Melton Borough Council

Invitation to Tender for

Electrical Testing, Upgrading, Rewire and Storage Heater Programme

OJEU Reference: 2017/S 158-327214

Document Four: Response Document

When completed, please return **TWO hard copies and *one copy electronically saved on a memory stick*** ofthis Response document (Document Four).

Please ensure that Sections 4, 5 and 6 are completed.

Please mark envelopes/packages only with

 “**TENDER RESPONSE - STAGE TWO - Deadline noon Friday 17th November 2017 Electrical Testing, Upgrading, Rewire and Storage Heater Programme OJEU Reference 2017/S 158-327214 (Private & confidential)”** with no company markings to:

**Solicitor to the Council, Melton Borough Council, Parkside, Station Approach, Burton Street, Melton Mowbray, Leicestershire LE13 1GH**

**To be received no later than noon Friday 17th November 2017**

**Late submissions will be disregarded.**

**CONTENTS**

|  |  |
| --- | --- |
| 1 | [Introduction and Instructions](#Introduction) |
| 2 | [Method Statement](#MethodStatement) |
| 3 | [Pricing Schedule](#PricingSchedule) |
| 4 | [Form of Tender Certificate](#FormofTenderCertificate) |
| 5 | [Collusive Tendering Certificate](#CollusiveTenderingCertificate) |
| 6 | [Confidential & Commercially Sensitive Information](#ConfidentialandCommerciallySensitiveInfo) |
| 7 | [Return Label](#ReturnLabel) |

**SECTION 1: INTRODUCTION AND INSTRUCTIONS**

1.1 Please ensure that you have read and understood Documents 1, 2 and 3 before starting to complete this Document. If you have any questions, please follow the instructions detailed in Document 1 for submitting those questions (noting the deadline also detailed in Document 1).

1.2 The deadline for Tender submissions is as appears on the front of this document.

1.3 Please ensure that you answer every Question within [Section 2](#MethodStatement) as indicated, where applicable word limits have been provided. If you wish to enclose additional information to support a response to one or more of the questions, please ensure that it is directly relevant and that it is marked with the relevant question number. Additional information which is not marked with a question number and which is not directly relevant will not be used to support the evaluation of the questions.

1.4 Please ensure that you provide all the information requested in [Section 3](#PricingSchedule) in the format requested to allow for a fair and equitable evaluation of all Bids.

1.5 [Section 4](#FormofTenderCertificate), [Section 5](#CollusiveTenderingCertificate) and [Section 6](#ConfidentialandCommerciallySensitiveInfo) require completion by a nominated individual within your organisation with the relevant authority.

1.6 A Return Label has been attached at the end of this Document ([Section 7](#ReturnLabel)) for your use. Please ensure that the envelope/packaging in which you return this Document bears no identifying marks of your organisation.

[Back to Contents](#Contents)

**SECTION 2: METHOD STATEMENT / EVALUATION QUESTIONS**

|  |  |
| --- | --- |
| **Quality Method Statements/ Evaluation questions** | **% Weighting** |
| **1. Contract preparation and workforce assigned to the contact** |  7.5% |
| **2. Work programme** |  5% |
| **3.** **Vulnerable Residents** |  7.5% |
| **4**. **Social value** |  5% |
| ***5.*****Health and safety** |  7.5 |
| **6*.* Safe disposal of waste** |  5% |
| ***7.* Quality control procedures** |  5% |
| **8.Access and customer satisfaction** |  7.5% |
| **Sub-total** | 50% |

These evaluation questions are designed to assess how the bidder will deliver the rewiring and replacement of storage heaters contract requirement. The answers should be closely related to the specification.

**1. Contract preparation and workforce assigned to the contact:** Please provide details of the management and workforce that will be assigned to the contract, including numbers of managers and operatives, their qualifications, skills and experience.

**2. Work programme:** Please describe briefly your proposed timetable for undertaking the specified volume of services/works, including key stages/milestones. Please also identify the key risks and barriers you foresee and how you will propose to mitigate and manage these.

**3.** **Vulnerable Residents:** Please outline your experience of working within social housing . How will you seek to ensure that the tendered services will be provided in a manner that is sensitive to the needs of vulnerable people and ensure that tenants are not placed at risk from staff and are minimally inconvenienced.

**4**. **Social value:** Please outline any proposals you might have for ensuring that socio-economic benefits are delivered to the wider community as a result of this tender, including the use of local suppliers/supply chains or other local resources.

***5.*****Health and safety**:Please explain in practical terms how your staff will ensure the protection and safety of residents and their property, members of the general public and themselves whilst carrying out their duties**.**

***6.* Safe disposal of waste:** Please explain briefly how you propose to manage the safe disposal or recycling of waste arising from fulfilling the requirements of the contract such as the safe and compliant disposal of wall mounted heaters and old wiring, other electrical equipment and metals.

***7.* Quality control procedures:** Please provide relevant processes which will be adopted for dealing with unsatisfactory work and materials, out of hours emergency call outs, [complaints?] and any continuous improvement plans you might have.

**8.Access and customer satisfaction***:* Please outline your procedures for accessing properties and for dealing with customer complaints including how they can be minimised and how the feedback from complaints can be used to improve service.

[Back to Contents](#Contents)

**SECTION 3: PRICING SCHEDULE**

**3.1** Please complete the following pricing schedules for LOTS 1 & 2.

In the ‘PRICE’ column, insert the price for one. In the ‘TOTAL PRICE’ column, multiply the 'PRICE’ by the ‘NUMBER’.

All prices should exclude VAT.

For periodic inspections (items 1-6) the number is based on the attached schedule of addresses and is indicative. Melton Borough Council reserves the right to add or deduct properties from the numbers shown without the Contractor being able to vary their tendered price.

Until such time as periodic inspections are undertaken, it is not possible to ascertain the number of rewires (items 7-12) or the number of accessories and upgrades (items 13- 42D or 45) required. As such, Melton Borough Council have used notional numbers for the purposes of assessing the tender and these should not be relied upon as an indication of the quantity of work the Contractor will receive.

All items (1- 42D or 45) are Item unless stated otherwise.

**LOT 1**

|  |
| --- |
| **SCHEDUAL OF RATES: REWIRE PROPERTY** |
| **ITEM** | **DESCRIPTION** | **PRICE** | **NUMBER** | **TOTAL PRICE** |
| 1 | **Periodic Electrical Test**: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **1 bedroom single storey property (flat or bungalow)** |  | 198 |  |
| 2 | Periodic Electrical Test: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **2 bedroom single storey property (flat or bungalow)** |  | 123 |  |
| 3 | Periodic Electrical Test: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **Bedsit** |  | 11 |  |
| 4 | Periodic Electrical Test: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **2 bedroom multiple storey property (house or maisonette)** |  | 67 |  |
| 5 | Periodic Electrical Test: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **3 bedroom multiple storey property (house or maisonette)** |  | 210 |  |
| 6 | Periodic Electrical Test: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **4 bedroom multiple storey property (house or maisonette)** |  | 17 |  |
| **Sub Total- Testing** |  | **626** |  **£**  |
| **Property Rewiring** | **PRICE** | **NUMBER** | **TOTAL PRICE** |
| 7 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **1 bedroom single storey property (flat or bungalow)** |  | 198 |  |
| 8 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **2 bedroom single storey property (flat or bungalow)** |  | 123 |  |
| 9 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **Bedsit** |  | 11 |  |
| 10 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **2 bedroom multiple storey property (house or maisonette)** |  | 67 |  |
| 11 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **3 bedroom multiple storey property (house or maisonette)** |  | 210 |  |
| 12 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **4 bedroom multiple storey property (house or maisonette)** |  | 17 |  |
| **Sub Total- Rewire** |  | **626** | **£** |
|  | **Accessories / Upgrades** | **PRICE** | **NUMBER** | **TOTAL PRICE** |
| 13 | Replace Consumer Unit with Wylex 10 way split load 100a DP main switch or equivalent. |  | 100 |  |
| 14 | Voltage optimisation unit. Supply and fit VPhase VX1 Voltage Optimisation unit as per manufacturer’s instructions. |  | 100 |  |
| 15 | Renew MCB to existing consumer unit |  | 500 |  |
| 16 | Replace existing 1 gang 2 way switch |  | 500 |  |
| 17 | Replace existing 2 gang 2 way switch |  | 500 |  |
| 18 | Replace existing 1 gang socket (switched) |  | 500 |  |
| 19 | Replace existing 2 gang socket (switched) |  | 500 |  |
| 20 | Shower - replace pull switch 45A with neon indicator |  | 65 |  |
| 21 | Shower- renew circuit |  | 100 |  |
| 22 | Replace immersion heater thermostat- any type |  | 75 |  |
| 23 | Replace switched fused spur with neon indicator |  | 62 |  |
| 24 | Earth- renew main equipotential bonding |  | 100 |  |
| 25 | Earth- supplementary bonding |  | 96 |  |
| 26 | Earth - install electrode & cable |  | 96 |  |
| 27 | Earth - install 16mm cable (per linear meter) |  | 200 |  |
| 28 | Reconnect earth bond |  | 86 |  |
| 29 | Supply water heater switch (20A D/P switch with neon) |  | 92 |  |
| 30 | Supply and fit CO detector inc. wiring to bucircuit |  | 50 |  |
| 31 | Supply and fit optical smoke detector inc. wiring to circuit |  | 50 |  |
| 32 | Supply and fit ionisation smoke detector |  | 50 |  |
| 33 | Replace existing CO detector inc. wiring to circuit |  | 50 |  |
| 34 | Replace existing optical smoke detector |  | 50 |  |
| 35 | Replace existing ionisation smoke detector |  | 45 |  |
| 36 | Electric Cooker: Renew cooker circuit |  | 40 |  |
| 37 | Switch or Outlet: Secure loose |  | 75 |  |
| 38 | Lighting- renew light pendant 6" or 9" |  | 90 |  |
| 39 | Lighting- renew batten light holder |  | 45 |  |
| 39A | Where Contractors rewire a property, they shall include for the installation of external bulkhead light fitting to the front of the property. Ideally the light should be a 7 Watt LED Bulkhead with PIR fitted to manufacturer’s instructions. To be sited by the front exit and to include a switch inside the property. |  | 100 |  |
| 39B | Where Contractors rewire a property, they shall include for the installation of external bulkhead light fitting to the rear of the property. Ideally the light should be a 7 Watt LED Bulkhead installed to manufacturer’s instructions. To be sited by the rear exit and to include a switch inside the property.  |  | 100 |  |
| 40 | Renew cooker point- 45A DP Switch / 13A Switch Socket |  | 100 |  |
| 41 | Light Fitting- renew single fluorescent diffuser |  | 100 |  |
| 42 | Light Fitting- remove & refix |  | 100 |  |
| 42A | Installation of additional twin switched socket outlet |  | 80 |  |
| 42B | Install Envirovent filterless Infinity through wall extractor fan  |  | 100 |  |
| 42B | Replace Envirovent filterless Infinity through wall extractor fan |  | 100 |  |
| 42C | Install Envirovent filterless Infinity ceiling mounted extractor fan |  | 100 |  |
| 42D | Replace Envirovent filterless Infinity ceiling mounted extractor fan |  | 100 |  |
| **Sub Total- Upgrades** |  |  |  |
| **Total Tender Cost- LOT 1** |  |  | £ |

|  |  |
| --- | --- |
| Sub-total 1 (Testing) | £ |
| Sub-total 2 (Rewire)  | £ |
| Sub-total 3 (Upgrades)  | £ |
| **Grand total- LOT 1** | **£** |

**LOT 2**

|  |
| --- |
| **SCHEDUAL OF RATES: REWIRE PROPERTY** |
| **ITEM** | **DESCRIPTION** | **PRICE** | **NUMBER** | **TOTAL PRICE** |
| 1 | **Periodic Electrical Test**: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **1 bedroom single storey property (flat or bungalow)** |  | 41 |  |
| 2 | Periodic Electrical Test: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **2 bedroom single storey property (flat or bungalow)** |  | 35 |  |
| 3 | Periodic Electrical Test: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **Bedsit** |  | 0 |  |
| 4 | Periodic Electrical Test: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **2 bedroom multiple storey property (house or maisonette)** |  | 9 |  |
| 5 | Periodic Electrical Test: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **3 bedroom multiple storey property (house or maisonette)** |  | 18 |  |
| 6 | Periodic Electrical Test: Carry out test of domestic installation to occupied property complete comprising continuity, insulation resistance, polarity, earth fault loop impedance and operation of residual current operated device, disconnect illegal wiring and components and report to the Contract Administrator (any repairs required to be ordered separately). **4 bedroom multiple storey property (house or maisonette)** |  | 1 |  |
| **Sub Total- Testing** |  | **104** |  **£**  |
| **Property Rewiring** | **PRICE** | **NUMBER** | **TOTAL PRICE** |
| 7 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **1 bedroom single storey property (flat or bungalow)** |  | 9 |  |
| 8 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **2 bedroom single storey property (flat or bungalow)** |  | 26 |  |
| 9 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **Bedsit** |  | 0 |  |
| 10 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **2 bedroom multiple storey property (house or maisonette)** |  | 3 |  |
| 11 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **3 bedroom multiple storey property (house or maisonette)** |  | 5 |  |
| 12 | Full rewire to domestic property to meet IEE 17th Edition as per specification. **4 bedroom multiple storey property (house or maisonette)** |  | 0 |  |
| **Sub Total- Rewire** |  | **43** | **£** |
|  | **Accessories / Upgrades** | **PRICE** | **NUMBER** | **TOTAL PRICE** |
| 13 | Replace Consumer Unit with Wylex 10 way split load 100a DP main switch or equivalent. |  | 40 |  |
| 14 | Voltage optimisation unit. Supply and fit VPhase VX1 Voltage Optimisation unit as per manufacturer’s instructions. |  | 40 |  |
| 15 | Renew MCB to existing consumer unit |  | 90 |  |
| 16 | Replace existing 1 Gang 2 way switch |  | 90 |  |
| 17 | Replace existing 2 gang 2 way switch |  | 90 |  |
| 18 | Replace existing 1 gang socket (switched) |  | 90 |  |
| 19 | Replace existing 2 gang socket (switched) |  | 90 |  |
| 20 | Shower - replace pull switch 45A with neon indicator |  | 48 |  |
| 21 | Shower- renew circuit |  | 30 |  |
| 22 | Replace immersion heater thermostat- any type |  | 30 |  |
| 23 | Replace switched fused spur with neon indicator |  | 30 |  |
| 24 | Earth- renew main equipotential bonding |  | 50 |  |
| 25 | Earth- supplementary bonding |  | 60 |  |
| 26 | Earth - install electrode & cable |  | 60 |  |
| 27 | Earth - install 16mm cable (per linear meter) |  | 70 |  |
| 28 | Reconnect earth bond |  | 50 |  |
| 29 | Supply water heater switch (20A D/P switch with neon) |  | 50 |  |
| 30 | Supply and fit CO detector inc. wiring to circuit |  | 50 |  |
| 31 | Supply and fit optical smoke detector inc. wiring to circuit |  | 50 |  |
| 32 | Supply and fit ionisation smoke detector |  | 50 |  |
| 33 | Replace existing CO detector inc. wiring to circuit |  | 50 |  |
| 34 | Replace existing optical smoke detector |  | 50 |  |
| 35 | Replace existing ionisation smoke detector |  | 50 |  |
| 36 | Electric Cooker: Renew cooker circuit |  | 40 |  |
| 37 | Switch or Outlet: Secure loose |  | 50 |  |
| 38 | Lighting- renew light pendant 6" or 9" |  | 50 |  |
| 39 | Lighting- renew batten light holder |  | 50 |  |
| 39A | 7 Watt LED Bulkhead with PIR installed according to manufacturer’s instructions. To be sited by the front exit and to include a switch inside the property. |  | 50 |  |
| 39B | 7 Watt LED Bulkhead installed according to manufacturers instructions. To be sited by the rear exit and to include a switch inside the property. |  | 50 |  |
| 40 | Renew cooker point- 45A DP Switch / 13A Switch Socket |  | 40 |  |
| 41 | Light Fitting- renew single fluorescent diffuser |  | 40 |  |
| 42 | Light Fitting- remove & refix |  | 40 |  |
| 42A | Installation of additional twin switched socket outlet |  | 50 |  |
| 42B | Install Envirovent filterless Infinity through wall extractor fan or equivalent?] |  | 30 |  |
| 42B | Replace Envirovent filterless Infinity through wall extractor fan |  | 30 |  |
| 42C | Install Envirovent filterless Infinity ceiling mounted extractor fan |  | 30 |  |
| 42D | Replace Envirovent filterless Infinity ceiling mounted extractor fan |  | 30 |  |
| 42E | Renew 1.7 kW storage heater with Dimplex Quantum 1.1 kW Heater QM050 or similar approved |  | 120 |  |
| 42F | Renew 1.7 kW storage heater with Dimplex Quantum 1.56 kW Heater QM070 or similar approved |  | 120 |  |
| 43 | Renew 1.7 kW storage heater with Dimplex Quantum 2.2 kW Heater QM100 or similar approved |  | 250 |  |
| 44 | Renew 2.6 kW storage heater with Dimplex Quantum 2.76kW Heater QM 125 or similar approved |  | 200 |  |
| 45 | Renew 0.6kW storage heater in bathroom with Dimplex FX20VE downflow heater or similar approved |  | 120 |  |
| **Sub Total- Upgrades** |  |  |  |
| **Total Tender Cost (to be inserted in Form of Tender)** |  |  | £ |

|  |  |
| --- | --- |
| Sub-total 1 (Testing) | £ |
| Sub-total 2 (Rewire)  | £ |
| Sub-total 3 (Upgrades)  | £ |
| **Grand total- LOT 2** | **£** |

|  |  |
| --- | --- |
| SUMMARY | £ |
| Grand total- LOT 1 |  |
| Grand total- LOT 2 |  |

[Back to Contents](#Contents)

**SECTION 4: FORM OF TENDER CERTIFICATE**

Date: ..........................................

**Tender for Electrical Testing, Upgrading, Rewire and Storage Heater Programme, Melton Borough Council**

I/We the undersigned, hereby tender and offer to provide the Contract as listed above which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

I/We undertake in the event of acceptance of our Tender to execute the Contract within 15 business days of such acceptance and if required in the interim provide the Contract in accordance with the Contract if necessary.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Bidder to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by:

Name…………………………………….

Position………………………………….

Name…………………………………….

Position………………………………….

for and on behalf of

…………………………………………….(Bidder)

[Back to Contents](#Contents)

**SECTION 5: COLLUSIVE TENDERING CERTIFICATE**

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done so and we undertake that we will not do so at any time before the hour and date specified for the return of this tender any of the following acts:

1. Communicating to a person other than the person calling for these tenders the 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 quotations required for the preparation of the tender;
2. Entering into agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
3. Offering or paying or giving or agreeing to 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 of any tender or proposed tender for that said work or thing of any sort described above.

In this certificate, the word ‘person’ includes any persons and anybody or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, whether legally binding or not.

SIGNED: ………………………………………………………………………..

NAME: …………………………………………………………………………

ON BEHALF OF:……………………………………………………………………

DATE: …………………………………………………………………………

[Back to Contents](#Contents)

**SECTION 6: CONFIDENTIAL & COMMERCIALLY SENSITIVE INFORMATION**

**The following form should be submitted with all bids to indicate areas of the submission that are considered to be either *confidential* or *commercially sensitive*.**

**Confidential material** is as defined in Section 41 of the Freedom of Information Act, 2000 (FoI) where the disclosure of the information would constitute an actionable breach of confidence.

**Commercially sensitive** material is as defined in Section 43 of the FoI Act and relates to *‘information, the disclosure of which would be likely to prejudice the commercial interests of any person’*.

Bidders should make themselves aware of the definition of each term as well as the circumstances in which FoI & Environmental Information Regulations 2004 (EIR) exemptions apply.

**Confidential Material Checklist**

|  |
| --- |
|  |

Name of Organisation:

Confidential documents not for disclosure to third parties under the FoI & EIR. The Council may be obliged to disclose information in or relating to this bid following a request for information under FoI or EIR therefore please outline in the table below all items which you consider are genuinely confidential and which are not for disclosure in respect of your application.

|  |  |  |
| --- | --- | --- |
| **Information / Document**  | **Reference / Page No.** | **Reasons for non-disclosure**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The applicant acknowledges that the confidential information listed in this schedule is of indicative value only and the Council may be obliged to disclose it following a request under FOI or EIR.

The Council shall act reasonably and use its discretion, ensuring that the latest guidance/case law is taken into account, when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information believed to be confidential the Council will consider those views however the Council will make the final decision to disclose information or not.

**Commercially Sensitive Material Checklist**

**Commercially sensitive documents not for disclosure to third parties under FoI or EIR**

|  |
| --- |
|  |

Name of Organisation:

The Council may be obliged to disclose information in or relating to this bid exercise following a request for information under FoI or EIR therefore please outline in the table below items which are considered genuinely commercially sensitive and which are not for disclosure in respect of this bid.

|  |  |  |  |
| --- | --- | --- | --- |
| Information / Document | Reference / Page No. | Reasons for non-disclosure (cite exemption(s) to be considered) | Duration of confidentiality |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the Council may be obliged to disclose it pursuant to a request under FOI or EIR.

The Council shall act reasonably and use its discretion, ensuring that the latest guidance/case law is taken into account, when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information is believed to be commercially sensitive the Council will consider those views however the Council will make the final decision to disclose information or not.

[Back to Contents](#Contents)

**SECTION 7: RETURN LABEL**

|  |
| --- |
| TENDER RESPONSE – STAGE TWO - Noon Friday 17th November 2017Electrical Testing, Rewire, Upgrading and Storage Heaters Programme OJEU Reference 2017/S 158-327214**(**Private & confidential)Solicitor to the CouncilMelton Borough CouncilParksideStation ApproachBurton StreetMelton MowbrayLeicestershireLE13 1GH |

[Back to Contents](#Contents)