
INVITATION TO TENDER CONDITIONS

- 1.1 Stockport Homes Limited (SHL) invites competitively tendered offers in accordance with the attached Tender documents.
- 1.2 Tenderers are advised to read this Invitation to Tender and all supporting documentation very carefully to ensure they are familiar with the nature and extent of the obligations to be accepted by them if their tender is successful.
- 1.3 SHL does not bind themselves to accept the lowest, or any offer and receives the right to cancel the procurement process at any time.
- 1.4 The Tender is to be split into two parts – Price and Quality / Questions. The weighting for price is 70% and the weighting for Quality / Questions is 30%.
- 1.5 Price Evaluation Process
- The following methodology will be used - all bid prices will be awarded a relative percentage to the lowest bid using the following process:
- RELATIVE PERCENTAGE = lowest priced bid % / bid price being evaluated x 70
- 1.6 Quality / Questions Process
- The following methodology will apply to each of the questions asked:
- A mark of 4 will be awarded where the response clearly demonstrates the level of requirement with regard to ability, understanding of service requirements, systems and quality measures to provide the service. Also demonstrates and provides evidence of the ability to deliver some areas of the service above the level of requirements which include innovation and added value to Stockport Homes
 - A mark of 3 will be awarded where the response clearly demonstrates the level of requirement with regard to ability, understanding of service requirements, systems and quality measures to provide the service
 - A mark of 2 will be awarded where the response demonstrates the majority of the elements required but has not sufficiently demonstrated and/or evidenced how the requirement will be fulfilled in certain areas
 - A mark of 1 will be awarded where the Response addresses minimal elements of the service requirements but in general contains insufficient/limited detail or explanation to demonstrate how the requirements will be met
 - No mark will be awarded where the response does not comply and/or insufficient or no information provided to demonstrate that the service requirements can be met
- 1.7 SHL will not be responsible for, or pay any expenses incurred by the Tenderer in preparation of this tender.
- 1.8 Any apparent ambiguities, errors, or omissions in the tender documents should be notified to SHL's Procurement Officer without delay; please mark emails FAO The Procurement Officer and send to procurementshl@stockporthomes.org
- 1.9 It is the sole responsibility of the Tenderer to ensure their tender is received in time, and to register for any relevant procurement portals in advance. Tenders received after the closing date will not be accepted.

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- 1.10 Completed tenders are to be returned by email to procuremtshl@stockporthomes.org. Tenders submitted by other means will not be accepted.
NOTE - When you send an email to the procurement inbox you should receive an automated response message, if you do not receive this or are concerned your email has not been received please ring 0161 474 3579.
- 1.11 Clarification questions relating to this tender must be emailed to procurementschl@stockporthomes.org. The deadline for receipt of clarification question is 7 calendar days before the tender return deadline. Responses given to clarification questions will be shared with all tenderers, unless you expressly require it to be kept confidential at the time the request is made. Should SHL decide the contents of the request are not confidential you will be given the opportunity to withdraw your clarification request.
- 1.12 All submissions must be in the English Language and priced in Sterling, exclusive of VAT.
- 1.13 The deadline for the return of completed tenders is **12 Noon Thursday 08/11/18**.
- 1.14 Tenders must be accompanied by (all to be PDF unless specified otherwise):
- Responses to Questionnaire
 - Fully priced Schedule of Works
 - Form of Tender
 - Copy of BS EN 1090 Certificate of Registration