



# KINGSDALE FOUNDATION SCHOOL

## INVITATION TO TENDER

FOR

## ROOF REPAIR AND REPLACEMENT PROJECT

All information contained within this document should be considered:

COMMERCIALLY CONFIDENTIAL



## Version Control Section

Version	Status	Dated
Release Version	Final Release Version	05.09.2017



## 1. INTRODUCTION

- 1.1 The enclosed Invitation to Tender ('ITT') provides information for consideration with respect to the detailed requirement for Kingsdale Foundation School described below. This procurement process commenced with the publication of the related Official Journal of the European Union contract notice.
- 1.2 Throughout this document Kingsdale Foundation School may be referred to as either Kingsdale Foundation School or Kingsdale.
- 1.3 Your organisation (the "Tenderer"), are invited to participate in the ITT for the supply of the services described below to Kingsdale.
- 1.4 The ITT will be managed as a formal process and will be accompanied by other due diligence activities to confirm the services supplier (the "Supplier").
- 1.5 This ITT has been prepared by Kingsdale for use by those Tendering for the Contract ('Tenderers'), their professional advisers, and other parties essential to preparing the Tender for the Contract and for no other purpose.
- 1.6 Tenderers are required to answer all applicable questions and include all documentation requested. The response must be completed in English.
- 1.7 Original documents must not be included as Kingsdale does not accept responsibility for their return.
- 1.8 All information received in connection with this ITT will be treated in the strictest confidence. All communications will be treated as commercially confidential.
- 1.9 The ITT response shall be submitted on the basis that any offer within it shall remain in force for a minimum of six months from the date fixed for the submission of responses.
- 1.10 No alteration to the successful Tenderers position post award of the Contract will be accepted, unless this is due to external factors beyond the control of the tenderer, is acceptable to Kingsdale and is in accordance with any applicable legislation.
- 1.11 ITT responses must be submitted in accordance with the following instructions. Any response not complying fully with any of the instructions in this document may be rejected by Kingsdale, whose decision in the matter shall be final.
- 1.12 ITT responses shall only be submitted on the basis that they are bona fide competitive tenders. It is to be agreed that Kingsdale shall have the power to cancel the contract and to recover from the Tenderer the amount of any loss arising from the cancellation if either the Tenderer:
  - a) Shall have offered or given or agreed to give any officer or member of Kingsdale staff any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure. The word "Tenderer" for these purposes shall be deemed to include any and all persons employed by the Tenderer, or who are purporting to act on the Tenderer's behalf whether the Tenderer is aware of their acts or not, or

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- b) Shall have communicated to any other person than Kingsdale the amount or approximate amount of the proposed tender other than in confidence in order to obtain quotations necessary for the preparation of the tender, or for insurance purposes, or
- c) Shall have entered into any agreement or arrangement with any person as to the amount of any proposed tender or that person shall refrain from tendering.

- 1.13 The Tenderer shall be responsible for obtaining all information necessary for the preparation of its response and all costs, expenses and liabilities incurred by the Tenderer in connection with the preparation and submission of the response shall be borne by the Tenderer.
- 1.14 Kingsdale shall not be bound to accept any response submitted and reserves the right to accept any response either in whole or in part or not at all.
- 1.15 Kingsdale reserves the right to cancel this ITT process at any point. Kingsdale is not liable for any costs resulting from any cancellation of this ITT process or for any other costs incurred by Tenderers.
- 1.16 Tenderers must satisfy themselves of the accuracy of any information provided by Kingsdale. Kingsdale accepts no responsibility or liability whatsoever for any loss or damage of whatever kind and howsoever caused arising from or in consequence of the use by Tenderers of such information.
- 1.17 Tenderers shall take appropriate steps to ensure that neither they or their staff are placed in a position where, in the reasonable opinion of Kingsdale, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Tenderer and the duties owed to Kingsdale. The Tenderer will disclose to Kingsdale full particulars of any such conflict of interest which may arise, via a formal email or written notification.
- 1.18 The reproduction of this ITT by electronic, photographic or other means is permitted only for the sole purpose of preparing the Tenderers response to the ITT.

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## 2. Background and Requirements

### 2.1 Background Information

This ITT relates to the proposed Kingsdale Roof Repair and Replacement Project, following on from a successful Education Funding Agency ('EFA') Condition Improvement Fund ('CIF') application to address structural issues being encountered at the school. The school is rated as a 'good with outstanding features' by Ofsted and currently has a number on role of 1620. Kingsdale has a current Planned Admission Number ('PAN') of 240, but has admitted significantly more pupils over recent years, most recently over 360 for the academic year 2017/2018.

The following documents are provided as an Appendix to this invitation to tender:

Appendix A: Kingsdale - Roofing Fee Proposal Tender Information

An award of circa £1.0M has been made for Kingsdale to undertake these works.

Kingsdale is seeking to appoint a partner to provide Architectural Design & Building Project Management Services, specifically including RIBA stages 0 to 7.

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### 3. Administration

#### 3.1 ITT Contacts

Kingsdale are working with eXceeding to administer this ITT process.

All issues relating to this ITT, either administrative or technical, should be addressed to:

*kingsdale@exceeding.uk.com*

#### 3.2 ITT Timetable

A high level summary of the ITT timetable is shown below.

Release of the ITT	06/09/2017
Site Visit	19/09/2017 @ 13:00 Hours
Final deadline for submission of questions	03/10/2017
Responses to questions provided by	06/10/2017
Closure date for responses	20/10/2017
ITT evaluation period	23/10/2017 to 27/10/2017
Selection Date	To be confirmed.

It is requested that Tenderers advise their intention to respond to this ITT by 03/10/2017. Any questions relating to the ITT must be submitted before 03/10/2017 @ 12:00 hours. Questions submitted after this date will not be answered.

A site visit will be carried out on the morning of 19/09/2017, between 13:00 and 14:15 hours, providing Tenderers with an opportunity to visit the school and view the location. There will be an initial briefing between 13:00 and 13:15, followed by the opportunity to inspect the site. Tenderers should note that only two representatives will be allowed to attend the site visit and, should they wish to attend the site visit, provide notice of proposed attendees to Kingsdale before 12:00 hours on 17/09/2017 for security and safeguarding purposes. Tenderers should note this is not a question and answer session or an opportunity to present. All questions must be submitted formally, as described in Section 3.4, throughout the tender process.

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The closure date for the receipt of responses is 20/10/2017 @ 12:00 hours. Responses received after this time will not be considered. If any Tenderer believes that this target is unrealistic, they should contact “[kingsdale@exceeding.uk.com](mailto:kingsdale@exceeding.uk.com)” within five working days of the release of this ITT, detailing the issue(s) which they have identified. Should the identified issues be judged as valid by Kingsdale, an extension will be agreed for all the Tenderers participating in the ITT process.

Kingsdale will evaluate ITT responses in the period between 23/10/2017 and 27/10/2017. During this period Kingsdale may contact Tenderers to request clarifications regarding information contained within their ITT responses.

### 3.3 ITT Submission

Tenderers are required to submit their response to this ITT in an electronic format; answers to questions should contain no more than 250 words, unless otherwise specified.

For the avoidance of doubt, please note that acceptable formats for submission are:

- Microsoft Word 2010, or later, where required.
- Microsoft Excel 2010, or later, where required.

Responses to this ITT should include “Kingsdale ITT – Development Project” in the subject line and ONLY be emailed to: [kingsdale@exceeding.uk.com](mailto:kingsdale@exceeding.uk.com)

The final closure date for responses is 20/10/2017 @ 12:00 hours. Any ITT response received after this date and time will not be considered. It shall be rejected for late delivery, the Tenderer will be notified of this fact and no details within such responses shall be recorded or disclosed.

### 3.4 Questions and Answers

All questions, requests for clarification or advice and the responses provided by Kingsdale will be circulated to all Tenderers.

As a matter of course, the identity of the enquirer will be protected. Where a Tenderer views any query as confidential (particularly where it believes that the release of the query to other Tenderers may reveal commercially sensitive or confidential information or a trade secret) the following procedure will be adopted:

1. If a Tenderer believes that a query is of a confidential or commercially sensitive nature, then it must be marked as such.
2. If Kingsdale considers, in its absolute discretion, that it is able to treat the query on a confidential basis, then it will do so.

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- 3. If Kingsdale considers, in its absolute discretion, that it is unable to treat the query on a confidential basis having regard to current guidance and legislation, then it will notify the Tenderer of its decision and the Tenderer will have the opportunity to withdraw the query; and
- 4. If the Tenderer does not withdraw the query then the query and its answer will, where appropriate, be released to all potential Tenderers.

### 3.5 Confidentiality

Information in this ITT and all discussions and correspondence shall be treated as confidential.

Tenderers shall not disclose or publish to any third party for any reason, without prior written consent from Kingsdale.

The name of Kingsdale or any other identity must not be used for advertising or for publicity, under any circumstances.

### 3.6 Required Response Content

The ITT itself, shown below, requires direct responses to the questioning in Section 6.1 questions 1 to 11. Question 12 provides Tenderers with an opportunity to present an individual response detailing their strengths, capabilities and experience. This question should be used to provide detailed confirmation of your approach to the areas listed in Section 4 below, including the proposed commercial model.

All Tenderers should endeavour to supply all requested information. Should any Tenderer be unable to provide a response to any particular item, a clear statement must be included detailing the reason for the omission.

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## 4. Form of Tender

Kingsdale is seeking to appoint a Supplier to provide Architectural Design & Building Project Management Services. This will include, but not limited to, the following services:

- Review current project documentation and status
- Provide leadership and manage / co-ordinate all necessary project requirements
- Work closely with Kingsdale to ensure compliance with all relevant commercial requirements
- Tender the proposed construction projects for each phase of expansion
- Oversee and project manage all stages of construction through to completion
- Liaise with Kingsdale, as necessary
- Liaise with other interested parties, as necessary.

The partner will ensure that any plans consider:

- All architectural drawings
- All structural calculations
- All Mechanical & Engineering (M&E) considerations.

For the avoidance of doubt, the following services will be deemed to be included in the Tender:

- Project Management
- Quantity Surveying
- Architecture
- Planning Consultancy
- Structural & Civil Engineering
- Mechanical & Electrical Engineering
- Environmental Engineering
- Contract Administration
- Detailed architectural drawings based on agreed planning.

Note to Tenderers:

Kingsdale wishes to appoint a company to conduct and manage RIBA stages 0 to 7.

Tenders should note that Kingsdale are seeking to appoint a partner that is able to assume absolute project control, responsibility and ownership, together with the commitment to deliver this project within a challenging timescale. The resources available within Kingsdale are severely limited; any resource model proposed by tenderers should seriously consider and inform this constraint. It is expected that the

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proposed fee will reflect the significant activity level, on site presence and project support that the tenderer will be required to provide to Kingsdale.

Your fee, which should be expressed as a percentage, should include all of the services outlined above and include all reasonable disbursements including printing costs, travel, and attendance at meetings.

Your fee should include and state which meetings, and the number of meetings, you will attend during the entire project period. The schedule, frequency and purpose of all meetings should be clearly described in the tender response. Kingsdale expect these meetings to be one of the key elements of project management, control and governance and the proposed approach should be clearly described within Section 12 of the tender response. It is expected that all project meetings, attended by all members of the project team, shall take place on site at Kingsdale School. It is not expected that the project will make any significant use of remote meeting techniques, such as telephone or video conferencing.

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## 5. Evaluation of Responses

### 5.1 Overview

All completed ITTs received will be evaluated by Kingsdale. Throughout the evaluation process, the right is reserved to seek clarifications from Tenderers where this is considered necessary to achieve a full understanding of the proposals received.

The evaluation will be conducted in two stages. The objective of the first stage will be to assess all ITT responses against selection criteria which will confirm Tenderers suitability as a potential service provider. This ITT requires the submission of evidence regarding financial position and insurance, which shall be evaluated against the award criteria.

### 5.2 Stage 1 – Selection Criteria

Stage 1 is designed to check that potential service providers meet or exceed the minimum expectations and requirements of Kingsdale. Where selection criteria are of a 'pass/fail' nature and if a Tenderer fails against any one or more of these selection criteria, then grounds will exist to exclude that ITT response from any further consideration.

Compliance with the minimum standards will be checked by reference to the information given by Tenderers in the questionnaire section 6.1 of this ITT. The minimum standards themselves are summarised in the table set out below.

Please be mindful when completing your ITT response that if your answer is unsatisfactory in regard to any of the areas detailed in the table below, your response will be rejected.

SectionNumber	Selection Criteria	
2.	Financial Information	Financial stability and suitability will be assessed. To permit the assessment, Tenderers are required to provide their latest two years' audited financial statements for evaluation.
3.	Insurance	Tenderers are required to confirm the insurance cover currently in place.  Kingsdale expect the following minimum cover levels:  Public liability insurance: £10,000,000  Employer's liability insurance: £10,000,000

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		Product insurance: £10,000,000 Professional Indemnity insurance: £5,000,000 Tenderers that do not currently hold these levels of insurance must satisfy Kingsdale that they will hold these levels of cover for any contract awarded to their organisation, at no extra cost to Kingsdale. Any Tenderer who does not have these levels of insurance and will not agree to increase insurance to these levels will fail.
4.	Professional and Business Standing	The professional and business standing of Tenderers will be assessed using responses to the areas of questioning within the section.

### 5.3 Stage 2 – Award Criteria

For the avoidance of doubt, only those Tenderers that pass the Selection Criteria will proceed to have their tender submissions evaluated against the Award Criteria.

Kingsdale will take into account the quality of the tender as well as the tendered prices and rates (quality 70% and price 30%), quality, programme and fitness for purpose and any other factors relevant to the service, its supply and any other requirements.

Kingsdale reserves the right not to award the contract to the lowest or any Tenderer, reserving also the right to accept the same in whole or in part.

Any acceptance of a tender by Kingsdale shall be in writing and shall be communicated to the Tenderer following a standstill period (from the date of the notification of proposal to award is sent to all Tenderers) of not less than 10 days. Upon acceptance the contract shall thereby be constituted and become binding on both parties notwithstanding which the Tenderer shall, upon request of Kingsdale, forthwith execute a formal contract.



## 5.4 Qualitative Evaluation

The qualitative evaluation is worth a total of 70% of the overall score.

Tenderers are invited to submit a qualitative submission against each of the headings set out in the table below.

Kingsdale will assess Tenderers responses to each heading against the criteria set out in the table below and will award points up to the maximum shown against each heading. The maximum total points available for each section are:

Category	Component	Maximum Score Per Component	Weighting	Points Available
Question 1	Basic Details Of Your Organisation	N/A	N/A	N/A
Question 2	Financial Information	Pass/fail	Pass/fail	N/A
Question 3	Insurance	Pass/fail	Pass/fail	N/A
Question 4	Professional and Business Standing	Pass/fail	Pass/fail	N/A
Question 5	Business Summary	Three questions: Maximum 15 Points Available.	None	15 Points
Question 6	Relevant Experience / Operations	Four questions: Maximum 20 Points Available.	None	20 Points
Question 7	Reference 1	One question: Maximum 5 Points Available.	None	5 Points
Question 8	Reference 2	One question: Maximum 5 Points Available.	None	5 Points
Question 9	Reference 3	One question: Maximum 5 Points Available.	None	5 Points



Question 10	Business Activities	Six questions: Maximum 30 Points Available.	None	30 Points
Question 11	Policies	Eight questions: Maximum 40 Points Available.	None	40 Points
Question 12	Tender Response	One Question: Maximum 5 Points Available	Weighting = X 20	100 Points



## 5.5 Scoring Methodology

Assessment	Score
<p>No response provided / Extremely unsatisfactory response:</p> <p>No answer is provided or the answer completely fails to demonstrate that any of the Kingsdale requirements in the area being measured will be delivered.</p>	Score 0 points
<p>Highly unsatisfactory response:</p> <p>Provides only very limited assurance that the Kingsdale requirements in the area being measured will be delivered.</p>	Score 1 point
<p>Unsatisfactory response:</p> <p>Demonstrates how some of the Kingsdale requirements in the area being measured will be delivered so as to provide a basic service that will be reasonably responsive to the needs of Kingsdale and other stakeholders.</p>	Score 2 points
<p>Satisfactory response:</p> <p>Demonstrates how most of the Kingsdale requirements in the area being measured will be delivered so as to provide an acceptable service that will mostly be responsive to the needs of Kingsdale and other stakeholders.</p>	Score 3 points
<p>Highly satisfactory response:</p> <p>Demonstrates how all of the Kingsdale requirements in the area being measured will be delivered so as to provide a good service that will be responsive to the needs of Kingsdale and other stakeholders.</p>	Score 4 points
<p>Excellent response:</p> <p>Demonstrates clearly how all of the Kingsdale requirements in the area being measured will be fully delivered so as to deliver an excellent service that will be highly responsive to the needs of Kingsdale and other stakeholders.</p>	Score 5 points

Failure to score a minimum of three (3) in any one category may result in the ITT response being disqualified.



## 5.6 Financial Evaluation

The Tenderer who submits the overall lowest priced commercial model will receive the full weighting available for the financial evaluation, which is 30%. The other Tenderers will then be ranked against the lowest priced bid, by assessing the difference between their bid percentage and that of the lowest priced bid.

Note that, your fee, which should be expressed as a percentage, should include all of the services outlined within Section 4 of the ITT and include all reasonable disbursements including printing costs, travel, and attendance at meetings.

An illustrative example is shown below:

Tenderer A submits a fee of 7%

Tenderer B submits a bid of 7.5%

Tenderer C submits a bid of 9%.

Tenderer A has submitted the overall lowest fee, so they will receive the full weighting available for the financial evaluation, which is 30%.

All subsequent tenderer percentage fees will then be ranked against the lowest priced bid, with consideration being given to each 0.1% incremental difference against the lowest fee. Each 0.1% increment against the lowest fee will result in a 0.1% decrement in the financial evaluation score.

An example calculation is shown below:

Tenderer A submits a fee of 7% and is awarded a score of 30%.

Tenderer B submits a fee of 7.5% and is awarded a score of 29.5%

Tenderer C submits a bid of 9% and is awarded a score of 28%

This process will continue for all Tenderers, with each tenderer being ranked against the lowest priced bid. Kingsdale have identified the risk that abnormally low bids and abnormally high bids may be received. If this risk is not correctly managed, it has the potential to distort the evaluation process. To manage this risk, Kingsdale will evaluate each response from a commercial perspective and if, in the reasonable opinion of the Kingsdale commercial team, it is considered that a bid falls into one of these categories, the Tenderer will be asked to clarify and explain their bid (in accordance with the Public Contracts Regulations 2006).

In any event, Kingsdale may disregard any bid that is more than a 20% variation from the mean of all tenders received.

Kingsdale reserves the right not to award the contract to the lowest or any Tenderer, reserving also the right to accept the same in whole or in part.

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## 6. Response Requirement

### 6.1 General Responses

The Tenderer should answer every question in this Section.

1.	Basic Details of Your Organisation	
ID	Question	Answer
1.1.	Name of the organisation in whose name the response will be submitted.	
1.2.	Contact name for enquiries about this response.	
1.3.	Contact position (job title).	
1.4.	Address & Post Code of organisation.	
1.5.	Telephone number(s).	
1.6.	Email address.	
1.7.	Website address.	
1.8.	UK Company registration number (if applicable).	
1.9.	Date of registration.	
1.10.	Registered address if different from the above.	
1.11.	UK VAT registration number (if applicable).	
1.12.	Is your organisation a public limited company?	
1.13.	If your organisation is not a public limited company, how is it described, Limited etc?	
1.14.	Name of (ultimate) parent company (if applicable).	
1.15.	Company registration number of parent company (if applicable).	
1.16.	Data protection registration number of responding company.	



2. Financial Information		
ID	Question	Answer
2.1.	What was your turnover in the last financial year for which figures are available? (State year and turnover).	
2.2.	What was your turnover in the previous financial year to that referenced above? (State year and turnover).	
2.3.	What was your Gross Profit in the last financial year for which figures are available?	
2.4.	What was your Gross Profit in the previous financial year to that referenced above?	
2.5.	What was your Net Profit in the last financial year for which figures are available?	
2.6.	What was your Net Profit in the previous financial year to that referenced above?	
2.7.	Please provide copy of your latest two years' audited financial statements.	
2.8.	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past two years?	Yes / No
2.9.	If 'No' what were the reasons, and what has been done to ensure compliance with the terms?	
2.10.	Have all statutory reporting requirements been met during the previous five years?	Yes / No
2.11.	If 'No' what were the reasons, and what has been done to ensure compliance has been assured?	
2.12.	Has your organisation met all its obligations to pay its creditors and staff during the past five years?	Yes / No



2.13.	If 'No' please explain why this has not been the case.	
2.14.	What is the name and branch of your bank (who could provide a reference, if requested)?	

3.	<b>Insurance</b> Please provide confirmation of the insurance levels that you would apply to the areas below.	
<b>ID</b>	<b>Question</b>	<b>Answer</b>
3.1.	Public liability insurance.	Confirm insurance cover level.
3.2.	Employer's liability insurance.	Confirm insurance cover level.
3.3.	Product insurance.	Confirm insurance cover level.
3.4.	Professional Indemnity insurance.	Confirm insurance cover level.



4.	<b>Professional and Business Standing</b>	
Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?		
ID	Question	Answer
4.1.	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings.	Yes / No
4.2.	Has been convicted of a criminal offence related to business or professional conduct.	Yes / No
4.3.	Has committed an act of grave misconduct in the course of business.	Yes / No
4.4.	Has not fulfilled obligations related to payment of social security contributions.	Yes / No
4.5.	Has not fulfilled obligations related to payment of taxes.	Yes / No
4.6.	Is guilty of serious misrepresentation in supplying information.	Yes / No
4.7.	Has not been in possession of relevant licences or not been a member of an appropriate organisation, where required by law.	Yes / No
4.8.	If the answer to any of these is 'Yes' please give brief details, including what remedial action has been taken.	



5.	<b>Business Summary</b>	
<b>ID</b>	<b>Question</b>	<b>Answer</b>
5.1.	Provide a brief summary of the main business activities of your organisation.	
5.2.	How many staff does your organisation have in total?	
5.3.	Provide a brief summary of team structures and the location of your staff that would deliver services to Kingsdale.	

6.	<b>Relevant Experience / Operations</b>	
<b>ID</b>	<b>Question</b>	<b>Answer</b>
6.1.	Has your organisation previously been involved in similar extensive works involving a school building of this size? Please give details of this Is this school prepared to be a referee?	
6.2.	Has your company implemented a similar, externally funded project before? Please give details of your largest similar completed project and state if they are prepared to act as a referee.	
6.3.	It is possible that Kingsdale may extend the scope of work of this project. This, if feasible, will be self-funded. An example of this could be the installation of energy efficient lighting. How would you propose that the investigation, delivery and management of this is kept separate from the EFA/CIF scope of work, whilst still being an integral part of it?	
6.4.	How would your organisation manage any requirements to undertake additional meetings, beyond those included within your initial proposal, should such a requirement be identified by Kingsdale.	



Provide three relevant references where services of a similar nature have been provided.

7.	<b>Reference 1</b>	
Provide a relevant reference where services of a similar nature are being, or have been provided.		
7.1.	Organisation Name	
7.2.	Organisation Address	
7.3.	Contact details for reference at organisation	
7.4.	Type of organisation	
7.5.	Engagement duration	
7.6.	Engagement start date	
7.7.	Engagement value	
7.8.	Description of engagement	
7.9.	Description of services that have been delivered.	



8.	<b>Reference 2</b>	
Provide a relevant reference where services of a similar nature are being, or have been provided.		
8.1.	Organisation Name	
8.2.	Organisation Address	
8.3.	Contact details for reference at organisation	
8.4.	Type of organisation	
8.5.	Engagement duration	
8.6.	Engagement start date	
8.7.	Engagement value	
8.8.	Description of engagement	
8.9.	Description of services that have been delivered.	

9.	<b>Reference 3</b>	
Provide a relevant reference where services of a similar nature are being, or have been provided.		
9.1.	Organisation Name	
9.2.	Organisation Address	
9.3.	Contact details for reference at organisation	
9.4.	Type of organisation	
9.5.	Engagement duration	
9.6.	Engagement start date	
9.7.	Engagement value	
9.8.	Description of engagement	
9.9.	Description of services that have been delivered.	



10. Business Activities		
ID	Question	Answer
10.1.	Does your organisation hold a recognised quality management certification for example BS/EN/ISO or equivalent?	Yes / No
10.2.	List all relevant certifications held by your organisation.	
10.3.	Do you anticipate the use of sub-contractors to deliver any elements of services of this nature?	Yes / No
10.4.	If sub-contractors are used, confirm that your organisation will be prime contractor with absolute responsibility for all delivery elements.	Yes / No
10.5.	If sub-contractors are used, describe how your organisation manages their activities and assures their performance.	
10.6.	How do you assure the quality and accuracy of any designs and statements in relation to the fire safety of the proposed solution, irrespective of whether such designs and statements are produced by your own organisation, or by sub-contractors?	





11. Policies		
ID	Question	Answer
11.1.	Does your organisation have a written Health and Safety at work policy?	Yes / No
11.2.	Does your organisation have a Data Protection policy?	Yes / No
11.3.	Does your organisation have a written Equality and Diversity policy?	Yes / No
11.4.	Does your organisation have a written policy on anti-bribery and corruption measures?	Yes / No
11.5.	Does your organisation have an Environmental Management policy / system?	Yes / No
11.6.	Does your organisation have a written policy regarding the Modern Slavery Act 2015?	Yes / No
11.7.	Does your organisation have a formal disaster recovery plan in place?	Yes / No
11.8.	Does your organisation have a formal business continuity plan in place?	Yes / No
11.9.	If 'No', to any of the above please explain why.	

12.	<b>Tender Response</b>  This Section has a word limit of 5,000 words.



## 7. Appendix A Supporting Documentation

Appendix A: This appendix contains supporting detail informing the requirement.

Appendix B: This Microsoft Word document should be used to submit the response.

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