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TENDER DOCUMENTATION

Tender Guidance Notes

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| **Prison Resettlement Service** |

Guidance Notes

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# Introduction

Document has been produced to enable Exeter City Council (hereafter referred to as ‘the Council’) to evaluate the professional, economic and financial standing and ability and technical capacity of contractors tendering for the project.

All of the Council’s procurement officers will follow the European Union principles of openness, transparency and equality when selecting companies for the award of any contract pursuant to the same and for clarity it is confirmed that the Council is not permitted to favour local or any particular company.

# Tender Process (End to End) Key Milestones

|  |  |
| --- | --- |
| STAGE | DATE |
| Tender Issue | 8th March, 2017 |
| Tender Available on Contract Finder | 8th March, 2017 |
| Tender Submission Deadline | 5th April, 2017 |
| Evaluation of Tenders | 11th April, 2017 |
| Notification of Contract Award | 13th April, 2017 |
| Planned contract commencement date | 2nd May, 2017 |

# Tender Pack Issue

This tender pack has been issued with the following suite of documents as outlined in the appendices below.

# SQ Stage

The purpose of the SQ stage is to evaluate response in relation to the mandatory exclusion criteria (Is expected to be completed in full). In the event that any bidder fails to pass the SQ stage they will not be considered nor will they have their tender submissions both scored and evaluated.

# Tender Response – Documentation Required

The bidder shall be required to complete appendices 1, 10, 11 and 12 which form the basis of the ‘tender response’ and return to the following address by noon on 5th April, 2017:

David Scott

Procurement Office – Room 2.36

Exeter City Council

Civic Centre

Paris Street

EX1 1JW

# Scoring & Evaluation

**Quality**

The following weighting of 70% in relation to the qualification criteria included in this document will be applied as follows:

General Requirements – 20%

Staffing Requirements – 20%

The Provision of Services to Offenders – 30%

**Price**

30% of the overall score will come from the price submitted in the tender documents.

# Tender Award

The successful bidder shall be notified following the scoring and evaluations phase as detailed above. The winning bidder shall be the supplier who attains the highest score based on the objective assessment of their tender submissions.

# Commence Work

The commencement of work is subject to the provision of documentation to ECC and both parties signing the terms and conditions outlined in Appendix .5.

# Appendices

The appendices outlined below comprise the full suite of documental context for this particular project

## Appendix 1 – Selection Questionnaire (SQ) (for Bidder Completion)

## Appendix 2 – SQ Notice

## Appendix 3 – Not Used

## Appendix 4 – Not Used

## Appendix 5 – Terms & Conditions

## Appendix 6 – Specification & Requirements

## Appendix 7 – Not Used

## Appendix 8 – Indicative DCLG Reporting Requirements

## Appendix 9 – Not Used

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