

INVITATION TO TENDER



**South Tees
Site Company**

IT Training Requirements

TENDER REFERENCE: STSC-FB-0030

Tender Issue Date: 8th July 2020

Tender Return Date: 22nd July 2020

**South Tees Site Company Limited
Procurement Department
Teesside Management Offices
Trunk Road
Redcar
TS10 5QW**

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1. INTRODUCTION

On 2 October 2015, Sahaviriya Steel Industries Limited (SSI UK) – the owner of the steelworks at Redcar – was placed into compulsory liquidation and an Official Receiver (OR) was appointed as liquidator. Following no buyer for the steel works being found, the decision was taken by the official receiver to set about the hard closure of the site.

A report was produced by the Health & Safety Executive (HSE) for the Department for Business, Innovation and Skills (BIS) (now BEIS) which flagged several potential public health, safety and environmental risks. South Tees Site Company (STSC) was incorporated on 12 October 2016 to address these risks on behalf of the Official Receiver (OR).

STSC is a wholly-owned arm's length company of the Department of Business, Energy and Industrial Strategy (BEIS) with the Secretary of State for BEIS as the single shareholder. It operates under a Framework Agreement with BEIS that has had two distinctive objectives:

- manage, operate, and maintain the Redcar Steelworks site under a Management Agreement with the Liquidator of SSI UK
- provided support, advice, and co-operation to the South Tees Development Corporation in the development of its strategic vision for the regeneration of the wider South Tees area

The Agreement requires the company to execute good and efficient management and administration of the day-to-day operations and “Keep Safe” status of the site. Keep Safe activity is summarised as:

- Inspection and risk assessment of redundant assets, including 400 individual buildings and structures
- Maintenance and operation of process systems, assets, and equipment to prevent release of hazardous substances to the environment or dangerous events
- Maintaining key safety systems and Environment, Health and Safety governance
- Site security for the whole South Tees Site
- Management of the high voltage electrical distribution system to provide power to other businesses on the site
- Management of some of the infrastructure in joint use by the site residents e.g. road and rail system

Prior to liquidation, SSI UK acted as principal in two contracts to provide services to neighbouring businesses, namely Tata Steel UK Ltd and Redcar Bulk Terminal Ltd. These Resource Sharing Agreements (RSAs) stem from the original sale of assets by Tata to SSI UK in March 2011. There were several services on the site that were deemed to be ‘site wide’ and physically difficult or financially prohibitive to split. These services include the provision of high voltage electricity, low voltage electricity maintenance, security, drainage, weighbridge facilities, oil removal and fire prevention. STSC has continued to provide these services under the Management Agreement.

2. INDICATIVE TIMETABLE

The anticipated timetable for this tender exercise is as follows. South Tees Site Company Limited reserves the right to vary this timetable. Any variations will be published on Contracts Finder or circulated to all organisations who have registered an interest in notifications.

Tender Timeline	Date
Advert and full invitation to tender issued	8 th July 2020
Site Visit	N/A
Deadline for questions relating to the tender	15 th July 2020
Responses to questions published	20 th July 2020

Deadline for receipt of tender	22nd July 2020 (by 5pm)
All suppliers informed of outcome	31st July 2020
Contract award on signature by both parties	TBD
Contract start date	TBD

The contract is to be for the period of the specified job unless terminated or extended by the Authority in accordance with the terms of the contract.

3. PROCEDURE FOR SUBMITTING TENDERS

Please send your proposal clearly marked as “TENDER” and include the Tender Reference Number e.g. STSC- FB-0030 **before** the deadline of **5pm on 22nd July 2020** to Procurement via email procurement@stscld.co.uk.

For questions regarding the procurement process please contact procurement@stscld.co.uk.

Tenders will be received up to the time and date stated. Please ensure that your tender is delivered no later than the appointed time on the appointed date. South Tees Site Company Limited does not undertake to consider tenders received after that time. South Tees Site Company Limited requires tenders to remain valid for a period indicated in the specification of requirements.

South Tees Site Company Limited shall have the right to disqualify a bidder from the procurement if they fail to fully complete their response, or do not return all of the fully completed documentation and declarations requested in this ITT. South Tees Site Company Limited shall also have the right to disqualify you if it later becomes aware of any omission or misrepresentation in your response to any question within this invitation to tender. If you require further information concerning the tender process, or the nature of the proposal, please email procurement@stscld.co.uk.

All questions should be submitted by **15th July 2020**; questions submitted after this date may not be answered. Should questions arise during the tendering period, which in our judgement are of material significance, we will publish these questions with our formal reply by the end of **20th July 2020** on Contracts Finder. All contractors should then take that reply into consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so.

You will not be entitled to claim from South Tees Site Company Limited any costs or expenses that you may incur in preparing your tender, irrespective of whether or not your tender is successful.

4. EVALUATION OF RESPONSES

The tender process will be conducted to ensure that bids are evaluated fairly and transparently, in accordance with agreed assessment criteria. Further details are provided in the Price/Quality Evaluation Criteria Section.

There will be an overall **30/70** cost/quality weighting on the evaluation.

5. TERMS AND CONDITIONS APPLYING TO THIS INVITATION TO TENDER

The Terms and Conditions published with this invitation to tender on Contracts Finder will apply to this contract. Please refer to *Appendix A: Terms and Conditions (S1 – Precedent Contract for the Purchase of Services)*.

This agreement is for 12 months with no option to extend.

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

6. FURTHER INSTRUCTIONS TO CONTRACTORS

South Tees Site Company Limited reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated and issued by **20th July 2020**. Where amendments are significant, South Tees Site Company Limited may at its discretion extend the deadline for receipt of tenders.

South Tees Site Company Limited reserves the right to withdraw this contract opportunity without notice and will not be liable for any costs incurred by contractors during any stage of the process. Contractors should also note that, in the event a tender is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that tender may be rejected. By issuing this invitation South Tees Site Company Limited is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept a portion of any tender unless the tenderer expressly stipulates otherwise in their tender.

7. DOCUMENTS TO BE SUBMITTED

Requirement	Assessment
Declaration 1: Statement of non-collusion	Pass/Fail
Declaration 2: Form of Tender	Pass/Fail
Declaration 3: Conflict of Interest	Pass/Fail
Declaration 4: Questions for Tenderers	Pass/Fail
Declaration 5: Agreement to published T&C's without deviation	Pass/Fail
Declaration 6: Use of Sub-Contractors	Informative
Declaration 7: Confirmation of Health and Safety Policy that complies with current legislative requirements.	Pass/Fail
Declaration 8: Enforcement/remedial orders in relation to the Health, Safety and Environment enforcement agencies (or equivalent body)	Pass/Fail
Declaration 9: GDPR	Pass/Fail
Freedom of Information Act 2000 (FOI) and/or Environmental Information Regulations 2004 (EIR) Exemptions	Informative
Pricing Schedule	Quantitative
Response to Quality Assessment Questions	Qualitative
Copy of Environmental Policy	Informative

Note: Failure to comply with one or more pass/fail requirements will deem your tender non-compliant and it will not be evaluated.

8. JOB BACKGROUND

The South Tees Site Company (STSC) site covers an area of approximately 8 square miles, directly located on the South side of the River Tees between the towns of Redcar and South Bank. The site boundary is approximately 13.5 miles (including River Tees border). As a heavily regulated, top tier COMAH site, STSC employs a team of staff whose role is to keep the site safe.

9. SCOPE

South Tees Site Company has a requirement to ensure all staff are fully trained in order to effectively manage the site ensuring the safety of its employees, other operating businesses on site, and the general public. As a result of the various elements of the site there are a number of different qualifications, accreditations and training courses which STSC require delivery of both on and off site.

Provision has been made to enhance the IT skills of those who would like to either improve their existing knowledge of a particular piece of software, or who are novice users and would like to increase their overall confidence when using a computer at work. Requests have been received for various applications, predominantly Microsoft Office based.

Minimum Requirements

In providing IT training, the successful bidder: -

- should have the resources to host training sessions on the STSC site
- will be able to train a maximum of 6 learners per session
- will provide laptops for learners to use for the duration of each session which should be pre-loaded with course materials
- should be available to hold training during workforce normal hours when required (primarily 07:30-15:30 or 08:00-16:00)
- will provide course booklets/materials which learners can keep for future reference
- should be able to provide the option to switch to remote training if it's needed (for example in the event of another lockdown - so training could still continue remotely) – either with pre-recorded sessions online or zoom-type live sessions

If necessary, STSC can provide: -

- Lunch and refreshments
- Access to internet, although as specified it is preferred that laptops are provided by the supplier and that these are pre-loaded with course materials

10. DRAWINGS & SPECIFICATIONS

Required Courses

The successful bidder will be able to host training sessions to cover varying levels of competence (specified below) in the following applications. The topics listed are not exhaustive.

Basic Computer Literacy

For those who are unfamiliar with using a computer, this training would need to cover (as a minimum):

- logging in to and navigating Windows
- correctly using the mouse to point, click, drag and drop
- understand the different areas of the keyboard
- opening, closing, maximising and minimising windows and programs
- how to find, open, copy, move and delete a file and/or folder
- accessing shared drives
- navigating Outlook (primary work email system), including:
 - sending, forwarding and replying to an email
 - attaching documents and pictures to an email
 - how the cc and bcc fields work
 - categorising emails
 - marking emails as read/unread
 - searching the mailbox
 - flagging messages to follow up
 - setting and amending the out of office assistant
 - printing options
 - creating and amending contacts
 - creating an email signature

- the Outlook calendar – creating a meeting, checking freetime, booking meeting rooms and inviting others
- accessing the internet
- logging on to personal mail accounts via the internet – e.g. Gmail, Hotmail
- using search engines such as Google to find work related information
- bookmarking web pages for future reference
- how to tell if a web page is secure
- a basic overview of Microsoft Word, including:
 - opening, creating and saving documents
 - entering text and amending fonts
 - spellchecking
 - adding bullets or numbering
 - formatting paragraphs
 - copying and pasting
 - inserting/amending a header or footer
 - printing a document
- a basic overview of Microsoft Excel, including:
 - opening, creating and saving workbooks
 - entering data
 - inputting dates, times and financial information
 - selecting cells
 - copying and pasting
 - amending formats
 - adding borders
 - changing the colour of cells
 - inserting a table
 - inserting and deleting rows and columns
 - adjusting column widths and row heights
 - printing a workbook
- the importance of locking PCs using CTRL_ALT_DEL in a shared work environment to protect data
- safely logging out / shutting down

Microsoft Word – Beginner

Aimed at those who have either never used Word previously, or those with limited knowledge, this course should (as a minimum) take the learner through:

- creating, saving and reopening documents
- navigating the ribbon
- creating a personal template
- adding borders
- amending layouts including indentation, fonts and colours
- using themes
- using bullets and numbering
- adding tables, pictures, shapes, and diagrams
- checking spelling/grammar
- copying and pasting information within a document
- line spacing
- printing documents
- adding a header and/or footer
- utilising the help function

Microsoft Word – Intermediate/Advanced

Aimed at those who already have a basic understanding of Word, this course should outline some of the more complex tasks of the application, for example (but not limited to):

- advanced formats
- creating and utilising master documents
- creating templates to be used by multiple users
- creating forms which include tick boxes and drop-down lists
- correctly using page breaks and section breaks
- inserting and updating contents tables
- creating and using macros
- basic macro troubleshooting
- adding and updating tables

- using hyperlinks within a document
- how to create and amend mail merge documents
- creating/printing labels
- tracking/accepting/rejecting changes
- preventing unauthorised editing of a document
- password protection

Microsoft Excel – Beginner

Aimed at those who have either never used Excel previously, or those with limited knowledge, this course should take the learner through:

- creating, saving and reopening spreadsheets
- insert, delete and amend size of columns and rows in a spreadsheet
- navigating the ribbon
- insert, delete, move and name tabs in a spreadsheet
- formatting cells for dates/times/currency
- formatting cell colour/fonts/borders
- entering text and numbers
- manipulating data
- printing documents
- utilising the help function
- selecting cells, rows, columns, ranges
- hiding rows, columns and tabs
- freezing and unfreezing rows and columns
- simple formulas – e.g. SUM
- how to filter and sort data
- selecting data and inserting this into a simple chart

Microsoft Excel – Intermediate & Advanced

Aimed at those who already have a basic understanding of Excel, this course should outline some of the more complex tasks of the application, for example (but not limited to):

- understanding and using more complex formulas & functions– e.g. IF; COUNT; SUMIF; EDATE; IFERROR; ROUND; VLOOKUP; MATCH; Nested Ifs and the use of wildcards
- understanding how excel treats more complex formulas (BODMAS)
- pre-defined formulaic functions – e.g. AUTOSUM
- when and how to use Absolute References
- inserting tables and using slicers
- when and how to name a range
- validating data and creating drop down lists
- controlling what is entered into a cell
- conditional formatting
- an explanation of the different date functions and calculations – e.g. TODAY; NOW; NETWORKDAYS
- advance chart creation and modification
- locking cells/worksheets and other security features for a spreadsheet
- creating and manipulating data in pivot tables
- how to record, run and delete a macro

Microsoft PowerPoint – Beginner

Aimed at those who have either never used PowerPoint previously, or those with limited knowledge, this course should (as a minimum) take the learner through:

- creating, saving and reopening presentations
- navigating the ribbon
- utilising the help function
- using PowerPoint themes
- adding, deleting and removing slides
- navigating around a presentation
- adding and formatting text and paragraphs
- inserting and amending charts and tables within a presentation, and adding these from other applications – e.g. Word or Excel
- running a presentation
- utilising the help function

Microsoft PowerPoint – Intermediate

Aimed at those who already have a basic understanding of PowerPoint, this course should outline some of the more complex tasks of the application, for example (but not limited to):

- customisation
- working with animations
- using/editing the slide, notes and handout masters
- creating a master slide
- managing hyperlinks
- using SmartArt
- understanding slide transitions rehearsing slide transition timings
- applying special effects
- including video and audio in a presentation
- setting automatic slide trimmings
- setting up a continuous loop
- tips for creating an impactful presentation

Microsoft Access – Beginner

Aimed at those who have either never used Access previously, or those with limited knowledge, this course should (as a minimum) take the learner through:

- explain the basic principles of database design and the components of a database
- methods for creating tables
- data types
- field properties
- adding lookup fields
- understanding table structure
- creating links between tables
- creating queries, including specifying criteria with wildcards and filtering data
- sorting query results
- understanding and manipulating queries to produce required results
- understanding forms including data sources, drop down lists, text boxes, option boxes and viewing/changing database information using forms
- creating reports using the wizard
- report layouts and how to edit
- utilising the help function

Microsoft Access – Intermediate

Aimed at those who already have a basic understanding of Access, this course should outline some of the more complex tasks of the application, for example (but not limited to):

- working with queries – e.g. update, make table, find duplicates, append and delete
- understanding advanced form design, including unbound forms, command buttons, combo boxes, the Expression Builder and triggering events on a form
- creating, grouping and sorting records
- using conditional formatting
- creating and using macros
- understanding database utilities – e.g. compacting/repairing, custom icons and password protection options
- an initial introduction to VBA which will cover how to create a programme and task automation

Microsoft Visio

Aimed at attendees who have an awareness of Visio, this course should outline some of the most common features of the application, for example (but not limited to):

- navigating around Visio
- creating a new diagram
- the features of, and how to modify the Ribbon
- understanding shapes, stencils and masters
- selecting and grouping shapes
- inserting pictures
- copying and duplicating shapes
- positioning/repositioning and resizing shapes
- understanding the connector tool
- adding and adjusting connection lines

- how to automatically connect shapes
- adding text to shapes
- adding colour to diagrams using fill/line colours and patterns
- inserting borders
- creating custom stencils and new shapes
- adding shapes to a stencil
- importing shapes
- creating flowcharts and setting the layout
- adding text to the layout
- how to use separators
- creating links to other diagrams, pages or files
- understanding organisational charts
- creating an organisation chart manually and with the wizard
- altering layout and styles of organisational charts
- creating simple room or office plans
- working to scale with room plans
- using and recording simple macros
- creating basic network diagrams
- organising network diagram shapes and connecting these

Microsoft Project

Aimed at attendees who have an awareness of Microsoft Project and need to utilise this as a tool to assist them when managing projects at work, this course should outline some of the most common features of the application, for example (but not limited to):

- navigating around Project and exploring views
- adding tables, forms and charts
- creating a new project from scratch
- setting completion dates and default working times
- adding tasks to a project then editing, deleting and rearranging these
- possible ways of linking tasks
- splitting tasks
- setting up recurring tasks
- sorting and filtering tasks
- adding deadlines and constraints to tasks, and understanding constraint types
- what the different constraint symbols mean
- adding the correct resources to a project and assigning tasks
- how to view resource usage and deal with over-allocation
- amending calendars to suit the project
- sharing calendars with other projects
- entering costs and locating cost summary
- uses for a Gantt chart
- adding lines and notes to a Gantt chart
- alter how working/non-working time is displayed in a Gantt chart
- understand the concepts of tracking a project
- updating and rescheduling tasks
- viewing project statistics
- comparisons of plan against actual
- printing charts and the calendar
- producing reports and exporting to Excel
- creating a master project

Please refer to *Appendix B: Summary of IT Requirements* which gives an indication of the proposed number of sessions required per training course.

11. HAZARD IDENTIFICATIONS

N/A

12. STANDARDS

The successful Tenderer must be able to demonstrate that all personnel have had suitable and sufficient training to undertake this task.

13. SITE VISIT

A site visit is not required at this stage for this work. The successful bidder will visit site upon contract award.

14. HEALTH & SAFETY

South Tees Site Company Limited is a top tier COMAH site and as such, is heavily regulated. All successful bidders are required to complete the Exemption (E) Class Contractor Approval Form and return with required documentary evidence (including relevant insurances, ISO and training certificates as are appropriate) in order to be added to the approved contractor register. This also applies to any sub-contractors who may be used on this procurement.

Note: The below document is for information at this stage. However, the awarded contractor will be required to complete and return prior to any works commencing.

- *Appendix C: Exemption (E) Class Contractor Approval Form*

15. BUDGET

The anticipated budget range for this project is **£15,000.00 to £25,000.00** excluding VAT.

The length is of this contract is for 12 months with no option to extend.

Contractors should provide a full and detailed breakdown of costs (including options where appropriate). If applicable this should include staff (and day rate) allocated to specific tasks.

In submitting full tenders, contractors confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

South Tees Site Company Limited aims to pay all correctly submitted invoices within 30 days in line with standard terms and conditions of contract.

16. PRICE/QUALITY EVALUATION CRITERIA

In consideration of this particular requirement South Tees Site Company Limited has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITT. South Tees Site Company Limited considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	16.1.1	Pricing Schedule	30.00 points
Quality	16.2.1a	Compliance to Requirements (A)	Mandatory Pass / Fail
Quality	16.2.1b	Compliance to Requirements (B)	10.50 points (15% of Quality)
Quality	16.2.2	Methodology	35.00 points (50% of Quality)
Quality	16.2.2	COVID-19 Assurances	10.50 points (15% of Quality)

Quality	16.2.4	Evidence of delivering similar projects	14.00 points (20% of Quality)
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The weighting for each criterion is presented in brackets.

16.1 PRICE (30) POINTS

Pricing Schedule

Bidders are required to complete *Appendix D: Excel Pricing Schedule* to provide a full and detailed breakdown of costs (including options where appropriate). If the work involves a labour element on site, please supply a rate breakdown of each trade included in the quotation.

All prices shall be exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.

Scoring Methodology

This includes the 'Tender Total'. The number of points will be awarded such that the lowest tender receives **30** points, the others will receive points based on their percentage above the lowest tender.

Example

Lowest Tender Total: £18k – 30.00 Points

Next Lowest Tender: £23k – $(18/23 \times 30)$ – 23.48 Points

Next Lowest Tender: £27k – $(18/27 \times 30)$ – 20.00 Points

16.2 QUALITY (70) POINTS

Quality Questionnaire

16.2.1a	<p>Compliance to Requirements (Part A) Please confirm your compliance to the requirements of Section 9: Scope and Section 10: Drawings and Specifications and all supporting Appendices</p> <table border="1"> <tr> <td>Please confirm whether you can supply all courses/training</td><td>Yes <input type="checkbox"/> No <input type="checkbox"/></td></tr> <tr> <td>Please confirm that training days can accommodate a maximum of 6 delegates</td><td>Yes <input type="checkbox"/> No <input type="checkbox"/></td></tr> <tr> <td>Please confirm that take-away materials will be provided to delegates for future reference – e.g. booklets or copies of slides</td><td>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2</td></tr> <tr> <td>Please confirm whether you can provide the option to switch to remote training (if required)</td><td>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2</td></tr> </table>	Please confirm whether you can supply all courses/training	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please confirm that training days can accommodate a maximum of 6 delegates	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please confirm that take-away materials will be provided to delegates for future reference – e.g. booklets or copies of slides	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2	Please confirm whether you can provide the option to switch to remote training (if required)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2
Please confirm whether you can supply all courses/training	Yes <input type="checkbox"/> No <input type="checkbox"/>								
Please confirm that training days can accommodate a maximum of 6 delegates	Yes <input type="checkbox"/> No <input type="checkbox"/>								
Please confirm that take-away materials will be provided to delegates for future reference – e.g. booklets or copies of slides	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2								
Please confirm whether you can provide the option to switch to remote training (if required)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2								
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail								
Scoring Criteria	Mandatory Pass / Fail								
Answer Type	Yes – Pass No – Fail								

16.2.1b	<p>Compliance to Requirements (Part B) Please confirm your compliance to the requirements of Section 9: Scope and Section 10: Drawings and Specifications and all supporting Appendices</p> <table border="1"> <tr> <td>Please confirm if any additional equipment will be required – e.g. projector</td><td> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2 </td></tr> <tr> <td>Please can you confirm that laptops will be provided with pre-loaded course materials</td><td> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide details at 16.2.2 </td></tr> <tr> <td>Will there be a requirement to connect to the STSC IT network to deliver the training (not the preferred option)</td><td> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2 </td></tr> </table>	Please confirm if any additional equipment will be required – e.g. projector	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2	Please can you confirm that laptops will be provided with pre-loaded course materials	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide details at 16.2.2	Will there be a requirement to connect to the STSC IT network to deliver the training (not the preferred option)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2
Please confirm if any additional equipment will be required – e.g. projector	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2						
Please can you confirm that laptops will be provided with pre-loaded course materials	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide details at 16.2.2						
Will there be a requirement to connect to the STSC IT network to deliver the training (not the preferred option)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 16.2.2						
Bidder Guidance	The Bidder shall answer Yes or No						
Scoring Criteria	<p>Scoring is based on the following scoring methodology</p> <p>0.00 = Significant time or resource commitment is required from STSC</p> <p>5.25 = Some time or resource commitment is required from STSC</p> <p>10.50 = Little to no time or resource commitment is required from STSC</p> <p>Maximum mark of 10.50 points (worth 15% of quality criterion)</p>						
Answer Type	Yes No						

16.2.2	<p>Methodology</p> <p>Please provide a comprehensive methodology of how you will meet the requirement set out in the specification.</p> <p>The bidder is required to:</p> <p>a) Outline their understanding of the requirements</p> <p>b) Provide a programme of work detailing how they propose to deliver the services</p>
Bidder Guidance	<i>The bidder should detail clearly how their bid will meet the requirement including (but not limited to) details of approach taken, the stages of development and the key considerations.</i>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology</p> <p>Maximum mark of 35.00 points (worth 50% of quality criterion)</p>
Bidder Response	Please attach your answer as a pdf document limited to three sides of A4 (font Ariel, size 11)

16.2.3	<p>COVID-19 Assurances</p> <p>Please provide details of how your company is working safely during the COVID-19 outbreak.</p>
Bidder Guidance	<i>The bidder should clearly outline how their company is managing the risks of COVID-19, including how they are mitigating infection risks from training equipment which is utilised by multiple clients.</i>

	<i>The bidder should also include, as an appendix to their answer, any relevant COVID-19 company policies, and a copy of their COVID-19 Risk Assessment.</i>
Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology
	Maximum mark of 10.50 points (worth 15% of quality criterion)
Bidder Response	Please attach your answer as a pdf document limited to three sides of A4 (font Ariel, size 11)

16.2.4	Evidence of delivering similar projects Please provide details of three similar projects your company has been engaged in. For each example given, please include a testimonial from the relevant Contracting Party.
Bidder Guidance	<i>The bidder is required to outline key challenges faced and how these were overcome, any lessons learned, and how you will utilise these experiences to add value in the realisation of South Tees Site Company Limited's commission objectives, along with testimonials from the Contracting Party.</i>
Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology
	Maximum mark of 14.00 points (worth 20% of quality criterion)
Bidder Response	Please attach your answer as a pdf document limited to three sides of A4 (font Ariel, size 11)

Page count: please be advised that any tender information over the maximum page count requested will not be subject to evaluation as part of this tender and as such will be discounted.

Scoring Methodology

0	The Question is not answered, or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: $\text{Score} / \text{Total Points available multiplied by 10}$ ($60/100 \times 10 = 6$)

17. PROCUREMENT

All communication relating to this tender must be made via the Procurement Team.

Email: procurement@stsc ltd.co.uk

Please use this email address to: -

- Confirm the Tenderer intends to submit a tender.
- Raise any questions during the tender period.
- Return the completed tender.

18. APPENDICES

Appendix A: Terms and Conditions (S1 – Precedent Contract for the Purchase of Services)

Appendix B: Summary of IT Training Requirements

Appendix C: Exemption (E) Class Contractor Approval Form

Appendix D: Excel Pricing Schedule

19. DECLARATIONS

- Freedom of Information Act 2000 (FOI) and/or Environmental Information Regulations 2004 (EIR) Exemptions
- Declaration 1 – Statement of Non-Collusion
- Declaration 2 – Form of Tender
- Declaration 3 – Conflict of Interest
- Declaration 4 – Questions for Tenderers
- Declaration 5 – Agreement to Published Terms & Conditions
- Declaration 6 – Use of Sub-Contractors
- Declaration 7 – Health & Safety Policy
- Declaration 8 – Enforcement/remedial orders
- Declaration 9 – GDPR

FREEDOM OF INFORMATION

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the 'FoIA') and the Environmental Information Regulations 2004 (the 'EIR') (each as amended from time to time), the Contracting Authority may be required to disclose information submitted by the Bidder.

In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should complete the Freedom of Information question FOI1.2 below.

Where a Bidder identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, the Contracting Authority may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the Contracting Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Contracting Authority cannot guarantee that any information marked 'confidential' or "commercially sensitive" will not be disclosed.

Where a Bidder receives a request for information under the FoIA or the EIR during the procurement, this should be immediately passed on to the Contracting Authority and the Bidder should not attempt to answer the request without first consulting with the Contracting Authority.

Bidders are reminded that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete. By submitting a response to this RFP Bidders are agreeing that their participation and contents of their Response may be made public.

FOI1.1	FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004. Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1</p> <p>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1, please complete the table 'N/A' (not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1, please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOIA / EIR
	Commercially sensitive information	Justification for exemption/exception under FOIA / EIR

.....
Signature (on behalf of the tenderer)

.....
Print name

.....
Date

Declaration 1: Statement of non-collusion

To: South Tees Site Company Limited

1. We recognise that the essence of competitive tendering is that STSC will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.
2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:
 - a) communicate to any person other than STSC the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;
 - b) enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;
 - c) offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.
3. In this certificate, the word "person" shall include any person, body or association, corporate or unincorporated; and "any agreement or arrangement" includes any such information, formal or informal, whether legally binding or not.

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Date

Declaration 2: Form of Tender

To: South Tees Site Company Limited

1. Having considered the invitation to tender and all accompanying documents (including without limitation, the terms and conditions of contract and the specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.
2. We hereby tender and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of contract and the specification for the amount set out in the Pricing Schedule.
3. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.
4. We agree that this tender shall remain open to be accepted by STSC for x weeks from the date below.
5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to) the Companies Act 2006) if requested by the Authority we may be required to secure a Deed of Guarantee in favour of STSC from our holding company or ultimate holding company, as determined by STSC in their discretion.
6. We understand that STSC is not bound to accept the lowest or any tender it may receive.
7. We certify that this is a bona fide tender.

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Email address

.....
Telephone Number

.....
Date

Declaration 3: Conflict of Interest

I have nothing to declare with respect to any current or potential interest or conflict in relation to this tender (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this tender, or to indicate a professional or personal interest in the outcomes from this tender.

Signed

Name

Position

OR

I wish to declare the following with respect to personal or professional interests related to relevant organisations*;

X
X

Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.

X
X

Signed

Name

Position

Please complete this form and return this with your ITT documentation - Nil returns **are** required.

* These may include (but are not restricted to);

- A professional or personal interest in the outcome of this research
- For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
- Current or past employment with relevant organisations
- Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)
- Gifts or entertainment received from relevant organisations
- Shareholdings (excluding those within unit trusts, pension funds etc.) in relevant organisations
- Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

All of the above apply both to the individual signing this form and their close family / friends / partners etc.

If your situation changes during the project in terms of interests or conflicts, you must notify the OGA straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR ORGANISATION CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY.

Declaration 4: Questions for Tenderers

In some circumstances STSC is required by law to exclude you from participating further in a procurement activity. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Answer
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;	
(b) 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; where the offence relates to active corruption;	
(c) the offence of bribery, where the offence relates to active corruption;	
(d) bribery within the meaning of section 1 or 6 of the Bribery Act 2010;	
(e) fraud, 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, within the meaning of:	
(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) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;	

(f)	money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;	
(g)	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; or	
(h)	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	
(i)	any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Date

Declaration 5: Agreement to Published Terms & Conditions

To: South Tees Site Company Limited

We confirm agreement to the published Terms and Conditions in relation to this tender without deviation.

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Date

CONFIDENTIAL

Declaration 6: Use of Sub-Contractors

To: South Tees Site Company Limited

We intend to use the below sub-contracts in delivering this tender.

Sub-contractor	Nature of Work

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Date

OR

We do not intend to use sub-contractors in delivering this tender.

.....
Signature (duly authorised on behalf of the tenderer)

.....
Print name

.....
On behalf of (organisation name)

.....
Date

Declaration 7: Health & Safety Policy

	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Mandatory Pass / Fail

Please sign in the appropriate box:

Yes – Pass	Sign: Print Name:
No – Fail	Sign: Print Name:

Declaration 8: Enforcement/remedial orders

	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health, Safety and Environment enforcement agencies (or equivalent body) in the last 3 years?
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p>Yes = *Fail</p> <p>No = Pass</p> <p>If your answer to 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.</p> <p>The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>
Scoring Criteria	Mandatory Pass / Fail

Please sign in the appropriate box:

Yes = *Fail	Sign: Print Name:
No = Pass	Sign: Print Name:

Declaration 9: General Data Protection Regulations

The Supplier shall comply at all times with all data protection legislation applicable in the UK from time to time.

The Supplier warrants that that it shall under this Contract:

Process only on documented instructions by the Contracting Authority, including regarding international transfers (unless, subject to certain restrictions, legally required to transfer to a third country or international organisation);

- provide all reasonable assistance to the Contracting Authority in the preparation of any Data Protection Impact Assessment
- ensure those processing personal data are under a confidentiality obligation (contractual or statutory);
- appoint a suitably qualified data protection representative to manage the data;
- Keep records of their data processing activities performed under this Contract in order to be able to provide information included in those records to the Data Protection Authorities, upon request. Records should include: (1) details of the data controller and data processor and their representatives; (2) the categories of processing activities that are performed; (3) information regarding cross-border data transfers and; and (4) a general description of the security measures that are implemented;
- take all measures required under the security provisions which includes pseudonymisation and encrypting personal data as appropriate;
- only use a sub-processor with Contracting Authorities formal written consent (specific or general, although where general consent is obtained processors must notify all and any changes to the Contracting Authority, giving them an opportunity to object);
- flow down the same contractual obligations to sub-processors as is imposed upon the Supplier by the Contracting Authority;
- notify Contracting Authority without undue delay data breaches;
- assist Contracting Authority in responding to requests from individuals (data subjects) exercising their rights;
- assist Contracting Authority in complying with the obligations relating to a security breach notification, Data Protection Impact Assessment and consulting with supervisory authorities;
- securely destroy (providing evidence that this has occurred e.g. a secure waste disposal certificate from a third party) or return as instructed by the Contracting Authority all personal data at the end of the Contract (unless storage is required by EU/member state law);
- make available to the Contracting Authority all information necessary to demonstrate compliance; allow/contribute to audits (including inspections by the Contracting Authority or a third party); and inform the Contracting Authority if its instructions infringe data protection law or other EU or member state data protection provisions.
- where the supplier is required to collect any Personal Data on behalf of the Contracting Authority, it shall ensure that it provides the data subjects form who the Personal Data are collected, with a privacy notice in a form to be agreed with the Contracting Authority

The Contracting Authority may require further assurances during the Contract through a series of questions as to Suppliers GDPR compliance. Notwithstanding any other remedies available to the Contracting Authority, the Supplier shall fully indemnify the Contracting Authority as a result of any such breach of the General Data Protection Regulations (GDPR), by the Supplier or any other party used by the Supplier in its performance of the Contract, that results in the Contracting Authority suffering fines, loss or damages.

Schedule of Processing, Personal Data and Data Subjects

The Supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further

written processing instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be the subject of a formal amendment to this Contract.

1. The contact details of the Contracting Authority Data Protection Officer are:

Name: Natalie Robinson

Data Protection Officer Address: Teesside Management Offices, Trunk Road, Redcar, TS10 5QW

2. The contact details of the Suppliers Data Protection Officer are:

Name:

Email:

Data Protection Officer Address:

3. The Supplier shall comply with any further written instructions with respect to processing by Contracting Authority. Any such further instructions shall be incorporated into this Schedule

Description	Details
Subject matter of the processing	Company names and addresses, images, employee names and works telephone numbers. Information is held to ensure the safety of all contractors and visitors on site and to ensure they and their employees are fully contactable.
Duration of the processing	Processing will take place from the commencement of the contract until up to 12 months after the contract end (dependant of the requirement).
Nature and purposes of the processing	The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or combination, restriction, erasure or destruction of data.
Type of Personal Data	Names, mobile numbers, dates of birth vehicle registration, images
Categories of Data Subject	

Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Date to be removed after any job or contract term ends unless for legal or union reasons.
---	---

GDPR Questionnaire

The Supplier agrees that during any term or extension it shall complete and return the attached questionnaire as advised below.



GDPR Assurance
Questionnaire.xlsx

Note: The Contracting Authority also reserves the right to amend or increase these frequencies, as it deems necessary to secure assurance with regards to compliance.

The Contracting Authority requires such interim assurances to ensure that the Supplier is still compliant with the needs of the GDPR Act due to the implications of a breach.

The Supplier agrees that any financial burden associated with the completion and submission of this questionnaire at any time, shall be at the Suppliers cost to do so and will not be reimbursable.

.....
Signature (on behalf of the tenderer)

.....
Print name

.....
Date