**LOGO’s TO be ADDED**

**Reference Number: T-23-003**

**Contract for: Provision of Modular Toilet Block for Newquay Railway Station**

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| **VOLUME TWO – APPLICANTS OFFER (2)**  This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted. |

Closing time and date for return of submission:

**12:00 (Noon) – 22 May 2023**

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| **Name of Applicant:** |

Contents

[1.1 General Notes 3](#_Toc134629877)

[1.2 Suitability Assessment 3](#_Toc134629878)

[1.3 Specification 10](#_Toc134629879)

[1.4 Method Statements (award questions) 17](#_Toc134629880)

[Certificates and Declarations 19](#_Toc134629881)

[**Pricing Schedule Declaration** 19](#_Toc134629882)

[1.5 Price Schedule 19](#_Toc134629883)

[1.6 Price Validity Period 19](#_Toc134629884)

[1.7 Price Review Proposals 19](#_Toc134629885)

[**Certificate of Undertaking and Absence of Collusion or Canvassing** 21](#_Toc134629886)

[**Certificate of Confidentiality** 23](#_Toc134629887)

[**Commercially Sensitive Information** 23](#_Toc134629888)

[**Conflict of Interest** 23](#_Toc134629889)

## General Notes

This document should be read in conjunction with the supporting information contained within Volume 1 “Invitation to Tender - Background Information, Instructions and Conditions of Tender” and associated documents also referenced.

This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately, and all information required to submit a compliant tender is done ahead of submitting any final response.

## Suitability Assessment

**Notes for completion**

1. The “Authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this Suitability Assessment i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The Authority recognises that arrangements set out in section 1.2 of the standard Suitability Assessment, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer 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.

|  |  |  |  |
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| **Part 1: Potential supplier information**  Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration. | | | |
| **Section 1** | **Potential supplier information** |  | |
| **Question number** | **Question** | **Response** | |
| 1.1(a) | Full name of the potential supplier  submitting the information |  | |
| 1.1(b) – (i) | Registered office address (if applicable) |  | |
| 1.1(b) – (ii) | Registered website address (if applicable) |  | |
| 1.1(c) | Please mark ‘X’ in the relevant box to indicate your trading status | 1. a public limited company |  |
| 1. a limited company |  |
| 1. a limited liability partnership |  |
| 1. other partnership |  |
| 1. sole trader |  |
| 1. other (please specify) |  |
| 1.1(d) | Date of registration in country of origin |  | |
| 1.1(e) | Company registration number (if applicable) |  | |
| 1.1(f) | Charity registration number (if applicable) |  | |
| 1.1(g) | Head office DUNS number (if applicable) |  | |
| 1.1(h) | Registered VAT number |  | |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? |  | |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  | |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? |  | |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  | |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  | |
| 1.1(l) | Please mark ‘X’ in the relevant box to indicate whether any of the following classifications apply to you | 1. Voluntary, Community and Social Enterprise (VCSE) |  |
| 1. Small or Medium Enterprise (SME) |  |
| 1. Sheltered workshop |  |
| 1. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? |  | |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate (Please enter N/A if not applicable) | | |
| Name: |  | |
| Date of birth: |  | |
| Nationality: |  | |
| Country, state or part of the UK where the PSC usually lives: |  | |
| Service address: |  | |
| The date they became a PSC in relation to the company (for existing companies the 06 April 2016 should be used): |  | |
| Which conditions for being a PSC are met: |  | |
| Over 25% up to (and including) 50% |  | |
| More than 50% and less than 75% |  | |
| 75% or more |  | |
| 1.1(o) | Details of immediate parent company (Please enter N/A if not applicable) | | |
| Full name of the immediate parent company: |  | |
| Registered office address (if applicable): |  | |
| Registration number (if applicable): |  | |
| Head office DUNS number (if applicable): |  | |
| Head office VAT number (if applicable): |  | |
| 1.1(p) | Details of ultimate parent company (Please enter N/A if not applicable) | | |
| Full name of the ultimate parent company: |  | |
| Registered office address (if applicable): |  | |
| Registration number (if applicable): |  | |
| Head office DUNS number (if applicable): |  | |
| Head office VAT number (if applicable): |  | |

|  |  |  |  |
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| **Please provide the following information about your approach to this procurement.** | | | |
| **Section 1** | **Bidding model** |  | |
| **Question number** | **Question** | **Response** | |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators?  If **yes**, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If **no**, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 1. | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
|  |  |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  | |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  | |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | **Yes** | **No** |
|  |  |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | | |
| Name: |  | |
| Registered address: |  | |
| Trading status: |  | |
| Company registration number: |  | |
| Head Office DUNS number (if applicable): |  | |
| Registered VAT number: |  | |
| Type of organisation: |  | |
| SME (Yes/No): |  | |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables: |  | |
| The approximate % of contractual obligations assigned to each sub-contractor: |  | |
| **Contact details and declaration** | | | |
| I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.  I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.  I understand that the information will be used in to assess my organisation’s suitability to be invited to participate further in this procurement.  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/misleading information or content is provided in any section.  I am aware of the consequences of serious misrepresentation. | | | |
| **Section 1** | **Contact details and declaration** |  | |
| **Question number** | **Question** | **Response** | |
| 1.3(a) | Contact name |  | |
| 1.3(b) | Name of organisation |  | |
| 1.3(c) | Role in organisation |  | |
| 1.3(d) | Phone number |  | |
| 1.3(e) | E-mail address |  | |
| 1.3(f) | Postal address |  | |
| 1.3(g) | Signature (electronic is acceptable) |  | |
| 1.3(h) | Date |  | |

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| **Part 2: Suitability Questions** | | | | | | | |
| **Section 1** | **Economic, Professional and financial standing** | | | | | | |
| **Question number** | **Question** | | | | **Response** | | |
|  |  | | | | **Please indicate your answer by marking ‘X’ in the relevant box.** | | |
| **Yes** | | **No** |
| 1.1 | Please confirm whether your turnover is at least the minimum of twice the annual estimated value of this contract. The estimated annual value of this contract is £30,000. | | | |  | |  |
| 1.2 | Has your organisation, at any time during the last 3 years, been in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings where the proceedings were commenced for valid reasons? | | | |  | |  |
| 1.3 | Has your organisation, its directors or any other person who has the power of representation, decision or control of the named organisation ever been convicted of a criminal offence related to business or professional conduct, including fraud or conspiracy to defraud? | | | |  | |  |
| 1.4 | Does your organisation hold all relevant licences and memberships for this contract required by law? | | | |  | |  |
| **Section 2** | **Technical and professional ability** | | | | | | |
| **Question number** | **Question** | | | | **Response** | | |
| 2.1 | Please provide details of 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 supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  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 Supplier 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.  If you cannot provide examples see question 6.3 | | | | | | |
|  | | | Contract 1 | Contract 2 | | | |
| Name of customer organisation | | |  |  | | | |
| Point of contact in the organisation | | |  |  | | | |
| Position in the organisation | | |  |  | | | |
| E-mail address | | |  |  | | | |
| Contract Start date | | |  |  | | | |
| Contract completion date | | |  |  | | | |
| Estimated contract value | | |  |  | | | |
| Description of the Contract: | | | | | | | |
| Contract 1: | | | | | | | |
| Contract 2: | | | | | | | |
| 2.2 | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) | | | | | | |
| Response: | | | | | | | |
| 2.3 | If you cannot provide at least one example for questions 2.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. | | | | | | |
| Response: | | | | | | | |
| **Section 3** | **Insurance** | | | | |  | |
| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below(Please indicate your answer by marking ‘X’ in the relevant box): | | | | | **Yes** | | **No** |
| Employer’s (Compulsory) Liability Insurance = £10 Million | | | | |  | |  |
| Public Liability Insurance = £10 Million | | | | |  | |  |
| \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | | | | |  | |  |
| **Section 4** | | **Disputes & Legal Obligations** | | | | | |
| **Question Number** | | **Question** | | | **Response** | | |
| 4.1 | |  | | | **Please indicate your answer by marking ‘X’ in the relevant box.** | | |
| **Yes** | | **No** |
| Has your organisation had any judgement made against it in relation to similar contracts in the last three years? Bidders who answer ‘Yes’ please provide a brief description of the judgement on a separate sheet and provide details of any procedures that have been implemented with the aim to prevent this from occurring again – a pass will only be awarded if suitable procedures have been implemented - label response as 5.1, no more than 400 words per contract description. | | |  | |  |
| 4.2 | | Has your organisation been involved in any tribunal hearing in relation to any similar service in the last three years, which has resulted in a judgement being made against it? Bidders who answer ‘Yes’ please provide a brief description of the judgement on a separate sheet and provide details of any procedures that have been implemented with the aim to prevent this from occurring again – a pass will only be awarded if suitable procedures have been implemented - label response as 5.2, no more than 400 words per contract description. | | |  | |  |
| 4.3 | | Is it your organisation's policy as an employer to comply with its statutory obligations with regards to groups with Protected Characteristics under the Equalities Act 2010? | | |  | |  |
| 4.4 | | Organisations that employ 5 or more staff are legally required to have a written Equalities Statement. Please confirm if you have a statement and that it is communicated within your organisation, or less than 5 staff. | | |  | |  |
| 4.4.1 | | **Yes** I have a Statement | | |  | |  |
| 4.4.2 | | Organisation has **less** than 5 staff | | |  | |  |
| 4.4.3 | | **No** Statement & **more** than 5 staff | | |  | |  |
| **Section 5** | | **Health & Safety** | | | | | |
| (Please indicate your answer by marking ‘X’ in the relevant box): | | | | | **Yes** | | **No** |
| Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | | | | |  | |  |
| 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?  If your answer to this question was “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.    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. | | | | |  | |  |
| If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | | | | |  | |  |

## Specification

**Core Requirements**

* + 1. This section sets out the requirements for the actual Tender and responses will be evaluated in line with the Award Criteria. The Applicants should draw their attention to the support and guidance details as set out in “Volume 1”.
    2. The Council is looking to procure a modular toilet block to be sited on the land adjacent to the Railway Station platform in Newquay Town Centre.
    3. The unit preferably should be manufactured from steel to an anti-vandal specification. The unit should be insulated and use timber/plywood for the floors and ceiling along with a heavy duty vinyl for the flooring. All electrics to be fitted with RCD and MCB to current I.E.T regulations and all construction to meet the relevant BS standards required for this type of construction.
    4. Specification of the unit generally must be anti-vandal, low maintenance, robust and suited to the maritime climate.
    5. The unit should be designed to handle high footfall and wear and tear.
    6. The unit should consist a minimum of five cubicles one of which must be DDA compliant.
    7. Each cubicle should have as a minimum; toilet, wash basin, toilet roll holder, water heater, light and hand dryer. The DDA unit should have all the minimum legal requirements for an accessible cubicle.
    8. The Council is aiming to have the unit constructed and delivered by the middle of July 2023.
    9. The Supplier is to provide all materials, labour and plant and all carriage, freightage, implements, tools and whatever else may be required for the proper and efficient execution and completion of the works.

**General Preambles**

In addition to the specific performance standards the Supplier accepts to comply with the below requirements as part of the contract:

1. Furnish all labour and equipment required to perform the Contract in accordance with the specifications contained herein.
2. Responsible for the Health and Safety of their employees and the public liability towards occupants to premises service users and the general public. Evidence of compliant health and safety training including Risk Management, Control of Substances Hazardous to Health (COSHH) training should be held on file by the Supplier and be made available to the Council throughout the duration of the contract should it be requested.
3. Ensure that Operatives appointed to work on the Contract are suitable and sufficiently qualified and experienced to perform the activities required under the Contract.
4. Provide adequate supervision of Operative staff to ensure that the performance standards are met, and to ensure that they perform their duties in a way that reflects positively on Council as commissioning organisation.
5. Ensures that none of its employee’s smoke or vape in any Council premises or when engaged on delivering services under the contract.
6. Maintain its own public liability insurance for the duration of the Contract.
7. Ensure that all staff have the relevant training and ability to carry out the tasks set out on the specification.
8. Be solely responsible for breakage or theft by the Supplier’s employees or agents.

**Access to Premises / Sites –**

The Supplier shall be mindful of operations being undertaken in public areas and for residence and seek to keep disruption from noise and obstructions to an absolute minimum.

The Suppliers Operatives are therefore required to be mindful of this and also be mindful working in locations where particular consideration is to be made to a range of stakeholders including:

* Vulnerable Adults;
* Visitors to the premises and schemes who may be unaware that work is being carried out;
* Persons with visual, hearing or mobility impairment;
* On occasions potentially violent, abusive or aggressive persons;
* Persons with limited understanding of the English language;
* Persons with particular requirements because of their ethnic, religious or other backgrounds,
* Children,
* Animals.

**Security**

General

As part of their duties the Supplier’s Operatives shall be required to report any concerns, and for these concerns to be relayed to the respective Council Authorised Personnel as soon as practically possible. If the situation or concern is deemed an emergency then the relevant emergency services should be called without delay.

The Supplier’s Operatives will be required to ensure that they have ID visible during the time they are onsite either via an approved lanyard, or card holder clipped to the Operatives apparel.

By undertaking their duties, the Supplier’s Operatives shall be mindful of their actions in a manner that prevents unauthorised persons access to plant, materials and equipment that may cause harm, theft or damage as a result of their actions.

**Supplier Operatives Apparel and Identification**

Supplier Operatives will be required to look professional and presentable when working on Council premises. Apparel for Supplier Operatives will be practical for the Services performed, but readily distinguish the Operative as an appointed person to work on the premises. To help provide clarity to others, all Operatives will have the same outfit / uniform which includes clear reference to the Supplier’s company name / logo.

All Operatives attending any site must carry an identity pass, stating the name and address of the company, the name of the employee and a passport size photograph of that employee.

All qualified personnel e.g. Highway Electrical Registration Scheme (HERS) registered carrying out work on site should be in possession of valid registration cards at all times whilst on site. Those registered to other Competency schemes should be able to produce similar documentation. Any operational staff unable to produce valid documentation, on request, must be asked to leave site immediately.

**Health and Safety matters**

The Supplier is reminded of their obligations under the Health and Safety at Work Act 1974 and other supplementary Health and Safety Regulation that is relevant.

The Supplier shall note the following and undertake due measures to ensure Health and Safety Regulations, Codes of Practice and Guidance are duly undertaken and complied with in any resulting contract but not limited to, the following:

1. Health & Safety at Work Act 1974
2. Management of Health & Safety at Work 1999
3. Provision & Use of Work Equipment Regulations 1998
4. British Standard Codes of Practice.
5. The Electricity at Work Regulations 1989
6. The Regulations for Electrical Installations by the Institution of Electrical Engineers
7. The Electrical Supply Regulations
8. The Rules and Regulations of the Local Electricity, Gas and Water Authorities
9. The requirements of the Local Fire Authorities
10. Portable Appliance Regulations
11. The requirements of the Construction (Design and Management) Regulations. The [Construction, Design and Management (CDM) Regulations](https://www.hse.gov.uk/construction/cdm/2015/index.htm). There is a [short guide](https://www.hse.gov.uk/pubns/indg411.htm) on the CDM regulations

The Supplier will be responsible for ensuring that when applying the relevant and necessary Regulations, Codes of Practice and Guidance that they are following the up to date and current editions the relevant documents.

The Supplier should inform the Council of any unsafe feature or any matter of cause of public concern at any location at which the services are being provided.

During the carrying out of the operations the Supplier is to keep on the site a competent person in charge who shall be empowered to receive and act upon any instructions given by the Council or its representative.

Trips, slips and falls:

The prevention of trips, slips and falls will be a key priority as part of the Services being performed, especially considering the Services being carried out in both operational and public settings. When undertaking Services, suitable warning signage shall be prominently displayed at approach points to the Services being carried out, along with suitable signage / protection being in place around areas being worked on, and protection of leads / cables to appliances that can cause hazards to others in the area.

To remain effective and ensure premises users do not become complacent, hazard warning signs must be removed as soon as practicable after the hazard is eliminated.

Personnel Protective Equipment (PPE):

The Supplier will ensure that the Supplier’s Employees are provided with, and use, required PPE when undertaking their duties. When working in external sites, where there is likely pedestrian and / or vehicular access in the vicinity then the Operatives shall be required to wear class 2 high visibility vests.

Risk Assessment

It will be the responsibility of the Supplier to undertake Risk Assessment for the programmed inspection works and any resulting repairs post inspections in line with the Management of Health and Safety at Work Regulations 1999 (<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>).

A record to be keep of all risk assessments and Control of Substances Hazardous to Health (COSHH) data and to supply a copy to the Council upon request.

Reporting of Incidents and Hazards:

In the event that a Health and Safety incident occurs resulting in injury or not, then this shall be reported as soon as practically possible by the Supplier to the Council’s Authorised Officer. This does not forgo any wider responsibilities and duties that the Supplier may have under the Health and Safety Legislation such as notifiable incidents.

Electrical Equipment:

All electrical equipment used shall have suitable safety checks (including Portable Appliance Testing – PAT where they apply) and certification and used in compliance with manufacturer’s instructions.

Training:

New and existing Operatives shall be suitable trained and have appropriate refresher training in relation to Health and Safety. In the event of lone working the Supplier shall have a clear policy in how this is to be operated.

Working around stakeholders / General Environment:

As highlighted, the Services are to be carried out in an operational or public environment with mixed stakeholders and hazards and care must be taken to avoid risk to both operatives working in the premises and overall public safety.

Disposal of Waste

Disposal of waste arising from the Suppliers operations in delivery of the Services and the safe disposal of such waste will form part of the Supplier’s responsibilities under the Contract.

In the event that any of that waste is hazardous waste the Supplier shall ensure that such waste is appropriately disposed of.

If the Supplier wishes to dispose of any waste arising from the Contract themselves they must ensure they hold an up to date and appropriate Waste Carrier’s Licence.

Supplier Operatives

The Supplier will be responsible for providing suitably trained and qualified Operatives to fulfil the requirements of the Contract, this includes requirements, Health and Safety, as well as vetting as may be required (e.g. Police Vetting and Data Barring Service DBS checks).

External Environment

The Supplier will be mindful that the works are installed in an external environment and as such will be responsible for ensuring safe operations are carried out both for operatives and members of the public.

Key risks associated with this which will need to be considered, mitigated and managed in fulfilment of the services could be, but not limited to:

* Working in limited lighting conditions / darkness
* Wind and rain
* Cold (including frost, ice / snow)

The Supplier shall also be mindful that Newquay is in an extremely aggressive environment when considering sea and the risk of corrosion to metals. Due care should be taken to this when considering suitable fixtures and fittings but also when checking suitability of existing fixtures intended for use.

Electrical Works

Electrical works must only be carried out by qualified electrical technicians, in line with suitable trade body such as National Inspection Council for Electrical Installation Contracting (NICEIC) https://niceic.com/.

In addition typically, the industry standard for training and assessment of competence on or near the highway is the Highway Electrical Registration Scheme (HERS) which is a requirement of the National Highways Sector Scheme 8 (NHSS 8). However other alternative schemes are also available so it’s down to the Operator to satisfy themselves as to the suitability of the people they employ.

Prior to connecting with any electrical supplies all necessary checks and tests must be carried out.

Substances:

The Supplier shall comply with all aspects of Control of Substances Hazardous to Health (COSHH) Regulations, with all substances being handled, used and ultimately disposed of in line with manufacturer’s recommendations and COSHH Regulations.

COSHH Assessments and Material Safety Data Sheets for all substances used on Council premises will need to be made available to the Council by the successful applicant. COSHH folders should be made available to all staff carrying activity on the facilities who will also be provided with appropriate training.

In addition, Operatives will as part of delivery of the services, be required to work with substances that at variable temperatures may become hazardous, such as hot water for through cleaning, and as such due precautions shall be taken.

**Managing Quality**

**Quality Control**

The Supplier shall look to monitor the Services performed to ensure that this fulfils the required Standards as set out in the Contract, this shall include:

* Ensuring Operatives are suitably supervised

The Supplier shall have suitable procedures in place around monitoring and reporting findings to inspect work carried out by Operatives and ensure corrective actions are carried out where work falls below what is deemed as acceptable.

Reporting of defects:

The Supplier shall be responsible for reporting any Defects in relation to the premises that may affect the ability to effectively fulfil the requirements of the Contract. Any reports should be made within 3 working days of this becoming to the attention of the Supplier. If the defect presents a danger or Health and Safety concern, then this shall be reported at the first available opportunity.

As part of day-to-day operations of the Supplier’s Operatives where noticing areas of maintenance requirements then this should also be raised with the appropriate Authorised Personnel for that site.

**Customer Care**

Key objectives from the Contract is to ensure the following:

* + Resources are managed efficiently and effectively.
  + Value for money is achieved.
  + Service standards as set out are consistently maintained.

**Location Plan**

Diagram

Description automatically generated

## Method Statements (award questions)

The tenderer will be required to submit details of past experience with similar service contract, contract references and details of related accreditation for the employees within the tenderers organisation.

**Delivery against specification**

**DESIGN / SUPPLY / DELIVER A MODULAR TOILET BLOCK TO NEWQUAY RAILWAY STATION**

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| **Design and Specification of Modular Toilet Cubicle to meet the Council’s brief** |
| With reference to the accompanying Specification, General Preambles and Schedule of Works please provide details on how you would look to work with the Council to supply a suitable modular toilet block for the high footfall area around the Railway Station platform.  Please provide details on your proposed approach to the design and specification and how you intend to meet the Council’s brief. |
| **SUPPLIER RESPONSE:** |

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| **Timescales for Construction and Delivery** |
| With reference to the accompanying Specification, General Preambles and Schedule of Works please provide details on how you would look to work with meet the Council’s timescales for the project. |
| **SUPPLIER RESPONSE:** |

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| **Warranty Period** |
| With reference to the accompanying Specification, General Preambles and Schedule of Works please provide details on how you would provide as lengthy warranty as practicable for this class of construction. |
| **SUPPLIER RESPONSE:** |

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| **Customer Service and Aftercare** |
| With reference to the accompanying Specification, General Preambles and Schedule of Works please provide details on how you would look to work with the Council to ensure consistent communication around design, delivery, snagging and aftercare during the warranty period. |
| **SUPPLIER RESPONSE:** |

# Certificates and Declarations

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| **CONDITIONS OF TENDER** | |
| **Reference number and Title of Contract:** Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant’s Offer | |
| 1. | By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment.  I/We fully accept the terms and conditions of contract for the provision of goods/works/services |
| 2. | Having examined the tender documents for the provision of the above goods/works/services, we offer to provide the said goods/works/services in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 5 of this Bid. |
| 3. | The Authority does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as tendered for separately. |
| 4. | I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (*or perform the services*), on such terms and conditions and in accordance with such specifications *(if any)*, as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract. |

**Pricing Schedule Declaration**

## Price Schedule

* + 1. Applicants are required to complete the Schedule 1 - Price. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT. If there is no charge for an item, please state none.
    2. The fee proposal should include all members of the proposed team.

## Price Validity Period

As a minimum, all prices submitted must remain fixed and firm for two (2) month from date of Contract commencement. In support of this, please detail exactly how long your prices will remain fixed for.

## Price Review Proposals

The Council does not expect the Applicant to implement any price increases throughout the life of this Contract.

I / We offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

**Certificate of Undertaking and Absence of Collusion or Canvassing**

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| **CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING** |
| The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply. |
| Box A – Consortium  I/We the undersigned do hereby certify that:-   1. the consortium’s tender is bona fide and intended to be competitive; 2. the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made; 3. the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 4. the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract. 5. the consortium has not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium’s behalf has done or will do such an act. 6. I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender. |
| Box B – Single Body and/or Individual  I/We the undersigned do hereby certify that:-   1. My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person; 2. I/we have not indicated to any person other than the person calling for the Tender 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 or other quotations necessarily required for the preparation of the Tender; 3. I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted; 4. I/we have not offered to pay or give 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 to any other Tender or proposed Tender for the said work any act or thing of the nature specified and described above. 5. I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act. 6. I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender. |

**Certificate of Confidentiality**

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| **CERTIFICATE OF CONFIDENTIALITY** |
| I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.  It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise. |

**Commercially Sensitive Information**

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid. I declare that I wish the following information to be designated as Commercially Sensitive.

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The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

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**Conflict of Interest**

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| **CERTIFICATE OF CONFLICT OF INTEREST** |
| I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest): |
| I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators. |

**Signatures**

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| --- | --- |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* | |