



Homes &  
Communities  
Agency

# INVITATION TO TENDER

## The Avenue Reed Bed

Tender Ref: HCAP17087

Rev 002 – 6 March 2017

<b>Full name of the Supplier completing the Tender</b>	
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**PROTECT – COMMERCIAL**

*INVITATION TO TENDER*

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## PART A – INVITATION TO TENDER INFORMATION

- This section provides information on the required Contract.
- Suppliers are required to **READ THIS SECTION** carefully to understand the HCA's requirements.
- This Section **DOES NOT** need to be printed and returned with your completed Tender.

# 1 Introduction

This Tender document has been issued by the Authority in connection with a competitive procurement procedure. “Authority” means the Homes and Communities Agency (HCA), or anyone acting on behalf of the HCA that is seeking to invite suitable Suppliers to participate in this procurement process.

“You”/ “Your” or “Supplier” means the body completing this Tender, **i.e. the legal entity seeking to provide the required Works and responsible for the information provided.** The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

## **The Homes and Communities Agency**

The Homes and Communities Agency (HCA) is the single, national housing and regeneration delivery body for England.

Our vision is to create opportunity for people to live in homes they can afford in places they want to live, by enabling local authorities and communities to deliver the ambition they have for their own areas.

We achieve this by:

- Understanding the needs and aspirations of people and communities through close working with local authorities on local investment planning;
- Enabling local delivery through the channelling of our expertise and investment; and
- Working effectively with the market, housebuilders, investors and other stakeholders.

For more information visit [www.gov.uk/hca](http://www.gov.uk/hca).

## 2 Procurement Process and Timetable

This Tender is provided on the same basis to all Suppliers.

This Tender takes the form of a Single Stage Tender. All interested Suppliers who responded to the Contract Notice are Invited to Tender.

No information contained in this Tender or in any communication made between the HCA and any Supplier in connection with this Tender exercise, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this Tender. The HCA reserves the right to cancel the process at any time.

Under no circumstances shall the HCA incur any liability in respect of this Tender or any supporting documentation. The HCA will not reimburse the costs incurred by Suppliers in connection with the preparation and submission of their response to this Tender.

Direct or indirect canvassing of any Ministers, public sector employee or agent by any potential bidder concerning this requirement, or any attempt to procure information from any of the above concerning this Tender may result in disqualification of the Supplier from consideration for this requirement.

The Tenders are to be evaluated against the following pre-determined award criteria. A Suitability Assessment will be required to be completed and passed before Suppliers can proceed to further evaluation of Quality and Price.

Part A, [Section 13 Evaluation Criteria](#), sets out the evaluation criteria & scoring methodology on which this tender exercise will be evaluated. Suppliers should refer to this information throughout the completion of 'Part B: Documents to be Returned'. The Contract will be awarded on the basis of the most economically advantageous tender.

Evaluation Factor	Weighting
Price	70%
Quality	30%

Set out below is the proposed procurement timetable. This timetable is intended as a guide and, whilst the HCA does not intend to depart from the timetable, it reserves the right to do so at any time.

**SUPPLIERS SHOULD NOTE THAT THE DEADLINE FOR TENDER SUBMISSION IS THE DEADLINE FOR SUBMISSION OF COMPLETED PRICED TENDER DOCUMENTATION.**

Procurement Stage	Indicative Date
Opportunity Notice published	8 March 2017
Deadline for Tender Questions	29 March 2017 (2pm)
<b>Deadline for Tender Submissions</b> (to HCA Gateshead)	4 April 2017 (1pm)
Notification of intention to award contract	20 April 2017
Contracts awarded and signed	26 April 2017
Commencement	22 May 2017

## 2.1 Procurement Queries

The HCA's named point of contact for the procurement of this contract is Chris Sellars. All requests for further information in respect of the contract should be sent using the contact details below. No approach of any kind should be made to any other person within, or associated with, the HCA.

Any questions in respect of this Tender **should be submitted in writing:**

By e-mail to: [chris.sellars@turntown.co.uk](mailto:chris.sellars@turntown.co.uk)

Please refer to [Section 2](#) 'Procurement Process and Timetable' for **Deadline for Tender Questions.**

Suppliers should specify in their clarification questions if they wish the clarification to be considered as confidential between themselves and the HCA. The HCA will consider any such request and will either respond on a confidential basis or give the Supplier the right to withdraw the clarification question. If the Supplier does not elect to withdraw the question and the HCA considers any clarification question to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all prospective Suppliers who have responded.

All responses received and any communication from Suppliers will be treated in confidence but will be subject to the above.

So as to receive notifications of clarification questions asked by Suppliers and the Agency's response, **Suppliers must click the 'Watch this Notice'** button on the notice within Contracts Finder to receive email notification when changes/updates are made to the notice. Please note in order to use this feature Suppliers must be registered with Contracts Finder.

**It is the Suppliers responsibility to check Contracts Finder or our external website for any updates to the procurement process. No claim on the grounds of lack of knowledge of the above mentioned item will be entertained. Please note that there is no notification facility for our external website link.**

## 2.2 Submission of Tender

Please refer to [Section 2 Procurement Process and Timetable](#) for **Deadline for Tender Submission.**

Suppliers must submit their Tender by:

- Paper submission (one hard copy), please do not bind or submit in ring binders; and
- Full supporting digital copy (including all supporting material) on a CD/DVD which has been scanned for viruses. **Please note that memory sticks are not acceptable.**

The completed Tender **MUST** be returned **using the digital tender label provided** by post. Suppliers should ensure that suitable provision is made to ensure that the document is received by the deadline.

Completed Tender documents may be submitted at any time before the closing date. Please note that completed Tenders received after the closing date may be rejected.

Tenders submitted bearing any marks identifying the Supplier will not be opened. Particular care should be taken that the Suppliers identity is not apparent from any image or resulting from a postal franking device, appearing on the envelope or package.

## 3 Instructions and Information

### 3.1 General Information

Suppliers are invited to complete all parts of the enclosed Part B: Documents to be Returned and submit, together with any requested supporting information, by the due date for return.

Tenders must not be accompanied by statements that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders. Only Tenders submitted without qualification strictly in accordance with the Tender documents issued (or subsequently amended by the HCA) will be accepted for consideration. The HCA's decision on whether or not a Tender is acceptable will be final.

The Supplier should check the tender documentation for obvious errors and missing information. Should any such errors or omissions be discovered he must inform the named point of contact for the tender as noted in [Section 2.1 Procurement Queries](#) at once in writing. No alteration may be made to any of the documents attached thereto without the written authorisation of the HCA. If any alterations are made, or if these instructions are not fully complied with, the Tender may be rejected.

Suppliers have been asked to include a single point of contact in their organisation for their response to the Tender Document (As detailed in Section 1.3 of Form B2 Suitability Assessment). The HCA shall not be responsible for contacting the Supplier through any route other than the nominated contact. The Supplier must therefore undertake to notify any changes relating to the contact promptly or they will be unable to receive communications from the HCA.

Suppliers should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Suppliers organisation, this should be indicated with an explanation.

Questions should be answered in English.

Suppliers should ensure all requested information is provided in accordance with the Tender Checklist provided within [Form B7 Tender Return Checklist](#). Information supplied will be checked for completeness and compliance with the instructions before responses are evaluated.

Failure to provide the required information, make a satisfactory response to the question, or supply documentation referred to in responses, within the specified timescales, may mean that the Tender is not further evaluated.

Suppliers must be explicit and comprehensive in their response to this Tender as this will be the single source of information on which responses will be evaluated.

The HCA expressly reserves the right to require Suppliers to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the Tender.

### 3.2 Suitability Assessment

The Suitability Assessment has been designed to assess the suitability of a Supplier to deliver the Authority's contract requirement(s).

Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.

Where requirements as specified within the Suitability Assessment ([Form B2](#)) are not currently held, Suppliers are required to identify how they intend to deliver the Works on award i.e. securing the qualifications on award and prior to the start of the contract, or sub-contracting to a suitably qualified third party.

Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of the Suitability Assessment document.

### 3.2.1 Verification of Information Provided

Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the Supplier to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions in Section 5 of the Suitability Assessment relating to Technical and Professional Ability) the Authority may only obtain such evidence after the final tender evaluation decision i.e. from the Preferred Supplier only.

This information will normally be required to be provided within 7 days of informing the Preferred Supplier(s) and in any case prior to undertaking of Pre-Contract Meeting.

### 3.2.2 Sub-contracting arrangements

Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, the sub-contracting arrangements template provided at the end of the Suitability Assessment should be completed to provide details of the proposed bidding model, that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

The Authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should, therefore, notify the Authority immediately of any change in the proposed sub-contractor arrangements. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

### 3.2.3 Consortia arrangements

If the Supplier completing the Suitability Assessment is doing so as part of a proposed consortium, the following information must be provided;

- Names of all consortium members;
- The lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
- If the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the contract.

**All** members of the consortium will be required to provide the information required in **all** sections of the Suitability Assessment as part of a single composite response to the Authority i.e. each member of the consortium is required to complete the form.

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Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

The Authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the Authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

### 3.2.4 Confidentiality

When providing details of contracts in answering Section 5 of the Suitability Assessment (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

The Authority reserves the right to contact the named customer contact in Section 5 regarding the contracts included. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

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 Public Contract Regulations 2015.

### 3.2.5 Grounds for Mandatory Exclusion

The following guidance relates to the Suitability Assessment [Section 2 - Grounds for mandatory exclusion](#).

You may be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the Authority for advice.

Any Supplier that answers ‘Yes’ to questions 2.1 Grounds for Mandatory Exclusion and 2.2 Non Payment of taxes must refer to [Section 3.2.7 Self-Cleaning](#).

### 3.2.6 Grounds for Discretionary Exclusion – Part 1

The following guidance relates to the Suitability Assessment [Section 3 - Grounds for discretionary exclusion – Part 1](#).

#### *Conflicts of interest*

In accordance with Question 3.1(e), the Authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.

#### *Taking Account of Suppliers' Past Performance*

In accordance with question (g), the Authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The Authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing the Suitability Assessment. The Authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the Authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

Any Supplier that answers 'Yes' to questions 2.2 Grounds for Discretionary Exclusion must refer to [Section 3.2.7 Self-Cleaning](#).

#### **3.2.7 Self-cleaning**

Any Supplier that answers 'Yes' to questions 2.1 Grounds for Mandatory Exclusion, 2.2 Non-payment of taxes and 3.1 Grounds for discretionary exclusion should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

If such evidence is considered by the Authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has:

- Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- Clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- Taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

#### **3.2.8 Technical and Professional Ability**

The following guidance relates to the Suitability Assessment [Section 5 - Technical and Professional Ability](#).

Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the Authority's requirement. Contracts for supplies or

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services should have been performed during the past three years. Works contracts may be from the past five years, and VCSEs may include samples of grant funded work.

The named customer contact provided should be prepared to provide written evidence to the Authority 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 will 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 principal intended provider(s) or sub-contractor(s) who will deliver the Supplies and Services.

## 4 Scope of Works

Since 2013, there has been a recorded discharge of contaminated ground water in the vicinity of the Rother, adjacent to the SDS outfall. Assessments and investigative actions have been undertaken, which culminated in a remediation options study in 2016. Based upon the feasible options and the remediation objectives, to reduce the contaminant loading to the Rother from the contaminated perched groundwater plume, a reed bed treatment solution has been adopted by the HCA.

A reed bed is capable of addressing metals and ammonia compounds, via plant uptake, ion exchange, microbial oxidation and nitrification; however, the most abundant components of the plume, soluble organic compounds, are treated by microbial degradation in the reed root zone (which must therefore remain saturated).

Construction will include the following:

- Installation of sheet pile ground water barriers.
- Excavation to formation for new reed bed structure with 1:3.5 batters.
- Placement of excavated material in allocated locations.
- Construction of a lined reed bed trench with gabion walls.
- Installation of groundwater cut off inlet structures, baffles, solids and free phase collection pipe and storage chamber, odour collection pipe and internal drainage.
- Construction of access steps and surface water outfall monitoring location.
- Construction of dual reed bed outlet pipes, to discharge to the Rother.
- Placement of soil-based growing media and planting of specified reeds.
- Landscaping, fencing and planting.
- Construction of the multi-user route and external drainage.

## 5 The Contract & Administration

A digital copy of the contract has been provided with this document.

The submission of a Tender will denote the Suppliers acceptance of an undertaking to comply with the clauses contained in the Tender.

The Contract will be NEC3 ECC 2013 Option A

The Contract shall be administered by Turner & Townsend Project Management.

## 6 Quality

A Quality Submission schedule has been provided with this Tender ([Form B3](#)), which must be **completed and returned** as part of the tender response.

## 7 Pricing

An Activity Schedule has been provided with this Tender ([Form B4](#)) which must be completed and returned as part of the tender response.

The Activity Schedule (Form B4) provided may be added to by the Contractor if they wish to add sub-activities. Please note that main activities included within the Activity Schedule cannot be removed.

Suppliers are required to bring forward the total Fixed price to the Form of Tender contained within [Form B5](#).

**Please ensure Form B5 is at the front of your response.**

## 8 Transparency

This procurement and award of this Contract is subject to the transparency arrangements being adopted by the UK Government. These arrangements include the publication of Tender documentation issued by the HCA and the Contract between the HCA and Supplier. Tenderers should highlight any areas they consider commercially sensitive in order for the HCA to be able to honour our transparency obligations without undermining the Suppliers commercial interests.

The contract value associated with the successful Tender and the name of the Supplier may be published. As part of the Governments Transparency Agenda, the HCA regularly makes available details of expenditure in excess of £250.00 by Supplier.

## 9 Freedom of Information

Suppliers are advised that the HCA is subject to the Freedom of Information Act 2000 ("The Act"). If a Supplier considers that any of the information provided as part of this procurement procedure should not be disclosed because of its commercial sensitivity, confidential or otherwise, they must, when providing this information, clearly identify the specific information they do not wish to be disclosed and clearly specify the reasons for its sensitivity. The HCA shall take such statements into consideration in the event that it receives a request pursuant to the Act which relates to the information provided by the interested party. Please note, it is insufficient to include a statement of confidentiality encompassing all the information provided in the response.

## 10 Bribery and Corruption

The HCA takes a zero-tolerance approach to bribery and corruption and sets high standards of impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of its activities. The principles contained within this policy apply to both internal and external audiences, including anyone wishing to undertake business or engage with the HCA. Please refer to our [Anti-bribery and Corruption Policy](#) for further information.

## 11 Health and Safety

This section of the Suitability Assessment mirrors the PAS91:2013 qualification questionnaire.

As part of the procurement process, the HCA needs to be satisfied that you have systems in place for managing health and safety within your business. Suppliers are required to either answer one of three exemption questions (8.7(a)-(i) to 8.7(a)-(iii)) or complete the health and safety questionnaire – questions 8.7(b) to 8.7(m).

Question 8.7(a)-(ii) refers to the SSIP (Safety Schemes in Procurement). If Suppliers intend to rely on SSIP membership this must either already be in place, or be likely to be in place when Tenders are to be returned to the Authority. Therefore, it is recommended that applications should already be submitted when Suppliers submit their Suitability Assessment. Further information on SSIP and details of assessment scheme members can be found on <http://www.ssip.org.uk/>.

If a Supplier is already registered and compliant with a SSIP approved scheme, then the requirements for your Suitability Assessment response will be reduced. The validity of SSIP membership will be checked and verified.

If a supplier is a designer (construction related) or providing Principal Designer Services (as defined in Construction (Design and Management) Regulations 2015 (CDM 2015)), you will need to be registered and assessed as a Designer or Principal Designer. Details of SSIP schemes which undertake such assessments can be found at <http://www.ssip.org.uk/>.

Although the HCA recognises any SSIP approved scheme, its preferred prequalification scheme is CHAS (Contractor Health and Safety Assessment Scheme). In order to register with CHAS and undergo an assessment you will need to visit the CHAS website <http://www.chas.gov.uk/downloadq.asp> and download the relevant application forms. There is one form for employers with 5 employees or over (Appendix 2) and one for employers with less than 5 employees and sole traders (Appendix 2a).

For the avoidance of doubt details of equivalent membership schemes will need to be provided in English.

## 12 Environmental Policy Statement

The HCA's [Environmental Policy Statement](#) confirms that we are committed to effectively managing our key environmental impacts and achieving ongoing improvements in our environmental performance. We have already made progress over the past five years, for example in achieving a significant cut in our operational greenhouse gas emissions and reduction in waste in line with the Greening Government Commitments. We encourage our suppliers and contractors to achieve high standards of environmental performance and to work with us in achieving our environmental objectives.

### 13 Evaluation Criteria

RELATING TO PART B, FORM B2 – SUITABILITY ASSESSMENT			
<ul style="list-style-type: none"> <li>All Suppliers are required to complete the Suitability Assessment.</li> <li>Criteria for Evaluation are Pass or Fail.</li> <li>The Suitability Assessment will be evaluated first. If a Supplier ‘fails’ any element of the Suitability Assessment, then further Quality and Price submissions <b>will not</b> be evaluated.</li> <li>Scoring from the Suitability Assessment will not be taken forward to the ‘Overall Score’, this will be based on ‘Quality and Price’.</li> </ul>		<p><b>Scoring methodology:</b>                      Pass – all information/documentation provided                      Fail – major information requirements missing                      If any part is left incomplete the section will be marked as Fail</p>	
Section	Title	Assessment	Evaluation Guidance
<b>Part 1 Supplier Information</b>			
1.1	Supplier Details	Pass/Fail	Pass – all information/documentation provided Fail – major information requirements missing If any part is left incomplete the section may be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation.
1.2	Bidding Model	Pass/Fail	Pass – all information/documentation provided Fail – major information requirements missing If the Supplier completing this Suitability Assessment is doing so as part of a proposed consortium, the following information must be provided; <ul style="list-style-type: none"> <li>names of all consortium members;</li> <li>the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and</li> <li>if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.</li> </ul> <p><b>All</b> members of the consortium will be required to provide the information required in <b>all</b> sections of the Suitability Assessment i.e. each member of the consortium is required to complete the form.</p> Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.                     If any part is left incomplete the section may be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation.

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1.3	Contact Details	Pass/Fail	<p>Pass – all information/documentation provided                      Fail – major information requirements missing</p> <p>Suppliers have been asked to include a <b>single point of contact</b> in their organisation for their response to Section 1.3 of the Suitability Assessment. The HCA <u>shall not</u> be responsible for contacting the Supplier through any route other than the nominated contact. The Supplier must therefore undertake to notify any changes relating to the contact promptly or they will be unable to receive communications from the HCA.</p> <p>If any part is left incomplete the section may be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation.</p>
<b>Part 2: Grounds for Exclusion</b>			
2	Grounds for Mandatory Exclusion	Pass/Fail	<p>The HCA may treat as ineligible and may not select an economic operator in accordance with the Regulations, if the economic operator or its directors or any other person who has powers of representation, decision or control of the economic operator has been convicted of any of the defined offences.</p> <p>Pass – all questions answered ‘no’ or any ‘yes’ responses accompanied with further details in a separate Appendix. Reasoning provided is to the satisfaction of the HCA.</p> <p>Fail – failure to answer any questions or any question answered ‘yes’ without further details provided in a separate Appendix, or reasoning is not to the HCA’s satisfaction.</p>
3	Grounds for Discretionary Exclusion	Pass/Fail	<p>The HCA may treat as ineligible and may not select an economic operator in accordance with the Regulations, if the economic operator or its directors or any other person who has powers of representation, decision or control of the economic operator has been convicted of any of the defined offences.</p> <p>Pass – all questions answered ‘no’ or any ‘yes’ responses accompanied with further details in a separate Appendix. Reasoning provided is to the satisfaction of the HCA.</p> <p>Fail – failure to answer any questions or any question answered ‘yes’ without further details provided in a separate Appendix, or reasoning is not to the HCA’s satisfaction.</p>

Selection Questions			
4.1/4.2	Demonstration of Economic and Financial Standing	Pass/Fail	<p>Pass – all information/documentation including acceptable alternatives or equivalents provided</p> <p>Fail – major information requirements missing; or alternative information is incomplete, not suitable or out of date; or requests for alternative information including management accounts are unanswered</p> <p>In reaching our conclusion on an Suppliers economic financial standing (pass or fail), the financial information presented will be assessed by the HCA’s in-house, professionally qualified financial due diligence team. This consideration will include whether the alternative information is acceptable. Past experience suggests the following alternative suitable full non-audited accounts for the most recent two years, a statement of the turnover, income and expenditure account, balance sheet, and cash flow for the most recent year of trading for this organisation (including explanation why audited or unaudited accounts are not available), a statement of the income and cash flow forecast for the current year and a bank letter outlining the current cash and credit position (again with explanation), or management accounts or similar showing forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts (again with explanation).</p> <p>Where the latest financial statements have yet to be filed within their due date, the HCA may request draft financial statements and/or management accounts from the supplier to enable a more up to date review.</p>
4.3	Level of Economic and Financial Standing	Pass/Fail	<p>Both average turnover for the last two years (or equivalent value) is equal to or more than x2 the tendered value at Form B5* and the current ratio (current assets/current liabilities) is greater than 1.</p> <p>Fail – Either average turnover for the last two years (or equivalent value) is less than x2 the tendered value at Form B5* or current ratio (current assets/current liabilities) is equal to or less than 1.</p> <p>*The HCA reserves the right to use information relating to other contracts they have awarded and/or bidding with a particular Supplier to ensure that turnover is x2 the contract being considered here but the total combined recent award and amounts due on existing HCA contracts should the Supplier be successful. In the first instance Suppliers should self-certify on the basis of this contract only and indicate whether they have other contracts with the HCA which may be relevant at the verification stage. In assessing this the HCA will seek to confirm the Suppliers own assessment of this to ensure accurate assessment of this test.</p>
4.3	Self-certification	Pass/Fail	<p>Pass – the opinion of the auditors within the financial statements identifies no going concern issues and the level and nature of outstanding CCJs (either disclosed or obtainable from public registers) that can be funded from existing case reserves and an absence of administration or liquidation arrangements.</p> <p>Fail – the opinion of the auditors within the financial statements identifies concerns over going concern; or the level and nature of outstanding CCJs (either disclosed or obtainable from public registers) indicates a risk over inability to fund CCJs from existing cash reserves; or the supplier is currently the subject to any kind of administration or liquidation arrangements</p>

INVITATION TO TENDER

5.1- 5.3	Group Information and Financial Guarantee	Pass/Fail	<p>Pass – all information/documentation provided. Parent Company confirmed as willing to provide guarantee if necessary; details of where a guarantee may be obtained from elsewhere provided and reasoning is to the satisfaction of the HCA.</p> <p>Fail – major information requirements missing. Parent Company confirmed as not willing to provide a guarantee. No details provided as to where a guarantee may be obtained from elsewhere or reasoning provided is not to the satisfaction of the HCA.</p>
6	Technical and Professional Ability	Pass/Fail	<p>Pass – Questions 6.1 and 6.2 complete or Question 6.3 complete in full with information which relates to the subject matter of the contract</p> <p>Fail – Questions 6.1 and 6.2 incomplete or Question 6.3 incomplete.</p>
7	Requirement under Modern Slavery Act 2015	Pass/Fail	<p>Pass – where the Act applies compliant annual reporting requirements have been established and evidenced; or where the Act does not apply this is reasonable</p> <p>Fail - where the Act applies compliant annual reporting requirements has not been established or evidenced</p>
<b>Additional Selection Questions</b>			
8.1	Insurance	Pass/Fail	<p>Pass – minimum requirements for insurance are in place, or an assurance is provided to confirm that the insurance will be in place by the contract commencement date</p> <p>Fail – minimum requirements for insurance are not in place, and no assurance is provided to confirm that the insurance will be in place by the contract commencement date</p> <p>Minimum insurance requirements are:</p> <ul style="list-style-type: none"> <li>• Employers Liability: 10 million pounds (GBP);</li> <li>• Public Liability: 10 million pounds (GBP);</li> <li>• Professional Indemnity: 10 million pounds (GBP);</li> <li>• Product Liability Insurance 10 million pounds (GBP);</li> </ul>
8.2(a) – (g)	Equal opportunity, diversity and capability	Pass/Fail	<p>Pass – Questions 8.2(a),(b) and (g) answered ‘yes’, ‘no’ to Questions 8.2(c) and (d) and sufficient explanation in response to Question 8.2(f); or Questions 8.2(a),(b) and (g) answered ‘yes’, ‘yes’ to either Questions 8.2(c) or (d) which have sufficient explanation and reasoning, and sufficient explanation in response to Question 8.2(f)</p> <p>Fail – failure to answer any question 8.2(a) to (q); or ‘yes’ to either Questions 8.2(c) or (d) which have insufficient explanation and reasoning; or insufficient explanation in response to Question 8.2(f)</p>
8.3	Environmental Management	Pass/Fail	<p>Pass –Question 8.3(a) answered ‘yes’ and certificate provided; or Question 8.3(b) to (f) answered ‘yes’</p> <p>Fail – Question 8.3(a) answered ‘yes’ but no certificate provided; or failure to answer Questions 8.3(b) to (f); or answering ‘no’ to Question 8.3(b) to (f)</p>

<b>Health and Safety - if exemption claimed</b>			
8.4(a)	Previous prequalification, SSIP or equivalent registration	Pass/Fail	<p>Pass – Question 8.4(a)-(i) answered ‘yes’ and sufficient details have been provided to satisfy the HCA that this can be relied on; or Question 8.7(a)-(ii) answered ‘yes’ and the registration is current or information has been provided on a similar scheme which is to the satisfaction of the HCA; or you are in the process of registration to a SSIP scheme and date of registration is proposed to be achieved prior to contract commencement as indicated in Section 2 Procurement Process and Timetable; or Question 8.4(a)-(iii) answered ‘yes’ and the registration is current.</p> <p>Fail – Failure to answer Question 8.4(a) in combination with a failure to answer Questions 8.4(b) to 8.4(m); or Questions 8.4(a)-(i) to 8.4(a)-(iii) answered ‘yes’ but the certification is out of date or information on similar schemes is not sufficient to meet the satisfaction of the HCA; or the proposed date of registration does not meet with project timescales for contract commencement as indicated in Section 2’ Procurement Process and Timetable; or Questions 8.4(a)-(i) to 8.4(a)-(iii) answered ‘no’ in combination with a failure to answer Questions 8.4(b) to 8.4(m);</p>
<b>Health and Safety - if no exemption claimed</b>			
8.4(b) – 8.4(m)	Detailed Health and Safety Questions	Pass/Fail	<p>Pass – Answered ‘yes’ to all questions and appropriate evidence provided to the satisfaction of the HCA.</p> <p>Fail – Answered ‘no’ to one or more question or answered ‘yes’ to all question but one or more questions were not supported by appropriate evidence and or the evidence provided is not to the satisfaction of the HCA.</p>

RELATING TO PART B, FORM B3 - QUALITY			
<p>Quality will account for 30% of the Overall Score. The following scoring methodology will apply:</p> <p><b>5 – Excellent</b> Satisfies the requirement and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.</p> <p><b>4 – Good</b> Satisfies the requirement with minor additional benefits. Above average demonstration by the Tenderer of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.</p> <p><b>3 – Acceptable</b> Satisfies the requirement. Demonstration by the Tenderer of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required works.</p> <p><b>2 - Minor Reservations</b> Satisfies the requirement with minor reservations. Some minor reservations of the Tenderer's understanding and proposed methodology, with limited evidence to support the response.</p> <p><b>1 - Serious Reservations/Non-compliant</b> Satisfies the requirement with major reservations. Major reservations of the Tenderer's understanding and proposed methodology, with little or no evidence to support the response.</p> <p><b>0 - Unacceptable/Non-compliant</b> Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Tenderer has the understanding or suitable methodology, with little or no evidence to support the response.</p> <p><i>Evaluator's will initially work independently. Once they have competed their independent marking they will meet to discuss, understand and moderate any difference in the marks they have awarded via a consensus meeting, where a single consensus score for each question will be agreed.</i></p>			
Number	Criteria	Demonstrated by	Weighting
1	<p>The relevant experience of the key personnel who will be involved in this project, relevant to the scope of works (contract and site personnel) and CV's;</p> <p>a) proposed methodology and sequencing including earthworks, planting, water management and reed establishment;</p> <p>b) outline your approach to the water management</p> <p><i>Maximum limit = [1000 words excluding CV's]</i></p>	<p>Clear construction approach and methodology that is consistent with other areas of the submission, ensuring a good understanding of the project brief, covering access, phasing (incl. earthworks, planting, water management, and reed establishment), supply chain and quality control. Good examples of the experience of key personnel involved in similar/relevant projects.</p>	15%
2	<p>Site specific risk assessment and your method of mitigation;</p> <p>a) This should include environmental issues and mitigations including pollution monitoring and reporting incidents;</p> <p><i>Maximum limit = [1000 words]</i></p>	<p>Identification of at least 10 clear risks. Definition of tangible actions that can be undertaken to mitigate those risks.</p>	7.5%
3	<p>Outline programme (Clause 31) – to include on site activities, key milestones/dates, and reed establishment.</p>	<p>Programme covering the key activities of design, construction, water treatment and completion. Timescales are reasonable and consistent with the rest of the proposal. Programme should be Clause 31 compliant.</p>	7.5%

RELATING TO PART B, FORM B4 – ACTIVITY SCHEDULE		
Price will account 70% of the Overall Score. The lowest price will gain the maximum marks with other prices expressed as a proportion of the best score using the maths explained in the worked example below.		
The contract will be awarded on the basis of the overall most economically advantageous tender submitted to the HCA.		
Criteria	Demonstrated by	Weighting
Price	<ul style="list-style-type: none"> <li>Completed Form B4/Activity Schedule</li> </ul>	70%

**Worked Example**

How your Quality score will be used to give a weighted score

Bidder	Question	Score out of 5	Weighting	Weighting Multiplier	Weighted Score
Supplier A	1	3	15%	3	9
	2	4	7.5%	1.5	6
	3	3	7.5%	1.5	4.5
Supplier B	1	5	15%	3	15
	2	4	7.5%	1.5	6
	3	3	7.5%	1.5	4.5

Worked example of how your price will be used to calculate a score

Bidder	Form of Tender price	Lowest price/Supplier's price (as %)	Price Score (out of 70)
Supplier A	350	$350/350 = 100\%$	$100\% * 70 = 70$
Supplier B	700	$350/700 = 50\%$	$50\% * 70 = 35$

Worked example of Overall Score and Ranking

Bidder	Total Quality Score	Price Score	Total Score	Ranked Position
Supplier A	19.5	70	89.5	1
Supplier B	25.5	35	60.5	2

## **Annex 1: Mandatory Exclusion Grounds**

### **Public Contract Regulations 2015 R57(1), (2) and (3)**

### **Public Contract Directives 2014/24/EU Article 57(1)**

#### **Participation in a criminal organisation**

Participation offence as defined by section 45 of the Serious Crime Act 2015

Conspiracy within the meaning of

- section 1 or 1A of the Criminal Law Act 1977 or
- article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

#### **Corruption**

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

The common law offence of bribery;

Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

#### **Fraud**

Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

- the common law offence of cheating the Revenue;
- the common law offence of conspiracy to defraud;
- fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
- fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
- fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
- an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
- fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

#### **Terrorist offences or offences linked to terrorist activities**

Any offence:

- listed in section 41 of the Counter Terrorism Act 2008;
- listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
- under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

### **Money laundering or terrorist financing**

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996

### **Child labour and other forms of trafficking human beings**

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994

An offence under section 2 or section 4 of the Modern Slavery Act 2015

### **Non-payment of tax and social security contributions**

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

- HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or
- a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
- a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established

### **Other offences**

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland

Any other offence within the meaning of Article 57(1) of the Directive created after 26<sup>th</sup> February 2015 in England, Wales or Northern Ireland

## **Annex 2: Discretionary Exclusion Grounds**

### **Obligations in the field of environment, social and labour law.**

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including the following:

- Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
- In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
- In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
- Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has been in breach of the National Minimum Wage Act 1998.

### **Bankruptcy, insolvency**

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;

### **Grave professional misconduct**

Guilty of grave professional misconduct

### **Distortion of competition**

Entered into agreements with other economic operators aimed at distorting competition

### **Conflict of interest**

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

### **Been involved in the preparation of the procurement procedure.**

### **Prior performance issues**

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.

## **Misrepresentation and undue influence**

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.

## **Additional exclusion grounds**

Breach of obligations relating to the payment of taxes or social security contributions.

## **ANNEX X Extract from Public Procurement Directive 2014/24/EU**

### **LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —**

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

## **Consequences of misrepresentation**

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

- The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
- The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
- If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
- If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

## **PART B – INVITATION TO TENDER SUBMISSION (DOCUMENTS TO BE RETURNED)**

- The Supplier **SHOULD RETURN ALL DOCUMENTS** within the following section as part of their Tender response.

*[This page has intentionally been left blank for two sided printing]*

## Form B1 Certificate of Non-Collusion and Non-Canvassing

In recognition of the principal that the essence of Tendering is that the Homes and Communities Agency shall receive bona fide competitive Tenders from all those Tendering:

### WE CERTIFY THAT:

1. The Tender submitted herewith is a bona fide Tender that is intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:
  - (i) communicate to a person other than the person calling for this Tender, the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);
  - (ii) enter into an agreement with any person that they shall refrain from Tendering or as to the amount of any Tender submitted; and
  - (iii) offer 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 have done in relation to any other Tender, any act or thing of the sort described above.
5. We have not canvassed or solicited any employee of the Homes and Communities Agency, in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Supplies and Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf, done any such act.
6. We further hereby undertake that we will not in the future canvass or solicit any employee of the Homes and Communities Agency, in connection with this Tender or any other Tender or proposed Tender for the supply of Supplies or Services and that no person employed by us or acting on our behalf will do any such act.

### IN THIS CERTIFICATE

1. 'Person' includes any person, any body or association corporate or incorporate.
2. 'Any agreement or arrangement' includes any transaction of the sort described above, formal or informal and whether legally binding or not.
3. 'Any canvassing or soliciting' includes any direct or indirect canvassing or any attempts to obtain information by any means.

**Signed:**

**Date:**

**Name:**

**In the Capacity of:**

**Duly authorised to sign for and on behalf of:**

## **Form B2 Suitability Assessment**

### **Introduction to Suitability Assessment**

The Suitability Assessment sets out the information which is required by the HCA in order to assess the suitability of potential Suppliers. In assessing the answers to the questions, the HCA will be seeking evidence of the Suppliers capability to perform the contract.

Suppliers must complete all sections of the Suitability Assessment. The Suitability Assessment will be evaluated prior to reviewing Quality/Price information. The Suitability Assessment is evaluated on Pass/Fail criteria. Should a Supplier 'fail' any section then Quality/Price information will not be reviewed.

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

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete the supplier information section and sections 2.1 and 2.2 self-declarations.

## Supplier Information

### Section 1.1: Supplier Details

	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 a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) 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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	

1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>1</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate:<sup>2 3</sup></p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met;                             <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p><i>(Please enter N/A if not applicable)</i></p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	

<sup>1</sup> See EU definition of SME [http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en).

<sup>2</sup> 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.

<sup>3</sup> A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

**Section 1.2: Bidding Model**

Please provide the following information about your approach to this procurement:

	Question	Response																																																											
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators? <sup>4</sup>	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>																																																											
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. <table border="1" data-bbox="320 1211 1390 1917"> <tbody> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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					
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<sup>4</sup> Where bidding as a consortium can you confirm whether the consortium is not proposing a new legal entity or whether a special purpose vehicle or SPV is proposed. If the latter is proposed explanation of ownership and shareholding (actual and proposed) is required.

**Section 1.3: Contact Details**

Supplier contact details for enquires the HCA may have about this suitability assessment.

	<b>Question</b>	<b>Response</b>
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	

**Grounds for Exclusion**

**Section 2: Grounds for Mandatory Exclusion**

	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b></p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on the Annex 1 of the Memorandum for Information, which should be referred to before completing these questions.</p> <p>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 in Annex 1 of the Memorandum for Information</p>	
	Participation in a criminal organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Corruption	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Fraud	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes please provide details at 2.1(b)	
2.1(b)	<p>If you have answered ‘yes’ to any of the above questions under 2.1(a), please provide further details here.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	<p>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)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

2.3(a)	<p><b>Regulation 57(3)</b></p> <p>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?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.3(b)	<p>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.</p>	

Please Note: The Homes and Communities Agency 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.

**Section 3: Grounds for Discretionary Exclusion**

	Question	Response
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this Annex 2 of the Memorandum for Information, which should be referred to before completing these questions.</p> <p>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.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

3.1(j)	Please answer the following statements:	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1(j) - (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1(j)- (iv)	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 <input type="checkbox"/> No <input type="checkbox"/>
If 'yes' to any of the questions at 3.1(a) to (j) please provide details at 3.2.		
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)	

## Suitability Questions

### Section 4: Economic and Financial Standing

	Question	Response
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 <b>one</b> of the following: answer with 'yes' or 'no' in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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 <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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 <input type="checkbox"/> No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'yes' or 'no' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.3	Please self-certify whether you already have, or can commit to provide the following: <ul style="list-style-type: none"> <li>• Relevant latest auditors report identifies that the organisation is a going concern</li> <li>• Statement that the organisation is not subject of administration or liquidation arrangements</li> <li>• Statement that any outstanding CCJs can be met by existing cash reserves.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section 5: Group Information and Financial Guarantee**

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	

	Question	Response
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section 6: Technical and Professional Ability**

6.1	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three 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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>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.</p> <p>If you cannot provide examples see question 6.3.</p>		
	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
Name of customer organisation			
Named contact			
Position in the organisation			
E-mail address			
Short description of contract <sup>5</sup>			
Contract start date			
Contract completion date			
Estimated contract value (GBP)			

<sup>5</sup> In no more than 250 words, please provide a brief description of the contract delivered including evidence as to your relevant technical capability.

6.2	<p>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)</p> <p>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)</p>
6.3	<p>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.</p>

**Section 7: Requirements under Modern Slavery Act 2015**

	Question	Response
7.1	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
7.2	<p>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?</p>	<p>Yes <input type="checkbox"/></p> <p><i>Please provide the relevant web address or url</i></p> <p>No <input type="checkbox"/></p> <p><i>Please provide an explanation</i></p>

## Additional Suitability Questions

### Section 8.1: Insurance

	Question	Response
8.1	<p>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:</p> <p>Employer’s (Compulsory) Liability Insurance = 10,000,000 GBP                      Public Liability Insurance = 10,000,000 GBP                      Professional Indemnity Insurance = 10,000,000 GBP                      Product Liability Insurance = 10,000,000 GBP</p> <p>* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of 5 million GBP as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section 8.2: Equal opportunity, diversity policy and capability<sup>6 7</sup>

	Question	Response
8.2(a)	As an Employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.2(b)	Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.2(c)	In the last three years has any finding of unlawful discrimination been made against your organization by any court or industrial or employment tribunal or equivalent body?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.2(d)	In the last three years has your organization been the subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.2(e)	If the answer to question 3 and / or 4 is ‘yes’, what steps did your organization take as a result of that finding or investigation?	
8.2(f)	What does your organization do to ensure that equality and diversity is embedded within your organization?	

<sup>6</sup> See PAS91:2013, Table 5, Optional Question Module O1 (questions 1 to 7) for further details.

<sup>7</sup> For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

8.2(g)	<p>Do you actively promote good practice in terms of eliminating discrimination in all forms through:</p> <ul style="list-style-type: none"> <li>• guidance to your employees/ suppliers concerned with recruitment, training and promotion?</li> <li>• making guidance or policy documents concerning how the organization embeds equality and diversity available to employees/ sub-contractors, recognised trade unions or other representative groups of employees?</li> <li>• appropriate recruitment advertisements or other literature?</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Section 8.3: Environmental Management<sup>89</sup>**

	Question	Response
8.3(a)	<p><b>Exemption</b></p> <p>The questions in this module need not be completed if your organization holds a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 or a valid EMAS certificate, and can provide the supporting evidence requested.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, please provide a copy of the certificate</i>
8.3(b)	Do you have a documented policy and organization for the management of construction-related environmental issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.3(c)	Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.3(d)	Do you have arrangements for providing employees who will engage in construction, with training and information on construction-related environmental issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.3(e)	Do you check, review and where necessary improve your environmental management performance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.3(f)	Do you have arrangements for ensuring that any suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>8</sup> See PAS91:2013, Table 5, Optional Question Module O2 (questions 1 to 6) for further details.

<sup>9</sup> For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

**Section 8.4: Health and Safety<sup>10</sup>**

	Question	Response
8.4(a)	<b>Exemptions and pertinent question selection</b> If your organization meets the criteria identified in one of 8.4(a) - (i) to 8.4(a) – (iii) below and you can provide the supporting evidence required, you do not need to complete questions 8.4(b) to 8.4(m) of this section. If exemption is not claimed, please move to 8.4(b).	
8.4(a) - (i)	You have within the last twelve months successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91.	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If 'yes' please provide details of provider and date this completed</i>
8.4(a) - (ii)	You have within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If 'yes' please provide name of scheme, date of registration and expiry date</i>
8.4(a) - (iii)	You hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001.	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If 'yes' please provide name of scheme, date of registration and expiry date</i>

Only complete questions 8.4(b) to 8.4(m) if required - see explanation at 8.4(a).

8.4(b)	Are you able to demonstrate that you have a policy and organisation for health and safety (H&S) management? <i>If yes, please provide evidence of a periodically reviewed Health &amp; Safety Policy, endorsed by the Chief Executive (or equivalent). The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for H&amp;S management at all levels in the organisation<sup>11</sup>.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.4(c)	Are you able to describe your arrangements for ensuring that your H&S measures are effective in reducing / preventing incidents, occupational ill-health and accidents? <i>If yes, please provide details of the arrangements for H&amp;S management that are relevant to the anticipated nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce<sup>2</sup>.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>10</sup> See PAS91:2013, Table 4, Core Question Module C4 (questions 1 to 14) for further details.

<sup>11</sup> Organisations with fewer than 5 employees, please see Note 1 below.

8.4(d)	<p>Do you have access to competent H&amp;S advice/assistance – both general and sector related?</p> <p><i>If yes, please provide evidence of how your organisation obtains access to competent H&amp;S advice<sup>12</sup>.</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
8.4(e)	<p>Do you have a policy and process for providing your staff/ workforce with training and information appropriate to the types of activity that your organisation is likely to undertake?</p> <p><i>If yes, please provide evidence that your organisation has in place and implements, training arrangements to ensure that its staff / workforce has sufficient skills and understanding to discharge their various duties. This should include refresher training (e.g. a CPD programme) that will keep the workforce updated on good H&amp;S practice applicable throughout the company.</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
8.4(f)	<p>Does your staff / workforce have H&amp;S or other relevant qualifications and experience sufficient to implement your H&amp;S policy to a standard appropriate to the activity that your organisation is likely to undertake?</p> <p><i>If yes, please demonstrate and provide evidence that your staff/ workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g. trainees.</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
8.4(g)	<p>Do you check, review and where necessary improve your H&amp;S performance?</p> <p><i>If yes, please provide evidence that your organisation has in place and implements, an on-going system for monitoring H&amp;S procedures on an on-going basis and for periodically reviewing and updating that system as necessary.</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
8.4(h)	<p>Do you have procedures in place to involve your staff/ workforce in the planning and implementation of H&amp;S measures?</p> <p><i>If yes, please provide evidence that your organisation has in place and implements a means of consulting with its staff/ workforce on H&amp;S matters and show how staff/ workforce comments, including complaints are taken into account.</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

<sup>12</sup> Please see Note 2, below.

<p>8.4(i)</p>	<p>Do you routinely record and review accidents/ incidents and undertake follow-up action? <i>If yes, demonstrate that your organisation has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to any enforcement.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>8.4(j)</p>	<p>Do you have arrangements for ensuring that your suppliers apply H&amp;S measures to a standard appropriate to the activity for which they are being engaged? <i>If yes, please demonstrate and provide evidence that your organisation has and implements, arrangements for ensuring that H&amp;S performance throughout the whole of your organisation’s supply chain is appropriate to the work likely to be undertaken.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>8.4(k)</p>	<p>Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary? <i>If yes, please demonstrate and provide evidence that your organisation has in place and implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work (‘method statements’). You should be able to provide indicative examples. The identification and control of any significant occupational health (not just safety) issues should be prominent<sup>13</sup>.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>8.4(l)</p>	<p>Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)? <i>If yes, please provide explanation of how co-operation and co-ordination of the work is achieved in practice, and how other organisations are involved in drawing up method statements / safe systems of work etc. including arrangements for response to emergency situations. This should include details of how comments and input from your suppliers will be taken into account and how external comments including any complaints, will be responded to.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<sup>13</sup> Organisations with fewer than 5 employees, see Note 1, below.

8.4(m)	Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs / expectations of your employees? <i>If yes, demonstrate and provide evidence about how you ensure suitable welfare facilities will be in place before starting work on site, whether provided by a site-specific arrangement or your own organisational measures.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Note 1:** Organisations with fewer than five employees are not legally required to have a documented policy statement. If a Supplier is in this category it does not have to write down its policy, organisation or arrangements. However, it does need to be able to demonstrate that its policy and arrangements are adequate in relation to the type of activity likely to be.

**Note 2:** Access to competent in-house advice, in whole or part, is preferred. It is essential that H&S advisor(s) are able to provide general and industry specific e.g. construction, H&S advice.

## 6. Template for Appendices

Appendix Number	
Suitability/Assessment Section	
Question number	

## Form B3 Quality Submission

To enable the HCA to evaluate the quality element of the Award Criteria, we require Suppliers to provide a response to the delivery of the Scope of Works outlined in Section 4.

Unless otherwise stated, the word limit for each set of questions is limited to 1000 words

Any text beyond this will be ignored and will not be evaluated.

Suppliers **should refer to [Section 13 Evaluation Criteria](#), contained within Part A** of this document as to the relevant weighting of each question and the scoring framework that will be used within the evaluation.

### Weighting – 15%

- b) The relevant experience of the key personnel who will be involved in this project, relevant to the scope of works (contract and site personnel) and CV's;
- a. proposed methodology and sequencing including earthworks, planting, water management and reed establishment;
  - b. outline your approach to the water management

### Weighting – 7.5%

- c) Site specific risk assessment and your method of mitigation;
- a. This should include environmental issues and mitigations including pollution monitoring and reporting incidents;

### Weighting – 7.5%

- d) Outline programme (Clause 31) – to include on site activities, key milestones/dates, and reed establishment.

## **Form B4 Activity Schedule**

The completed Form B4 Activity Schedule should be returned as part of the Tender Return.

The Activity Schedule (Form B4) provided may be added to by the Contractor if they wish to add sub-activities. Please note that main activities included within the Activity Schedule cannot be removed.

Total price should be carried forward to the Form of Tender within Form B5, which is to be printed and signed and returned at the front of your tender response.

# Form B5 Form of Tender

Homes and Communities Agency

**PLEASE ENSURE THAT THIS FORM IS AT THE FRONT OF YOUR TENDER RESPONSE**

**FORM OF TENDER – SUPPLIERS TO CARRY FORWARD TOTAL PRICE FROM FORM B4 ACTIVITY SCHEDULE**

**The Avenue Reed Bed  
HCAP17087**

Chief Executive  
HCA

I/We.....(Supplier's name)  
having read the tender documentation delivered to us and do hereby offer to provide the Avenue Reed Bed described for the sum carried from the Activity Schedule of:

£.....  
.....  
.....

(amount in figures and words taken from Form B4 Activity Schedule).

This Tender remains open for acceptance for six calendar months from the tender return date.

I/We confirm that we currently hold (or agree to effect) Public Liability/Third Party Insurance indemnifying us and the Employer against such liability with a limit of indemnity of not less than 10,000,000 (GBP) in any one accident, unlimited in any one year.

I/We understand that it may be necessary to negotiate a level of cost acceptable to the Employer.

I/We agree and understand that no insertion or endorsement made to this Form of Tender or any other conditions made by the Supplier in connection with this tender figure will be accepted by the Employer and any such insertion, endorsement or condition shall render the tender liable to rejection by the Employer.

Dated this..... day of .....2017

SIGNED.....	WITNESS .....
PRINT NAME.....	ADDRESS .....
POSITION IN COMPANY.....	.....
NAME & ADDRESS COMPANY .....	WITNESS .....
.....	ADDRESS .....
	.....

\*IN THE CASE OF PARTNERSHIPS OR SOLE PRACTITIONERS A PARTNER OR THE SOLE PROPRIETOR MUST SIGN HERE.

The Homes and Communities Agency does not bind themselves to accept any tender and no expense by a person submitting a tender will be paid for.

## Form B6 Additional Tender Documents

As part of this Tender exercise a number of documents have been provided to the Supplier to inform the pricing of the Works documents provided as part of this Tender exercise are listed below:

<b>Document Title</b>	<b>Format</b>	<b>Location</b>
Contract Data Part 1 & 2	PDF	Appendix 1 to the ITT Document
Employers Requirements	PDF	Appendix 2 to the ITT Document
Pre-Construction Information	PDF	Appendix 3 to the ITT Document
Site Information & Appendices (Incl. Drawings)	PDF	Appendix 4 to the ITT Document
Works Information & Appendices	PDF	Appendix 5 to the ITT Document

## Form B7 Tender Return Checklist

In order to allow the HCA to evaluate your submission and assist your organisation in ensuring it has submitted a compliant Tender, please confirm that you have completed the following Sections and enclosed the relevant documents as detailed in the Tender Documentation by completing the following (*delete as appropriate*):

Completed sections	
Form B1 Certification of Non-Collusion and Non-Canvassing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form B2 Suitability Assessment	
- Supplier Information	Yes <input type="checkbox"/> No <input type="checkbox"/>
- Grounds for Exclusion	Yes <input type="checkbox"/> No <input type="checkbox"/>
- Suitability Questions	Yes <input type="checkbox"/> No <input type="checkbox"/>
- Additional Suitability Questions	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form B3 Quality Submission	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form B4 Activity Schedule	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form B5 Form of Tender	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form B6 Additional Tender Documents	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form B7 Tender Return Checklist	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form B8 Declaration	Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional sections		
The following sections/appendices form part of our submission		
Section of ITT	Appendix Number	Appendix Name

[

## Form B8 Declaration

I declare that to the best of my knowledge the answers submitted and information contained in this submission document are correct and accurate.

I state that I received the documents in Form B6 and inspected the Works specified stated in the Contract Documentation.

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 evaluation process to assess my organisation's suitability, the quality submission and price submissions

I understand that the HCA 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.

DECLARATION COMPLETED BY	
<b>Name:</b>	
<b>Position:</b>	
<b>Signature (electronic is acceptable):</b>	
<b>Date:</b>	

*INVITATION TO TENDER*

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Homes &  
Communities  
Agency

**Homes and Communities Agency**

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8 City Walk

Leeds

LS11 9AT

The Homes and Communities Agency is committed to providing accessible information where possible and we will consider providing information in alternative formats such as large print, audio and Braille upon request.