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 **Cainscross Town Council**

 **Cashes Green & Ebley**

**Tender Response Form**

Elm Road Playground

Cashes Green

Stroud

Please complete all questions. If a question does not apply to you, please answer with N/A (not applicable). Should you need to provide additional information in response to a question, please submit a clearly identified appendix. Please submit as per the Invitation to Tender document.

The Council will keep confidential any information obtained from a named contractor contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

Please do not use general marketing or promotional materials to answer questions.

**Section 1**

**Contractor details**

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| --- | --- | --- |
|  | **Question** | **Response** |
| 1 | Full trading name of contractor |  |
| 2 | Registered office address |  |
| 3 | Website address |  |
| 4 | Trading status |  |
| 5 | Company registration number |  |
| 6 | Date of company registration |  |
| 7 | Details of membership or registration with professional bodies |  |

**Details of persons with significant control (PSC)**

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| --- | --- | --- |
|  | **Question** | **Response** |
| 8 | Name |  |
| 9 | Date of birth |  |
| 10 | Nationality |  |
| 11 | Address |  |
| 12 | Date became PSC |  |

**Details of parent company**

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|  | **Question** | **Response** |
| 13 | Full trading name |  |
| 14 | Registered office address |  |
| 15 | Registration number |  |
| 16 | Head office DUNS number |  |
| 17 | Company VAT number |  |

**Bidding Model**

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| --- | --- | --- |
|  | **Question** | **Response** |
| 18 | Are you bidding as the lead contact for a group of economic operators? |  |
| 19 | If yes, name of the group of economic operators |  |
| 20 | If yes, please explain the proposed legal structure |  |
| 21 | Are you proposing to use sub-contractors? |  |
| 22 | If yes, please provide additional details for each sub-contractor |  |

**Contact Details**

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| --- | --- | --- |
|  | **Question** | **Response** |
| 23 | Contact name |  |
| 24 | Name of organisation |  |
| 25 | Role in organisation |  |
| 26 | Phone number |  |
| 27 | Email address |  |
| 28 | Postal address |  |
| 29 | Signature |  |
| 30 | Date |  |

**Section 2**

**Grounds for mandatory exclusion**

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|  | **Question** | **Response** |
| **Please indicate if, within the past five years, you, your organisation or any other person who has powers of representation, decision or****control in the organisation has been convicted anywhere in the world of any of the offences below:** |
| 1 | Participation in a criminal organisation | Yes / No |
| 2 | Corruption | Yes / No |
| 3 | Fraud | Yes / No |
| 4 | Terrorist offences or offences linked to terrorist activity | Yes / No |
| 5 | Money laundering or terrorist financing | Yes / No |
| 6 | Child labour and other forms of trafficking in human beings | Yes / No |
| If you have answered yes to any Section 2 question above, please provide further details |  |
| If you have answered yes to any Section 2 question above, please provide details of measures taken to demonstrate the reliability of the organisation despite the relevant ground for exclusion? |  |
| 7 | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes/No |
| 8 | If you have answered yes to question 7, please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Grounds for discretionary exclusion**

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|  | **Question** | **Response** |
| **Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your****organisation or any other person who has powers of representation, decision or control in the organisation.** |
| 9 | Breach of environmental obligations? | Yes / No |
| 10 | Breach of social obligations? | Yes / No |
| 11 | Breach of labour law obligations? | Yes / No |
| 12 | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes / No |
| 13 | Guilty of grave professional misconduct? | Yes / No |
| 14 | Entered into agreements with other economic operators aimed at distorting competition? | Yes / No |
| 15 | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes/No |
| 16 | Been involved in the preparation of the procurement procedure? | Yes/No |
| 17 | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes/No |
| **Please respond to the following statements** |
| 18 | The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. | Yes/No |
| 19 | The organisation has withheld such information. | Yes/No |
| 20 | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | Yes/No |
| 21 | The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes/No |
| 22 | If you have answered yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? |  |

**SELECTION QUESTIONS**

**Section 3: Technical and Professional Ability (Criterion Aiii – 20% in total)**

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| 1. **Relevant experience and contract examples**
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| Please provide details of up to three contracts completed over the past five years from either the public, private or VCSE (voluntary, charity or social enterprise) sectors that are relevant to our requirement. Contracts for VCSEs may include grant-funded work.The named contact should be able to provide written evidence to confirm the accuracy of the information provided below. They will also be asked to comment on the quality of the supplies or services provided to complete the contract.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the Contractor is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract. |
|  | **CONTRACT 1** | **CONTRACT 2** | **CONTRACT 3** |
| Name of customer |  |  |  |
| Point of contact |  |  |  |
| Position in the organisation |  |  |  |
| Email contact |  |  |  |
| Contract start date |  |  |  |
| Contract completion date |  |  |  |
| Estimated contract value |  |  |  |
| Description of contract |  |  |  |
| Where you intend to sub-contract a proportion of the contract, pleasedemonstrate how you have previously maintained healthy supplychains with your sub-contractor(s). |  |
| If you cannot provide at least one contract example, please provide an explanation for this. |  |

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| 1. **Quality Assurance/Data Security**
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| Does your organisation hold a recognised quality management certification or have a documented qualitymanagement system? | Yes / No |

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| 1. **Insurance**
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| Please self-certify whether you have and will have at the commencement of the contract the levels of insurance cover indicated below: |
| Employer’s liability - £5,000,000 minimum | Yes / No |
| Public liability – £5,000,000 minimum | Yes / No |
| Professional indemnity - £2,000,000 minimum | Yes / No |
| Product Liability - £5,000,000 minimum | Yes / No |

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| 1. **Equality Legislation**
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| 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? | Yes / No |
| If yes, please provide, as a separate appendix, a summary of the nature of the investigation and an explanation of the outcome. If the investigation upheld the complaint, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. |
| 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 |

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| 1. **Environmental Management**
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| 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 yes, 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. |
| 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 |

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| 1. **Health and safety**
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| Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes / No |
| 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 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. |
| 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 |

**Section 4: Proposed Working Method**

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| **Proposed Design/Quality Statements** |
| Please respond to each statement question below. **You may expand the space given or provide your responses on clearly referenced sheets and appendices. A page limit of two sides of A4 applies for each question, whether expanding the space or submitting separate sheets**. Please make sure that separate responses are submitted together in a single PDF document. The response should not refer or cross-reference to the answer to any other question, even though in some cases this may lead to a duplication of information. |
| **1** | **Design of the play site in line with the specification and objectives of the tender (Criterion Ai – 20%)**Please provide a method statement response in accordance with the information provided in the Section 2 Specificationspecifically related to the design of the play equipment and associated features. |
| **GUIDANCE**A good response would clearly indicate an understanding of the requirements, an acknowledgement of what would be required toundertake if appointed to the Contract as set out and what is necessary to deliver high quality outcomes. It will clearly set out how each of theidentified specifications will be approached and met. It would also set out the approach around undertaking the required activity any previous experience in similar situations (e.g. design of play area equipment) and how that knowledge and experience and expertise would be applied in the contract delivery in relation to these requirements.A good response would inspire confidence that the design/s provided will be translated successfully into actual built structure. Initial design layout for the playground is to include proposed play equipment and surfacing, and explain how the proposed design and chosen product range:* makes best use of available space, natural features and topography
* provides as wide a range of play experiences as possible where children of ages up to ten year of age can play in different ways
* builds in opportunities to experience risk and challenge where children can stretch and challenge themselves in every way
* takes safety into account.

A good response would include concept drawings that set out what The Council could expect as a delivered product. |
| **RESPONSE:** |
| **2** | **Delivery against the specification and tender objectives (Criterion Aii - 20%)**Please provide a method statement response in accordance with the information provided in the Section 2 Specificationspecifically related to the supply, delivery and installation of the play equipment and associated features. |
| **GUIDANCE**A good response would clearly indicate an understanding of the requirements, an acknowledgement of what would be required toundertake if appointed to the Contract as set out and what is necessary to deliver high quality outcomes. It will clearly set out how each of theidentified specifications will be approached and met by the bidder. It would also set out the approach around undertaking the required activity any previous experience in similar situations (e.g. delivery and installation of play area equipment) and how that knowledge and experience and expertise would be applied in the Contract delivery in relation to these requirements.A good response would also inspire confidence that the design is able to be put into reality through installation onsite. It would detail proposed materials, their robustness and maintenance requirements along with associated warranties and guarantees to meet expected design life. This would include why it offers the best choice to meet the requirements of robustness, the ability to withstand anti-social behaviour, why it will need limited ongoing maintenance and why the warranty period is considered suitable. |
| **RESPONSE** |
| **3** | **Fulfilling the commitments of the tender (Criterion Aiii - 20% in total)**Please provide a method statement response in accordance with the information provided in the Invitation to Tender specificallyrelated to the approach on how the works would be undertaken and the contract management aspects. |
| **GUIDANCE**A good response would clearly indicate an understanding of the tender requirements, how they would be required to undertake the contract if appointed and what is necessary to deliver high quality outcomes. It will clearly set out how each requirement will be approached and met by the bidder. It would outline details of key staff who would work on the contract with relevant details of their experience on similar projects and how that will be utilised to deliver this project.A good response would also indicate and/or demonstrate:* how quality is to be maintained and how staff are engaged to play an active part in the delivery of quality
* how any failings would be corrected
* how site security and safety would be maintained
* the ability to manage the contract in line with the expectations outlined in the tender
* a strong track record around working collaboratively with customers, key stakeholders and the public along with an understanding

 of how that could be applied successfully to this contract* the approach to be applied in relation to logistics, resourcing and project planning that maps out to the required work and ensures resilience around service delivery and business continuity
* how the delivery of the contract would achieve the objectives of The Council, in line with Council expectations, safely and on time
* a clear commitment to fulfil the specific contract terms.

A good response would also include lead times, the expected installation period and expected date for final inspection. |
| **RESPONSE** |
| **4** | **Social value (Criterion C - 10%)**Please provide a method statement response in accordance with the information provided in the Invitation to Tender. For the purposes of the consideration and application of this tender, social value is defined as the additional added value or extra benefits able to be attributed to social value outcomes beyond the core requirements related to the spend. More details on the Social Value Act itself can be found at [Social Value Act: information and resources - GOV.UK](https://www.gov.uk/government/publications/social-value-act-information-and-resources/social-value-act-information-and-resources) |
| **GUIDANCE**The method statement should focus on the approach to supporting social value considerations as part of the delivery of the contract. The following are examples of where additional social value could be achieved:* within the workforce – for example, by supporting apprenticeships, making arrangements to ensure staff are fairly recompensed for work

 undertaken, including the payment of the National Living Wage as a minimum, support in-work progression to help people move into higher paid work by developing new skills relevant to the contract or to demonstrate action to support the health and wellbeing, including physical and mental health, in the contract workforce * supporting environmental outcomes – for example, acknowledging and supporting The Council’s commitment to the climate and ecological emergencies by reduced use of products and materials that are harmful to the environment and/or using practices that minimise environmental damage as well as making a positive contribution to removing usage of single use plastics.

The above is not exclusive or exhaustive but an indication of what actions are deemed relevant and proportional areas for social valueconsideration to this contract.A good response would demonstrate commitment to deliver on the stated outcomes. It would also be clear around the contribution to be made within the local economy, for example through the use of (and percentage total) of local suppliers for sourcing of materials. |
| **RESPONSE** |

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| **5** | **Assumptions (for information only)**Please detail the assumptions made in relation to your responses. |
| **RESPONSE** |

**Section 5: Pricing Schedule**

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| **Please complete the pricing schedule appendix for the work outlined in Sections 1 and 2 of the Invitation to Tender document:*** Prices are to be submitted as totals for each item, in GBP and exclusive of VAT
* The total cost given must be the total cost of the contract
* All items must be included under the headings given
* Any additional proposed items should be included separately within the schedule under new headings. No additional costs will be considered by the Council unless these are clearly stated in the pricing schedule response.
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**Section 6: Declaration**

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| --- | --- |
| **1** | I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate. |
| **2** | I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document. |
| **3** | 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. |
| **4** | I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false or misleading information or content is provided in any section. |
| **5** | I am aware of the consequences of serious misrepresentation |
| Name Signature |
| Position Organisation |
| Date |

**Pricing Schedule Appendix**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **WORKS** | **PRICE** **(EXCL VAT)** |
| **1** | **Preliminaries** | **£** |
| **2** | **Detailed playground design and specification** | **£** |
| **3** | **Removal and disposal of existing equipment and materials** | **£** |
| **4** | **Re-siting and refurbishment of existing play equipment and ancillary equipment**  | **£** |
| **5** | **Supply and installation of new play equipment** | **£** |
| **6** | **Supply and installation of safety surfacing** | **£** |
| **7** | **Supply and installation of signage** | **£** |
| **8** | **Landscaping** | **£** |
| **9** | **Post installation inspection** | **£** |
| **10** | **Contingency** | **£** |
| **Total** | **£** |