C O N S I L I U M A C A D E M I E S



PARTNERSHIPS | OPPORTUNITY | INTEGRITY | EQUITY | EXCELLENCE | PEOPLE-CENTRED

**Location: Washington Academy**

**Return Date: 12/12/2022 – 12pm**

LED Replacement Project

**Invitation to Tender Response Document**

**Contents**

[**1 Declaration** 2](#_Toc119405403)

[**2** **Executive Summary** 3](#_Toc119405404)

[**3** **Organisation Details** 4](#_Toc119405405)

[**4** **Health and Safety** 5](#_Toc119405406)

[**5** **Contact Point and Declaration** 6](#_Toc119405407)

[**6** **Pricing** 7](#_Toc119405408)

## **1 Declaration**

**Declaration to be completed by bidder.**

Having examined the Invitation to Tender and all other Schedules and being fully satisfied in all respects with the requirements of the ITT (including the Conditions of Tender).

I/We hereby offer to provide Principle Contractor Services for the term until the completion of all works and in accordance with the provisions of the Agreement.

If this offer is accepted I/we will execute documents in the form of the Agreement within 30 days of being called upon to do so.

I/We confirm that I/we agree with Consilium Academies in legally binding terms to comply with the provisions relating to confidentiality set out in the Invitation to Tender (ITT).

In compliance with your requirements, I confirm I have read, fully understand and enclosed responses where necessary.

This Tender shall remain open for acceptance by Consilium Academies for a period of 45 days after the due date for return of tenders specified in the ITT.

I warrant that I have all the requisite corporate authority to sign this Tender and confirm that I have complied with all the requirements set out in the ITT.

|  |
| --- |
| **Signed for and on behalf of the above-named Tenderer:**  |
| **Company Name:** |  |
| **Signature:** |  |
| **Position:** |  |
| **Date:** |  |

## **Executive Summary**

The objective of the executive summary is to provide a clear, concise and complete summary of the bid together with an insight into the reasoning and rationale behind the Response.

The executive summary should be no more than 1,000 words, highlighting the key strengths of the bid and demonstrate value for money.

Whilst the executive summary will not be formally evaluated, it serves as an opportunity for consistency and clarification within your bid.

The executive summary must only contain information drawn from other areas of your bid and must not contain any new material.

|  |
| --- |
| **Executive Summary** |

##

## **Organisation Details**

|  |  |
| --- | --- |
| Company Name |       |
| Registered Office Address |       |
| Town/City |       |
| Postcode |       |
| Country |       |
| Website |       |
| Date of registration in country of origin |       |
| Company or Charity Registration Number |       |
| VAT Registration Number |       |

|  |
| --- |
|  |
| a) Your organisation alone intends to provide the services required | [ ]  Yes [ ]  No |
| b) Your organisation is the Prime Contractor and intends to use third parties to provide some services | [ ]  Yes [ ]  No |
| c) The Potential Provider is a Consortium | [ ]  Yes [ ]  No |

## **Health and Safety**

These questions should establish the potential providers’ compliance with Health and Safety legislation.

|  |
| --- |
| 1. Health and Safety – General |
| Please confirm you have a Health and Safety Policy. | [ ]  Yes [ ]  No |
| Does your organisation make sure it complies with the Health and Safety at Work Act 1974? | [ ]  Yes [ ]  No |
| Does your organisation train its staff in Health and Safety? | [ ]  Yes [ ]  No |
| 2. Health and Safety -Policy |
| Does your company employ more than 5 people?  | [ ]  Yes [ ]  No |
| Does your company engage sub-contractors | [ ]  Yes [ ]  No |
| Do you question the Health, Safety and environmental procedures and assess the competence of companies when you place contracts? | [ ]  Yes [ ]  No |
| 3. Health and Safety -Accident Investigation and Records |
| Does your Company have an internal Accident Reporting Procedure | [ ]  Yes [ ]  No |
| Does your Company have formal procedure for investigating and reporting accidents? | [ ]  Yes [ ]  No |
| Does your Company have a formal procedure for investigating and reporting incidents as defined under RIDDOR? | [ ]  Yes [ ]  No |
| 4. H&S Enforcement (HSE &/or Local Authorities) |
| Has your Company in the past 5 years been served with any enforcement notices? | [ ]  Yes [ ]  No |
| Has your Company been prosecuted | [ ]  Yes [ ]  No |
| Are there any prosecutions outstanding? | [ ]  Yes [ ]  No |
| 5. Health and Safety - Safe Systems of Work |
| Has your Company developed formalised health and safety procedures | [ ]  Yes [ ]  No |
| 6. Health and Safety - Audits and Inspections of Sites/Premises |
| Are audits and inspections of sites and premises carried out? | [ ]  Yes [ ]  No |
| Are they recorded?  | [ ]  Yes [ ]  No |

## **Contact Point 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.

|  |  |
| --- | --- |
| Contact Name |       |
| Name of Organisation |       |
| Position |       |
| Telephone Number |       |
| Mobile Number |       |
| E-mail address |       |
| Postal address |       |
| Signature (electronic is acceptable) |       |
| Date |       |

## **Pricing**

Bidders must fill out Main Summary and Form of Tender included within the Tender Documentation.