Document 1 – Invitation to tender

Intention

The Cambridge Housing Society Limited (CHS) and its subsidiary companies, collectively known as the “CHS Group” wishes to establish a single lot contract with one supplier for the provision of managed print services

CHS reserves the right to cancel, modify or postpone this ITT process and does not guarantee that a contract will be established after the ITT process.

**Responsibilities**

Bidders are solely responsible for all of their own costs in connection with preparing and submitting this ITT to CHS.

**CHS Primary Contact**

All communications **must** be channelled through the following individual:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **Direct Dial** | **Address** |
| Ken Lowe | Tenders@chsgroup.org.uk | 07540122670 |  |

**Key dates**

|  |  |  |
| --- | --- | --- |
| **Key date** | **Activity** | **Due By Date and Time** |
| 1 | Issue of tender documentation | 25/03/2024 |
| 2 | Pre-qualifying questions | 04/04/2024 |
| 3 | Issue information | 11/04/2024 |
| 4 | Submission of tender response deadline | 30/04/2024 |
| 5 | Bidders presentations (optional) | None |
| 6 | Evaluation of the tender submissions | 06/05/2024 |
| 7 | Intention to Award letters | 20/05/2024 |
| 8 | Award of contract | 01/06/2024 |
| 9 | Supplier Induction day | None |

**Tender Submissions**

CHS’s Primary Contact **must** receive tender responses at the address detailed by key date 4 above

Further information and clarifications

To ensure openness, fairness and transparency in the process, CHS shall not accommodate any verbal requests for information or clarification. All requests must be made formally by email to CHS’s Primary Contact. At CHS’s sole discretion, any request for information or clarification that, in CHS’s opinion, provides important direction may be made anonymous and supplied with CHS’s response to all tendering parties by email, tender-specific web pages or web portal.

Further generic information on CHS, including Financial Statements, can be found at

[**https://www.chsgroup.org.uk**](https://www.chsgroup.org.uk/)

**Late tenders and alterations**

Tender responses received after key date 4 will be registered separately and shall be deemed late and disqualified. At CHS’s sole discretion, where bidders can prove a reasonable explanation for any responses being late beyond the Bidders reasonable control, late submissions may be accepted.

Alterations shall not be made to tenders after key date 4.

Bidders are therefore advised that it is absolutely their responsibility to thoroughly check their submissions before submission.

**Presentations**

If presentations are deemed necessary, they will be held at CHS Office or by TEAMS meeting on key date 5 (to be advised) and will be for one-hour duration – 30 minutes presentation and 30 minutes Q&A.

Declarations

Each bidder is also required to sign and attach to the tender submission a declaration to the effect that no partner or employee of the bidding firm has engaged in collusive bidding or canvassed any officer or adviser of CHS. The form of declaration is the Non-Collusion Certificate and **must** be signed and returned as an original hard copy with their tender response.

Without prejudice to any other civil remedy that may be available to CHS, and any criminal liability that may be incurred, CHS shall disqualify any firm that breaches the terms of either the Disclosue of Interests or Non-Collusion Certificate. CHS may pursue such bidders for reimbursement for all of CHSs costs that bidders activities in the procurement exercise have incurred.

**Contract for the Service**

The appointed Bidder **must** accept the full terms of CHS’s Terms & Conditions of the contract for the service. Any variance or requested derogation may lead, at CHSs sole discretion, to the relevant bidder being disqualified from the procurement competition.