



13/09/2017

Dear Sir / Madam,

Contract Title: Servicing and Maintenance of Commercial Biomass Installations – commercial and communal properties.

Tender Reference: BIOMH17

Stockport Homes (SHG) invites you to submit a tender in accordance with the attached tender documentation consisting of the following:

Tender Documentation	Section title
Part 1	Invitation to Tender
Part 2	Conditions of Tender
Part 3	Conditions of Contract
Part 4	Background to Stockport Homes
Part 5	Specification
Part 6	Tender Response Document
Part 7	Form of Tender
Part 8	Form for Non Canvassing
Appendix number	Title of Appendix
1	Terms and Conditions
2	Pricing Schedule
3	Tender Response Questionnaire

All Tenders must be submitted in accordance with the instructions and requirements set out in the Tender documentation. Failure to comply with these instructions will result in your Tender being rejected.

The appointment will be for an initial period of 3 years from the date of award of the Contract, subject to satisfactory performance, with a possible one year extension on agreement between the parties.

The closing date for return of Tenders is October 20th 2017, 12.00 noon. Tenders should be returned to: Procurement email account, procurementshl@stockporthomes.org under no circumstances will late Tenders be considered.

All tenders, requests for clarification or questions relating to the tender process should be communicated to:

Mark Harrington 07891949099 mark.harrington@stockporthomes.org

It is envisaged if Clarification meetings are to take place it is envisaged they will be during the week commencing 6th November 2017 (this date may be subject to change)

SHL is not obliged to accept the lowest or any tender.

Yours sincerely

Mark Harrington



Proud to be part of SHG

TENDER DOCUMENTATION

TENDER FOR THE SUPPLY OF

Servicing and Maintenance of Commercial Biomass Installations – Commercial and Community Properties.

TENDER REFERENCE NUMBER: BIOMH17

CLOSING DATE FOR SUBMISSION OF TENDER APPLICATIONS

October 20th 2017, 12.00 noon

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PART 1 – INVITATION TO TENDER

- 1.0 Stockport Homes Limited (SHL) invites competitively tendered offers in accordance with the attached Tender documents.
- 1.1 Tenderers are advised to read this Invitation to Tender and all supporting documentation very carefully to ensure they are familiar with the nature and extent of the obligations to be accepted by them if their tender is successful.
- 1.2 SHL does not bind themselves to accept the lowest, or any offer and receives the right to cancel the procurement process at any time.
- 1.3 SHL will not be responsible for, or pay any expenses incurred by the Tenderer in preparation of this tender.
- 1.4 Any apparent ambiguities, errors, or omissions in the tender documents should be notified to SHL's Procurement Officer without delay, please mark emails F.A.O The Procurement Officer and send to procurementshl@stockporthomes.org
- 1.5 It is the sole responsibility of the Tenderer to ensure their tender is received in time, and to register for any relevant procurement portals in advance. Tenders received after the closing date will not be accepted.
- 1.6 Completed tenders are to be returned by email to procurementshl@stockporthomes.org. Tenders submitted by other means will not be accepted.
- 1.7 Clarification questions relating to this tender must be emailed to mark.harrington@stockporthomes.org The deadline for receipt of clarification question is 7 calendar days before the tender return deadline. Responses given to clarification questions will be shared with all tenderers, unless you expressly require it to be kept confidential at the time the request is made. Should SHL decide the contents of the request are not confidential you will be given the opportunity to withdraw your clarification request.
- 1.8 All submissions must be in the English Language and priced in Sterling, exclusive of VAT.
- 1.9 The deadline for the return of completed tenders is 20th October 12 noon
- 1.10 Tenders must be accompanied by:
 - A signed form of offer
 - A signed Non Canvassing Form
 - A signed completed Tender Response Questionnaire
 - Completed Pricing Schedule

PART 2 – CONDITIONS OF TENDER

Period of Validity

2.1 The tender shall be open to acceptance by SHL for a period of six months.

Confidentiality

2.2 Tenderers must treat the tender documents and all details contained within, as private and confidential.

2.3 This invitation and its accompanying documents shall remain the property of SHL and must be returned on demand.

Freedom of Information Act 2000 (FOIA)

2.4 SHL is subject to the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

2.5 As part of SHL's obligations under FOIA and / or EIR, it may be required to disclose information concerning the procurement process or the contract to anyone who makes a reasonable and valid request.

2.6 If tenderers consider that any of the information provided in their tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "not for disclosure to third parties" together with valid reasons in support of the information being exempt from disclosure under FOIA and / or EIR.

2.7 Should an information request be received, SHL will endeavour to consult with tenderers and have regard to comments and any objections before it releases any information to a third party under FOIA and / or EIR. However, SHL shall be entitled to determine in its absolute discretion whether any information is exempt from disclosure, or if it is to be disclosed in response to a request for information.

2.8 SHL will make its decision on disclosure in accordance with the provisions of FOIA and / or EIR and can only withhold information if it is covered by an exemption from disclosure under FOIA and or EIR.

2.9 SHL will not be held liable for any loss or prejudice caused by disclosure of information that:

- Has not clearly been marked as "not for disclosure to third parties" along with supporting reasons or
- Does not fall into a category of information that is exempt from disclosure under FOIA and / or EIR or
- In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

Insurance

2.10 The successful Tenderer(s) must hold as a minimum the following insurances, throughout the duration of the contract period:

Product Liability - £5 million

Professional Indemnity Insurance - £10 million

Public liability - £5 million

Employer's Liability Insurance - £10 million

Assumptions

2.11 Tenderers must not make assumptions that SHL has experience of their organisation or their service provision even if on a current or previous contract. Tenders will only be evaluated on their information provided in their response.

Contract Monitoring, Performance Indicators and Key Performance Indicators (KPIs)

2.11 SHL is committed to helping improve the efficiency of contracted suppliers through sharing information on performance measurement. The final criteria for measuring performance shall be agreed with the successful supplier and formally documented.

Quantities Stated

2.12 Tenderers should note that where quantities are given in this specification they are estimates only and are not be binding on SHL

Award Criteria

2.13 The Contract shall be awarded on the basis of the most economically advantageous tender (MEAT), using the criteria as outlined in the attached specification.

2.14 SHL is not bound to accept the lowest or any offer

2.15 The successful offer including any post tender clarification, together with SHL's written acceptance, and the tenderer's acceptance of SHL's standard Terms and Conditions will form a binding contract between SHL and the successful tenderer.

Price

2.16 Prices must be stated in the Price Schedule (as detailed at Appendix 2) and must remain open for acceptance until six months from the closing date for receipt of tenders.

Interviews

2.17 Interviews may be conducted to gain understanding and clarification of tenders. It is not envisaged that every tenderer will, necessarily, be invited to interview. Those tenders invited to attend interview will be invited on the basis of an appraisal of the tender pricing data and preliminary marking of the tender quality submissions. The procedure for interviews will be advised when required.

Tender Assessment

- 2.18 Tenders will be assessed by an Assessment Panel consisting of relevantly experienced members of SHL staff. Members of the Assessment Panel will independently award marks for each of the tender responses provided, based against an award criteria.

Details of the scores given for each of the areas assessed will be fully recorded and will be communicated to tenderers before the award of the contract.

TUPE (Transfer of Undertakings (Protection of Employment) Regulations 1981.

- 2.19 Tenderers attention is drawn to TUPE requirements. TUPE may apply to the transfer of the contract from the present provider to the new one, giving the present provider's staff (and possibly also staff employed by any present sub contractors) the right to transfer to the employment of the successful tenderer on the same terms and conditions.
- 2.20 Tenderers must be prepared to accept all liabilities that may arise as a consequence of the application of TUPE, and should seek independent professional advice on the effect of TUPE.

Social Value

- 2.21 We are committed to acting in a socially responsible way, and will seek to influence our contractors and partners to do the same. In accordance with the Social Value Act 2012, we will consider how the services we commission and procure might improve the economic, social and environmental well being of the area. This will ensure that we are directing our purchasing power towards transforming people's lives and improving local communities wherever possible.

Living Wage

- 2.22 SHL is a Living Wage employer, which means we are committed to paying all our staff the Living Wage. SHL encourages its suppliers to pay their own direct employees the Living Wage.

Modern Slavery Act

- 2.23 The Modern Slavery Act 2015 aims to eradicate Modern Slavery, including human trafficking, child labour, forced labour and servitude. SHL supports the principal of the act in eradicating modern slavery and seeks assurance from suppliers of their commitment to the Act.

Canvassing

- 2.24 Any tenderer who directly or indirectly canvasses any Member of SHL concerning the award of the contract is likely to be disqualified.

PART 3 – Conditions of Contract

Stockport Homes Standard Terms and Conditions

- 3.1 These conditions of contract shall be read in conjunction with the standard Terms and Conditions of SHL, these are attached at Appendix 1. The terms and conditions and the requirements within the specification, together with the successful tenderers response shall form the basis of the contract between SHL and the successful tenderer.

Period of Contract

- 3.2 It is anticipated that this contract shall commence on November 2017 and run for a period of 3 years with a potential extension period of 1 year

Contract Management

- 3.3 The Contract Manager for this contract is Mark Harrington
- 3.4 The successful Tenderer shall provide SHL with a designated point of contact for the duration of the contract. The designated contact shall be responsible for the execution and management of this contract and will liaise with SHL as required.

Contract Performance Review

- 3.5 The contract performance will be reviewed regularly, at a frequency set by SHL. This is likely to be more frequent in the first few months of delivery of the services. Successful tenderers are therefore required to ensure their full co-operation with SHL.

Financial Management – Orders and Payment

- 3.6 SHL shall pay correctly addressed and undisputed invoices within 30 days in accordance with the standard Terms and Conditions of the contract.
- 3.7 Invoices are to be sent to Mark Harrington, Facilities Management team

Subcontractors / Suppliers

- 3.7 SHL will consider tenders where subcontractors are used or where some of the services required in this ITT are provided in consortium or shared services arrangements. Where the Tenderer proposes to use one or more sub-contractors to deliver some or all of the contract requirements your response to the relevant section in the Tender Response Documents should provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each subcontractor and the key contract deliverables each sub-contractor is responsible for.

Non-Compliant / Incomplete Tenders

- 3.8 Tenders may be rejected if the complete information called for is not given at the time of tendering or if the tender submission fails to comply with the format and presentation as instructed in this ITT document.

Acceptance of Tender Submissions and standstill period

3.9 SHL will in accordance with Regulation 86 of the Public Contracts Regulations observe a 10 day “standstill” period between the intention to award a contract and entering into a contract with the successful supplier. At the start of the period each tenderer who has submitted a tender will be sent a letter stating:

- the criteria for the award of the contract
- the reasons for the decision including
- the name of the successful supplier
- their score and the score of the successful supplier
- the “characteristics and relative advantages” of the successful tender compared to their tender.

PART 4 – BACKGROUND TO STOCKPORT HOMES

4.0 About Stockport Homes

Stockport Homes was formed in 2005 to manage housing stock across Stockport on behalf of Stockport Council. As a limited company we operate as an ALMO (Arms Length Management Organisation), so whilst the company is owned by the Council, we operate independently on day to day matters and delivering services to our customers. We currently manage 11,500 properties across the Borough.

During 2016 we extended our services, through a new trading company “Three Sixty” and a development company “Viaduct”, the new companies mark an exciting period of growth for us along with bringing in new staff members and services under the Stockport Homes Group (SHG) Umbrella.

4.1 The ASPIRE Culture

The SHG ASPIRE culture makes sure we are delivering the services needed by our customers:

Ambition: we have the ambition and courage to challenge, translating this into commercial success and brilliant outcomes for customers.

Social Responsibility: We always try to do the right thing; using our role as a service provider, employer and buyer to generate trust, build our communities and empower our people.

Passion: we have a passion for what we do, with positive, motivated and enthusiastic staff who enjoy their work.

Innovation: we are innovative in everything we do, with the agility, creativity and edge to keep defying expectations and deliver fresh and exciting things.

Respect: we treat each other with respect; supporting and inspiring one another and collaborating across teams and partnerships.

Excellence: we continually improve how we work; challenging the status quo, learning from what goes well and always being professional.

4.2 Mission Statement

One Team Transforming lives

4.3 Aims

SHG Aims:

- Be a great place to work
- Be accountable to customers
- Maximise efficiency
- Reduce inequalities

- Build strong collaborative relationships locally, regionally and nationally
- Improve the Environment

Stockport Homes Aims:

- Engage customers and communities
- Provide comfortable, affordable homes
- Deliver thriving, safe and sustainable neighbourhoods
- Support the council to meet its aims in Stockport

PART 5 – SERVICE SPECIFICATION

The Scope of Works under this specification comprises the following:

- Safety Checks;
- Periodic Servicing and Inspections;
- Routine Maintenance PPM;
- Diagnosis of faults;
- Responsive Maintenance;
- Out of Hours Emergency Work;
- Major Works;
- Technical Inspections.

5.1 OVERVIEW

Stockport Homes Group (SHG) is an Arm's Length Management Organisation (ALMO), managing social housing stock on behalf of Stockport Council; they also own properties and buildings through property development.

The contract will cover 9 boilers, across 7 sites in the Stockport area, this volume may however increase as new sites become operational and the Supply Partner would be expected to accommodate this.

The contract duration will be for 3 years with the option of a 1 year extension, subject to performance.

The Contract is designed to deliver:

- A planned service regime comprising of quarterly inspections of commercial biomass systems including all related components, in accordance with Manufacturer's specification in order to produce a safety certificate for every biomass boiler.
- A planned service regime of bio mass flue cleaning, in accordance with Manufacturer's specification.
- 24 hours, 7 days a week, year round reactive maintenance cover.
- A servicing and maintenance regime that ensures that the bio mass systems are operating at maximum efficiency at all times and that any periods of non-operation are kept to an absolute minimum.
- Design and installation works where required for medium to large scale investment projects, costed as and when required.

5.2 SERVICING

The work specified for the planned service visits is designed to provide preventative maintenance and to eliminate service faults therefore reducing potential breakdown, depletion in performance and unnecessary cost to SHG.

All service records are to be completed on site using a PDA with the records made available to SHG electronically within 5 days of service.

SHG shall provide the contractor with a list of all services due throughout the year and this list will also be reissued on a month by month basis.

Bidders should allow in the tender for 4 services of each appliance within a twelve month period in each year. This will include 2 full services and 2 minor services per boiler.

Flue cleaning will be carried out in line with specification below

- York Street - two times a year
- Mottram Street - two times a year
- Lancashire Hill - two times a year
- Heaton & Norris - two times a year
- Hollywood - three times a year
- Hollow End - two times a year
- Voewood - two times a year.

All attempts should be made to ensure all engineers have access to a library of literature to enable servicing to be carried out.

All engineers are expected to carry flue gas analysers

5.3 AUDITING AND QUALITY CONTROL

All servicing work will be subject to an annual 10% external audit via a SHG approved company.

It is expected that the contractor will have robust procedures in place to monitor the performance and quality of work of their engineers. An ongoing programme of training and development is also encouraged.

As a minimum SHG would expect the contractor to ensure all service and reactive paperwork is checked for accuracy and completeness before issued to them. It is also expected that the contractor will carry out a percentage of post inspections on both service and reactive works and details shared with SHG. Processes should also be in place to manage the quality of materials used.

5.4 KPIs

The contractor will provide data that will be used to form KPIs on compliance and response; these will be reviewed monthly within SHG and in monthly contractor meetings.

Specific KPIs and their targets will be agreed between both parties following contract award but as a minimum will include:

- % of bio mass boiler services compliant at month end – 100% compliance required, i.e. all boilers due a service within the month have been completed
- % of bio mass flue clean servicing compliant at month end – 100% compliance require, i.e. all bio mass flues due a clean within the month have been completed

5.5 REACTIVE REPAIRS

Supply Partners are expected to carry out all maintenance necessary for the efficient operation of the biomass boiler flue system and component parts.

The Supply Partner shall be expected to be available 24 hours, 7 days a week, year round to provide reactive maintenance cover.

All reactive work records are to be completed on site using a PDA with the records made available to SHG electronically upon submission of invoice.

On receipt of a call to rectify a problem being made by the SHG the Supply Partner shall respond in accordance with the priority timescales set out in the specification, see section 5.6.

The contractor will be asked to work towards ensuring that each engineer is equipped with such a stock of spare parts as to be able to deal with most eventualities on the first visit. It will be expected that at the start of a contract for commercial biomass systems this will be difficult but it should be the objective for the contractor to familiarise themselves with the manufacturer and types of boilers used on a specific contract and arrange its supply chain to ensure prompt access to parts. Commonly used parts should be carried on van stocks.

To assist with this SHG will provide a list on contract award of parts that are known to be in high demand so that the supply partner can ensure stocks before contract start.

The Supply Partner shall ensure that if it is not possible to rectify a problem on the first visit SHG must be advised at the time of the call when it is likely that the repair will be made.

The contractor shall carry out reactive operations as necessary which shall include, but not be confined to; cleaning, lubrication, adjustment, renew, replacement, to ensure that appliances, component parts and systems described as follows are functioning correctly.

- All types of manual and automatic appliance controls and valves including but not specific to thermostats, time switches, safety devices and automated control valves.
- All electrical wiring within the system from the point of connection of all biomass components attached to the main circuit, including replacement of any burnt or heat affected wiring anywhere within system.
- All ignition system components and heat guns.
- All flue ways and combustion chambers.
- All fan motors and all ancillary controls for fans.

- All automated feeding systems including boiler and fuel store filling mechanisms

Where a specific manufacturer's product is specified, alternative products may be used with the agreement and authorisation of the Contract Manager.

All engineers are expected to carry flue gas analysers

5.6 PRIORITY TIMESCALES

Below are some examples of timescale to be allocated to responsive repairs. These would be indicated at further competition stage, however in the absence of priority timescales the following will be adhered to.

<u>Repair Category</u>	<u>Completion time</u>
Any health, safety or welfare issue	Visit to make safe within 2 Hours
System fault major	Visit to make safe within 2 Hours
Re-commissioning system after standard fault	Visit within 24 hours
Water leak (bad)	Visit to make safe within 2 Hours
Faulty controls/system fault minor (after site isolation by SHL)	Visit within 24 Hours
Noisy system	Visit within 5 days
Water leak (minor)	Visit within 24 Hours
Replacement of any non-essential part	Visit within 5 days
Resetting controls	Visit within 5 days

5.7 QUALIFICATONS AND EXPERIENCE

All contractors will hold relevant certifications, qualifications and experience for the work required.

All current boilers are Froling and therefore SHG requires all engineers to be Froling trained with evidence provided at tender stage.

Minimum experience must include:

- Working with Froling Boilers for at least 5 years with participation on a Froling approved training course.
- Maintaining associated bio mass equipment
- Electrical understanding of all components on the system (from isolation point)

All contracted staff who will work on SHG sites will need to have a valid basic disclosure check. These will be recorded by SHG for the duration of the contract.

5.8 INVOICING

All invoices for servicing and reactive works must be received within 6 weeks of job completion, failure to do so may lead to non payment. Electronic job sheets should be included in support of all invoices for reactive works.

SHG will request regular updates on job completion and progress.

Any defects identified on service and reactive works can be carried out by the contractor up to the value of £250 without prior authorisation from SHG. If it is anticipated that works will be of a value greater than £250, a variation request should be submitted in writing to SHG and approval obtained before continuing with the work.

5.9 PRICING

Bidders are expected to submit costs as per the attached costing sheet.

The tendered rates for servicing and flue cleaning shall be deemed to include for **any and all costs** associated with delivery of the specified services within this contract. This shall include, but is not limited to, all preparation, planning, mobilisation, delivery, reporting, management, travel, access and equipment costs that may be incurred in the delivery of the specified services. All sundry items together with lubricants, sealants, washers and O-rings etc. are also to be included within the cost of this work.

The servicing cost shall include for carrying out all services, safety checks and issue of a safety record on the boilers at no more than 3 monthly intervals. All flue cleans and inspections are to be carried out at no more than as stated in the costing program.

Bidders will also need to submit a labour hourly rate for both in and out of hours and also advice of minimum time that will be charged for on a reactive visit and the maximum amount of travel time that will be charged for.

As well as the above prices, a cost will be required for the following scenario,

- Call out at 10am on a Friday morning for Mottram tower Stockport, an engineer is required to attend site for a boiler locked out in fault. On arrival, the heat ignition device is found to be faulty at the rear of the boiler and will require a new element (Froling TM500) please provide a cost for the full works to be completed including travel time, parts and all labour associated with the repair. Please give comments in the box provided on the costing sheet to explain your processes and timescales.

All prices will be fixed for the contract duration.

The tenderer is expected to submit a completed copy of the tender document in its entirety with **all** individual items priced and correctly summed in appendix A.

Any inconsistencies or errors discovered during the examination of the tender may require clarification from the tenderer. However significant errors may be taken by SHG as failure to follow the required tendering procedure and could lead to the disqualification of the tender.

5.10 ACCESS

The Supply Partner is to make his own access to commercial plant rooms using the keys provided at induction by SHG at the start of the contract. The supply partner must ensure plant rooms are left clean and tidy, and with no fire hazardous materials stored or left. Asbestos register information for the sites and areas required will be provided to the Supply contractor upon contract commencement.

5.11 COMMERCIAL SYSTEM REPLACEMENTS

If the Supply Partner considers that parts required to repair an appliance or system are no longer available or if beyond economic repair SHG shall be informed immediately. The Supply Partner will need to demonstrate this by supplying SHG with written confirmation by the manufacturers that the part or parts in question are indeed obsolete or that the cost of repair would not be economical. This confirmation shall be provided within 48 hours.

The supply partner will be required to provide M&E design and installation works where required for medium to large scale replacement and refurbishment projects, costed as and when required.

MANDATORY SUBMISSIONS

Tendering organisations are required to submit supporting information and evidence with this tender. These are detailed in the items listed below. This documentation will be reviewed in order for SHG to form a quality assessment for each tenderer.

Please note that failure to supply the required supporting information may result in disqualification from the tender.

Please respond to the following Questions on the Tender Response Document

1. Please provide details of your staff structure and management, identifying the staff who would manage and carryout the contract together with detailed roles and responsibilities. Provide details of how the contact will be managed and procedures for monitoring/assessing performance. This includes the use of All IT systems and PDA operations. 9% weighting
2. Please provide a method statement and risk assessment for a service of a boiler and a flue service, including, how the process will affect tenants, levels of disruption to tenants and how the contractor will minimise any disruption. 10% weighting.

3. Please provide the name, address and contact details (telephone and email) for three customers for whom you have provided a similar service to enable SHG to take up references. 6% Weighting
4. Provide details of how your organisation assess training needs for staff, what training you provide and how you monitor / audit staff performance please include a copy of the training matrix, certification and experience for key staff that will work on/manage the project. 15%

Please provide the following to support your responses to the questions above:

- A copy of your company's Health and Safety Policy
- A copy of your company's asbestos policy
- A copy of your site emergency procedures
- Accident statistics for your organisation for the last 3 years and details of any enforcement notices/prosecutions in the last 5 years.
- A copy/example of your biomass and flue safety certification format
- A copy of your current public liability and professional indemnity insurance certificates.
- A copy of your current public liability and professional indemnity insurance schedules (detailing the range of services covered by your insurance policies).
- A copy of your Froling training attendance and evidence of your parts supply chain.

PART 6- TENDER RESPONSE DOCUMENT

6.1 Checklist for Tenderers

Failure to provide all of the items in the checklist may cause your tender to be non-compliant and not considered.

ITEM	INCLUDED IN TENDER?
Completed Tender Response Questionnaire	
Completed and signed Form of Tender	
Completed and Signed form of Non Canvassing	
Completed Pricing Schedule	
Documentation as requested in 5.11	

6.2 Tenderers must ensure that their tender response is submitted in the format prescribed within the Tender Response Questionnaire. Attachments should only be enclosed where requested. Unnecessary attachments will not be read and therefore not scored.

6.3 Should you include attachments (where requested) in support of your response, they should be referenced with the name of your organisation and cross referenced with the relevant section number. Attachments which are not suitably labelled or indexed or which exceed the word limit (where one is imposed) will not be read and therefore not scored.

6.4 EVALUATION AND AWARD CRITERIA

Set out below is the weighted evaluation for SHL's Requirements

Criteria / Questions	Weighting
Price	60%
Quality Questions	40%
Total	100%

The Criteria / Questions Weighting is broken down as follows:

Section	Assessment
Supplier Information	Not scored
Mandatory Exclusions	PASS/ FAIL
Discretionary Exclusions	PASS / FAIL
Insurance	PASS /FAIL
Froling Trained	PASS / FAIL
Quality Questions	40%
Pricing Schedule	60%
Presentations / Interviews	To be advised as appropriate (not scored)
Form of Tender and acceptance of terms and conditions	PASS / FAIL

Where sections are scored, the following methodology will apply to each of the questions asked:

Assessment	Detail	Score
Excellent	Excels in meeting the criteria	5
Good	Meets the criteria	4
Satisfactory	Meets the criteria in most aspects, fails in some	3
Unsatisfactory	Fails to meet the criteria in most aspects meets it in some	2
Poor	Significantly fails to meet the criteria	1
Not to be considered	Completely fails to meet the criteria	0

Price Evaluation Process:

60% will be awarded to the lowest priced bid, subject to the quality of the bid being acceptable.

All other bid prices will be awarded a relative percentage to the lowest bid using the following process:

RELATIVE PERCENTAGE = lowest priced bid % / bid price being evaluated x 60

6.5 PRICING SCHEDULE 60%

Please complete the attached pricing schedule attached at Appendix 2 and return with all your Tender Documents.

PART 7 – FORM OF TENDER

Please sign and return this form with your completed Tender



TO: STOCKPORT HOMES LIMITED ("SHL")

I/Wecarrying on business at

..... (registered office) hereby Tender and undertake to execute and complete all the services required to be performed in accordance with the terms and conditions of the Contract for the provision of Servicing and Maintenance of Commercial Biomass Installations – commercial and communal properties for SHL.

I/We agree that this Tender shall remain open to be accepted or not by SHL and shall not be withdrawn for a period of six months from the latest date for receipt of Tenders.

I/We further undertake to execute a contract in the form of Appendix 1 – SHL’s Standard Terms and Conditions, and further undertake if required to provide a Guarantee by our Holding Company as required.

Unless and until a formal agreement is prepared and executed, this tender together with your acceptance thereof in writing, shall not constitute a binding Contract between us.

I/we understand that you are not bound to accept the lowest or any Tender you may receive.

Signed

Name _____

Date _____

Title _____

Tenderer’s Signature by duly authorised person(s) on behalf of the Tenderer.

_____ (Print name of signatory in full)

Name or title of Tenderer

PART 8 – CERTIFICATE OF NON CANVASSING

Please sign and return this form with the Tender



CERTIFICATE AS TO CANVASSING

TO: STOCKPORT HOMES LIMITED (SHL)

I/We hereby certify that I/we have not canvassed or solicited any Member or employee of Stockport Metropolitan Borough Council or SHL in connection with the award of this Tender or any other or proposed Tender for the Service, and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in the future canvass or solicit any Member, or employee of SHL in connection with the award of this Tender or any other tender or proposed Tender for the Service, and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed

(1) _____ Name _____ Title _____

On behalf of _____

Date _____

