

INVITATION TO TENDER FOR A REPLACEMENT

TRACTOR

**Date: 6 June 2022**

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# INSTRUCTIONS TO TENDERERS

## Statement of Purpose

* + 1. Fair Oak & Horton Heath Parish Council is seeking to procure a replacement tractor for grounds work in support of maintaining our assets to assist with the 2022 grass cutting season. Nearly new Tractors could be considered. Further details are provided in the Service Specification at Section 4 of this document.
		2. Please note the Council has a maximum budget of £40K+VAT for this commission including attachments. Submissions in excess of this figure will not be considered and will be eliminated from the tender process without evaluation. This is a maximum budget value and should in no way be interpreted as an anticipated level of spend. Tenderers are advised to submit their most competitive price to complete the commission.
		3. Organisations are now being formally invited to meet this requirement and this document provides the necessary information to enable Tenderers to submit a fully compliant response.

## Our Procurement Policy

1.2.1 It is our policy to reduce our business costs wherever possible and ensure that any contracts awarded provide the best possible value for money and deliver the best possible social value for our residents. The responses provided by each tenderer will be used to determine which tender is most appropriate to fulfil the Council’s needs. It is important that your submission provides the full range of value added services that you can offer.

## Procurement Timetable – Key dates

* + 1. The timetable below contains key dates and deadlines for this tender. The Council reserves the right to extend or shorten any period as appropriate:

|  |  |
| --- | --- |
| **Activity** | **Key Dates / Deadlines** |
| Tender commences with advert publication  | 6 June 2022 |
| Final receipt of clarification questions  | 17 June 2022 |
| **Tender submission deadline** | **28 June 2022, 12 Noon** |
| Evaluations / Clarifications | 7 July 2022 |
| Contract Award Decision | 18 July 2022 |
| Decision notifications issued/contract award | 19 July 2022 |
| **Contract commencement date** | **25 July 2022** |

## Tender Submission Information

* + 1. Tenders are required to answer all questions in the invitation to tender. Failure to do so may invalidate your tender.
		2. All submissions should be:
			- as concise as possible, whilst providing sufficient information to enable the Council to evaluate the tender
			- provided in a format compatible with Adobe Reader or Microsoft Word and Microsoft Excel
			- written in plain English using a minimum of 10pt font
			- Submitted using the Fair Oak & Horton Heath Parish Council forms provided, or, if a bidder wishes to use an alternative template, the section headings from the Tender Response Document must be made clear in the submission and all other formatting requirements must still be met. Any additional pages such as appendices must be limited to **no more than 20 sides of A4**
			- formally signed by a person duly authorised to sign on the organisations behalf
			- submitted on time or will be excluded from the evaluation
			- based upon the conditions set out in this invitation to tender, otherwise may be rejected
		3. Enclosed with this Invitation is the Specification and the following documents which require completion by the Tenderer:
* Tender Response Document;
* Non-Collusion Certificate, at Appendix 1 of the Response Document
* Form of Tender, at Appendix 2 of the Response Document
* Pricing Schedule, at Appendix 3 of the Response Document
	+ 1. A copy of the final tender must be received by the council by noon of the date specified in the Procurement Timetable. Late tenders will not be considered unless the Council is satisfied that the delay was caused by reasons outside of your control, caused by a third party and are of a limited timescale. This is at the sole discretion of the Council and the Council’s decision is final. Tenderer requests for amendments/additions to tender information after the submission deadline will not be considered in any circumstances.

Your tender must be addressed to the Parish Clerk at Fair Oak & Horton Heath Parish Council in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. Your response must be in English and prices must be submitted in pounds- sterling (GBP).

The postal address for returning tenders is:

**Parish Clerk, Melanie Stephens, Fair Oak & Horton Heath Parish Council, 2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL**

All sealed tenders shall be opened at the same time on the prescribed date by the Parish Clerk in the presence of at least one other member of staff of Council.

* + 1. Tenders should remain open for acceptance for a period of 180 days from the Invitation to Tender closing date.

## Queries Raised by Tenderers

* + 1. Tenderers may request clarification concerning the requirements or the process of this procurement exercise at any time before the deadline date specified in the procurement timetable. The Council reserves the right not to respond to a question or request for clarification if it considers that the answer to that request would be likely to prejudice its own commercial interests. The Council will endeavour to answer all questions and requests for clarification as quickly as practicable but cannot guarantee a minimum response time.
		2. To ensure equality of treatment, the Council will publish the questions and requests for clarification it receives, along with the Council’s response, to all participants. Therefore, the Tenderer should indicate if a query is of a commercially sensitive nature, where disclosure of such a query and its answer would be likely to prejudice its commercial interests. In such a case, the Council will consider whether it agrees that the query is of a commercially sensitive nature, and if it does not agree, it will:
* invite the Tenderer submitting the query to allow it, along with the Council’s response, to be circulated to all Tenderers; or
* request the Tenderer withdraws the query.
	+ 1. Tenderers who subsequently decline to respond in full are requested to notify the Council at the earliest opportunity. The Council will not consider individual requests for extension of the closing date but may at its own absolute discretion extend the closing date and time.

## Limitations of this Invitation

* + 1. The Tenderer shall accept that by issuing this Invitation to Tender the Council shall not be bound to accept any Tender and reserves the right not to conclude a Contract for some or all of the services for which Tenders are invited. The Council also reserves the right to amend or withdraw all or any part of this Invitation to Tender at any time during the procurement exercise.
		2. The Tenderer shall not make contact with any other employee, agent or consultant of the Council, or any other contracting organisation in any way connected with this procurement exercise, during the period of the procurement exercise unless instructed otherwise by the Council.

## Procurement Process

* + 1. The Council may invite selected tenderers to a meeting in order to clarify, specify or fine tune their tender e.g. by confirming processes and minor contractual details, although Tenderers will not be permitted to alter the basic features of their Tender unless it can be demonstrated that this would not distort the competition or have a discriminatory effect on the other Tenderers.
		2. The Council intends to award the Contract based on the award criteria described below. However, the Council reserves the right to abandon or recommence the contract award procedure if it is unable to select a winning tender.
		3. In the period between the selection of the winning tender and award of the contract, clarification and confirmation may be sought, provided that this will not modify any

substantial aspects of the Tender or risk distorting competition or causing discrimination against the other Tenderers.

# AWARD PROCESS

* 1. The underlying principle of the evaluation methodology is to select the Most Economically Advantageous Tender (“MEAT”) that meets the Specification. This section details the two stage award process, as detailed below:
		1. **Stage 1 – Initial compliance check**

Tenderers will initially be reviewed on a pass/fail basis to ensure that the submission has been received on time, all required documentation is fully completed and meets the Council’s requirements, to allow evaluation in accordance with the evaluation methodology. All tenders compliant with this stage will progress to evaluation stage 2. Any tenders not compliant will be eliminated from the process at this stage and will not progress to evaluation.

* + 1. **Stage 2 – Award Criteria**

Tenders that pass the Stage 1 evaluation will progress to stage 2 and be assessed based on the following criteria and weightings:

|  |  |
| --- | --- |
| **Criteria** | **Weighting (%)** |
| Quality | 50% |
|
|
|
| Social Value | 10% |
| Price | 40% |
| **Total** | **100%** |

* + 1. **Stage 2a – Quality & Social Value Assessment**

Each of the quality/social value criteria shall be scored between 0 and 10 using the following scoring guidance:

|  |  |  |
| --- | --- | --- |
| **Score** | **Judgement** | **Performance** |
| 10 | Exceptional | Exceeds all expectations |
| 9 | Outstanding | Exceeds almost all expectations |
| 8 | Very good | Exceeds most expectations |
| 7 | Good | Above Expectations |
| 6 | Fair | Slightly exceeds expectations |
| 5 | Average | Meets expectations |
| 4 | Below average | Satisfactory but below expectations |

|  |  |  |
| --- | --- | --- |
| 3 | Poor | Below expectations |
| 2 | Weak | Well below expectations |
| 1 | Very Weak | Almost Unacceptable |
| 0 |  | Unacceptable |

* + 1. **Stage 2b – Price Assessment**

The price assessment will be evaluated on the prices submitted by each tenderer using the following pricing score method i.e. the maximum points x (100% - % above lowest price). The price is converted into a score for each tenderer (rounded to the nearest non-decimal number) as shown in the example below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tender Price** | **% price difference (Tender price – lowest price /****lowest price) x 100** | **100% - Percentage price difference** | **Resultant sum x Percentage weighting (40%)** | **Price score** |
| £600 | 600-600/600 x 100 = 0% | 100% - 0% = 100 | 100 x 40% | 40 |
| £800 | 800-600/600 x100 = 33% | 100% - 33% = 67 | 67 x 40% | 27 |
| £900 | 900-600/600 x100 = 50% | 100% - 50% = 50 | 50 x 40% | 20 |
| £1200 | 1200-600/600 x100 = 100% | 100% - 100% = 0 | 0 x 40% | 0 |
| £1500 | 1500-600/600 x100 = 150% | 100% - 150% = -50 | -50 x 40% | -20 |

## Contract Award

* + 1. The quality & social value assessment score and the price assessment score will be combined in order to arrive at the total score for each tender.
		2. The Council will award the contract to the tender with the highest total score.

# NOTICES

## Sufficiency of Information

* + 1. The Tenderer shall ensure that it is familiar with the content, extent and nature of its obligations as set out in the Tender Documents and shall in any event be deemed to have done so before submitting its Tender.
		2. The Council relies on the responses from the Tenderer in order to evaluate their Tender. Consequently, Tenderers are solely responsible for providing the information they consider necessary in order that effective and fair evaluation can take place. Failure to supply adequate and accurate information as part of the Tender process is entirely the responsibility of the Tenderer.
		3. The Tenderer will be deemed for all purposes connected with this procurement exercise to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied themselves as to the nature, extent, volume and character of the work and the extent of the labour and other materials and resources which may be required and any other matter which may affect its Tender.

## Costs and Expenses

* + 1. All costs, expenses and liabilities incurred by the Tenderer, sub-contractors or advisors in connection with preparation and submission of this tender will be borne by the Tenderer.
		2. The Tenderer shall have no claim whatsoever against the Council in respect of such costs and in particular (but without limitation) the Council shall not make any payments to the successful Tenderer(s) or any other Tenderer save as expressly provided for in the Contract and (save to the extent set out in the Tender Documents) no compensation or remuneration shall otherwise be payable by the Council to the successful Tenderer(s) in respect of the Services by reason of the scope of the Services being different from that envisaged by the successful Tenderer(s) or otherwise. In addition and without limitation no compensation or remuneration shall be payable by the Council to any Tenderer or shall be payable to any Tenderer in the event that this tendering process shall be aborted.

## Rejection of Tenders

* + 1. Any tender submitted, in respect of which the Tenderer carries out or proposes to carry out any of the following, will be rejected:
			- If it discloses to any third-party the prices shown in its Tender except where such disclosure is made in confidence in order to obtain quotations necessary for the purposes of financing or insurance; and/or
			- Enters into any agreement with any other person that such other person shall refrain from submitting a Tender or shall limit or restrict the prices to be shown by any other Tenderer in its Tender; and/or
			- Fixes prices in its Tender in accordance with any arrangement with any person or by reference to any other Tender; and/or
			- Has committed an offence under section 188 of the Enterprise Act 2002; and/or
			- Offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tenderer or any other person's Tender any act or omission; and/or
			- In connection with the award of the Contract commits an offence under the Bribery Act 2010 or gives any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972; and/or
			- Has directly or indirectly canvassed any Member or official of the Council concerning award of the Contract or who has directly or indirectly obtained or attempted to obtain information from any such Member or official concerning any other Tenderer or Tender submitted by any other Tenderer; and/or
			- Has done anything improper to influence the Council during the procurement period; and/or
			- Has unreasonably qualified its Tender and or made any unauthorised amendments to the Tender Documents.
			- Has failed to return the Tender fully completed and signed or any of the accompanying documents by the stated return date.
		2. For the avoidance of doubt any rejection of a Tender pursuant to this paragraph shall be without prejudice to any other civil remedies available to the Council or any criminal liability which such conduct by a Tenderer may attract.

## Confidentiality and Ownership of Documents

* + 1. The Tender documents and all other documentation issued by the Council relating to the contract shall be treated by the Tenderer as confidential for use only in connection with the procurement process and any resulting contract. The said documentation shall not be disclosed in whole or in part to any third party without the prior written consent of the Council save where such information has been disclosed for the purposes of obtaining quotations from proposed insurers and/or sub-contractors and other information required to be submitted with the Final Tender.
		2. The copyright in all the documents shall vest in the Council and all such documents and all copies thereof are and shall remain the property of the Council and must be returned to the Council upon demand.

## Freedom of Information Act

* + 1. The Council is a “public authority” for the purposes of the Freedom of Information Act 2000(“FOIA”) and the Environmental Information Regulations 2004.
		2. Accordingly, certain elements of the information submitted to the Council by the Tenderer may need to be disclosed in response to a request made by a third party under the Act. The Council may also decide to include certain information in the publication scheme which it is required to maintain under FOIA.
		3. If you consider that the disclosure of any of the information included in your tender would prejudice your legitimate commercial interests, or would result in the disclosure of any of your trade secrets, please identify such information in a separate schedule and explain (in broad terms together with a time period after which the information could be disclosed) what harm

may result from any disclosure by us pursuant to the FOIA. Tenderers must give a clear justification in writing why they prefer any information to be withheld.

* + 1. The Council will consider all parts of the tender outside of the separate schedule to be appropriate to place in the public domain at the end of the tendering procedure.
		2. Tenderers should be aware that, even where information is included in the separate schedule, the Council may still be required to disclose it under the FOIA if the application of the statutory tests following receipt of a request for information under the FOIA requires this, or if there is a successful appeal to the Information Commissioner.
		3. The Council recognises legitimate commercial concerns of suppliers and when it considers it reasonably practicable to do so within the statutory timetable, will try to consult with the relevant Tenderer before disclosing information in the separate schedule pursuant to the FOIA. Nonetheless the final decision will rest with the Council.
		4. Tenderers should also note that the receipt by the Council of any material marked ‘confidential’ or equivalent wording shall not be taken to mean that the Council accept any duty of confidence by virtue of marking.
		5. If a request is received, the Council may also be required to disclose details of unsuccessful Tenders.

## Tenderer’s Warranties

* + 1. In submitting any Tender, the Tenderer warrants, represents and undertakes to the Council that:
			- It has in all respects complied with these instructions.
			- All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the Tenderer or its staff in connection with or arising out of the Tender are true, complete and accurate in all respects.
			- It has carried out its own investigations and research, has satisfied itself in respect of all matters relating to the Tender documents and that it has not submitted the Tender and has not entered into the contract in reliance upon any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by the Council.
			- It has full power and authority to enter into the contract and carry out the Services and will if requested produce evidence of such to the Council.
			- It is of sound financial standing and the Tenderer and its directors, officers and employees are not aware of any circumstances (other than such circumstances that may be disclosed in the audited accounts or other financial statements of the Tenderer) submitted to the Council which may adversely affect such financial standing in the future.
			- It has, and has made arrangements to ensure that it will continue to have, sufficient working capital, skilled staff, equipment, machinery, premises and other resources available to carry out the Services in accordance with the Contract and for the Contract Period.

## Contract Conditions

* + 1. The successful tenderer shall be required to enter into a form of contract with the Council embodying all the conditions and terms contained in this Invitation to Tender, the tenderer’s submission on the response document and any other relevant correspondence, together with other ancillary terms and conditions reasonably required by the Council and/or successful tenderer including provisions relating to the standard of performance and default.

## Equal Opportunities and Diversity

* + 1. As a public authority, the Council is legally obliged to promote equality of opportunity and eliminate unlawful discrimination, as set out in the Equality Act 2010, Equality Act 2006 and Human Rights Act. As such, Tenderers will be required to comply with current and future equalities legislation.

## Business Continuity

* + 1. Tenderers must have appropriate business continuity plans for maintaining supply of the full range of services required under the contract in the event of computer failure, loss of use of your premises or other emergency.
		2. Business continuity plans must be tested at least annually. The Plan and evidence of its annual testing, should be made available at the request of the Council.

# SERVICE SPECIFICATION

### 4.1

We are replacing our current tractor unit and are looking for a suitable replacement with the following specification: -

45 - 65HP

4-wheel drive

Crawler/speed gears

Rear PTO 540/1000rpm

3 point rear linkage

Cab with Air conditioning

Rear windscreen wiper

Low profile road/ Radial turf grass tyres

Flashing Beacon

Hedge cutter glass protection Front weights

### - FORM OF TENDER

To: TENDER FOR: **REPLACEMENT TRACTOR**

I / We the undersigned, having examined the specification and project profile are willing to supply and deliver the whole of the work required in the tender document for the sum of £

Business Name:

Business Address:

Company or Other (e.g. Partnership) Registration No.:

Employee Name:

Employee Title:

Telephone No.:

Email Address:

Date:

I / We understand that:

1. We have read and understood the invitation to tender and conditions of contract issued by the Council for the provision of the above contract. We are fully satisfied that we can meet, in all respects, the requirements of the Council. We have had the opportunity, before we submit our tender, to ask the Council for clarification of anything we did not understand. Please note you must submit only one tender.
2. We offer to perform and complete the contract in accordance with the specification, the conditions of contract and our tender for the prices shown in the attached Pricing Document held open for timescale stated in the Project Specification and Brief document.
3. We confirm that if our tender is accepted we shall, upon demand:
	* + Produce evidence that all relevant insurances, policies, licenses and certificates of compliance with relevant legislation and policy are held and in force.
4. This Tender must be returned by the method and date stated previously.
5. At the Councils discretion, there may be an interview for the successful Tenderer involving a presentation and interview/meeting.

Employees Signature: -

Dated: -

### 2– QUALIFICATION REQUIREMENTS AND REFERENCES

**PLEASE NOTE: If you have previously completed a PQQ for this commission, please do not complete this section and attach your completed PPQ (with updates) to your tender submission.**

1. Organisation Information
	1. Name of organisation in whose name the tender would be submitted

Name of the main contractor who will act as lead bidder for the purposes of this tender:

|  |
| --- |
|  |

* 1. Contact details:

|  |
| --- |
| Name: |
| Position in organisation: |
| Telephone no.: |
| Fax no.: |
| Email address: |

* 1. Main address for correspondence:

|  |
| --- |
|  |

* 1. Legal status of your organisation (tick as applicable):

|  |  |
| --- | --- |
| Sole trader |  |
| Partnership |  |
| Private Limited Company |  |
| Public Limited Company |  |
| A Higher Education Institution |  |
| A Local Authority |  |
| Voluntary organisation |  |
| A consortium of companies |  |
| Other (please specify) |  |

* 1. Company Registration details:

|  |
| --- |
| Company Registration no: |
| Date of registration: |
| Registered address (if different from above): |

* 1. Date organisation commenced business (and date of incorporation in the UK if different):

|  |
| --- |
|  |

* 1. VAT registration number:

|  |
| --- |
|  |

* 1. Please state the names of all other organisations and sub-contractors to be involved in the tender/contract, your relationship with them and the respective roles and responsibilities:

|  |
| --- |
|  |

* 1. Please provide enclose details of your organisation’s national structure and total number of employees, e.g. organisation chart showing location network and range of business units.
	2. Is your company a subsidiary of another company? If so, please provide the name and registered office address of the holding or parent company and the ultimate parent (if applicable):

|  |
| --- |
|  |

* 1. Is your company affiliated or associated with any other company which would be capable of tendering for these services? If so, please provide the name and registered office address:

|  |
| --- |
|  |

* 1. Has any director, partner or associate been employed by Fair Oak & Horton Heath Parish Council or its predecessor bodies? (If so, please give details.)

|  |
| --- |
|  |

* 1. Does any director, partner or associate have a relative(s) who is employed by Fair Oak & Horton Heath Parish Council or its predecessor bodies at a senior level or is a Councillor? (If so, please give details.)

|  |
| --- |
|  |

* 1. Please give the number of offices and the locations of the main premises from which your organisation envisages providing manufacturing or production as part of this project.

|  |
| --- |
|  |

1. Eligibility
	1. Please provide confirmation that there are no grounds applicable to your company or to any parent company pursuant to which your company or parent company as a whole might be, or might become, ineligible to tender for this works. Please refer to: The Public Contracts Regulations 2015 – Para 57: <http://www.legislation.gov.uk/uksi/2015/102/regulation/57>

*Delete as appropriate*

Confirmed \* Not confirmed \*

If not confirmed, please supply details separately.

*Note : Evidence may be sought at a later date, in confirmation of your answer.*

1. Business and Professional Conduct
	1. Are there any court actions and/or employment tribunal hearings outstanding against your organisation? If so, please give details:

|  |
| --- |
|  |

* 1. In the last three years has your organisation:

|  |  |  |
| --- | --- | --- |
| 3.2.1 | Been involved in any court action and/or employment tribunals? | **YES/NO** |
| 3.2.2 | Paid damages in respect of failure to perform any contract? | **YES/NO** |
| 3.2.3 | Had a contract terminated or been refused the opportunity to re-tender for a contract? | **YES/NO** |
| 3.2.4 | Been successfully sued for breach of contract? | **YES/NO** |
| 3.2.5 | Withdrawn from a contract before the agreed completion date? | **YES/NO** |
| 3.2.6 | Had proceedings for a Receiver, Manager, or Administrator on behalf of a creditor appointed in respect of the organisation’s business? | **YES/NO** |

* 1. If you have answered YES to any of the above questions, please provide details, including appropriate judicial or equivalent extracts:
1. Financial
	1. Please indicate the annual turnover of organisation, in whose name the tender would be submitted, over the last 3 years. If your organisation is part of a group, please give figures for both your own organisation and the group:

|  |  |  |
| --- | --- | --- |
| Year | Organisation annualturnover (£) | Group annual turnover (£)(where applicable) |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Your Company Accounts:
		1. If you are an organisation that is registered with Companies House, which you supply with a full set of Audited Accounts, **all you need to do** is to give us your Registered Company Name and Registration Number:

Registered Company Name and Registration Number:

* + 1. If your organisation is **not registered** with Companies House, or only publish “Abbreviated” accounts then please provide a set of the last three years audited accounts for your own organisation **(being the one which makes this application and which will directly provide the service),** and the holding company and/or the ultimate parent (if applicable).

Applicant Name:

* + 1. If your organisation has been trading for **less than 3 years**, the Parish Council will accept 2 years audited accounts.
		2. If the organisation has been established for **less than 2 years**, please provide a business plan for the whole organisation, including a profit and loss account, cash flow forecast and projected balance sheets covering at least the period of the contract.
	1. Please give details of any changes in company status since the last published accounts or any planned changes e.g. acquisitions, mergers, share issues, major investments, major loans, etc:

|  |
| --- |
|  |

* 1. Please give details of any event between the date on which the latest set of accounts was authorised for issue and the date of the submission of your response to this tender that, had the accounts not been authorised for issue until this submission date, would have required an adjustment or disclosure:

|  |
| --- |
|  |

* 1. Please provide a statement, of any other financial considerations you feel are of relevance at this stage to this tendering process.

|  |
| --- |
|  |

1. Insurance
	1. Please provide details (name of insurer and indemnity levels) of your organisation’s insurance in respect of:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Insurer | Limit for single incident | Indemnity level | Policy (from/ to) dates |
| Public Liability |  |  |  |  |
| Professional Indemnity |  |  |  |  |
| EmployersLiability |  |  |  |  |
| Other |  |  |  |  |

* 1. In the event of your business being awarded the tendered contract, you will be required to provide a performance bond or company guarantee. Please indicate the arrangements you would be likely to put in place.

|  |
| --- |
|  |

1. Quality Assurance
	1. Please provide details of any quality assurance accreditation that your organisation holds or equivalent standard for the areas of work relevant to the contract. Please attach a copy of your quality assurance certificate if you have one. If no accreditation held, please attach a copy of your quality assurance policy.

|  |
| --- |
|  |

1. Staffing and Co-ordination
	1. Please provide brief details of how the key personal in your organisation who are likely to be involved in this project and recent experience:

|  |
| --- |
|  |

* 1. Total number of staff employed in your organisation:

|  |
| --- |
|  |

* 1. Please provide details of your staff and organisation’s qualifications and membership of any relevant trade associations and professional bodies:

|  |
| --- |
|  |

* 1. Please provide details of any equalities policy and has any findings made against your organisation by any court or tribunal, or in comparable proceedings in any other jurisdiction, which relate to discrimination in the workplace?

|  |
| --- |
|  |

1. Experience/References/Ability
	1. Please provide details in Table 1 of relevant contracts you have been awarded for the provision of services similar to those required by the Council for the past 5 years for works.

Table 1 – Experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Client name & full address** (public sector, central government or private sector) | **Brief description of works undertaken** | **Period of contract** | **Contact name and telephone number** | **Status of contract** (current / finished / terminated) | **Approx. contract Value £** |
|  |  |  |  |  |  |
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***NB. The Parish Council reserves the right to contact any or all of these organisations for a reference. The Council may also wish to visit them. Your permission to do so will be assumed unless you state any objections.***

* 1. Please detail below a brief statement detailing how you consider this experience to be relevant to our requirement.

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* 1. Please detail any proposals you may have for sub-contracting aspects of the project, naming the principal sub-contractors and the area(s) of works or service they would provide. This may include for example sub-contracted ground works.

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* 1. Please provide details of your manufacturing process and an estimate of average production timelines.

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1. Construction, Design and Management
	1. *Who is the name and title of the person in your organisation with executive responsibility for adherence to* The Construction (Design and Management) Regulations 2015?
	2. Please provide a brief outline or how you have managed health and safety requirements as part of similar schemes, with reference to CDM regulations.
	3. Please provide details of any industrial injuries while manufacturing and on site both as part of your business operations and those of any proposed sub- contractors.
2. Sustainability
	1. Please provide details of any company sustainability policies and standards.

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1. General Comments
	1. Please insert any general comments you wish to make:

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