

**CASTLE POINT BOROUGH COUNCIL**

**Invitation To Quote Request for Quotation**

**Playing Pitch and Built Facilities Strategy for the Borough**

**Instructions to Tenderers & Conditions of Quotation**

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| **QUOTATIONS TO BE RETURNED TO:** | Amanda ParrottAssistant Director (Climate and Growth)*Place and Policy*Castle Point Borough Council**Email: PlanningPolicy@castlepoint.gov.uk** |
| **INSTRUCTIONS TO PROVIDERS**1. Quotations are requested for the provision of a Playing Pitch and Built Facilitates Strategy.
2. Quotations **MUST** be made in either pdf format or in a format which is compatible with Office 365 and documents submitted electronically via the PlanningPolicy@castlepoint.gov.uk mailbox by:

**Wednesday 14th of August**1. Quotation providers must complete the attached pricing schedule in pounds sterling and provide any attached additional information requested.
2. The Provider agrees and accepts that any Quotation submitted by the Provider shall remain open for acceptance for a period of ninety (90) days from the closing date for the receipt of Quotations, and shall not alter, amend, vary, or withdraw without the prior written agreement of the Council.
3. Quotations other than on this form will not receive consideration.
4. Castle Point Borough Council (the ‘Council’) is not obliged or bound to accept the lowest or any Quotation.
5. The Council’s General Conditions of Contract for Provision of Good & Services will apply. Providers may view the Terms & Conditions on the Council’s website at [STANDARD TERMS AND CONDITIONS (castlepoint.gov.uk)](https://www.castlepoint.gov.uk/download.cfm?doc=docm93jijm4n2842.pdf&ver=5875)
6. Providers accept that by responding to this Invitation to Quote (ITQ) and in the event their Quotation is accepted, they will enter into and execute a contract (the ‘Contract’) subject to the Terms and Conditions of Contract without amendment, deletion, or addition. Providers also accept that by responding to this ITQ they are accepting that the Terms and Conditions of the ITQ and any subsequent Contract are in all circumstances fair and reasonable in all respects and the Provider (the ‘Provider’) shall be bound by the Terms and Conditions of the Contract forthwith and with effect from the Commencement Date of the Contract.

Any correspondence or request for clarification related to this ITQ must be submitted in writing via the Planning Policy mailbox – **PlanningPolicy@castlepoint.gov.uk**1. . Any such requests must be made at least forty-eight (48) hours prior to the submission return time and date deadline. Queries and/or requests for clarification will NOT be answered after the 2-day deadline. Replies will be sent to all Providers as a Clarification Notice via email, although the anonymity of the person raising the query will be maintained.
2. The Council is subject to the provisions of the Freedom of Information (FOI) Act 2000. If you consider that any information supplied for the purposes of this ITQ, or which will be supplied during the performance of the contract, is either commercially sensitive or confidential in nature (within the meaning of the aforementioned Act), this should be highlighted in the body of the quote submission.
3. Procurement Timescales:

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| Action | Date |
| ITQ released | Wednesday 17th July 2024  |
| Clarifications closing date | Monday 12th August 2024 2pm |
| ITQ response returned  | Wednesday 14th August 2024 2pm |
| Evaluation Period | Thursday 15th August – 29th August |
| Award decision | 4th September |
| Contract Start | 15th September |
| Contract Term | 9 Months |

1. Information supplied by the Council (whether in this letter or specification or otherwise) is supplied for general guidance in the preparation of the quotes. You should satisfy yourself by your own investigations with regard to the accuracy of any such information and no responsibility is accepted by the Council for any inaccurate information.
2. Any supplier who directly or indirectly canvasses any member or officer of the Council concerning the award of the Contract for the provision of the Services, or who directly or indirectly obtains or attempts to obtain information from any such member or officer concerning any other quotation or proposed quotation for the Services will be disqualified.
 |

1. **Introduction**

Castle Point Borough Council is preparing a local plan for its area. This will be called the Castle Point Plan and will cover the period 2023 to 2043.

A vision led place-based approach is being taken to the Castle Point Plan, with the needs of the community and the needs of those organisations providing services and facilities to the local communities being at the fore of what how places change and grow.

A critical component of the Castle Point Plan will be the approach taken to ensuring that residents can be healthy and live well. Sporting facilities and playing pitches have a role to play in providing these opportunities, as well as informal opportunities for recreation such as the use of green spaces.

A Playing Pitch Strategy (PPS) and Indoor Built Facility Strategy (IBFS) were last prepared in 2018 and set out action plans for improving the quantity and quality of pitch and sport facility provision in Castle Point. Updates from sports’ governing bodies were collected in 2022 and 2023 to inform updates to the action plans within these strategies.

Additionally, a PPS steering group comprising representatives from different sports’ governing bodies as well as Sports England and Active Essex meet bi-annually and liaise outside of meetings to facilitate delivery of actions arising from the strategies.

In order to inform the emerging Castle Point Plan, a new Playing Pitch and Sports Facilities Strategy is required that provides a comprehensive update to the work undertaken in 2018. The new strategy should take a place-based approach to the consideration of needs and provision and should be informed by strong community and stakeholder engagement. This strategy is aimed at different stakeholders and the strategy should be adaptable to enable the use of the document for different needs. For example, the council will be preparing a recreation strategy and work from this strategy will feed into that workstream.

Quotes are sought from suitably qualified and experienced specialists in the planning of playing pitch and sports facilities to undertake this work.

1. **Background**

Castle Point is a small authority covering 47 sq. km, and with a population of around 90,300 residents. This population is projected to increase to around 97,000 by 2043.

Within the resident population there is a greater than average proportion of people aged over 65. This proportion of older people is expected to increase into the future.

*Forecasted demographic profile for Castle Point in 2043*



The population in Castle Point are relatively inactive compared to elsewhere. Data from 2020/21 shows that 26.8% of adults were inactive compared to the national average of 23.4%. This inactivity is reflected in the level of obesity which sits at 10.5% for reception aged children, and 19.3% for year 6 children. 70.5% of adults are overweight or obese. This has implications for health outcomes.

There is a difference between health outcomes in different parts of the borough. Canvey is relatively more deprived than parts of Benfleet, Hadleigh and Thundersley and this is reflected in health outcomes. On Canvey there are above average admissions for COPD, stroke, and coronary heart disease. Average life expectancy in some parts of Canvey Island is 10 years less than in some parts of Benfleet.

Because of these health challenges, the area has been identified as a priority place by Sports England for place-based funding to drive up activity levels within the community. Sport England’s Place Partnership work has committed to a package of £250 million National Lottery and Exchequer funding in areas that have been identified as having the greatest needs. This investment aims to build upon existing knowledge and target action into those areas. The work will gain a greater understanding of the local people within an area and use that to create change and increase activity levels. This has been found to be beneficial to existing places on the scheme, Castle Point was announced as one of the new locations in November 2023. The playing pitch and sports facility strategy therefore has great opportunity to supplement this work.

Despite the challenges that exist in terms of local activity levels, there are good opportunities for sports participation in Castle Point. There are two Council run ‘pay as you go’ sports centres offering swimming, gym, and classes. The larger sports centre at Waterside Farm on Canvey Island also offers indoor courts in a large multi-use sports hall. This is supplemented by provision in schools across the borough, with the Deanes School in Thundersley being a sports academy. There are outdoor pitches across the borough owned by the Council, by schools and by community sports organisations. Some of the facilities owned by sports organisations have changing and club facilities. There is also a private Virgin Active Sports Club, a public (PAYG) golf course and a private golf course and several private gyms and studios.

The sport’s governing bodies have provided updates on demand and participation rates since 2018, first in 2022 and again in 2023. These updates indicate that there has generally been an uplift in demand since 2018 across the different sports, with demand for additional pitches for rugby union and football. Additionally, there has been an uplift in demand for female participation, requiring adaptations to changing and club facilities to accommodate.

The sustainability of club and changing facilities has also arisen as an issue, particularly in light of the increased costs of fuel. Meanwhile, extreme weather has affected the playability of some pitches during times of intense heat or intense wet weather.

These local challenges need to be addressed through the new Playing Pitch and Sports Facilities Strategy in order to ensure that it delivers a locally responses and place-based approach to pitch and sport development that meets the needs of local people and local stakeholders.

It is critical however that the approach to the assessment is robust and applies policy and guidance set out in the National Planning Policy Framework (NPPF), the national Planning Practice Guidance (PPG) and guidance from Sports England on *Assessing Needs and Opportunities for Indoor and Outdoor Sports Facilities* and *Playing Pitch Strategy Guidance.* This will ensure that proposals that flow from the assessment into the Castle Point Plan are found sound and can be delivered.

It should be noted that a separate Open Space Assessment is currently being prepared. This does not include a playing pitch assessment but has considered the role that playing pitches with public access have in the green infrastructure network. As appropriate, it may be necessary to cross reference that work in the Playing Pitch and Sports Facilities Strategy to ensure that the two pieces of work do not conflict and that they support each other in improving access to sports facilities and open spaces.

The Council will also be preparing a recreation strategy, which will be heavily linked to the outcomes of this work. Where appropriate, opportunities that are identified that could influence a recreation strategy for the area should be highlighted so this can be explored further in this work.

1. **Requirements**

Castle Point Borough Council is inviting consultants to develop a Playing Pitch and Sports Facilities Strategy for the Borough. This work should include the following elements:

1. A full review of sports facilities and playing pitches and demand levels in the Castle Point borough administrative boundary. Where cross boundary relationships are known or drawn out through engagement this should be noted in the assessment.
2. A vision for playing pitch and sports facilities in the borough which should be developed in conjunction with the community and stakeholders, so that there is a shared understanding of the types of places and spaces we are trying to create in terms of sports and physical activity. This vision should look forward to 2043.
3. Alongside the visioning, an audit of existing provision and an assessment of current and future needs should be undertaken. This should be prepared in accordance with best practice guidance, although there is a requirement that community engagement is factored into the needs assessment. The needs assessment should look forward to 2043, with intervals in 2028, 2033 and 2038.
4. Following the development of the vision and the preparation of the assessment of needs, a strategy and action plan should be prepared. This should be done with the involvement of stakeholders to ensure it is achieving the vision, but also that it is deliverable. Delivery periods aligning with the intervals used in the needs assessment should be applied.
5. **Sports Facilities – Technical Requirements**

With regards to sports facilities, the audit and needs assessment should encompass all built sports and leisure facilities (including education sites/private businesses and community facilities) which have the potential to be made publicly available in Castle Point.

The Sports Facilities audit and assessment should be carried out in line with national guidance and best practice methodologies, including but not limited to the NPPF, PPG and guidance and tools provided by Sport England.

To include:

* Sports Halls
* Swimming Pools and Leisure Pools
* Health and fitness facilities (including dance/aerobic studios)
* Squash Courts
* Indoor Tennis Courts
* Indoor Bowls
* Gymnastics
* Basketball
* Climbing/Bouldering

The audit of existing facilities should assess their size, quality, location, accessibility (including modes of active travel), ownership and management of each facility. Key issues affecting current and/or future provision should be identified, together with the possibilities for addressing those concerns. The assessment should also identify the frequency of use of facilities with a demographic summation of attendees.

The needs assessment should identify the needs for the different types of sports facilities listed above. This should take account of likely demographic change in the borough, and information arising from community engagement and engagement with stakeholders including sports’ governing bodies to determine likely trends or changes in demand looking to the future.

Where the audit of existing facilities and needs is brought together it will be possible to identify an initial list of priority projects for improvements needed to indoor sports facilities over the plan period.

1. **Playing Pitches – Technical Requirements**

The playing pitch audit and assessment should be carried out in line with national guidance and best practice, including but not limited to the NPPF, PPG and guidance and tools provided by Sport England.

To include:

* Grass pitches for football, cricket, rugby union, rugby league, hockey, and American Football.
* Third Generation Turf (3G) and Artificial grass pitches (AGPS) for football, cricket, rugby union and hockey.
* Outdoor Bowls
* Cycling
* Golf
* Outdoor Athletics
* Outdoor Tennis and Padel
* Netball
* Multi Use Game Areas (MUGA’s)
* Running
* Parkour
* Skateboarding

The audit of existing pitches and facilities should assess their size, quality, location, accessibility (including modes of active travel), capacity and ancillary facilities. Key issues affecting current and/or future provision should be identified, together with the possibilities for addressing those concerns. The assessment should identify the frequency of use of facilities with a demographic summation of attendees.

The needs assessment should identify the needs for the different types of pitches listed above. This should take account of likely demographic change in the borough, and information arising from community engagement and engagement with stakeholders including sports’ governing bodies to determine likely trends or changes in demand looking to the future.

Where the audit of existing pitches and needs is brought together it will be possible to identify an initial list of priority projects for improvements needed to indoor sports facilities over the plan period.

1. **The Strategy and Action Plan – Technical Requirements**

The site audits and assessments of need will result in priority projects being identified for indoor sports facilities and playing pitches. Taking into account the vision developed for sports and pitch provision, a strategy and action plan for the provision of playing pitches and sports facilities should be developed. It is critical that this is done in conjunction with stakeholders to ensure that proposals are deliverable and that opportunities for joint working and synergies are drawn out.

Once a draft final action plan has been prepared the most up to date facilities cost information available from Sports England should be used to provide high level costs for each action. Each action should also be phased, and recommended approaches to delivery and potential funding options should be identified.

1. **Engagement**

It is envisaged that engagement is embedded within the preparation of the Playing Pitch and Sports Facilities Strategy at each stage. This should include in-depth engagement with key stakeholders such as the sports’ governing bodies, Active Essex, Sports England, and key providers of facilities in Castle Point. It is also expected that there will be extensive engagement with local clubs, user groups and the wider community including non-users/non-participants.

Regarding the wider community, it is anticipated that a community engagement survey is used to gauge current trends around sports participation, the needs and desire for playing pitches and sports facilities and the barriers to participation. It is expected that a statistically robust engagement is carried out, reaching circa 500 residents in the local community.

The means of engagement used should be appropriate to the stage in the process, the information being sought, and the stakeholders involved. There should be the opportunity for both digital engagement and in person engagement / hard copy engagement. The Council has an online engagement portal that can be used for surveys and questionnaires with which the local community is familiar, and which can be utilised for this work in consultation with our Community Engagement Officer. The Council and local libraries can host hard copy surveys and accept responses.

An engagement plan should be provided at the start of the project detailing how different stakeholders will be engaged in the process at different stages, and how engagement will be monitored to ensure that it is effective. The role of the existing PPS steering group should be explored as part of this to ensure that it is fit for purpose in terms of monitoring the strategy that arises from this work.

It is expected the results of engagement are reported, so that stakeholders can see how their information has been used and collated with that of others.

It is also expected that a comprehensive audit trail along with a record of engagement with key stakeholders is included so that the Council can evidence the role of engagement in the strategy when preparing the Castle Point Plan, and indeed bids for the funding of projects that may arise from the strategy.

It is also critical that the engagement extends to engagement with the final strategy itself. A short, visually interesting, and informative non-technical summary should be provided as part of the strategy work so that the community can see how the strategy developed following their inputs.

1. **Project Outputs**

The following outputs are required to be produced for the council:

* An initial draft report for review and comment, setting out all the assessment work undertaken and the findings, prior to the completion of the Playing Pitch and Built Facilities Strategy.
* Monthly progress meetings with the Council.
* A technical report setting out the work that has been undertaken and the outcomes of that work. This should include details of the visioning work, details of the audits and needs assessment and a detailed strategy and action plan for the delivery of playing pitch and sport facility improvements, enhancements, or additions. The action plan should be phased with high level costs identified as required in the specification. An appropriate indexation should be provided to allow for uplift in cost over time.
* Either as an appendix to the main report, or as a separate document, details of the engagement undertaken including who was involved and what arose from the engagement in terms of comments and issues.
* A short non-technical, visually interesting, and informative summary of the Strategy which improves accessibility to the community and other stakeholders with a non-specialist interest in the work.
* An alternative digital presentation of the strategy for the purpose of improving community engagement and access to the outputs. This should a digital story map using Arc GIS, which the Council can provide a license for.
* A database compatible with the Council’s systems to enable updates in relation to the needs of sports and the delivery of the action plan in the intervening period between full assessments.
* All mapping generated throughout the assessment to be provided to the Council in GIS ESRI Shapefile format.
* Information as required by Sports England to input into Active Places Power.
* A presentation to the Castle Point Plan Board at an appropriate stage in the preparation of the strategy and action plan.

Additionally, the appointed consultant may be required to support the Council during the examination of the Castle Point Plan by providing expert evidence in relation to the Strategy. The Council intends to submit the Castle Point Plan for examination in June 2025, with the examination taking place in the six months following that date.

1. **Detailed Output Requirements**

Draft reports should be sent to the Council for consideration, amendment, and approval prior to producing the final report. The Council will hold copyright to these. All reports and written advice should be sent to the Council electronically and must comply with the Web Content Accessibility Guidelines version 2.1 in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

1. **Timescales for Delivery**

This work is required to be completed by June 2025.

1. **Background Documents**

The Council’s existing evidence base is available at:[**General Evidence Documents | CastlePoint**](https://www.castlepoint.gov.uk/general-evidence-documents)

1. **Providing a Quote**

Suitably qualified and experienced consultants are invited to provide a quote for undertaking the work detailed in this specification.

The quotes will be evaluated based on cost (30%) and the quality of your proposal (70%).

Please provide the cost of your quote as a cost for the whole project excluding VAT.

Please also provide a day rate, excluding VAT, for work associated with the examination in public. We will not score you in relation to the day rate. We are collecting this information, so we have a sense of costs for when we budget for the examination in due course.

Please respond to the following questions in order that we can evaluate your proposal in respect of quality.

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| Quality Evaluation Questions | % Score | Word Limit |
| Please explain how you will undertake the visioning element of the work. | 10% | 1000 |
| Please explain how you will undertake the facilities audits and assessment of needs. Please explain how this will meet the requirements of government and Sports England guidance. | 10% | 1000 |
| Please explain how you will prepare the strategy and action plan. What will be your approach to determining costs and phasing actions in the action plan? | 10% | 1000 |
| Please explain your approach to engagement. How will you ensure that a wide range of stakeholders are engaged? How will you engage non-participants? | 5% | 500 |
| Please set out your approach to reporting, including providing accessible and alternative reporting for non-technical audiences. | 5% | 500 |
| Please explain how you will address the requirements for a database and for GIS mapping outputs. | 5% | 500 |
| Please provide evidence of where you have undertaken similar work elsewhere, and please indicate how this has withstood challenge at appeal or at an examination. | 10% | 1000 |
| Please provide details of the project team who will undertake this work, highlighting the roles they will play and the experience they will bring. | 10% | 1000 |
| Please provide details of your approach to project management in relation to this project.  | 5% | 500 |

Where it is proposed to sub-contract any elements of the work to third parties, the company concerned should be identified, together with the relevant individuals. Information in respect of experience, and the role of these individuals within the Strategy should also be identified.

The Council’s standard terms and conditions will be applied in relation to this project. A copy of these is attached at appendix 1.

If you have any queries regarding this project brief, please contact Matthew Amner (Planner) at mamner@castlepoint.gov.uk or Maria Hennessy (Senior Planner) at mhennessy@castlepoint.gov.uk .

1. **Procurement Timeline**

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| --- | --- |
| Clarification Question Deadline | Monday 5th August 2024 5pm |
| Response to Clarification Questions by Council | Monday 5th August 2024 5pm |
| Quote Submission Deadline | Wednesday 7th August 2024 5pm |
| Evaluation Period | Thursday 8th August – 22nd August |
| Award of contract | 27th August  |
| Commencement of contract | 9th September |
| Final Report  | 6th June 2025 |

1. **Submission requirements**

Submissions to the Council MUST as a minimum include:

1. A method statement, outlining how the project will be undertaken.
2. A timetable, setting out all tasks included within the project, key milestones, meetings, and estimated completion dates for each task. Deviation from the timescales proposed above may be acceptable where reasoned justification for the alternative timescales is provided.
3. Examples of similar work undertaken. This should include an example of how the results and findings of a viability assessment are presented.
4. CVs for all members of the team.
5. **Evaluation Criteria**

The criteria to be used by the Council in the evaluation process will be those set out below which include:

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| **Evaluation Criteria** | **Marks** | **Weighting (%)** |
| **Price:** Combined cost of all contract requirements. |  | **30%** |
| **Quality:** |  | **70%** |
| **Explanation of the visioning aspect.****Methodology of facilities audits and assessment of needs and meeting the requirements of government and Sports England guidance.****Preparation of the strategy and action plan and evaluation of costs and phasing actions in the action plan.****Approach to engagement including stakeholders and hard to reach groups.****Approach to reporting both technical and non-technical outputs.****Evaluation of the database and GIS mapping outputs.****Evidence of similar work elsewhere and evidence of withstanding challenge at appeal or at an examination.****Evaluation of experience and roles in the project teams.****Evaluation of management approach.** | /5/5/5/5/5/5/5/5/5 | **10%****10%****10%****5%****5%****5%****10%****10%****5%** |

The overall top scoring submission based on all evaluation elements will be awarded the contract.

The Council reserves the right to undertake further discussions with any bidder in order to clarify the details of the submissions.

The bidder with the lowest price will receive the full percentage available. For all elements remaining bidders will be awarded a percentage based on the percentage difference in comparison to the lowest price, e.g., if Bidder B's price is 10% more expensive, they will receive 10% less marks.

The calculation that will be used is: Lowest bid price / bid price x % available = Score applied. The resultant percentage scores will be transferred across to the overall evaluation model.

The Bidder that achieves the highest combined score on the Evaluation Criteria will be awarded the contract.

The Response to this criterion is not to exceed 7000 words.

Each criterion will be marked on a scale of 0 to 5. The table below sets out how these marks are allocated:

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| --- | --- | --- |
| **0** | **Unacceptable** |  The proposal does not demonstrate an understanding of the Council’s requirements and issues with the proposal either being non-compliant or with a major risk that the intended outcomes/ performance standards will not be achieved and delivered, with the level of evidence in support of the proposal either unacceptable or non – existent. |
| **1** | **Very Poor** | The proposal demonstrates extremely limited understanding of the Council requirements and issues with a significant risk that the majority of the intended outcomes/ performance standards will **not** be achieved and delivered with the level of evidence in support of the proposal deficient in the majority of areas. Proposal shows significantly more weaknesses than strengths. |
| **2** | **Concern** | The proposal demonstrates some understanding of the Council requirements and issues with a risk that some of the intended outcomes/ performance standards will **not** be achieved and delivered with the level of evidence in support of the proposal deficient in certain areas and requires the reviewer to make assumptions. Proposal shows a balance of weaknesses and strengths. |
| **3** | **Acceptable** | The proposal demonstrates reasonable understanding of the Council requirements and issues and provides an acceptable degree of confidence that the intended outcomes/ performance standards will be achieved and delivered with an acceptable level of evidence in support of the proposal, but with some minor reservations. Proposal shows more strengths than weaknesses. |
| **4** | **Good** | The proposal demonstrates a good understanding of the Council requirements and issues and provides a high degree of confidence that the intended outcomes/ performance standards will be achieved and delivered with the level of evidence in support of the proposal fully meeting expectations. |
| **5** | **Very Good** | The proposal demonstrates a comprehensive understanding of the Council requirements and issues and providing an exceptional degree of confidence that the intended outcomes/ performance standards will be achieved and exceeded in most respects with the level of evidence in support of the proposal exceeding expectations and demonstrating clear and strong evidence of delivery. |

Once marked, each criterion shall have its score calculated as follows:

Mark Awarded x Weighting (%) = Score

 Maximum Mark Available

1. **Price and Rates Schedule**

A budget of up to £30,000 has been allocated for this commission. All Prices shall be exclusive of Value Added Tax but must include all charges, costs, disbursements, and expenses (including, without limitation, all costs and charges for labour, parts, materials, travelling and other expenses, all relevant taxes, other than Value Added Tax, duties, and other relevant and applicable sums).

Payment for the Services shall be made by the Council to the successful Provider on completion of the Services. Provided that the Services have been properly delivered to and accepted by the Council, payment shall be due twenty-eight (28) days from the date of receipt and acceptance of correct invoice documentation by the Council. Invoices must be e-mailed to planningpolicy@castlepoint.gov.uk and **MUST** clearly state the Contract Number together with the relevant Purchase Order Number at that time.

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| We hereby offer to provide the services at the prices stated on this and any attached forms in accordance with Castle Point Borough Council’s General Conditions of Contract for Provision of Services. |
| Signed: | Date: |
| Full Name:  | Designation:  |
| Company Name: |
| Company Address: |
| Tel No. | E-Mail Address: |

1. **Additional Information Required**

This additional information requested below has been designed to assess the suitability of a Provider to deliver the Council’s contract requirement(s). Please ensure that all questions are completed in full and in the format requested. Providers may attach details to your Quotation but please ensure they follow the following format.

Whilst reserving the right to request information at any time throughout the procurement process, the Council hereby enables the Provider to self-certify in their Quotation submission that they comply with the requirements listed below. Providers who self-certify that they meet these requirements may be required to provide evidence of this if they are successful at contract award stage.

|  |
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| 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: |
| Employer’s (Compulsory) Liability Insurance\* = £5,000,000 | YES/NO |
| Public Liability Insurance = £5,000,000 | YES/NO |
| Professional Indemnity Insurance | N/A |
| \* *It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* |

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| Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 |
| Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | YES/NO |
| If you have answered yes to the above question, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | YES*(Please provide the relevant URL …)*NO*(Please provide an explanation)* |

*PASS: Not a relevant commercial organisation or is a relevant commercial organisation and is compliant with Section 54 of the Act (or has a reasonable explanation as to why it is not compliant).*

*FAIL: A relevant commercial organisation that is not compliant with Section 54 of the Act (nor has a reasonable explanation as to why it is not compliant).*

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| 1. Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.
 | YES/NO |

*PASS: Confirmation received of a written Health & Safety Policy compliant with current legislative requirements*

*FAIL: No confirmation of a written Health & Safety Policy compliant with current legislative requirements*

|  |  |
| --- | --- |
| Please provide the number of employees in your organisation  |  |

1. **IMPORTANT**

The Provider must declare any conflict of interest in relation to the Council’s requirement. The Council may exclude the Provider 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 Provider to inform the Council, detailing the conflict in a separate Appendix to their Quotation. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Supplier.

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| --- | --- |
| Signed: | Date: |
| Print Name: |  |
| Designation: | Company: |
| Tel No: | E-Mail Address: |