

**Tender Response Document for the Open Process**

**Asbestos Surveying and Retained Advice**

**Closing Date of Tender – Friday 7th September 2018 12.00 noon**

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| **Instructions on Completing the Tender Response Document** |
| * **All Tenderers must read the ITT, Specification, the Pricing Schedule and all other appendices before completing this form.** * **All Instructions to Tender outlined in the ITT Document are applicable when completing this form.** * Tenderers must complete all answers as fully as possible, bearing in mind any word limits and answering with as much relevant detail as possible * If a Tenderer is unable to meet a requirement they must state “unable to meet” and where possible explain why * All responses must be completed in ARIAL FONT SIZE 11 * **ATTACHMENTS:** Tenderers must label all attachments   Unnecessary attachments thathave not been asked for willbe disregarded and will not be marked   * Any clarification Questions should be emailed to kate.crowther[@stckporthomes.org](mailto:procurementshl@stckporthomes.org) up to 7 calendar days before the closing date. * All completed tenders are to be returned to [procurementshl@stockporthomes.org](mailto:procurementshl@stockporthomes.org) by 12noon on the 7th September 2018 * It is the Tenderer’s responsibility to ensure all forms are correctly labelled and returned on time. |

**Evaluation of the Tender Response Document**

* The tender process is an Open process with “Selection” and “Award” assessments as part of the same scoring exercise.
* The tender will be evaluated as follows:

**Stage 1 (Supplier Suitability)** – will be based on a desktop assessment process. Only those Tenderers whose responses pass all the pass / fail criteria and demonstrate relevant financial strength will proceed to Stage 2 (Award)

**Stage 2 (Award)** – will be evaluated on the best value for money, taking into consideration the evaluation criteria and methodology as outlined in the ITT.

**Stage 1**

**Part 1: Potential supplier Information** (information only)

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| **Section 1** | **Potential supplier information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[3]](#footnote-3)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.Please provide the following information about your approach to this procurement:

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| **Section 1** | **Bidding model** | |
| **Question number** | **Question** | **Response** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

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| **Section 1** | **Contact details and declaration** | |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds (Pass / Fail)**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| **Section 2** | **Grounds for mandatory exclusion** | |
| **Question number** | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| **Section 3** | **Grounds for discretionary exclusion** | |
| **Question Number** | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s 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 ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(i) | 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 ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is 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.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

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| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 4: Selection Questions**

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| **Section 4** | **Economic and Financial Standing** | | |
| **Question Number** | **Question** | **Response** | |
| **4.1** | Are you able to provide a copy of your audited accounts for the last three years?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | Yes ☐  No ☐ |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes ☐  No ☐ |
|  | (c) 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 ☐  No ☐ |

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| **Section 5** | **If you have indicated in question 1.2 that you are part of a wider group, please provide further details below:** | |
| **Name of organisation** | |  |
| **Relationship to the Supplier completing these questions** | |  |

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| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

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| **Section 6** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **6.1** | 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 ☐  N/A ☐ |
| **6.2** | If you have answered yes to question 7.1 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 |

**7. Additional Questions**

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| **Section 7** | **Additional Questions** |
| **7.1** | **Insurance (pass / fail)** |
| a. | Please submit your insurance certificates with your tender response  Employer’s (Compulsory) Liability Insurance = £10,000,0000  Public Liability Insurance = £5,000,000  Professional Indemnity Insurance = £2,000,000  Product Liability Insurance = £5,000,000 |
| **7.2** | **Laboratory and Staff (PASS/FAIL)** |
| a | The organisation has it’s own house laboratory for testing for the identification of asbestos |
| b | The laboratory AIMS rating in 2017 was 1 satisfactory or above |
| c | The laboratory RICE rating in 2017 was good or above |
| d | The organisation has the ability to provide a mobile laboratory facility and is holds the required accreditation for mobile laboratories |
| e | All surveyors, site and laboratory analysis staff and project managers are directly employed by your organisation |
| f | The Organisation works independently with no affiliation to any asbestos removal or demolition contractor. |
| g | All surveyors that may attend schools are or will be DBS checked upon contract award. |
|  | **Note – SHG may request evidence of any or all of the above.** |
| **7.3** | **Living Wage (information only)** |
| a | Are you a Living Wage Employer or working towards becoming a Living Wage Employer?  Yes  No |
| **7.4** | **Social Value** |
| a | Do you comply with the Social Value minimum requirements as detailed in Appendix 3 (document must be completed and returned with the submission)  Yes  No |

**Section 8 – Form of Contract**

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| All goods / services supplied under this contract will be supplied under a JCT Measured Term Contract 2016  Tenderer’s must confirm that they are happy to enter into a JCT Measured Term Contract 2016  Please tick the relevant box below to confirm this: | | **PASS / FAIL** |
| **Yes**: | **No:** |  |

**Stage 2**

**Section 9 - Quality Question Responses – this section will be scored**

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| **Question 1 - Experience** | **Supplier Response (word limit of 1000 words)** | **Evaluation Criteria / Weighting** |
|  | Please outline your organisation’s experience in delivering asbestos surveying, air monitoring, lab analysis and project management to the social housing, education and care sector and evidence of how you achieve high levels of performance and compliance. Details should be provided of relevant current and previous clients, services delivered and length of contract. | **9%** |

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| **Question 2 - References** | **Supplier Response** | **Evaluation Criteria / Weightings** |
|  | Please provide the name, address and contact details (telephone and email) for three customers for whom you have provided a similar service to enable SHG to take up references.  Referees will be contacted within 2 working days of the tender deadline and will need to be able to respond within 4 working days.  Please ensure that any referees that you provide are aware of this and able to commit to providing a response within the required timeframe. | **8%** |

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| **Question 3 - Mobilisation** | **Supplier Response (word limit of 1000 words)** | **Evaluation Criteria / Weighting** |
|  | Please set out your plan for mobilization:   1. Including an outline timetable. 2. The timetable should list any key dates and tasks which you consider will be required. 3. Set out key tasks and activities that you will need to undertake as part of mobilization. 4. How you intend to fully resource the mobilization process, including who in your organization will be responsible for managing it. 5. Any SHG resources and information that would be required, clearly stating the timings, levels and types of resource needed.   You may include a plan or chart. | **7%** |

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| **Question 4 – Staff Structure** | **Supplier Response (word limit of 1750 words)** | **Evaluation Criteria / Weighting** |
|  | Please provide an Organogram and written example of the proposed management team structure, including roles, current post-holders and experience and CVs.  Please detail the overall delivery structure (operative and back office) which will be in place to manage this Contract. The response should include:   1. Details of the dedicated account manager 2. Proposed Surveyor to Project Manager ratio and number of CCP qualified Project Managers. 3. Detail the proposed minimum number of Surveyors and analysts which you plan to employ on this contract and how you will ensure a sufficient number are available at all times in close proximity to Stockport. 4. The proposed and anticipated number of surveys completed per day (per surveyor) 5. Details of the office from which the contract will be managed. 6. Details of your work management/allocation procedures. 7. Details of the out of hours emergency services you can offer. | **9%** |

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| **Question 5 – Laboratory Facilities** | **Supplier Response (word limit of 1750 words)** | **Evaluation Criteria / Weighting** |
|  | Please detail your in-house laboratory facility and how this will be sufficient to meet the demands of the contract.  The response should include:   1. Location of your laboratory 2. Your proposed Laboratory delivery (number of full time analysts employed and laboratory output per month) 3. Details of your mobile laboratory facilities. 4. Evidence of your ability to meet the required completion times for sample analysis as stated in 5.17.4, specifically how you will be able to provide a 2 and 4 hour turnaround time for emergency samples. | **6%** |

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| **Question 6 – Asbestos Register Database and Portal** | **Supplier Response (word limit of 1000 words)** | **Evaluation Criteria / Weighting** |
|  | SHG require asbestos survey information to be updated and maintained by the bidder and for registers and survey reports to be available to SHG staff and contractors via a web based portal that can be accessed via Wifi and 4G connection both on PC and mobile devices.  Please provide details of the functionalities of your web based portal.  SHG would like the response to include screen shots to show how users will view registers and report and to evidence that the portal is mobile device enabled on all operating platforms (e.g. Android, Windows and Apple)  When answering this question bidders should remind themselves of the SHGs requirements in section 5.8 of the specification. | **6%** |
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| **Question 7 – System Integration** | **Supplier Response (word limit of 1500 words)** | **Evaluation Criteria / Weighting** |
|  | SHG hold asbestos survey information within their current asbestos management system which they may wish to transfer to the winning contractor’s system. This will include data in CSV files and also photos and PDF documents. Please provide details of the experience you have in doing this with other new clients and the methods used.  In addition please provide details of the experience you have with integration with client housing management systems. Details should be provided of which housing management systems have been integrated with and the features of the integration.  SHG do not anticipate that they will wish to hold a clone of all the register information within their housing management system however wish to hear of any experience bidders have in creating asbestos alerts in housing management systems and alerting operatives of the presence of asbestos. | **6%** |

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| **Question 8 – Managing Quality** | **Supplier Response (word limit of 1000 words)** | **Evaluation Criteria / Weighting** |
|  | Please describe your processes for managing quality and demonstrating appropriate ‘competency’ , within your own workforce.  In doing so, please discuss your approach to:     1. Training, developing and managing staff. 2. Supervision and post-inspection. 3. Quality Control and your Audit Procedures – both for surveying and analysis | **7%** |

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| **Question 9 - Training** | **Supplier Response (word limit of 1000 words)** | **Evaluation Criteria / Weighting** |
|  | Please detail how you will support SHG in assessing their training needs and will resource and deliver their training needs. Details should include:   1. How you will ensure that training is aligned to Stockport Homes business needs including catering for a range of different groups. 2. Details of your training centre facilities (including practical areas for training) and its location from Stockport. | **5%** |

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| **Question 10 – Customer Service** | **Supplier Response (word limit of 1000 words)** | **Evaluation Criteria / Weighting** |
|  | Please detail how you would ensure that SHG achieves high levels of customer service within the service that would be delivered under this contract.  Within your response please detail:     1. How you will manage key interactions with customers/ stakeholders including access arrangements. 2. How you will communicate with customers regarding ACMs / potential ACMs found in their home. 3. How you may need to adapt your service to cater for the needs of a diverse range of customers. 4. The communication systems you have available to deliver the contract (e.g. letter, telephone, e-mail, text messaging, etc.) 5. You proposed approach to managing complaints and dissatisfied customers/ stakeholders. This should cover both informal and formal complaints. 6. Broader aspects of customer engagement. 7. Please also describe any innovative methods and processes that you may adopt / propose with a view to increasing customer satisfaction. | **4%** |

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| **Question 11 – Social Value** | **Supplier Response (word limit of 1000 words)** | **Evaluation Criteria / Weighting** |
|  | Please refer to the supplementary social value document in Appendix 5   * Social value – tender response   You are required to submit a response to this document as part of the tender and it will contribute 4% to the overall evaluation criteria. | **3%** |

**Section 11 - Checklist for Supporting Documents to be submitted :**

Can All Tenderer’s please also submit the following documents:

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| --- | --- |
| **Document(s)** | **Attached – Yes or No** |
| Last 3 year Accounts |  |
| Form of Tender |  |
| Non Canvassing Form |  |
| Pricing Schedule (appendix 1) |  |
| Social Value Minimum Requirement (appendix 3) |  |
| Social Value Tender Response Questionnaire (appendix 4) |  |
| List all mandatory submission documents |  |

**Section 12 – Declaration**

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| I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of ……………………………………..(insert name of supplier)  I understand that SHG may reject my submission if there is failure to answer all relevant questions fully or if I provide false / misleading information. I have provided a full list of any appendices used to provide additional information in response to questions.  I also declare there is no conflict of interest in relation to SHG’s requirement.  The following appendices form part of our submission:   |  |  | | --- | --- | | **Section of Tender** | **Appendix Number** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |   Form Completed By:   |  |  | | --- | --- | | **Name** |  | | **Role in Organisation** |  | | **Date** |  | | **Signature** |  | |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)