## PART C: ITEMISED COSTS

Please provide costs and details for the items below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. General Items and Preliminaries** | | | | |
|  | **Contractual requirements** | **Unit** | **Rate per unit (£)** | **Total cost (ex VAT) £** |
| 1.1 | Insurance of the Works | Item |  |  |
| 1.2 | Insurance against damage to persons or property (£5,000,000). | Item |  |  |
| 1.3 | Preparation of Pre-Tender Method Statements, Operational Risk Assessments, Safety Policy | item |  |  |
| 1.4 | Preparation of Site Risk Assessments, COSHH Assessments | item |  |  |
| 1.5 | Preparation of CDM Construction Phase Plan and carrying out all responsibilities as a duty holder under CDM 2015 | item |  |  |
| 1.6 | Provision of welfare facilities for Contractor employees | item |  |  |
|  | Details of welfare facilities to be provided: |  |  |  |
| 1.7 | Provision of GPS record of Works (to the specification as outlined in Section 1 Part B of this tender) | item |  |  |
| 1.8 | Provision of Carbon Audit data (see Standard Conditions) | item |  |  |
| 1.9 | Provision of Socio-Economic Impact data collection (see Standard Conditions) | item |  |  |
| 1.10 | Any additional items required to meet contractual requirements: |  |  |  |
|  | **TOTAL CARRIED FORWARD TO COLLECTION:** |  |  |  |

|  |  |
| --- | --- |
| **2** | **Make/model and description of vehicles and machinery used (including gross weight in tonnes, proposed tracks and ground pressure in psi). Description only, no prices/rates carried forward** |
| 2.1 |  |
| 2.2 |  |
| 2.3 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3. Tracking and re-profiling costs** | | | | | |
|  | **Work required** | **Unit** | **Anticipated Number of days to complete (days)** | **Day rate (total for all staff plus machines) (£ per day)** | **Total Cost (£) ex VAT** |
| 3.1 | Tracking onto and off work site | item | - | - |  |
| 3.2 | Provision of sufficient bog mats (or similar) required for access and movement, for duration of machine works. | item |  |  |  |
| 3.2 | Re-profiling of approximately 1200m (linear metre) drip edge (as per Category 4 grip/gully – see Section B Part 5a) | Day rate |  |  |  |
|  | **TOTAL CARRIED FORWARD TO COLLECTION:** |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4. Re-fuelling** | | | | | |
|  | **Work required** | **Unit** | **Quantity** | **Rate per Unit (£)** | **Total Cost (£) ex VAT** |
| 4.1 | Supply of fuel, tracking fuel bowser onto site, re-fuelling machine(s) and tracking bowser off site again (use the “quantity” box to specify the number of times this will be done throughout the course of the works). Including provision of all required spill and fire response materials and equipment. | Refuelling event |  |  |  |
|  | **TOTAL CARRIED FORWARD TO COLLECTION:** |  |  |  |  |

| **5. Ground works** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Work required** | **Unit** | **Quantity** | **Rate per Unit (£)** | **Total Cost (£) ex VAT** |
| 5.1 | Peat dam construction in “Category 2” gully | dam | 9 |  |  |
| 5.2 | Geotextile application,  Including supply and delivery of geotextile & fixing pin, transportation to work site locations, installation and removal of waste. | 1 bale of geotextile + 1000 pins  (approx. 650 m2  ground cover) | 20 |  |  |
| 5.3 | Breaking and re-instating a wire fence at the Access Point to allow for Machine access (including temporarily securing access point prior to permanent reinstatement and supply of all necessary materials) | item | 1 |  |  |
| 5.4 | Hand application of LSF at required rates across geotextile covered areas:  Including: Supply of Lime and NPK (10:30:15) Fertiliser. Seed supplied by MFFP. Transport of Lime, Fertiliser and Seed to works site. Hand application of LSF at required rates (including any weighing/dividing/re-bagging required). | ha | 1.3152 ha |  |  |
| 5.5 | Planting of sphagnum plugs (including receiving delivery, storage and transport of sphagnum plugs to work site) | Sphagnum plug | 16,675 |  |  |
| 5.6 | Planting of plug plants (including receiving delivery from supplier, storage and transport of plug plants to work site) | Plug plant | 3250 |  |  |
|  | **TOTAL CARRIED FORWARD TO COLLECTION:** |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Grand Total** | | |
|  | **Item** | **Total Cost (£)**  **ex VAT** |
| 1 | General Items & Preliminaries |  |
| *2* | *Machinery specification* | *Description only- No costs carried forward* |
| 3 | Tracking and Re-profiling |  |
| 4 | Re-fuelling |  |
| 5 | Ground works |  |
|  | **TOTAL COST** |  |

## PART D: FORM OF TENDER

**(To be completed by the Tenderer)**

*RELATING TO MFF 85 2019-2020 HOLME MOSS WORKS TENDER (“the Works”)*

We offer to execute the whole of the Works described in the Invitation to Tender for the rates set out in the Itemised Costs.

1. We confirm that we have not communicated and will not communicate with any person under any agreement or arrangement, the amount of this Tender and that the amount of this Tender has not been adjusted under any agreement or arrangement with any person.
2. We undertake to complete the Works within the timescale stated in the Invitation to Tender.
3. Unless and until the Form of Agreement is prepared, executed and completed we agree that any Purchase Order (which shall incorporate this Invitation to Tender and the Form of Tender) shall constitute a binding contract between us.
4. We understand that you are not bound to accept the lowest or any tender you may receive.

***The Tender should be submitted by electronic means if instructed by the Authority by 1200 on Friday 2nd August 2019.***

**Name of Tenderer:**………………………………………………………….

**Of:**………………………………………………………………………... (if a limited company, please state address of Registered Office).

**Signature**.................................................................................................. (for and on behalf of the Tenderer)

**Date**……………………………...............................................................................

**SUB-CONTRACTORS**

The Tenderer must indicate the names and addresses of those sub-contractors to whom it proposes to sub-let any portion of the Works.

The Tenderer is to include copies of all relevant insurance certificates for those sub-contractors listed below.

No sub-contractors may be used without the written consent of the Authority and compliance with its requirements.

The Authority reserves the right to reject any proposed sub-contractor.

**IF NO SUB-CONTRACTING IS TO BE UNDERTAKEN STATE NONE BELOW.**

**Sub-contractor** **Section or nature of Works**

**Name and address** **to be sub-let**

## Tender Return Checklist

|  |  |
| --- | --- |
|  | **Itemised Costs (Section 1C)–** please fill in all sections as required |
|  | **Form of Tender (Section 1D)** |
|  | **Tender Evaluation Form (Section 2)** Please explain how you will deliver the works to the timeframes set out and any information requested to aid evaluation of tender returns. |
|  | **Methodology (Section 2)** please explain how you will deliver the works including number of staff, machinery and equipment to be used. Describe how you will do so to meet the objectives of the tender and how you will do so safely. |
|  | **Tender Questionnaire (Appendix 9)** |
|  | **Non-Collusive Tendering Certificate (Appendix 10)** |

## Tender Evaluation Form

|  |  |
| --- | --- |
| **Quality Criteria 1 Capacity of the Tenderer to deliver the works in a time critical manner and provide a detailed Program of Works demonstrating how they are going to do so.** | |
| Expected Start Date | Assume start date of **1st September 2019** (subject to end of bird breeding season |
| Number of Days to complete Job |  |
| Expected Finish Date |  |
| Milestone 1: Drip edge re-profiling Completed |  |
| Milestone 2: Peat Dams Completed |  |
| Milestone 3: Placement of Geotextile Completed |  |
| Milestone 4: Sphagnum Plug Planting Completed |  |
| Milestone 5: Hand LSF Application Completed |  |
| Milestone 6: Dwarf Shrub and Sedge Plug Planting Completed |  |
| Works Completion Date | All works to be completed by **31 March 2020** |
| **Please list your staff and resources to meet the above dates** |  |
| **Risks and mitigations (please describe any risk which may prevent the above dates being reached and how you will resolve any issues)** |  |
| **Please provide list of any relevant documents submitted as part of the tender return in support of this quality criteria.** (Filenames/ Titles/ Page numbers etc.) |  |

|  |  |
| --- | --- |
| **Quality Criteria 2 – Method Statement documentation detailing appropriate machinery regarding access restrictions and ground conditions.** | |
| **Please either include text here OR identify the relevant documents submitted as part of the tender return.** (Filenames/ Titles/ Page numbers etc.) |  |

Tenderers scores for Quality and Price will then be added together to produce an overall score and the Tenderer with the highest overall score will be awarded the contract.

***Rejected or eliminated tenders will NOT be scored.***

# APPENDIX 9: TENDER QUESTIONNAIRE

**PEAK DISTRICT NATIONAL PARK AUTHORITY**

**MFF 85 2019- 20 Holme Moss Works**

**INVITATION TO TENDER (ITT)**

**OPEN PROCEDURE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1** | **Technical and Professional Ability** | | |
| **1.1** | **Relevant experience and contract examples**  Please provide details of up to two contracts in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for such works should have been performed during the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. If you cannot provide examples see question 2.2 | | |
|  | | **Contract 1** | **Contract 2** |
| **Name of customer organisation** | |  |  |
| **Point of contact in the organisation** | |  |  |
| **Position in the organisation** | |  |  |
| **E-mail address** | |  |  |
| **Description of contract** | |  |  |
| **Contract Start date** | |  |  |
| **Contract completion date** | |  |  |
| **Estimated contract value** | |  |  |
| **1.2** | If you cannot provide at least one example for questions 2.1, in no more than 500 words please provide below an explanation for this e.g. your organisation is a new start-up or you have performed such works in the past but not under a contract. | | |
|  |  | | |

|  |  |  |
| --- | --- | --- |
| **Section 2** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **2.1** | Have you been subject to any action or conviction under the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |

|  |  |  |
| --- | --- | --- |
| **Section 3** | **Additional Questions** |  |
| **3.1** | **Technical Capabilities** |  |
| a | Has the Tenderer suffered from any of the following:   * failed to complete a contract on time, there has been a successful * claim for damages, damages have been deducted or recovered or * where the contract has been terminated?   (If yes, please provide details as a separate appendix including name, address, description, reason for the claim and remedies taken).  You may be excluded if you are unable to explain the background and any measures you have taken to rectify the situation | Yes  No |
| **3.2** | **Compliance with Equalities Legislation** |  |
| a | 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 |
| b | 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?  If you have answered “**yes**” to one or both of the questions in this section 8.3, 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. | Yes  No |
| **3.3** | **Health and Safety** |  |
| a | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes  No |
| b | 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 three years**?  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. | Yes  No |

**4. Self certification**

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

# APPENDIX 10: NON-COLLUSIVE TENDERING CERTIFICATE

**NON COLLUSIVE TENDERING CERTIFICATE**

To Peak District National Park Authority

Dear Sir / Madam

* I/we hereby certify that this is a bona fide offer, intended to be competitive, and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).
* I/We also certify that I/We have not done, and undertake that I/We will not do, at any time during the Tender process or in the event of my/our Tender being successful while the resulting Contract is in force, any of the following acts:

1. enter into any agreement or agreements with any other person that they shall refrain from tendering to Peak District National Park Authority or as to the amount of any offer submitted by them; or
2. inform any person, other than Peak District National Park Authority as part of this tender process , of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or
3. cause or induce any person to enter into such an agreement as is mentioned in paragraph 1) and 2) above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or
4. commit any offence under the Public Bodies Corrupt Practices Act 1889, Bribery Act 2010 nor under Section 117 of the Local Government Act 1972; or
5. offer or agree to pay or give or actually pay or give any sum of money, inducement 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 performance of the Project covered by the Tender any act or omission.
6. I/we hereby certify that I/we have not canvassed any member, Director, employee, contractor or adviser of Peak District National Park Authority in connection with this Tender and the proposed award of the Contract , and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

* I/we further hereby undertake that I/we will not canvass any member, Director, employee, contractor or adviser of Peak District National Park Authority in connection with this Tender and the proposed award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.
* In this Certificate the word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed | ……………… |  | Signed | ……………… |
| For and on behalf of | ……………… |  | For and on behalf of | ...….………… |