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Volume Two (2)

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| Contract for:  Economic feasibility and Business Case report  for Falmouth Town Council |

Applicant’s Offer

Selection Questionnaire /

Invitation to Tender

Closing time and date for return of submission:

**12:00 (Noon) 30/06/2022**

|  |
| --- |
| Name of Applicant: |

**Please return electronically to:**

[**email**](mailto:sallyvincent957@btinternet.com)

henrietta@falmouthtowncouncil.com

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted.

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# Section 1 – General Notes

1. This document should be read in conjunction with the supporting information contained within Volume 1 “Invitation to Tender - Background Information, Instructions and Conditions of Tender” and associated documents also referenced.
2. This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately, and all information required to submit a compliant tender is done ahead of submitting any final response.

# Section 2 – Selection Questionnaire

1. The Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the Council is under a legal or regulatory obligation to make such a disclosure.
2. The Applicants attention is further drawn to supporting guidance and information as included in “Volume 1” document related to this procurement process.

**Notes for completion**

1. The “Council” means the contracting Council, or anyone acting on behalf of the contracting Council, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The Council recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Council will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1: Potential supplier information**  Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration. | | | | | | | |
| **Section 1** | **Potential supplier information** | |  | | | | |
| **Question number** | **Question** | | **Response** | | | | |
| 1.1(a) | Full name of the potential supplier  submitting the information | |  | | | | |
| 1.1(b) – (i) | Registered office address (if applicable) | |  | | | | |
| 1.1(b) – (ii) | Registered website address (if applicable) | |  | | | | |
| 1.1(c) | Please mark ‘X’ in the relevant box to indicate your trading status | | 1. a public limited company | | | |  |
| 1. a limited company | | | |  |
| 1. a limited liability partnership | | | |  |
| 1. other partnership | | | |  |
| 1. sole trader | | | |  |
| 1. other (please specify) | | | |  |
| 1.1(d) | Date of registration in country of origin | |  | | | | |
| 1.1(e) | Company registration number (if applicable) | |  | | | | |
| 1.1(f) | Charity registration number (if applicable) | |  | | | | |
| 1.1(g) | Head office DUNS number (if applicable) | |  | | | | |
| 1.1(h) | Registered VAT number | |  | | | | |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | |  | | | | |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). | |  | | | | |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | |  | | | | |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. | |  | | | | |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement | |  | | | | |
| 1.1(l) | Please mark ‘X’ in the relevant box to indicate whether any of the following classifications apply to you | | 1. Voluntary, Community and Social Enterprise (VCSE) | | | |  |
| 1. Small or Medium Enterprise (SME) | | | |  |
| 1. Sheltered workshop | | | |  |
| 1. Public service mutual | | | |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? | |  | | | | |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate (Please enter N/A if not applicable) | | | | | | |
| Name: | |  | | | | |
| Date of birth: | |  | | | | |
| Nationality: | |  | | | | |
| Country, state or part of the UK where the PSC usually lives: | |  | | | | |
| Service address: | |  | | | | |
| The date they became a PSC in relation to the company (for existing companies the 06 April 2016 should be used): | |  | | | | |
| Which conditions for being a PSC are met: | |  | | | | |
| Over 25% up to (and including) 50% | |  | | | | |
| More than 50% and less than 75% | |  | | | | |
| 75% or more | |  | | | | |
| 1.1(o) | Details of immediate parent company (Please enter N/A if not applicable) | | | | | | |
| Full name of the immediate parent company: | |  | | | | |
| Registered office address (if applicable): | |  | | | | |
| Registration number (if applicable): | |  | | | | |
| Head office DUNS number (if applicable): | |  | | | | |
| Head office VAT number (if applicable): | |  | | | | |
| 1.1(p) | Details of ultimate parent company (Please enter N/A if not applicable) | | | | | | |
| Full name of the ultimate parent company: | |  | | | | |
| Registered office address (if applicable): | |  | | | | |
| Registration number (if applicable): | |  | | | | |
| Head office DUNS number (if applicable): | |  | | | | |
| Head office VAT number (if applicable): | |  | | | | |
| **Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the Persons of Significant Control of them.** | | | | | | | |
| **Please provide the following information about your approach to this procurement.** | | | | | | | |
| **Section 1** | **Bidding model** | |  | | | | |
| **Number** | **Question** | | **Response** | | | | |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators?  If **yes**, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If **no**, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | | **Please indicate your answer by marking ‘X’ in the relevant box.** | | | | |
| **Yes** | | **No** | | |
|  | |  | | |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) | |  | | | | |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. | |  | | | | |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | | **Yes** | | **No** | | |
|  | |  | | |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | | | | | | |
| Name: | |  | | | | |
| Registered address: | |  | | | | |
| Trading status: | |  | | | | |
| Company registration number: | |  | | | | |
| Head Office DUNS number (if applicable): | |  | | | | |
| Registered VAT number: | |  | | | | |
| Type of organisation: | |  | | | | |
| SME (Yes/No): | |  | | | | |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables: | |  | | | | |
| The approximate % of contractual obligations assigned to each sub-contractor: | |  | | | | |
| **Contact details and declaration** | | | | | | | |
| I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.  I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.  I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.  I understand that the Council may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.  I am aware of the consequences of serious misrepresentation. | | | | | | | |
| **Section 1** | **Contact details and declaration** | |  | | | | |
| **Number** | **Question** | | **Response** | | | | |
| 1.3(a) | Contact name | |  | | | | |
| 1.3(b) | Name of organisation | |  | | | | |
| 1.3(c) | Role in organisation | |  | | | | |
| 1.3(d) | Phone number | |  | | | | |
| 1.3(e) | E-mail address | |  | | | | |
| 1.3(f) | Postal address | |  | | | | |
| 1.3(g) | Signature (electronic is acceptable) | |  | | | | |
| 1.3(h) | Date | |  | | | | |
| **Part 2: Selection questions** | | | | | | | |
| **Section** | | **Additional questions** | | | | | |
| **2.1** | | **Insurance** | | **Response** | | | |
| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below(Please indicate your answer by marking ‘X’ in the relevant box): | | | | **Yes** | | **No** | |
| Employer’s (Compulsory) Liability Insurance = £5m | | | |  | |  | |
| Public Liability Insurance = £5m | | | |  | |  | |
| Professional Indemnity = £2m | | | |  | |  | |

# Section 3 The Brief

1. A full and comprehensive understanding of the brief and expected cross-cutting outputs **can only be acquired** by reading the accompanying Appendix 1 – *Brief to commission etc.*
2. The Council has a ratified Neighbourhood Development Plan (<https://planforfalmouth.info>) and an interim Place Shaping Board which has already secured funding and commissioned an Outline Masterplan which will be provided to the successful bidder subject to a confidentiality agreement.
3. As a precis of Appendix 1, the nine main outputs the Council is commissioning to build an economically feasible Business Case are:
4. An **Economic Benefits Appraisal of new uses / future users’ needs** specific to Falmouth in the wider context and feeding directly into development of a further Masterplan ‘option 5’ which develops experiences and can be responsive to change – economically and environmentally.
5. A strategy paper for **Smart town infrastructure appraisal** – Internet of Things (IoT) connected devices to improve communication and assist residents and visitors alike.
6. An **Economic Impact Assessment of Masterplan outputs** in respect of the town centre regeneration, reuse of upper floors and vacant
7. A strategic plan for **Transport** – focused on improved accessibility and connectivity between rail, vehicle, cycle and pedestrian networks within the town centre in addition to access to and uses on the water
8. Provision of a **Cost breakdown of masterplan delivery** providing further work required to support the creation of a Business Case (output viii):
9. Creation of **Virtual Reality data capture, graphic and visual imagery to communicate vision** and aspiration to future funders
10. Undertaking **Consultation / engagement target groups and media and PR for masterplan**
11. Development of **Business Case** drawing on all above and following HM Treasury Green Book guidelines to support the phased delivery of masterplan
12. Provision of **Project management** to coordinate and administer these work packages working in close partnership with local leadership (PM and programming)

# Section 4 Applicants Response to Tender

1. Section 4 to be completed by all Applicants looking to submit a formal response to this Tender.

Method Statement Responses:

1. Please detail your response in regard to this specific Method Statement.

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| **Method Statement Topic Areas – PAST EXPERIENCE AND HOW YOU WOULD UTILISE THIS** |
| **Council requirements for the Applicant’s response to this Method Statement:**  Ideally, you will have experience of working with the local authority sector and have delivered on similar projects including creating costed options appraisals / economic business cases / strategies for organisations who are exploring a range of different options to implement.  You will have strong experience in community consultation and engagement, transportation experience within urban settings and ability to manage the programme and provide a team that can also address the digital outputs outlined in Appendix 1.  Past experience would also demonstrate access to sound tools and techniques to support and enhance findings for presenting back to client and key stakeholders  To support your submission, you should provide some examples of your work or references that you are happy for us to contact about the work you have undertaken for them. This could include making reference to previous projects undertaken in the form of Case Studies.  Your proposals should provide clear reference on how the experience you have would be utilised on this project to deliver meaningful quality outcomes. Please provide two references for your work.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would demonstrate that the Supplier has credible and transferable experience through related examples to the subject of what is required to this tender supported with case studies with positive testimonials and references.  This response would also ensure that there is sufficient and proportional supporting information and evidence and how the past experience would be utilised to deliver the outcomes required in this tender, which would include the necessary access to skills, tools and techniques. |
| ***PLEASE ADD RESPONSE BELOW:*** |

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| **Method Statement Topic Areas - UNDERSTANDING AND DELIVERING THE BRIEF** |
| **Council requirements for the Applicant’s response to this Method Statement:**  The Invitation to Tender documents and in particular Appendix 1 *The Brief to Commission etc.* clearly states the main outputs that are expected. In addition, it is important that the Supplier understands the importance of programming and coordinating the cross-cutting packages of work that will be required to lead to a deliverable Business Case.  As part of the Supplier’s response the Council would be seeking a submission that outlines the method and approach to be adopted in response to this brief and how this would contribute to successfully meeting the objective and required outcomes as set out.  Accordingly, please provide your response to demonstrate your understanding of the aims of the project set out in the statement of requirements and the role that you would be expected to perform.  We would be looking for you to highlight procedures, major issues, constraints, risks etc., and demonstrate your approach to achieving the objectives and importantly understand the key principles to support a successful outcome.  This should be in the form of a method statement for each phase that includes the approach and methodology to be applied in that phase and including the tools, techniques and processes you intend to follow.  Please include an outline programme plan setting out your indicative support over the various stages.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would clearly evidence you understand the role and support which the appointed Professional Services Team would be expected to undertake, the scope and complexity of the overall scheme, the engagement with other partners as required outcomes.  A strong response would include the submission of a methodology for undertaking the work which should include the following elements;   * How individual consultant team will work efficiently together with their team and others, identifying who is the lead consultant managing the day to day work; * What do you see as the main risks to the project success and how you will contribute to mitigate and managing them; * What are the key objectives and elements of work and expertise you bring to them; * Clear details on the methods and approach which you would undertake and confidence that the method and approach would be able to deliver quality outcomes to the satisfaction of the Council within the timeframe required. * The tools, techniques and processes to be undertaken must be appropriately applied, proportional for the required delivery of the Contract and proven in delivering the outcomes required in this tender.   A strong response would clearly indicate an understanding of the requirements as set out within the Statement of Requirements and what is necessary to deliver high quality outcomes. It will clearly set out how each of the identified themes will be approached and met by the bidder.  A strong response would clearly set out a structured approach understanding and approach to ensure that the Contract is delivered in a timely orderly and professional manner.  It would also clearly outline through the delivery of the contract how the objectives of the Council would be achieved and provide high degree of confidence that the Supplier would be able to perform the Contract in line with the expectations set out by the Council.  A strong response would clearly indicate an understanding of the requirements as set out and what is necessary at the respective stages of the overall programme. It will clearly set out the approach to be taken in the respective stages including both sign off from the Council at key stages and wider effective engagement with key stakeholders (e.g. Planning Authority, Harbour authority, etc.).  A strong response would include an indicative programme and timeline which is credible in relation to the wider expectations of the Council’s vision and objectives. In addition, the response would provide clarity on expectations around response and delivery timescales for the services provided, as well as details on how issues would be escalated and resolved. It would set out key milestones with anticipated dates. Any variations with the submitted programme should be explained. |
| ***PLEASE ADD RESPONSE BELOW:*** |

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| **Method Statement Topic Areas - THE PROFESSIONAL SERVICES TEAM:** |
| **Council requirements for the Applicant’s response to this Method Statement:**  The Council is seeking a Supplier who can provide the Council with the necessary and proportional advisory support.  The Supplier would be able to provide members of the Team who have proven capability in delivery of support and advice on similar projects in urban, amenity, open space and landscaping settings.  Your response should provide strong evidence that you have key knowledge, experience and skills within the proposed team in respect of undertaking development of masterplan reviews and how this experience and skills would be applied in application of any awarded contract. The key components of support which the Team would bring would include, but not limited to:   * Necessary financial, economic and commercial acumen capabilities around assessment of options, budget arrangements in Public Sector and Treasury Green Book approach to business case planning * Urban Design / Town planning experience/ * Design and architectural experience * Environmental consultancy and landscape experience * Transport consultancy * IoT/Smart Cities and VR visualisation * Benchmarking, survey and analytical skills that support credible research that supports credible findings and recommendations * Excellent communication and stakeholder engagement skills * Project management experience   To support the work, it would be highly desirable for the consultant(s) to have knowledge, experience and skills in respect of working with the public sector, ideally local government, along with a strong understanding of the engagement within and across diverse communities.  Please provide CV details of all key members of your consultant team, the roles they would perform in any contract and their day rates. Your proposal should include a clear budget breakdown.  Provide detailed proposals regarding the staffing structure and the roles and responsibilities allocated to the staff:   * Provide assurance that the staff will meet the requirements detailed in the Statement of Requirements * An explanation of how the staff will be supported to deliver the services required * Who will take the lead on delivering the strategic needs of the service? * The value which individuals allocated to the project can bring to support successful delivery.   **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would provide clear assurance that the Supplier would be delivering the Contract with resources with relevant knowledge and skills required to deliver the outcomes set out in the Statement of Requirements in a manner that provides confidence and assurance around capacity and continuity of the team.  A strong response would clearly indicate that the proposed team has the right blend of professional experience, knowledge and expertise required to work on such a prestigious project. The response would clearly indicate the roles which the individual team members would bring to project and how this project would benefit from their experience, knowledge and expertise.  This experience, knowledge and expertise would also look to demonstrate a clear connection to work on similar projects of similar scale within urban, amenity, open space and landscaping settings and how this would benefit this project ideally with experience of working on grant funded projects.  This could also include details on how staff are inducted and how they are trained and supported to be effective within all they do, and the assurance that they have the right and relevant skills and experience to undertake the roles required.  We would be looking for details of the key individuals of the teams CV’s and the demonstration through this that they have the right professional experience, knowledge and expertise, and that this is transferable and relevant to this project. This would include details on what projects that have been involved in and the role that they played. The individuals indicated should be those that will work on the project. Additional skills and experience would include:   * The ability to engage and deal effectively with a range of people; * Excellent written communication skills; * An awareness of related current political and legislative agendas; * Excellent awareness of Regulatory elements such as building planning, environmental and community issues * Negotiating and influencing skills; * Administrative, time management and budgeting skills; * Digital media and IT skills; * The ability to use initiative and work well in a matrix team; * Experience of partnership and collaborative working; * Flexibility and creativity; * Project management and leadership qualities.   Short CV’s of the key personnel who will be working on the project should be submitted – no more than two pages of A4 per consultant. These should highlight key project the person has worked on and should show projects that are similar in type to the required project. CV’s should include qualifications and summary of experience CV’s should state the exact role the consultant had in the quoted project. |
| ***PLEASE ADD RESPONSE BELOW:*** |

|  |  |
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| **Method Statement Topic Area – PARTNERING, COLLABORATION AND ENGAGEMENT:** | |
| **Council requirements for the Applicant’s response to this Method Statement:**  As noted elsewhere in this tender pack any resulting Contract with the Professional Services Team will be for support over a short period of time, with a range of partner organisations / community groups, plus a number of different contractors undertaking specific projects on the overall scheme  The appointed team will need to work closely with the Council and key stakeholders to achieve the intended outcomes. As with all such projects it is vital to ensure the right partners who both share the ethos but also understand how to work with other stakeholders in a matrix team setting and advance the project in a way that effectively balances and takes account of the individual stakeholder needs and expectations.  Please provide details of your partnering ethos and experience and how you would look to bring your experience of working on complex / matrix collaborative projects to this project.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would be clear on how the Professional Services Team members would work with both the Council and key stakeholders and other contractors, the approach they would adopt and the experience and credentials they have elsewhere which they would bring to this project to make it a success.  A strong response would include also an indication of a strong track record regarding successful contract and project management and working collaboratively with key stakeholders. It would provide confidence on how this track record could successfully be applied in relation to this actual Contract and the expertise which the team would bring to delivery of this in any awarded Contract.  This would likely include details on how the Professional Services Team would support the Council in any necessary community engagement and community consultation. The outcomes presented back to the Council will be informed by “hearing the voices of the people” and providing a critical eye on findings. | |
| **SUPPLIER RESPONSE:** | |
| **Method Statement Topic Areas – SOCIAL VALLUE CONSIDERATIONS** |
| **Council requirements for the Applicant’s response to this Method Statement:**  For the purposes of the consideration and application of this Tender, Social Value is defined as the additional added value or extra benefits able to be attributed to Social Value outcomes beyond the core requirements related to the spend. More details on the Social Value Act itself can be found here: <https://www.gov.uk/government/publications/social-value-act-information-and-resources/socialvalue-act-information-and-resources>  The Applicant should provide a method statement that focuses on how they would approach supporting Social Value considerations as part of the delivery of the Contract. In relation to this contract the Council sees the following as being areas where through the delivery of the Services positive outcomes to Social, Economic and / Environmental outcomes could be achieved, in particular:   * Within the workforce this could be supporting apprenticeships, local employment, or contribution to the Local economy as a direct result of this Contract. * Supporting environmental outcomes (including reduction of use of products / material that are harmful to the environment or working practices that minimise environmental damage), * Social outcomes may also include details on how the Supplier would look to support community initiatives and / or work to make a positive outcome within the wider community.   The above list is not exclusive or exhaustive but an indication on what are deemed to be relevant and proportional areas for Social Value consideration to this contract.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would outline clearly what would be done to contribute towards added Social Value if awarded the Contract, actually how the Supplier would go about doing this, and what tangible outcomes the Council could expect as a result.  Linkages to how this would also support the Council’s wider aspirations would also be made clear.  A strong response would demonstrate commitment to deliver on the stated outcomes not simply be aspirational. |
| ***PLEASE ADD RESPONSE HERE:*** |

# Section 5 Pricing Schedule

1. Applicants are required to complete the accompanying Schedule 1 - Pricing Schedule. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT. If there is no charge for an item, please state none. Any additional work, will be based on the fee scale for all consultants as set out in Schedule 1.
2. The fee proposal should include all members of the proposed design team. The team will need to work with the client to gain statutory consents for the scheme and be available to attend relevant meetings and presentations as necessary.
3. Payments to be made on completion of satisfactory sign off on Milestones to stages as outlined in Schedule 1 – Price.

**Price Validity Period**

1. As a minimum, all prices submitted must remain fixed and firm for twelve (12) months from date of Contract commencement. In support of this, please detail exactly how long your prices will remain fixed and firm for.

**Price Review Proposals**

1. The Council does not expect the Applicant to implement any price increases throughout the life of this Contract.

**Contract Renewal**

1. No Contract once awarded shall be renewed at a higher rate than agreed between the parties through this price review framework or through any other such agreement as submitted to and approved by the Authority in writing.

**Certificates and Declarations**

|  |  |
| --- | --- |
| **CONDITIONS OF TENDER** | |
| **Reference number and Title of Contract:** Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant’s Offer | |
| 1. | By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment.  I/We fully accept the terms and conditions of contract for the provision of goods/works/services |
| 2. | Having examined the tender documents for the provision of the above goods/works/services, we offer to provide the said goods/works/services in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 5 of this Bid. |
| 3. | The Authority does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as tendered for separately. |
| 4. | I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (*or perform the services*), on such terms and conditions and in accordance with such specifications *(if any)*, as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract. |

**Pricing Schedule Declaration**

I / We offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

**Certificate of Undertaking and Absence of Collusion or Canvassing**

|  |
| --- |
| **CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING** |
| The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply. |
| Box A – Consortium  I/We the undersigned do hereby certify that:-   1. the consortium’s tender is bona fide and intended to be competitive; 2. the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made; 3. the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 4. the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract. 5. the consortium has not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium’s behalf has done or will do such an act. 6. I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender. |
| Box B – Single Body and/or Individual  I/We the undersigned do hereby certify that:-   1. My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person; 2. I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 3. I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted; 4. I/we have not offered to pay or give any sum of money 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 Tender or proposed Tender for the said work any act or thing of the nature specified and described above. 5. I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act. 6. I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender. |

**Certificate of Confidentiality**

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| **CERTIFICATE OF CONFIDENTIALITY** |
| I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.  It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise. |

**Commercially Sensitive Information**

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid. I declare that I wish the following information to be designated as Commercially Sensitive.

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The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

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**Conflict of Interest**

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| **CERTIFICATE OF CONFLICT OF INTEREST** |
| I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest): |
| I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators. |

**Signatures**

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| --- | --- |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* | |