

Dear Sir / Madam,

**Contract Title: Tree Service**

**Tender Reference: SHL/Trees 2017**

Stockport Homes (SHL) invites you to submit a tender in accordance with the attached tender documentation consisting of the following:

|  |  |
| --- | --- |
| Tender Documentation | Section title  |
| Part 1 | Invitation to Tender |
| Part 2 | Conditions of Tender |
| Part 3 | Conditions of Contract |
| Part 4 | Background to Stockport Homes |
| Part 5  | Service Specification |
| Part 6 | Tender Response Document |
| Part 7 | Form of Tender |
| Part 8  | Form for Non Canvassing |
| Appendix number | Title of Appendix |
| 1 | Standard Terms and Conditions of Contracts for Services  |
| 2 | Supplier Response Questionnaire  |
| 3 | Pricing Schedule  |
| 4 | Specification  |
| 5 | Stockport Homes Greenspace Strategy |
| 6 | Stockport Homes Tree Policy  |

All Tenders must be submitted in accordance with the instructions and requirements set out in the Tender documentation. Failure to comply with these instructions will result in your Tender being rejected.

The appointment will be for an initial one year from the date of award of the Contract, subject to satisfactory performance, with a possible one year extension on agreement between the parties.

The closing date for return of Tenders is **12 noon 22nd March 2017**

Tenders should be returned to: procurementshl@stockporthomes.org

Under no circumstances will late Tenders be considered.

All tenders, requests for clarification or questions relating to the tender process should be communicated to: joanne.cole@stockporthomes.org for the attention of Jo Cole (Sustainability Manager)

If you are shortlisted for an interview, you will contacted by SHL.

Please note that interviews are planned for week commencing 10th April 2017

SHL is not obliged to accept the lowest or any tender.

Yours faithfully

Jo Cole (Sustainability Manager)



**TENDER DOCUMENTATION**

**TENDER FOR THE SUPPLY OF**

**Tree Services**

**TENDER REFERENCE NUMBER: SHL/Trees 2017**

**CLOSING DATE FOR SUBMISSION OF TENDER APPLICATIONS**

**22nd March 2017 by 12.00 noon**

**Contents**

PART 1 – Invitation to Tender

PART 2 – Conditions of Tender

PART 3 – Conditions of Contract

PART 4 – Background to Stockport Homes

PART 5 – Specification

PART 6 – Supplier Response Form

PART 7 – Form of offer

 Certificate against Canvasing

APPENDICES

1 Standard Terms and Conditions of Contracts for Service

2 Supplier Response Questionnaire

3 Pricing Schedule

4 Service Specification

5 Stockport Homes Greenspace Strategy

6 Stockport Homes Tree Policy

**PART 1 – INVITATION TO TENDER**

1.0 Stockport Homes Limited (SHL) invites competitively tendered offers in accordance with the attached Tender documents.

1.1 Tenderers are advised to read this Invitation to Tender and all supporting documentation very carefully to ensure they are familiar with the nature and extent of the obligations to be accepted by them if their tender is successful.

1.2 SHL does not bind themselves to accept the lowest, or any offer and receives the right to cancel the procurement process at any time.

1.3 SHL will not be responsible for, or pay any expenses incurred by the Tenderer in preparation of this tender.

1.4 Any apparent ambiguities, errors, or omissions in the tender documents should be notified to SHL’s Procurement Officer without delay, please mark emails F.A.O The Procurement Officer and send to procurementshl@stockporthomes.org

1.5 It is the sole responsibility of the Tenderer to ensure their tender is received in time, and to register for any relevant procurement portals in advance. Tenders received after the closing date will not be accepted.

1.6 Completed tenders are to be returned by email to procurementshl@stockporthomes.org tenders submitted by other means will not be accepted.

1.7 Clarification questions relating to this tender must be emailed to joanne.cole@stockporthomes.orgThe deadline for receipt of clarification question is 7 calendar days before the tender return deadline. Responses given to clarification questions will be shared with all tenderers, unless you expressly require it to be kept confidential at the time the request is made. Should SHL decide the contents of the request are not confidential you will be given the opportunity to withdraw your clarification request.

PLEASE DO NOT IDENTIFY YOURSELF OR YOUR COMPANY IN THE BODY OF TEXT REQUESTS FOR CLARIFICATION AS THIS, AND OUR RESPONSE, MAY BE CIRCULATED TO ALL TENDERING COMPANIES**.**

**Correspondence sent elsewhere will not be processed.**

1.8 All submissions must be in the English Language and priced in Sterling, exclusive of VAT.

1.9 The deadline for the return of completed tenders is **22nd March 2017**

1.10 Tenders must be accompanied by:

* A signed form of offer
* A signed completed Tender response document
* Completed Supplier Response Form
* Completed Pricing Schedule

**PART 2 – CONDITIONS OF TENDER**

**Period of Validity**

2.1 The tender shall be open to acceptance by SHL for a period of six months from the 1st April 2017.

**Confidentiality**

2.2 Tenderers must treat the tender documents and all details contained within, as private and confidential.

2.3 This invitation and its accompanying documents shall remain the property of SHL and must be returned on demand.

**Freedom of Information Act 2000 (FOIA)**

2.4 SHL is subject to the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

2.5 As part of SHL’s obligations under FOIA and / or EIR, it may be required to disclose information concerning the procurement process or the contract to anyone who makes a reasonable and valid request.

2.6 If tenderers consider that any of the information provided in their tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as “not for disclosure to third parties” together with valid reasons in support of the information being exempt from disclosure under FOIA and / or EIR.

2.7 Should an information request be received, SHL will endeavour to consult with tenderers and have regard to comments and any objections before it releases any information to a third party under FOIA and / or EIR. However, SHL shall be entitled to determine in its absolute discretion whether any information is exempt from disclosure, or if it is to be disclosed in response to a request for information.

2.8 SHL will make its decision on disclosure in accordance with the provisions of FOIA and / or EIR and can only withhold information if it is covered by an exemption from disclosure under FOIA and or EIR.

2.9 SHL will not be held liable for any loss or prejudice caused by disclosure of information that:

* Has not clearly been marked as “not for disclosure to third parties” along with supporting reasons or
* Does not fall into a category of information that is exempt from disclosure under FOIA and / or EIR or
* In cases where there is no absolute statutory duty to withhold information, then not with standing the previous clauses, in circumstances where it is in the public interest to disclose any such information.

**Insurance**

2.10 The successful Tenderer(s) must hold as a minimum the following insurances, throughout the duration of the contract period:

Product Liability - £5 million

Professional Indemnity Insurance - £10 million

Public liability - £5 million

Employer’s Liability Insurance - £10 million

**Assumptions**

2.11 Tenderers must not make assumptions that SHL has experience of their organisation or their service provision even if on a current or previous contract. Tenders will only be evaluated on their information provided in their response.

**Contract Monitoring, Performance Indicators and Key Performance Indicators (KPIs)**

2.11 SHL is committed to helping improve the efficiency of contracted suppliers through sharing information on performance measurement. The final criteria for measuring performance shall be agreed with the successful supplier and formally documented.

**Quantities Stated**

2.12 Tenderers should note that where quantities are given in this specification they are estimates only and are not be binding on SHL

**Award Criteria**

2.13 The Contract shall be awarded on the basis of the most economically advantageous tender (MEAT), using the criteria as outlined in the attached specification.

2.14 SHL is not bound to accept the lowest or any offer

2.15 The successful offer including any post tender clarification, together with SHL’s written acceptance, and the tenderer’s acceptance of SHL’s standard Terms and Conditions will form a binding contract between SHL and the successful tenderer.

**Price**

2.16 Prices must be stated in the Price Schedule (as detailed at Appendix 3) and must remain open for acceptance until six months after the 1st April 2017 from the closing date for receipt of tenders.

2.17 Due to the nature of the work it is estimated that the value of the contract will be up to the value of £75,000. The length of the contract will be for one year subject to extension of further one year subject to agreement and satisfactory performance

**Interviews**

2.18 Interviews may be conducted to gain understanding and clarification of tenders. It is not envisaged that every tenderer will, necessarily, be invited to interview. Those tenders invited to attend interview will be invited on the basis of an appraisal of the tender pricing data and preliminary marking of the tender quality submissions. The procedure for interviews will be advised when required.

Please note that if invited to interview, the date and time will be set, there will be no additional dates will be available for interview.

2.19 Questions will be asked at the interview to –

* Clarify any points arising from the analysis of the bids
* Clarify any points arising from the interview itself
* Verify the accuracy and sustainability of the bids

**Tender Assessment**

2.20 Tenders will be assessed by an Assessment Panel consisting of relevantly experienced members of SHL staff. Members of the Assessment Panel will independently award marks for each of the tender responses provided, based against an award criteria. After which, the panel will come together to moderate and agree a single score for each of the ‘Quality Criteria.

Details of the scores given for each of the areas assessed will be fully recorded and will be communicated to tenderers before the award of the contract.

**Social Value**

2.21 We are committed to acting in a socially responsible way, and will seek to influence our contractors and partners to do the same. In accordance with the Social Value Act 2012, we will consider how the services we commission and procure might improve the economic, social and environmental well-being of the area. This will ensure that we are directing our purchasing power towards transforming people’s lives and improving local communities where ever possible.

2.22 Stockport Homes is a Living Wage accreditation organisation and would encourage all our current and future suppliers to pay direct employees the Living Wage.

**Canvassing**

2.23 Any tenderer who directly or indirectly canvasses any Member of SHL concerning the award of the contract is likely to be disqualified.

**PART 3 – Conditions of Contract**

**Stockport Homes Standard Terms and Conditions**

3.1 These conditions of contract shall be read in conjunction with the standard Terms and Conditions of SHL, these are attached at Appendix 1. The terms and conditions and the requirements within the specification, together with the successful tenderers response shall form the basis of the contract between SHL and the successful tenderer.

**Period of Contract**

3.2 It is anticipated that this contract shall commence on 1st May 2017 and run for a one year with a potential extension period of a further year subject to agreement and satisfactory performance.

3.3 The successful Tenderer shall provide SHL with a designated point of contact for the duration of the contract. The designated contact shall be responsible for the execution and management of this contract and will liaise with SHL as required.

**Contract Performance Review**

3.4 The contract performance will be reviewed regularly, at a frequency set by SHL. This is likely to be more frequent in the first few months of delivery of the services. Successful tenderers are therefore required to ensure their full co-operation with SHL.

**Financial Management – Orders and Payment**

3.5 SHL shall pay correctly addressed and undisputed invoices within 30 days in accordance with

 the standard Terms and Conditions of the contract.

3.6 Invoices are to be sent to 1, St Peters Square, Stockport, SK1 INZ

General requirements for an invoice for SHL include:

* A description of the good/services supplied is included.
* SHL’s reference number/Purchase Order number is included

**Subcontractors / Suppliers**

3.7 SHL will consider tenders where subcontractors are used or where some of the services required in this ITT are provided in consortium or shared services arrangements. Where the Tenderer proposes to use one or more sub-contractors to deliver some or all of the contract requirements your response to the relevant section in the Tender Response Documents should provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each subcontractor and the key contract deliverables each sub-contractor is responsible for.

3.8 Whilst Sub Contractors will be considered, at least 80% of the agreed work will be undertaken by the Contractors own staff and use of subcontractors and / or Agency staff (not in Contractors immediate employment) shall not exceed 20% of total agreed schedule of work.

**Non-Compliant / Incomplete Tenders**

3.9 Tenders may be rejected if the complete information called for is not given at the time of tendering or if the tender submission fails to comply with the format and presentation as instructed in this ITT document.

**PART 4 – BACKGROUND TO STOCKPORT HOMES**

**4.0 About SHL**

Stockport Homes is an Arm’s Length Management Organisation (ALMO) with over 30,000 customers. It manages and develops housing on behalf of Stockport Council[[1]](#footnote-1), owns[[2]](#footnote-2) a range of properties as a result of its in-house property development, empty homes and mortgage rescue activity and manages properties on behalf of other landlords. Its role includes delivering a range of services to help manage and improve neighbourhoods, support vulnerable people and assist the Council to discharge its legal obligations to those who need housing. In addition, it does commercial work for other companies.

As a housing provider Stockport Homes is working in an environment where national priorities such as public sector reform, devolution and growth influence how it operates. This also impacts on those customers that are facing significant social and financial issues in neighbourhoods where there are complex dependencies between: poverty; unemployment; educational achievement; crime levels; health; and housing need. These issues can only be addressed effectively by partnerships between agencies but investment of public money in neighbourhoods is likely to continue to reduce. Stockport Homes will continue to work as effectively as it can with partners at a neighbourhood, local and regional level to support its customers to optimise the quality and independence of their lives.

 Stockport Homes’ vision, mission and aims were developed in consultation with customers

**4.1 Vision**

To deliver the best services to customers by being a great place to work

**4.2 Mission Statement**

Transforming Lives

**4.3 Aims**

* + Exceed customer expectations and always do the right thing
	+ Support customers in all aspects of their lives through effective partnership working
	+ Create greener places to live and work and continually minimise our impact on the environment
	+ Develop our thriving, safe and sustainable neighbourhoods, maximising our contribution to meeting housing need
	+ Involve customers, staff and the Board in decision making and create opportunities for them to fulfil their potential
	+ Grow by making the best use of our resources and diversifying into businesses that complement what we already do

4.4 Stockport Homes property portfolio is set within with a unique range open spaces that are highly valued by customers and are key to sustaining neighbourhoods in terms of appearance and sustainability. The Company`s overall aim for the management, maintenance and improvement of greenspace is set out in Stockport Homes “Greenspace Strategy”. The Strategy aims to create a network of high quality greenspaces in partnership with customers, key stakeholders and partners. The Strategy recognises the value of greenspaces, in terms of social, economic, health and environmental benefits to customers and the neighbourhoods they live in.

The Company recognises the importance of creating create greener places to live and work and continually works to ensure minimal impact of activities on the environment and is seeking a like-minded partner to achieve this overall vision.

As part of this, Stockport Homes is committed to ensuring a healthy and safe tree stock and is responsible for managing and maintaining trees within greenspaces both public and within private areas.

**PART 5 – SERVICE SPECIFICATION**

The tree service specification is set out in Appendix 2.

**PART 6- TENDER RESPONSE DOCUMENT**

6.1 **Checklist for Tenderers**

Failure to provide all of the items in the checklist may cause your tender to be non -compliant and not considered.

|  |  |
| --- | --- |
| **ITEM** | **INCLUDED IN TENDER** |
| Tender Response  |  |
| Completed and signed Form of Tender |  |
| Completed and Signed form of Non Canvassing |  |
| Completed Pricing Schedule |  |
| Documentation as requested |  |

6.2 Tenderers must ensure that their tender response is submitted in the format prescribed within the Supplier Questionnaire. Attachments should only be enclosed where requested. Unnecessary attachments will not be read and therefore not scored.

6.3 Should you include attachments (where requested) in support of your response, they should be referenced with the name of your organisation and cross referenced with the relevant section number. Attachments which are not suitably labelled or indexed or which exceed the word limit (where one is imposed) will not be read and therefore not scored.

6.4 **EVALUATION AND AWARD CRITERIA**

The evaluation and award criteria below is the weighted evaluation for SHL’s Requirements

|  |  |
| --- | --- |
| **Criteria / Questions** | **Weighting** |
| Price | 40% |
| Quality Questions | 60% |
| Total | 100% |

The Criteria / Questions Weighting is broken down as follows:

|  |  |
| --- | --- |
| **Section** | **Assessment** |
| Mandatory Exclusions | PASS/ FAIL |
| Discretionary Exclusions | PASS / FAIL |
| Insurance  | PASS /FAIL |
| Form of Tender and acceptance of terms and conditions | PASS / FAIL |

Where sections are scored, the following methodology will apply to each of the questions asked:

**Quality Evaluation Process**

Tender submissions will be evaluated in accordance with the following criteria and weightings. A draft “operational plan” showing how the terms of the draft Contract would be met in respect of the following, sufficient detail must be provided to allow proper and adequate tender evaluation.

|  |  |
| --- | --- |
| Quality Criteria | Weighting |
| Method Statement |
|  |  |
| 1. Vehicles and Machinery | 7 |
| 2 Staffing and Qualifications | 6 |
| 3. Training | 4 |
| 4. Health and Safety | 7 |
| 5. Communication and Customer Care | 4 |
| 6. Technical Operation and Maintenance | 8 |
| 7. Management and Quality Information | 4 |
| 8. Environmental Issues | 3 |
| 9. Social Value | 2 |
| TOTAL | 45 |

Each of the above will be marked out of 5, thus making a maximum total of 225 points for quality once the weighting has been applied.

The scoring process has two elements. The first is the assessment of where the information provided sits within the following table.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Detail** | **Score** |
| Excellent | Excels in meeting the criteria | 5 |
| Good | Meets the criteria | 4 |
| Satisfactory | Meets the criteria in most aspects, fails in some | 3 |
| Unsatisfactory | Fails to meet the criteria in most aspects meets it in some | 2 |
| Poor | Significantly fails to meet the criteria | 1 |
| Not to be considered | Completely fails to meet the criteria | 0 |

If applicants’ responses to any of the requirements are left blank (e.g. no written response) then the question(s) concerned will be scored “0” and your tender may not be scored any further.

If applicants fail to score a minimum of ‘3” for any of the quality criteria, their responses may not be evaluated any further.

GUIDANCE NOTES FOR THE OPERATIONAL PLAN

A draft OPERATIONAL PLAN, with numbered pages, is required from all Tenderers. The contents of this Plan shall play a key role in the tender evaluation process; therefore the Tenderers must provide sufficient detail to allow proper evaluation to be undertaken.

The draft Operational Plan is to include Statements using the headings given below. The Plan is required to included statements referring to vehicles and machinery, staff and qualifications, training, health and safety, communication and customer care, technical operation and maintenance, management and quality information, environmental issues and social value.

**THE KEY THING THAT PANEL WILL BE LOOKING FOR IS PROOF AND EVIDENCE THAT THE CONTRACTOR CAN DO WHAT THEY SAY THEY CAN DO.**

Photographic evidence of work that illustrates the standards that would be achieved would be welcome. These photos will be used as a guide to ensure that the standards are actually achieved during the Contract Period.

Although Stockport Homes has outlined certain information that must be included, Tenderers are asked to provide as much additional information under each Statement as possible. All sheets must be clearly headed with the relevant Statement Number and Heading. Stockport Homes accepts that there is inevitably going to be a certain amount of ‘off-the –shelf’ information provided by tenderers, but please ensure that the information provided is of relevance to the situation in and around Stockport.

Unless otherwise stated, information for the first Year only is required.

The successful Tenderer will be required to provide a full and complete Operational Plan, based on the draft provided, as per the Terms and Conditions of Contract. No services will be provided and no sums paid until the Operational Plan has been approved by the Client and the Contractor has attended a meeting with the Client and explained to the satisfaction of the Client the proposed methods and systems of operating with the Contractor intends to adopt in the provision of the Services.

|  |  |
| --- | --- |
| **Method Statement** | **Outline of information** |
| **STATEMENT 1 :** **WORK PROGRAMMING**  | Stockport Homes wishes to know how the Tenderer will organise the work and the workforce to achieve the Contract Standard and Specification.Examples of innovative methods, etc., will all be welcomed. |
| **STATEMENT 2 :** **VEHICLES and MACHINERY**  | The Tenderers’ proposals for the types of vehicles and equipment to be used, how they will be maintained, how they will be signed/liveried etc. |
| **STATEMENT 3 :** **RESOURCES, STAFFING and QUALIFICATIONS**  | The Tenderers’ intended staffing arrangement for the Contract, including* + Support services e.g. Head Office etc.
	+ Proposed qualifications of key staff responsible for managing this contract
	+ The use of sub-contractors and casual staff
	+ The process of management of recruitment, performance including sickness monitoring etc.
 |
| **STATEMENT 4 :** **TRAINING**  | The Tenderers’ policy on staff training and continuous improvement An outline of the training programme for all staff which must comply with all relevant legislation and ensure that the Contract Standard is met.Stockport Homes is interested in hearing from Tenderers about their use and support of any trainees, any apprenticeship schemes and the creation and sustainability of local employment opportunities. |
| **STATEMENT 5 :** **HEALTH AND SAFETY**  | The Tenderers’ proposals for the implementation of all of the relevant health and safety legislation is required as well as their own health and safety policy.Stockport Homes is interested in the Tenderer’s views on customer health and safety issues as well as those that protect the employees and general public. The Tenderer’s methods for providing an emergency call out tree service if required.  |
| **STATEMENT 6 :** **COMMUNICATION and CUSTOMER CARE**  | The Tenderers’ proposals for how communication will take place with the client, their own staff and the customers etc., and how all parties will be ‘treated’. To include dealing with complaints and suggestions, and how the staff will operate, as well as how children and vulnerable adults will be safeguarded.  |
| **STATEMENT 7 :** **TECHNICAL OPERATION AND MAINTENANCE**  | Any existing codes of practice and standard operating procedures should be provided. If items are adequately covered elsewhere in other Method Statements there is not any need to repeat them, but please ensure that they are cross-referenced. • How one off complaints will be handled.This section should also include items like –• The Tenderers’ proposals for working on, or adjacent to, the highway.The Tenderers proposals for all of the technical aspects covered by the Contract |
| **STATEMENT 8 :** **MANAGEMENT AND QUALITY INFORMATION**  | The Tenderer’s supporting information that demonstrates, and provides evidence of, how all aspects of the Contract Standard will be guaranteed. Any quality assurance, use of IT, GIS and other management related information should be included here.  |
| **STATEMENT 9 :** **ENVIRONMENTAL ISSUES**  | Any information which the Tenderer wishes to provide to demonstrate their ability and commitment to ensuring that the environment and the long term sustainability of the environment is protected during the course of the Contract.Any chemicals that the Tenderer is proposing to use on the Contract should be listed here. |
| **STATEMENT 11 : SOCIAL VALUE**  | The Tenderer’s views on how Social Value can be added to the Contract. Any innovative methods or suggestions for improving the delivery of the service should be included here. Stockport Homes will be comparing and consulting with users and other organisations to ensure that the needs of the residents are being met and that the service remains competitive.Stockport Homes is interested in the Tenderer’s views on maximising opportunities for all of our communities and the local economy. The support to partnerships including local community, voluntary organisations, charities, social enterprises and SMEs (small to medium enterprises). |

**Price Evaluation Process**:

40 (400 points) will be awarded to the lowest priced tender, subject to the quality of that tender being acceptable.

All other bid prices will be awarded a relative percentage to the lowest bid using the following process: RELATIVE PERCENTAGE = lowest priced bid % / bid price being evaluated x 40

6.5 **Supplier Response Questionnaire**

Please complete the Questionnaire attached as Appendix 3 and return with all your documents.

6.6 **PRICING SCHEDULE**

Please complete the attached pricing schedule attached at **Appendix 3** and return with all your Tender Documents.

**PART 7 – FORM OF TENDER**

Please sign and return this form with your completed Tender



TO: STOCKPORT HOMES LIMITED (“SHL")

I/We …………………………………………………..…carrying on business at

…………………………………………………………. (registered office) hereby Tender and undertake to execute and complete all the services required to be performed in accordance with the terms and conditions of the Contract for the provision of Greenspace Space Service for SHL.

I/We agree that this Tender shall remain open to be accepted or not by SHL and shall not be withdrawn for a period of six months from the latest date for receipt of Tenders.

I/We further undertake to execute a contract in the form of Appendix 1 – SHL’s Standard Terms and Conditions, and further undertake if required to provide a Guarantee by our Holding Company as required.

Unless and until a formal agreement is prepared and executed, this tender together with your acceptance thereof in writing, shall not constitute a binding Contract between us.

I/we understand that you are not bound to accept the lowest or any Tender you may receive.

Signed

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenderer’s Signature by duly authorised person(s) on behalf of the Tenderer.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print name of signatory in full)

Name or title of Tenderer

**PART 8 – CERTIFICATE OF NON CANVASSING**

Please sign and return this form with the Tender



CERTIFICATE AS TO CANVASSING

TO: STOCKPORT HOMES LIMITED (SHL)

I/We hereby certify that I/we have not canvassed or solicited any Member or employee of Stockport Metropolitan Borough Council or SHL in connection with the award of this Tender or any other or proposed Tender for the Service, and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in the future canvass or solicit any Member, or employee of SHL in connection with the award of this Tender or any other tender or proposed Tender for the Service, and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed

(1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. At February 2015 there were 11,320 rented homes, 20 shared ownership homes, 138 units of temporary accommodation and 343 leasehold properties [↑](#footnote-ref-1)
2. At February 2015 there were 167 rented homes and 8 shared ownership homes [↑](#footnote-ref-2)