | Registration number |  | | |
|  | Element of contract to be sub-contracted |  | | |

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| * 1. **Payment Information** | | | | | Not Scored |
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| **Accounts Information -** | |
| Accounts Contact Name |  |
| Accounts Telephone Number |  |
| Fax Number |  |
| E-mail Address |  |
| VAT Registration Number |  |

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| **Bank Details -** | |
| Bank Name |  |
| Sort Code |  |
| Account Number |  |

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| * 1. Contact Details and Declaration | Not Scored |

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| **Key contact details (within the organisation). Please note that this will be the address and person all future correspondence will be addressed to.** | |
| Name: |  |
| Position within organisation: |  |
| Address: |  |
| Telephone: |  |
| Mobile Phone: |  |
| Fax No: |  |
| E-mail: |  |
| Web Site: |  |

**DECLARATION**

I certify that the information submitted within and appended to this questionnaire is correct.

I understand that the information will be used as part of the Tender Evaluation for *Supply of Decorating Items* and that information will be held on computer and manually for this purpose in accordance with the Data Protection Act 2018.

A director or other authorised senior representative of your organisation must complete this declaration. By completing this declaration, you are agreeing with the comments above.

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| **DETAILS OF PERSON COMPLETING THE DECLARATION:** | |
| NAME |  |
| POSITION |  |
| SIGNATURE |  |
| FOR AND ON THE BEHALF OF |  |
| DATE |  |

1. SELECTION CRITERIA

**Please complete all sections below as requested. Sections marked as “self-certify” require tenderers to confirm that they will be able, on request, to provide necessary documentary evidence. It is not necessary to provide this evidence with your tender submission.**

|  |  |
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| **SECTION TITLE** | **SCORING** |
| **Declaration of Non-Collusive Tendering**  You will be excluded from further participation in the procurement process where you fail to confirm your tender is submitted in accordance with the declaration of non-collusive tendering.  I/WE CERTIFY THAT:  1. The ITT response submitted herewith is a bona fide ITT response, intended to be competitive.  2. I/We have not fixed or adjusted any pricing or other commercial information in the ITT response under or in accordance with any agreement or arrangement with any other person.  3. I/We have not done, and undertake that we will not do at any time before the hour specified for the return of the ITT response, any of the following acts:  a) Communicating with a person other than the person calling for this ITT response the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);  b) Entering into any agreement with any other person that he/she shall refrain from providing a ITT response or as to the amount of any pricing or other commercial information in the ITT response to be submitted; and  c) Offering, paying, giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing, having done, causing or having caused to be done in relation to any other Tender or proposed Tender any act or thing of the sort described above.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | Yes: |  | | |  |  | | --- | --- | | No: |  | | | Pass / Fail |
| **Exclusion Grounds (PCR 2015 – Reg. 57)**  You will be excluded from further participation in the procurement process where we have established you have been convicted of certain offences or situations apply that are referred to in Reg. 57 of the Public Contracts Regulations 2015 and we consider any measures taken insufficient to demonstrate its reliability.  **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>, which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences listed on the webpage.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | Yes: |  | | |  |  | | --- | --- | | No: |  | |   **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>, which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the situations listed on the webpage have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | Yes: |  | | |  |  | | --- | --- | | No: |  | | | Pass / Fail |
| **Freedom of Information Declaration**  Please list below which elements, if any, of your completed submission are considered commercially sensitive.   |  | | --- | |  | | Not Scored |
| **Economic and Financial Standing (PCR 2015 – Reg. 58) (self-certify)**  You will be excluded from further participation in the procurement process where, following assessment of the proof documents required by us, we determine you do not have the necessary economic and financial capacity to perform the contract during the contract period.   |  |  | | --- | --- | | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes ☐  No ☐ | | (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes ☐  No ☐ | | (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐  No ☐ | | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes ☐  No ☐ |   Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | Yes: |  | | |  |  | | --- | --- | | No: |  | | | Pass / Fail |
| **Modern Slavery Act 2015 (self-certify)**  Where the requirements of the Modern Slavery Act 2015 applies to your organisation, you will be excluded from further participation in the procurement process, where you confirm that you are not compliant with the annual reporting requirements contained within the section 54 of the Modern Slavery Act 2015 and will not comply with these requirements prior to the commencement of the contract.  For information, Section 54 of the Modern Slavery Act 2015 requires commercial organisations that have an annual turnover of £36 million or more, supply goods or services and carry on a business or part of business in the UK ("relevant commercial organisations") to comply with the annual reporting requirements of the Act including publication of a slavery and human trafficking statement.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Yes –** Please provide the relevant url**:** |  | **No –** Please provide an explanation**:** |  | **N/A –** turnover under £36M**:** |  | | Pass/Fail |
| ***Technical and Professional Ability (PCR 2015 – Reg. 58)***  *You must provide details of up to 3 contracts either in the public or private sector that have been carried out within the last 3 years (Goods & Services) / 5 years (Works), that are relevant to our requirements. The named customer contact should be prepared to provide written evidence to us to confirm the accuracy of the information provided. You will be excluded from further participation where you fail to provide relevant or acceptable experience and contract examples in the procurement process.*   |  |  |  |  | | --- | --- | --- | --- | |  | **Contract 1** | **Contract 2** | **Contract 3** | | Name of customer organisation |  |  |  | | Point of contact in the organisation |  |  |  | | Position in the organisation |  |  |  | | E-mail address |  |  |  | | Description of contract |  |  |  | | Contract Start date |  |  |  | | Contract completion date |  |  |  | | Estimated contract value |  |  |  |   *If you cannot provide at least one example for questions, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.* | Pass/Fail |

1. AWARD CRITERIA

Please complete all sections below as requested. Your completed pricing schedule should be attached along with your submission. You should answer any ‘Quality’ questions in the boxes below. Please refer to the ITT document for further guidance.

**Please note that your answers form part of your contractual commitment if your bid is successful.**

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| **CRITERIA** | **AREA OF EVALUATION** | **SCORE** |
| **PRICE** |  | **Score**  **60** |
| **Price** | *You should provide a completed copy of the Pricing Matrix in addition to this document as part of your submission.* | **60** |
| **QUALITY** |  | **Score**  **40** |
| **METHOD STATEMENT – Contract Delivery** | **Question** - Please provide a method statement detailing how you propose to deliver this contract to KWL, how you propose to manage performance and what procedures you have in place to ensure that the products and/or services are delivered to agreed quality standards?  Your answer may cover areas such as:  • Experience; Dedicated points of contact; Call backs  • Size and location of your local depot; Stockholding at your local depot  • Sourcing of non-stock / Ad-hoc items  • Customer care, Managing quality / defects  • Administration / Paperwork / Invoicing / use of IT  • How you will manage sickness and holiday cover  • Key Performance Indicators; Reporting tools; Continuous improvement  • What do you do for your existing customers with similar sized contracts?  • Quality Audits, Quality Manager and their qualifications  • Sourcing of materials | **10** |
| **Answer** - *Please provide an answer in this box* *to the question above. Maximum of 500 words.* |
| **METHOD STATEMENT – Contingency Planning** | **Question** - Please provide a method statement describing the business continuity plan you have in place to mitigate any risk to the service you provide to your customers, e.g. in the event of an IT system failure, Depot Fire, Flooding, the closure of a local branch etc. Please describe what steps would you take if materials requested by KWL were not readily available? How would you minimise disruption to our customers?  Your answer may cover areas such as:  • Business Continuity Plans  • Customer Service  • Availability / issuing of materials  • Source alternative suppliers  • Offer an alternative item – KWL require a sample to test first, a copy of MSDS/Technical data and the supplier should let any operative take this until KWL have agreed its been tested.  • Utilise your branch network  • Communication | **10** |
| **Answer** - *Please provide an answer in this box* *to the question above. Maximum of 500 words.* |
| **METHOD STATEMENT – Added Value** | **Question** - Please provide a method statement detailing how you propose to deliver a value for money service to KWL? Please describe what innovations your organisation can offer?  Your answer may cover areas such as:  • Experience  • Review of service levels; Bench marking  • Innovation  • Year on Year savings  • IT Systems.  • Alternative processes which you would implement when providing this service.  • Finance / invoicing; Order processing | **10** |
| **Answer** - *Please provide an answer in this box* *to the question above. Maximum of 500 words.* |
| **METHOD STATEMENT – Development and Sustainability** | **Question** - Please provide a method statement explaining how your IT Systems could improve our business processes? Please explain how you manage and monitor sustainability issues? Please describe how do you recruit, retain and train your employees?  Your answer may cover areas such as:  • IT Systems  • Finance / Invoicing; Order Processing  • Sustainability Policy; FSC (If applicable); Environmental impact  • Social Impact  • Supply Chain management  • Recruitment; Training & Development  • Booking of courses; Refresher training; Toolbox talks  • Apprenticeships; Career Development; Work Experiences  • Any relevant Awards your organisation has achieved | **10** |
| **Answer** - *Please provide an answer in this box* *to the question above. Maximum of 500 words.* |