**Annex 2 Response to Tender Document**

**Consultancy Contract to Deliver Crewe Business Improvement District**

**PERIOD: August 2022 to January 2024**

**Contracts Finder Ref: Crewe BID 2022**

Tenders must be addressed to the Town Clerk in the ordinary course of post.

No tender will be considered unless contained in an unmarked, plain, sealed envelope and endorsed “**Tender – Crewe BID 2022**” and remain sealed until the prescribed date for opening tenders for that contract.

|  |  |
| --- | --- |
| **Company Name** | *Insert Here* |

**CHECKLIST FOR BIDDERS**

This is the ITT response document, failure to provide all of the items in the checklist may cause your quote to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included Y/N** |
| 1 | Form of Tender and Certificate of Non-collusion & Non-canvassing |  |
| 2 | Standard Selection Questionnaire (SQ) |  |
| 3 | ITT Specification/Qualitative Evaluation Questions |  |
| 4 | Declaration |  |

**Schedule 1 - FORM OF TENDER and CERTIFICATE OF NON-COLLUSION & NON-CANVASSING**

**CONSULTANCY Service to develop a Business Improvement District for Crewe (the “Contract”)**

To: The Town Clerk

Crewe Town Council

1 Chantry Court

Forge Street

Crewe

CW1 2DL

Date:

For the Attention of: The Town Clerk

Dear Sir,

Consultancy support to develop a Business Improvement District for Crewe.

Form of Tender

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

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe ITT.
2. The completed Pricing Schedule.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

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

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

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

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

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

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
        2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
        3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.
        4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

http://www.legislation.gov.uk/ukpga/2010/23/contents

I/we agree that there is a requirement to disclose and declare any direct or

Indirect financial or non financial interest in an organisation, company, or

other body that is doing business with, or has dealings with, the council and

where this may affect and/or could bring about a conflict with the Council’s

interest.

I/we should notify this to the Council and that failure to disclose or declare

such an interest could result in the contract being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed

Name:

Position

For and on behalf of …………

**Schedule 2 Standard Selection Questionnaire (SQQ)**

**Contract for services to deliver Crewe Business Improvement District**

**Crewe BID 2022**

**Open Procedure**

**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 Standard Selection Questionnaire 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 Selection Questionnaire, 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 and Part 2 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 and Part 2 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.

**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) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 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? | **Yes**  **No**  **NA** |
| 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? | **Yes**  **No** |
| 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) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | **Yes**  **No** |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 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. [[3]](#footnote-3)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - 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)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - 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)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.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? | **Yes**  **No**  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 2 and 3. |
| 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 the selection process 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.

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| --- | --- | --- |
| 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 |  |

**Part 2: Exclusion Grounds**

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.

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| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  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 been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | **Yes**  **No**  If Yes please provide details at 2.1(b) |
|  | Corruption. | **Yes**  **No**  If Yes please provide details at 2.1(b) |
|  | Fraud. | **Yes**  **No**  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | **Yes**  **No**  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | **Yes**  **No**  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | **Yes**  **No**  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning) | **Yes**  **No** |
| 2.3(a) | **Regulation 57(3)**  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** |
| 2.3(b) | If you have answered yes to question 2.3(a), 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. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  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. | |
| 3.1(a) | Breach of environmental obligations? | **Yes**  **No**  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | **Yes**  **No**  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | **Yes**  **No**  If yes please provide details at 3.2 |
| 3.1(d) | 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**  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | **Yes**  **No**  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | **Yes**  **No**  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | **Yes**  **No**  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | **Yes**  **No**  If yes please provide details at 3.2 |
| 3.1(i) | 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**  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  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.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  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**  If Yes please provide details at 3.2  **Yes**  **No**  If Yes please provide details at 3.2  **Yes**  **No**  If Yes please provide details at 3.2  **Yes**  **No**  If Yes please provide details at 3.2 |

|  |  |  |
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| 3.2 | 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? (Self Cleaning) |  |

**Part 3: Selection Questions**

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| **Section 4** | **Economic and Financial Standing** | |
|  | Question | Response |

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| --- | --- | --- |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | **Yes**  **No** |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | **Yes**  **No** |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | **Yes**  **No** |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | **Yes**  **No** |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** |

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Relationship to the Supplier completing these questions** |  |

|  |  |  |
| --- | --- | --- |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | **Yes**  **No** |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | **Yes**  **No** |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | **Yes**  **No** |

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| **Section 6** | **Technical and Professional Ability** |

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| --- | --- |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts (minimum of two), that are relevant to our requirement.  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).  If you cannot provide examples see question 6.2  **Evaluation Methodology of Question 6.1.**  As part of the Standard Questions, tenderers are required to pass a minimum threshold in terms of their BID development experience.  The Town Council reserves the right to reject Tenderers which fail to satisfy the minimum relevant experience requirements.  The tenderer is required to provide **at least two** examples of BIDs which it has developed addressing the requirements below.  1. **All** of these examples must be contracts that:  a) are current, or were in place at some point since January 2012  b) resulted in a successful (positive) BID ballot.  c) have been led by the tendering organisation  d) include a named senior manager of the contracting organisation |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |  |
| --- | --- |
| **6.2** | If you cannot provide at least one example for questions 6.1, 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. |
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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |

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| --- | --- | --- |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | **Yes**  **No** |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | **Yes**  Please provide the relevant url …  **No**  Please provide an explanation |

**8. Additional Questions**

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

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| **Section 8** | **Additional Questions** |  |
| **8.1** | **Insurance *(This question is to be scored on a pass/fail basis.)*** |  |

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| --- | --- | --- |
|  | 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:    Employer’s (Compulsory) Liability Insurance = £5m  Public Liability Insurance = £10m  Professional Indemnity Insurance = £5m  \*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. | **Yes**  **No**  **Yes**  **No**  **Yes**  **No** |

|  |  |  |
| --- | --- | --- |
| **8.2** | **Health and Safety *(This question is to be scored on a pass/fail basis.)*** | |
| **8.2.1** | Does your organisation have a written Health and Safety Policy (covering General Policy, Organisation and Arrangement) issuing codes of safe working practices to workforce, as required by Regulation 37 Section 2(3) of the Health and Safety at Work Act 1974 etc. <http://www.legislation.gov.uk/ukpga/1974/37/section/2>?  If the answer is **‘YES’** you will be required to provide a copy of your Policy prior to the commencement of the contract. | **Yes**  **No** |

**Schedule 3 Specification/Quality Evaluation**

**Please provide as part of your tender submission, a proposal to explain your suitability to deliver the BID project along with detailed costings**

In order to ensure that we are able to give fair comparison, please include your response to the following questions:

|  |  |
| --- | --- |
| **Evaluation Questions and scores** | |
| **1. Quality/Service (max total value 70%)** | |
| 1.1 Describe your business, core activities, specialisms and services. Please include any place making or town centre associated organisations or boards of which you are members.  **5%** | Purpose:  Demonstrate level of focus on BIDs in the business and understanding of best practice, policy influences. |
| 1.2 List the BID projects that your business has been responsible for and the dates. Please state which were feasibility projects and which were ballots or renewals.  Please provide the value of each successful BID.  **5%** | Purpose:  To demonstrate degree of experience and success in developing BIDs |
| 1.3 Team:  Provide information on your team, their roles in the project, degree of involvement and their relevant experience/qualifications.  **10%** | Purpose:  To ascertain that the supplier has in place the structure, roles, experience and resources to deliver the project**.** |
| 1.4 Explain why you have applied to develop a BID for Crewe and outline any key challenges or opportunities you have identified.  **10%** | Purpose:  To ascertain knowledge of the locality contextual understanding of regeneration issues, positive issues, barriers to development of a BID and opportunities. |
| 1.5 Process:  Outline the process you would follow from receipt of contract to develop a BID, with reference to:  meeting legislation requirements.  Including Key milestones,  Timescales  **10%** | Purpose :  Demonstrate clear understanding of legal requirements, stages of the process, resource demands and timescales.  Desirable  Demonstrates that the supplier can deliver with a realistic timescale within 12- 18 months |
| 1.5 Outline your methods of Stakeholder Engagement?  **5%** | Purpose:  Demonstrate that the supplier has in place a suitable stakeholder engagement plan incorporating a variety of communication methods. |
| 1.6 Project Management  What are your proposals for monitoring and reporting of overall performance?  **5%** | Purpose:  Demonstrate ability to monitor, accurately report and manage the process with adherence to timelines.  Ensure that stakeholders are up – to speed with progress, key decisions etc. |
| 1.7 Please provide an example or case study of one successful BID development including a copy of the BID Proposal, campaign materials and Business Plan along with information on governance and BID company set up.  **20%** | Purpose:  To demonstrate the experience and ability to fully deliver the project, and the quality of outputs. |
| **2. Price (max total value 25%)** | |
| Please submit a detailed costing matrix for the proposed project, including staff time and budget allocations.  **Maximum 25%** | Purpose: to provide fair comparison between tenders and ensure that all cost elements have been identified. |
| * 1. Information   Please identify any additional resources or elements of support which might reasonably be required but outside the scope of you your cost proposal with an estimation of cost.  **No score** | Purpose: Clarification  To Identify any gaps in service offering and potential additional resource requirements. |
| 1. **Location, Environment and Sustainability (5%) marks allocated below:** | |
| 3.1 Please state location of office premises.  **2%** | Purpose:  The Town Council will support local businesses where best value can be provided.  Local (within 30 miles) 2%  31- 70 miles 3 marks 1%  Above 70 miles no marks |
| 3.2 How would you intend to manage travel and communication between office and Crewe?  **1%** | Purpose:  Demonstrate willingness and ability to service the contract with  Consideration of environmental impact on the project. |
| 3.3 Do you have an environmental policy? *If Yes, please provide a link or copy .*  **1%** | Environmental policy desirable  Yes or No |
| 3.4 Do you have a Corporate Social Responsibility policy, or similar community or social policies? *If Yes, please provide a link or copy*.  **1%** | Social environmental policy desirable.  Copy of any one of the policies listed.  Yes or No, |

**Schedule 4 DECLARATION**

I/We certify that the information supplied by me/us in this document is accurate to the best of my/our knowledge. I/We understand that the giving of false or incomplete information could result in my/our exclusion from the quotation exercise and may result in Criminal Proceedings.

I/We also understand that it is a Criminal Offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract currently in force and will result in my/our exclusion from the quotation exercise. As per the bribery act 2010.

I/We certify that I/we have not now or will in the future, canvassed or solicited any member, officer or employee of the council and any other companies in the group of which the council forms part, in connection with this document and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

Signed for on the behalf of the Organisation:

Name:

Position/Status in the Organisation:

Date:

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)