****

**Ansa Environmental Services Limited**

**RESPONSE DOCUMENT**

**REQUEST FOR QUOTATION**

**CONTRACT FOR THE PROVISION OF DESIGN AND PRODUCTION OF SIGNS**

**PERIOD: 20th March 2017 to 31st March 2019**

**[With the option to extend for up to an additional 2 (two) years]**

**CHEST REF: DN235346**

|  |  |
| --- | --- |
| **Name of Bidder** |  |

**© 2017**

###### Copyright – Ansa - All rights reserved No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means electronic, mechanical, photocopying, recording or otherwise without the prior written permission

**of Ansa.**

**Version 9**

**CHECKLIST FOR BIDDERS**

This is the RFQ response document, failure to provide all of the items in the checklist may cause your tender to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in tender?** |
| 1 | Form of Tender and certificate of non-collusion & non-canvassing |  |
| 2 | Suitability Assessment Questionnaire (SAQ) |  |
| 3 | Pricing Schedule |  |
| 4 | Compliance with Specification |  |
| 5 | RFQ qualitative evaluation questions |  |
| 6 | Declaration |  |
| 7 | Sample Sign(s) |  |

**Ansa Environmental Services Limited**

Provision of Design and Production of Signs

**Period: 20.03.2017 – 31.03.2019 (with the option to extend for up to a further 2 years)**

**SCHEDULE 1**

**FORM OF TENDER and CERTIFICATE OF NON-COLLUSION & NON-CANVASSING**

**Provision of Design and Production of Signs (the “Contract”)**

To: Ansa Environmental Services Limited

(Via ‘The Chest’)

Date:

For the Attention of: **Caroline Reed, via the Chest**

Dear Sir/Madam,

TENDER FOR THE PROVISION OF DESIGN AND PRODUCTION OF SIGNS

Form of Tender

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Request for Quotation, supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe RFQ.
2. The completed Pricing Schedule.
3. Other documents if applicable – (Performance Bond etc.).

I/We confirm that I/we can supply the Contract as specified in the Request for Quotation at the costs (excluding VAT) submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Request for Quotation

I/We undertake in the event of acceptance of our tender to execute the Contract within the timescales stipulated.

I/We understand that Ansa reserves the right to accept or refuse this tender whether it is lower, the same, or higher than any other Quotation.

I/We confirm that the information supplied to you and forming part of this tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in quoting, was true when made and remains true and accurate in all respects.

I/We confirm that this tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the tender to the contractual obligations contained in the Request for Quotation and the Contract.

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of Ansa in connection with the proposed award of the Contract by Ansa, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of Ansa in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that Ansa shall receive bona fide competitive Quotes from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* communicate to a person other than Ansa, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
* enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
* offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.
* committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

I/we agree that there is a requirement to disclose and declare any direct or

Indirect financial or non financial interest in an organisation, company, or other body that is doing business with, or has dealings with, Ansa and where this may affect and/or could bring about a conflict with Ansa’s interest.

I/we should notify this to Ansa and that failure to disclose or declare such an interest could result in the contract being terminated.

I/we agree that Ansa may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed

Name:

Position

For and on behalf of **[Tenderer]**

**Ansa Environmental Services Limited**

Provision of Design and Production of Signs

**Period: 20.03.2017 – 31.03.2019 (with the option to extend for up to a further 2 years)**

**SCHEDULE 2**

**SUITABILITY ASSESSMENT QUESTIONNAIRE (SAQ)**

This Suitability Assessment Questionnaire (“SAQ”) has been issued by Ansa in connection with a tender under Part 4 of the Public Contracts Regulations 2015 (“the Regulations”). Your response to the SAQ will be used by Ansa to understand the nature of the bidding organisation and to undertake a financial assessment of bidders.

**Notes for completion**

Please ensure that you complete this SAQ fully, as requested, as part of the tender submission. Failure to do so may result in your tender being disqualified. If the question does not apply to you please write N/A; if you do not know the answer please write N/K.

* “Authority” means the purchasing organisation that is seeking to award a contract.
* “You”/ “Your” or “Supplier” means the business or company which is completing this SAQ.

**Verification of Information Provided**

Unless specifically requested within this document, please do not send any supporting documents with your tender.

**However, Ansa may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.**

You may also be asked to clarify your answers or provide more details about certain issues.

|  |
| --- |
| **NOTE TO ORGANISATION:**   * *Schedule 2 Suitability Assessment will be a mixture of both scored and pass and fail* * *Applicants will fail on incomplete responses and/or doesn’t meet the minimum pass score of 50%. Tenders that fail Schedule 2 will not be evaluated any further.* * *Questions marked ‘for information only’ will not be assessed however they must still be answered in full.* * *Where you are asked to mark an* ***‘X’*** *to indicate your answer, please double click the grey box and select ‘checked’. Try it here* * *Failure to answer a question which is* ***scored*** *will result in a score of zero for that question.* * *Failure to provide an* ***acceptable explanation*** *with any* ***Fail*** *Questions answered will fail on Schedule 2 as a result.* * *Tenderers are therefore strongly advised to ensure they answer all questions within each section* |

For further assistance, please refer to the RFQ Guidance Document.

**Section 1**

**Legal Status – Organisation Details**

(*Information Only*)

Ansa require the full name of organisation tendering (or of organisation acting as lead contact where a consortium, partnership or joint venture response is being submitted)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.1 Supplier details** | | | **Answer** | | | |
| Full name of the Supplier completing the SAQ | | |  | | | |
| Registered company address | | |  | | | |
| Registered company number | | |  | | | |
| Registered charity number | | |  | | | |
| Registered VAT number | | |  | | | |
| Name of immediate parent company | | |  | | | |
| Name of ultimate parent company | | |  | | | |
| **Please mark ‘X’ in the relevant box to indicate your trading status** | | | i) a public limited company | | | Yes |
| ii) a limited company | | | Yes |
| iii) a limited liability partnership | | | Yes |
| iv) other partnership | | | Yes |
| v) sole trader | | | Yes |
| vi) other (please specify in this area) | | | Yes |
| **Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you** | | | i)Voluntary (VCSE) | | | Yes |
| ii)Community (VCSE) | | | Yes |
| iii) Faith | | | Yes |
| iv) Social Enterprise | | | Yes |
| v) Mini Enterprise (below SME) | | | Yes |
| vi) Small Enterprise (SME) | | | Yes |
| vii) Medium Enterprise (SME) | | | Yes |
| viii) Sheltered workshop | | | Yes |
| ix) Public service mutual | | | Yes |
| *See EU definition of SME:* [*http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/*](http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/) | | | | | | |
| **1.2 Bidding model (*Information Only*)** | | | | **Answer** | | | |
| **Please mark ‘X’ in the relevant box to indicate whether;** | | | | | | | |
| **Consortia and Sub-Contracting** | 1. Your organisation is tendering to provide the services/goods required itself | | | | Yes | | |
| 1. Your organisation is tendering in the role of Prime Contractor and intends to use third parties to provide some services | | | | Yes | | |
| 1. Your organisation is part of a consortium, joint venture or partnership | | | | Yes | | |
| If your answer is (b) or (c) please indicate below (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Supplier solely or together with other providers) will be responsible for the elements of the requirement. | | | | | | | |
| *Enter details here if necessary* | | | | | | | |
| **1.3 Contact Details *(information only)*** | | | | | | | |
| **Supplier contact details for enquiries about this SAQ;** | | | | | | | |
| Name | |  | | | | | |
| Postal Address | |  | | | | | |
| Country | |  | | | | | |
| Phone | |  | | | | | |
| E-mail | |  | | | | | |

**Section 2**

**Grounds for Exclusion**

*(This question is to be scored on a pass/fail basis.)*

Please confirm that, to the best of your knowledge, the organisation named above is not in breach of the provisions of Article 57 (1) of Public Contracts Regulations 2015 as summarised below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***2.1. Mandatory Grounds*** | | | | |
| The organisation (or its directors or any other person who has powers of representation, decision or control of such organisation) been convicted of any of the following offences:-  Please note: to confirm that the organisation **IS** in breach please select **‘YES’**. If you the Organisation **IS NOT** in breach of a particular regulation, please select **‘NO’.** | | | | |
| **(a)** | Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act ) or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; | Yes  No | | |
| **(b)** | corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; | Yes  No | | |
| **(c)** | the common law offence of bribery; | Yes  No | | |
| **(d)** | bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983; | Yes  No | | |
| **(e)** | where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: -   1. the common law offence of cheating the Revenue; 2. the common law offence of conspiracy to defraud; 3. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; 4. fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; 5. fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; 6. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; 7. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; 8. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; 9. the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; | Yes  No | | |
| **(f)** | any offence listed:-   1. in section 41 of the Counter Terrorism Act 2008; or 2. in Schedule 2 to that Act where the court has determined that there is a terrorist connection | Yes  No | | |
| **(g)** | any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); | Yes  No | | |
| **(h)** | money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; | Yes  No | | |
| **(i)** | an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; | Yes  No | | |
| **(j)** | an offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc.) Act 2004; | Yes  No | | |
| **(k)** | an offence under section 59A of the Sexual Offences Act 2003; | Yes  No | | |
| **(l)** | an offence under section 71 of the Coroners and Justice Act 2009; | Yes  No | | |
| **(m)** | an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or | Yes  No | | |
| **(n)** | any other offence within the meaning of Article 57(1) of the Public Contracts Directive:   1. as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or 2. created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland | Yes  No | | |
| If you are unable to confirm any of the above, please give details below, including any action taken to resolve the situation. | | | | |
| *Enter details here if necessary* | | | | |
| ***2.2. Discretionary Grounds*** | | | | |
| The organisation (or its directors or any other person who has powers of representation, decision or control of such organisation) may be excluded from participation in this procurement exercise if any of the following statements are true.  *Please note: to confirm that the statement is correct please select* ***‘YES’****. If the statement is incorrect, please select* ***‘NO’.*** | | | | |
| **(a)** | Where:   1. the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions; and 2. the breach has been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of the country in which it is established or with those of any of the jurisdictions of the United Kingdom. | Yes  No | |
| **(b)** | the economic operator is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; | Yes  No | |
| **(c)** | Ansa can demonstrate by appropriate means that the economic operator is guilty of grave professional misconduct, which renders its integrity questionable; | Yes  No | |
| **(d)** | Ansa has sufficiently plausible indications to conclude that the economic operator has entered into agreements with other economic operators aimed at distorting competition; | Yes  No | |
| **(e)** | where a conflict of interest within the meaning of regulation 24 cannot be effectively remedied by other, less intrusive, measures; | Yes  No | |
| **(f)** | where a distortion of competition from the prior involvement of the economic operator in the preparation of the procurement procedure, as referred to in regulation 41, cannot be remedied by other, less intrusive, measures; | Yes  No | |
| **(g)** | where the economic operator has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; | Yes  No | |
| **(h)** | where the economic operator:   1. has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or 2. has withheld such information or is not able to submit supporting documents required under regulation 59; or 3. where the economic operator has undertaken to    1. unduly influence the decision-making process of Ansa, or    2. obtain confidential information that may confer upon it undue advantages in the procurement procedure; or 4. negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No | |
| If you are unable to confirm any of the above, please give details below, including any action taken to resolve the situation. | | |
| *Enter details here if necessary* | | |

**Section 3**

**Technical and Professional Ability**

(*This question will be scored as 50% of the total SAQ scoring.)*

|  |  |  |  |
| --- | --- | --- | --- |
| ***3.1. Previous Experience (weighting 25%)*** | | | |
| Please provide details of up to five (5) contracts, in any combination from either the public or private sector, that are relevant to Ansa’s requirement of Design and Production of Signs. Contracts for supplies or services should have been performed during the past three years and may include work from Voluntary, Community and Social Enterprises (VCSEs) may include samples of grant funded work in addition to commercial or public sector work.  Where the Supplier is a special purpose vehicle and not intending to be the main provider of the goods or services, the information requested should be provided in respect of the principal intended provider of the goods or services. The named customer contact provided should be prepared to provide written evidence to Ansa to confirm the accuracy of the information provided below | | | |
|  | **Location** | **Client** | **Value** |
| **(a)** |  |  |  |
| **(b)** |  |  |  |
| **(c)** |  |  |  |
| **(d)** |  |  |  |
| **(e)** |  |  |  |
| ***3.2.*** ***Brief description of previous experience*** | | | |
| In no more than 1250 words, please provide a brief description for each of the contracts delivered including evidence as to your technical capability in these markets, using the field below. In addition, please supply photographic evidence of the signs provided for each of these contracts. | | | |

|  |
| --- |
| *Enter details here if necessary, tenderer responsible for stating word count in response.* |
| ***3.3.*** ***Explanation for limited information for questions 3.1 and 3.2***  ***.2.*** |
| If you cannot provide at least one example for questions 3.1 to 3.2, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, using the field below. |
| *Enter details here if necessary, tenderer responsible for stating word count in response.* |

**Section 4**

**Health and Safety**

(*This question will be scored as 25% of the total SAQ scoring.)*

Cross Referencing answer for answer will not be taken into consideration as a valid response.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***4.1. Accreditations, Memberships and Registrations (weighting 5%)*** | | | | |
| Please provide details of any accreditations, memberships or registrations applicable to this specification. | | | | |
| Accreditations | |  | | |
| Memberships | |  | | |
| Registrations | |  | | |
| ***4.2 Details of safety in your organisation (weighting 5%)*** | | | | |
| Please provide details of how your company manages health and safety, (eg structure, roles, responsibilities including detail of the identified competent person as required under the Management of Health and Safety at Work Regulations). Word limit: 500 | | | | |
| *Enter details here if necessary* | | | | |
| ***4.3 Specific Health and Safety Measures (weighting 15%)*** | | | | |
| Describe the specific measures you will take in respect of this requirement, specifically in relation to the below areas. | | | | |
| Procedure for carrying out Risk Assessments | | |  | |
| Provision of First aid arrangements | | |  | |
| Procedure for dealing with emergencies | | |  | |
| Procedure for reporting accidents | | |  | |
| Production of Method Statements indicating safe working methods for the type of activity required to meet the service required by Ansa | | |  | |
| Additional measures | | |  | |
| ***4.4 Health and Safety Self-Certification*** | | | | |
| **(a)** | Does your organisation have a Health and Safety Policy that complies with current legislative requirements. | | | Yes  No |
| **(b)** | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “**YES**”, please provide details in the field below, of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. Ansa will exclude bidder(s) that have been in receipt of Enforcement/remedial action orders unless the bidder(s) can demonstrate to Ansa’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | | | Yes  No |
| **(c)** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?  *You may be excluded if you are unable to demonstrate to Ansa’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful actions reoccurring, in relation to this section.* | | | Yes  No |
| *Enter details here if necessary* | | | | |

**Section 5**

**Insurance**

*(This question is to be scored on a pass/fail basis.)*

|  |  |
| --- | --- |
| ***5.1 Insurance Overall*** |  |
| 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:   1. **Employer’s Liability Insurance\*** = £10million is required in respect of each and every claim. 2. **Public Liability Insurance** = £5million is required in respect of each and every claim with no abuse exclusion/inner limit.   *\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | Yes  No |
| ***5.2 Data Breach*** | |
| It is essential that any supplier can manage Ansa’s data in a safe and secure way. Please outline, how you manage data to ensure it is secure and how you comply with all legislation. Word Limit: 500 | |
| *Enter details here if necessary* | |
| **EMPLOYER'S LIABILITY INSURANCE**   1. Insurer: **(Name of Insurance company not broker)** 2. Policy Number: 3. Extent of cover: 4. Expiry date:   **PUBLIC LIABILITY INSURANCE**   1. Insurer: **(Name of Insurance company not broker)** 2. Policy Number: 3. Extent of cover: 4. Expiry date: | |

**Signatory for Insurance Details**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Name:** |  |
| **Position in Organisation:** |  |
| **Date:** |  |

**Section 6**

**Equality and Diversity**

*(This question is to be scored on a pass/fail basis.)*

For all Tenderers to complete: For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

|  |  |  |
| --- | --- | --- |
| ***6.1 For Organisations employing less than 5 employees:*** | | |
| Organisations which have less than 5 employees must provide written assurance that the appropriate level of the Equality Standard will be achieved in the box below. Companies with less than 5 employees are not required to complete section 6.2. | | |
| **(a)** | I confirm that the appropriate level of the Equality Standard as set out at Appendix One will be achieved following any recruitment, including transfer of staff under this Contract, which increases the size of the company to 5 or more employees.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For and on behalf of [Tenderer] | |
| ***6.2 For organisations employing 5 or more employees:*** | | |
| Organisations with 5 or more employees must complete the following questionnaire, referring to Guidance Document Appendix One for further guidance.  Organisations need to demonstrate compliance with equality in employment legislation through their answers to the following questions and by providing supporting evidence. | | |
| **(a)** | Number of direct employees | |
| *Enter details here* | |
| **(b)** | Is it your policy as an employer to comply with your statutory obligations and to consider and promote non mandatory requirements to staff and applicants for employment under the equality and non-discrimination laws as listed under “the Acts” namely Equality Act 2010 and The Human Rights Act 1998. | Yes  No |
| *If ‘No’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.*  *Enter details here* |
| **(c)** | In the last three years has any finding of unlawful discrimination or other breach of these laws been made against the Organisation by any court or industrial tribunal? | Yes  No |
| *If ‘yes’ please provide details. Please advise what steps were taken to address that finding?*  *Enter details here* |
| **(d)** | In the last three years has the Organisation been the subject of formal investigation by the Equality and Human Rights Commission (EHRC) on grounds of alleged unlawful discrimination? | Yes  No |
| *If ‘yes’ please provide details. Please advise what steps were taken to address that finding?*  *Enter details here* |
| **(e)** | Are your policies on *equality and Inclusion at work* set out in all of the below:   1. In instructions to those concerned with recruitment, training and promotion? 2. In documents available to employees, recognised trade unions or other representative group of employees? 3. In recruitment advertisements or other literature? | Yes  No |
| *If ‘Yes’ Please provide details.*  *If ‘No’ please provide details of why not. -*  *If a satisfactory explanation is received this will not result in a fail.*  *Enter details here* |
| **(f)** | How do you promote and/or consider reducing socio-economic disadvantage through employment? | Yes  No |
| *If you do not abide by the above, please provide details of why not - If a satisfactory explanation is received this will not result in a fail.*  *Enter details here* |
| **(g)** | Do you observe as far as possible the equalities and non-discrimination as detailed in “the Acts*”?* | Yes  No |
| *If you do not abide by the above, please provide details of why not - If a satisfactory explanation is received this will not result in a fail.*  *Enter details here* |
| **(h)** | Do you carry out ‘Equality Impact Assessments’ (please refer to [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk) for further information) of your main employment and services policies, if so how do you report your findings, and what positive impacts can you report in terms of employing a diverse and inclusive workforce? | Yes  No |
| *Please provide additional details here* |
| **(i)** | I/We can confirm that the above information is correct; Appendix One standards are met and have attached a copy of the Organisations’ Equal Opportunities Policy.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For and on behalf of [Tenderer] |  |
| ***6.1 Compliance with Equality Legislation (Self-Certification)*** | | |
| **(a)** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes  No |
| **(b)** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “**YES**” to one or both of the questions in this module, please provide a summary using the field below to confirm the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, again, please use the field below to explain what action (if any) you have taken to prevent unlawful Discrimination from reoccurring. | Yes  No |
| **(c)** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No |
| *Enter any additional details here if necessary* | | |

**Section 7**

**Economic and Financial Standing**

*(This question is to be scored on a pass/fail basis.)*

|  |  |  |
| --- | --- | --- |
| ***7.1. Financial Information*** | | |
| Please provide **one** of the following to demonstrate your economic/financial standing;  Please indicate your answer with an ‘X’ in the relevant box by double clicking the relevant grey area, choosing ‘checked’.  The information provided must relate solely to the organisation proposing to deliver this contract and not to a group, parent or holding company. | | |
| **(a)** | A copy of the audited accounts for the most recent two years | Yes |
| **(b)** | A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation | Yes |
| **(c)** | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position | Yes |
| **(d)** | Alternative means of demonstrating financial status, if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes |

**Signatory of person(s) responsible for Financial Matters within your organisation**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Name:** |  |
| **Position in Organisation:** |  |
| **Date:** |  |

**Section 8**

**Environmental Legislation**

*(This question is to be scored on a pass/fail basis.)*

|  |  |  |
| --- | --- | --- |
| ***8.1. Environmental Legislation Self Certification*** | | |
| **(a)** | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? | Yes  No |
| If your answer to the this question is “**YES**”, please provide details to confirm the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  Ansa will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless Ansa is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.  *Enter details here if necessary* |
| **(b)** | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes  No |
| *If ‘Yes’ please provide details of the processes*  *Enter details here if necessary* |

|  |
| --- |
| *Please enter any additional information you feel relevant* |

**Section 9**

**Sub-Contracting (for information only)**

|  |  |
| --- | --- |
| ***9.1 Sub-contracting*** *Enter details here if necessary* | |
| If you propose to use a sub-contractor to deliver the requirements of this specification please identify the sub-contractor. | |
| Sub-contractor 1 |  |
| Sub-contractor 2 |  |
| Sub-contractor 3 |  |
| ***9.2 Sub-Contractor Management*** | |
| Please provide details of how you would work with, and manage the sub-contractor in the delivery of this specification. | |
| *Enter details here if necessary* | |
| ***9.3. Sub-Contractor’s Health and Safety Measures*** | |
| Please provide information on the health and safety arrangements of the sub-contractor and any registrations applicable to this specification. Describe the specific measures you would ensure the contractor takes in respect of this requirement. | |
| *Enter details here if necessary* | |

*(End of Schedule 2 SAQ)*

**Ansa Environmental Services Limited**

Provision of Design and Production of Signs

**Period: 20.03.2017 – 31.03.2019 (with the option to extend for up to a further 2 years)**

**SCHEDULE 3**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

**This section will be evaluated on a pass / fail basis**

Please confirm you have complied with the stated specification included within this RFQ document, by entering an ‘X’ in the field below:

|  |  |
| --- | --- |
| YES |  |

If ‘NO’ please advise areas of non compliance in the field below:

|  |
| --- |
|  |

*(End of Schedule 3)*

**Ansa Environmental Services Limited**

Provision of Design and Production of Signs

**Period: 20.03.2017 – 31.03.2019 (with the option to extend for up to a further 2 years)**

**SCHEDULE 4**

#### PRICING SCHEDULE – (WEIGHTING 70% OF TOTAL EVALUATION SCORE)

**The Tenderer is required to complete the below Pricing Schedule in accordance with the instructions included.**

Ansa will require comfort regarding the overall cost of the contract before formal contract award can take place.

The quoted price must be guaranteed and remain fixed for 24 months.

For each weighting, the total cost will be converted into a weighted score. Please see the guidance document for further information.

* 1. **Table 1: Design and Production of Signs**

**Weighting: 60%**

Ansa are aware that when purchasing duplicate signs in one batch (i.e. 5 of the same sign), discount may be applied, therefore, please detail the cost for the design and supply of signs, in the quantities detailed below, for each size as detailed in the specification.

|  |  |  |
| --- | --- | --- |
| **ITEM** | **QUANTITY** | **PRICE (£)** |
| Large Sign(s) - Initial Batch | 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 or more |  |
| Small Sign(s) - Initial Batch | 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 or more |  |
| **Total Cost (60% Weighting)** | |  |

* 1. **Table 2: Associated Costs**

**Weighting: 10%**

Please outline any costs of additional goods and services associated with this contract including the costs of providing a single replacement sign from a previous order, refreshed sign designs following the initial 2 free.

Ansa will not be liable for any costs incurred, which have not been included as below.

|  |  |
| --- | --- |
| **ITEM** | **PRICE (£)** |
| Refreshed Mock Design |  |
| Small Sign Replacement |  |
| Large Sign Replacement |  |
| **Total (10% Weighting)** |  |

* 1. **Table 3: Additional Goods and Services**

**Weighting: Information Only**

Please outline any additional goods and services which your organisation is able to provide to Ansa should they be required at a later date and the costs of these good and services. Please include additional lines where required.

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION**  **(e.g. size, material, pack quantity)** | **PRICE (£)** |
| *E.g. Roller Banner* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I/We the undersigned hereby offer to provide the goods, services or works described or referred to in the request for quotation documentation for the above costs (all costs to be provided in pounds sterling and exclusive of VAT).

I/We hereby offer to supply the goods, services or works as specified in this Pricing Schedule. All costs associated with the delivery of this contract are detailed above and will remain fixed for the contract duration or until re-negotiated based on breach of the agreed tolerance levels.

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| For and on behalf of |  |
| Date |  |

*(End of Schedule 4)*

**Ansa Environmental Services Limited**

Provision of Design and Production of Signs

**Period: 20.03.2017 – 31.03.2019 (with the option to extend for up to a further 2 years)**

**SCHEDULE 5**

**RFQ QUALITATIVE QUESTIONS**

The total quality score available is 30%.

Where a page limit applies to the tenderer’s response to each qualitative question set out below and where tenderers exceed this word count; the information included on the additional pages shall not be considered for the evaluation of the tenderer’s submission. All responses to this section much be submitted in Arial 12 font format.

Tenderers are asked to state the number of words use at the end of each ‘word count limited’ response. Eg*/* ***(498 words)***

All responses should be input directly into this response document. Appendices can be provided but Ansa are not committed to consider the content as part of the RFQ Response.

Ansa requires Suppliers to indicate their approach to key areas of work.

Suppliers should not assume prior knowledge on the part of those who evaluate the bid and should include all detail reasonably required for this purpose.

The Supplier should include other information that they deem relevant to the running of this contract. All such information included as part of your tender needs to be suitably cross referenced to ensure ease of access and to eliminate ambiguity.

Tenderers are advised to answer all of the below questions. Failure to answer any question may result in the tenderer’s submission being rejected.

All questions are individually weighted. Please refer to each question for individual question weightings.

**Question One: Methodology**

**Weighting: 10%**

**Word Limit: 1,500 Words**

Please provide a method statement detailing how you will meet the specification.

*Your response should include:*

* How you will manage the contract and requirements
* How you will ensure the signs are accurate, fit for purpose and meet delivery times
* Order processes
* How quickly you can turn works/orders around
* Key personnel, their job roles, contact information and key skills

|  |
| --- |
| **Response (Scored 0-10, Weighted 10%)**  **Word Count:** |

**Question Two: Additional Capabilities**

**Weighting: 10%**

**Word Limit: 1,500 Words**

Please detail all capabilities your company can offer Ansa for further sign provisions which may arise as detailed in the Specification 2.9.3.

*Your response should include:*

* Information regarding your products and services
* How you will manage additional requests

|  |
| --- |
| **Response (Scored 0-10, Weighted 10%)**  **Word Count:** |

**Question Three: Contingency Arrangements**

**Weighting: 7%**

**Word Limit: 1,000 Words**

Please detail how you will, in the event of potential operational difficulties, be able to react and adjust in a prompt and flexible manner to ensure the provision of the contract is maintained?

*Your response should include:*

* How you would manage an emergency situation, eg your premises are not available or your supply chain can no longer meet your requirements.
* Subcontractors/contingency suppliers which you may use
* How will subcontractors and/or contingency suppliers be managed
* Detail processes for managing potential operational difficulties
* Your communication with Ansa

|  |
| --- |
| **Response (Scored 0-10, Weighted 7%)**  **Word Count:** |

**Question Four: Added Value and Environmental Factors**

**Weighting: 3%**

**Word Limit: 750 Words**

Detail how added value at no additional cost can be incorporated into the contract and identifying environmental factors which your company offers in relation to this contract.

*Your response should include:*

* Detailed ways in which value can be added to the contract
* How you dispose of vehicle graphic systems and printed panels
* Corporate Social Responsibility Values associated to this requirement

|  |
| --- |
| **Response (Scored 0-10, Weighted 3%)**  **Word Count:** |

*(End of Schedule 5)*

**Ansa Environmental Services Limited**

Provision of Design and Production of Signs

**Period: 20.03.2017 – 31.03.2019 (with the option to extend for up to a further 2 years)**

**SCHEDULE 6**

**DECLARATION**

I/We certify that the information supplied by me/us in this document is accurate to the best of my/our knowledge. I/We understand that the giving of false or incomplete information could result in my/our exclusion from the tender exercise and may result in Criminal Proceedings.

I/We also understand that it is a Criminal Offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower Ansa to cancel any contract currently in force and will result in my/our exclusion from the tender exercise. As per the bribery act 2010.

I/We certify that I/we have not now or will not in the future, canvass or solicit any member, officer or employee of Ansa and any other companies in the group of which Ansa forms part, in connection with this document and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

Signed for on the behalf of the Organisation:

Name:

Position/Status in the Organisation:

Date:

*(End of Schedule 6)*

***End of RFQ Response Document***