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| Appendix 1 Prerequisites (Open Procedure Only)  (Appendix 1 is included in a separate attachment for ease of reference) |

\*\* TO BE COMPLETED \*\*

All responses to the questions included within this Prerequisite document must be completed in this attachment.

This document has been provided separately to inform tenderers of the pre-requisites of this tender.

WHERE ATTACHMENTS ARE REQUIRED INSERT WRITTEN RESPONSES WITHIN THE DOCUMENT BY EMBEDING .doc or .pdf

THE COMPLETED DOCUMENT MUST BE UPOADED IN THE E-TENDERING SYSTEM

1. Supplier information

|  |  |  |
| --- | --- | --- |
| 1.1 Supplier details | Answer | |
| Full name of Supplier Completing the ITT |  | |
| Registered company address |  | |
| Registered company number |  | |
| Registered charity number |  | |
| Registered VAT number |  | |
| Name of immediate parent company |  | |
| Name of ultimate parent company |  | |
| Please respond Yes or No in the relevant box to indicate your trading status. | i) a public limited company | Yes or No |
| ii) a limited company | Yes or No |
| iii) a limited liability partnership | Yes or No |
| iv) other partnership | Yes or No |
| v) sole trader | Yes or No |
| vi) other (please specify) | Yes or No |
| Please respond Yes or No in the relevant boxes to indicate whether any of the following classifications apply to you. | i)Voluntary, Community and Social  Enterprise (VCSE) | Yes or No |
| ii) Small or Medium Enterprise (SME) 1 | Yes or No |
| iii) Sheltered workshop | Yes or No |
| iv) Public service mutual | Yes or No |

|  |  |
| --- | --- |
| 1.2 Bidding model | |
| Please respond Yes or No in the relevant box to indicate whether you are:- | |
| a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself. | Yes or No |
| b) Bidding as a Prime Contractor and will use third parties to deliver some of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub- contractor and the key contract deliverables each sub-contractor will be responsible for. | Yes or No |
| If you have responded Yes to b) you may upload an attachment here providing the details requested | Attachment |
| c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services.  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | Yes or No |
| If you have responded Yes to c) you may upload an attachment here providing the details requested | Attachment |
| d) Bidding as a consortium but not proposing to create a new legal entity.  If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.  Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | Yes or No  Consortium members  Lead member |
| If you have responded Yes to d) you may upload an attachment here providing the details requested. | Attachment |

|  |  |  |
| --- | --- | --- |
| e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).  If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix. | | Yes or No  Consortium members  Current lead member  Name of Special Purpose Vehicle |
| If you have responded Yes to e) you may upload an attachment here providing the details requested. | | Attachment |
| 1.3 Contact details | | |
| Supplier contact details for enquiries about this ITT | | |
| Name: |  | |
| Postal Address: |  | |
| County: |  | |
| Phone: |  | |
| Mobile |  | |
| e-mail: |  | |

FINANCIAL VIABILITY

##### 2. TENDERER’S ECONOMIC AND FINANCIAL STANDING (IN/OUT)

Tenderers are required to upload a copy of their Dun & Bradstreet (D&B) Comprehensive Report (or equivalent) which includes the rating for financial strength and risk of business failure. This is a mandatory requirement. Tenderers may be charged a fee by Dun and Bradstreet (or equivalent) for obtaining this report.

The report will be used by the Trust to determine whether there is any evidence indicating a moderate or high risk to the Trust that the Tenderer will be unable to provide the services required over the period of the contract.

If any Tenderer is assessed as moderate or high risk, the Trust reserves the right to eliminate the Tenderer from further stages of the procurement process.

Economic and financial standing will be scored as follows:

|  |  |
| --- | --- |
| Report shows that the organisation is stable with a low or very low risk of failure. | IN |
| Responses show that the organisation has some instability with a moderate or high risk of failure. | OUT |

Banking Facilities and Loan Agreements

|  |  |
| --- | --- |
| Tenderer has confirmed that they have met the terms of its banking facilities and loan agreements (if any) during the past year | IN |
| Tenderer has not confirmed that they have met the terms of its banking facilities and loan agreements (if any) during the past year | OUT |

Obligations to Pay Creditors

|  |  |
| --- | --- |
| Tenderer has confirmed that all its obligations to pay creditors and staff during the past year have been met. | IN |
| Tenderer has not confirmed that all its obligations to pay creditors and staff during the past year have been met. | OUT |

3. Additional ITT modules

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage.

A – Project specific questions to assess Technical and Professional Ability

MANDATORY REQUIREMENTS

Tenderers must answer questions M01-M07 below. If a Tenderer scores an ‘OUT’ in any of these criteria they will not be taken forward to further stages of the evaluation.

M01 SCOPE OF REQUIREMENTS (IN/OUT)

Please confirm by answering YES or NO that your organisation has the experience, capability and capacity to undertake the full scope of requirements outlined in the Specification of Requirements (Schedule D of the Invitation to Tender Document).

|  |  |
| --- | --- |
| Are you able to confirm that your organisation has the experience, capability and capacity to undertake the full scope of requirements outlined in the Specification of Requirements (Schedule D of the Invitation to Tender Document). | YES or NO |

Please note: if your response demonstrates that you are not able to meet any of the requirements, your bid will be considered non-compliant and excluded from the process.

|  |  |
| --- | --- |
| Tenderer has confirmed that they have the experience, capability and capacity to undertake the full scope of requirements within the Specification of Requirements (Schedule D of the Invitation to Tender Document). | IN |
| Tenderer has not confirmed that they have the capability and capacity to undertake the full scope of requirements within the Specification of Requirements (Schedule D of the Invitation to Tender Document). | OUT |

M02. SITE SURVEY (IN/OUT)

The specification requires that prior to tendering, tenderers are to ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the works. No claim arising from failure to do so will be considered.

Please confirm by answering YES or NO that you are prepared to attend site to survey the proposed location in advance of your tender submission.

**Please ensure that requests for site visits are submitted through the Bravo e tendering portal only. No other requests will be responded to.**

|  |  |
| --- | --- |
| Are you able to confirm that you are prepared to attend site to survey the proposed location in advance of your tender submission. | YES or NO |

|  |  |
| --- | --- |
| Tenderer has confirmed that they are prepared to attend site to survey the proposed location in advance of their tender submission. | IN |
| Tenderer has not confirmed that they are prepared to attend site to survey the proposed location in advance of their tender submission. | OUT |

M03. PROGRAMME OF WORK (IN/OUT)

Please confirm by answering YES or NO that you are prepared to submit as part of your tender return an anticipated programme of work.

|  |  |
| --- | --- |
| Are you able to confirm that you are prepared to summit as part of your tender an anticipated programme of work? | YES or NO |

|  |  |
| --- | --- |
| Tenderer has confirmed that they are prepared to submit as part of their tender an anticipated programme of work. | IN |
| Tenderer has not confirmed that they are prepared to submit as part of their tender an anticipated programme of work. | OUT |

M04. EXCLUSIONS (IN/OUT)

Please confirm by answering YES or NO that if you are unable to tender for any part of the works that you will clearly identify this on the tender return and state the reasons for your inability to tender.

|  |  |
| --- | --- |
| Are you able to confirm that should you be unable to tender for any part of the works that you will clearly identify this on your tender return and state the reasons for your inability to tender? | YES or NO |

|  |  |
| --- | --- |
| Tenderer has confirmed that should they be unable to tender for any part of the works that they will clearly identify this on their tender return and state the reasons for their inability to tender. | IN |
| Tenderer has not confirmed that should they be unable to tender for any part of the works that they will clearly identify this on their tender return and state the reasons for their inability to tender. | OUT |

M05. SCHEDULE OF RATES (IN/OUT)

Please confirm by answering YES or NO that you are prepared to submit within 14 days of the notification of contract award a fully detailed Schedule of Rates.

It shall contain quantities and rates in accordance with the current Standard Method of Measurement as authorised by agreement between the Royal Institution of Chartered Surveyors and the National Federation of Building Trades Employers. It must include all items and materials included in the tender, together with their rates, extended and totalled. Preliminaries are to be separately priced. Such totals shall agree with the Contract Sum and sub-totals shall agree with the priced breakdown of the tender. Correction of errors in the quantification will not lead to adjustment of the Contract Sum.

|  |  |
| --- | --- |
| Are you able to confirm that you are prepared to summit within 14 days of the notification of contract award a fully detailed Schedule of Rates? | YES or NO |

|  |  |
| --- | --- |
| Tenderer has confirmed that they are prepared to submit within 14 days of the notification of contract award a fully detailed Schedule of Rates? | IN |
| Tenderer has not confirmed that they are prepared to submit within 14 days of the notification of contract award a fully detailed Schedule of Rates? | OUT |

M06. FULL COMPLETION OF WORKS (IN/OUT)

Please confirm by answering YES or NO that your organisation has the capacity and capability to complete the work within a 14 week period.

|  |  |
| --- | --- |
| Are you able to confirm that your organisation will complete the work within a 14 week period? | YES or NO |

|  |  |
| --- | --- |
| Tenderer has confirmed that their organisation will complete the work within a 14 week period. | IN |
| Tenderer has not confirmed that their organisation will complete the work within a 14 week period. | OUT |

M07. ACCEPTANCE OF NHS TERMS AND CONDITIONS (IN/OUT)

Please confirm by answering YES or NO that your organisation agrees to carry out all contracts and / or other awards of business resulting from this procurement exercise in accordance with the NHS Terms and Conditions for the supply of service (contract version)

and the terms and conditions as described in MF-1 Revision 6 Contract 2014.

|  |  |
| --- | --- |
| Does your organisation agree to carry out all contracts and / or other awards of business resulting from this procurement exercise in accordance with the NHS Terms and Conditions for the supply of service (contract version) and the terms and conditions as described in MF-1 Revision 6 Contract 2014 | YES or NO |

|  |  |
| --- | --- |
| Tenderer has agreed to carry out all contracts and / or other awards of business resulting from this procurement exercise in accordance with the NHS Terms and Conditions for the supply of service (contract version) and the terms and conditions as described in MF-1 Revision 6 Contract 2014 | IN |
| Tenderer has not agreed to carry out all contracts and / or other awards of business resulting from this procurement exercise in accordance with the NHS Terms and Conditions for the supply of service (contract version) the terms and conditions as described in MF-1 Revision 6 Contract 2014. | OUT |

B – Insurance

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 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:  Employer’s (Compulsory) Liability Insurance = £5 Million  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum.  Please note this requirement is not applicable to Sole Traders. | Yes | No |
| Public Liability Insurance = £5 Million | Yes | No |
| Professional Indemnity Insurance = £5 Million | Yes | No |

C – Compliance with equality legislation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | | | |
| 1 | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes | No | |
| 2 | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? | Yes | No | |
| If you have answered “yes” to one or both of the questions in this module, please provide as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. |  | | |
| If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring |  | | |
| You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. |  | |  |
| 3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes | | No |
|  | You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. |  | | |

D - Environmental Management

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Has your organisation been convicted of breaching environmental legislation, or had any notice served  upon it, in the last three years by any environmental regulator or authority (including local authority)? | Yes | No |
| If your answer to the 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. |  | |
| The Authority will not select bidder(s) that have been prosecuted or served notice under  environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate  remedial action has been taken to prevent future occurrences/breaches. | | | |
| 2 | If you use sub-contractors, do you have processes in place to check whether any of these  organisations have been convicted or had a notice served upon them for infringement of  environmental legislation? | Yes | No |

E - Health and Safety

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes | No |
| 2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | Yes | No |
| If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/ remedial orders served and give details of any remedial action or changes to procedures you  have made as a result. |  | |
| The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches | | | |
| 3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes | No |

6 – Declaration

|  |  |
| --- | --- |
|  | I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of......................... (Insert name of supplier). |
|  | I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions. |
|  | I also declare that there is no conflict of interest in relation to the Authority’s requirement. |

The following appendices form part of our submission;

|  |  |
| --- | --- |
| Section of PQQ/ ITT | Appendix number |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| ITT Completed by | | |
| 8.1 | Name |  |
| 8.2 | Role in organisation |  |
| 8.3 | Date |  |
| 8.4 | Signature |  |

ITT – Template for Appendices

|  |  |  |
| --- | --- | --- |
| ITT– Template for Appendices |  |  |
| ITT section - |  |  |
| Question number - |  |  |
|  |  |  |