

Tender Response Document

Project Title:	RAAC WALL Remediation - Professional Services / Design / Procurement / Management
Project Reference:	LOS-RWR
Type of Tender	Invite to Tender
Employer	The London Oratory School
Campus Location	The London Oratory School, Seagrave Road, London, SW6 1RX
Length of Contract:	60 Months (estimated)

The “school” means The London Oratory School, or anyone acting on behalf of the contracting school, that is seeking to invite suitable suppliers to participate in this procurement process.

“You”, “Your” or “Supplier” means the body completing these questions i.e. the legal entity participating in the procurement process and responsible for the information provided. The “Supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

Please ensure that all questions are completed in full (using continuation sheet if necessary), and in the format requested. Failure to do so may result in your submission being disqualified; If the question does not apply to you, please state clearly ‘N/A’.

Verification of Information Provided

Whilst reserving the right to request information at any time throughout the procurement process, the schools requests the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation.

1. Supplier Information

1.1. Supplier Details

Full Name of Supplier		
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	A Public Limited Company	<input type="checkbox"/> Yes
	A Limited Company	<input type="checkbox"/> Yes
	A Limited Liability Partnership	<input type="checkbox"/> Yes
	Other Partnership	<input type="checkbox"/> Yes
	Sole Trader	<input type="checkbox"/> Yes
	Other (please specify)	<input type="checkbox"/> Yes
Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you	Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	Small or Medium Enterprise (SME)	<input type="checkbox"/> Yes
	Sheltered Workshop	<input type="checkbox"/> Yes
	Public Service Mutual	<input type="checkbox"/> Yes

1.2. Bidding Model

Are you bidding as a building consultancy and will deliver 100% of the key contract deliverables yourself?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bidding as a Building Consultant and will use third parties to deliver some of the services. If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-consultant and the key contract deliverables each sub-consultant will be responsible for.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bidding as Building Consultant but will operate as a Managing Agent and will use third parties to deliver all of the services. If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-consultant and the key contract deliverables.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please confirm that where using sub-consultants you undertake to pay their valid and undisputed invoices within 30 days of receipt of invoice (required to enable the School to comply with the Public Contracts Regulations 2015).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bidding as a consortium but not proposing to create a new legal entity. If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.	Consortium Members Lead Members
Please note that the school may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.	
Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV). If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate appendix.	Consortium Members Current Lead Members Name of Special Purpose Vehicle

2. Grounds for Mandatory and Discretionary Exclusion

Mandatory Exclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Within the past five years, has your organisation, Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the offences listed in Appendix.</p> <p>You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, binding legal decisions which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).</p>	
Discretionary Exclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within the past three years, please indicate if any of the situations have applied, or currently apply, to your organisation as listed in Appendix .	

The school reserves the right to use its discretion to exclude a Supplier where it can demonstrate the Supplier's non-payment of taxes/social security contributions where no binding legal decision has been taken.	
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3. Financial standings

3.1. Please provide one of the following to demonstrate your economic/financial standing. Please indicate your answer with an 'X' in the relevant box.

A copy of your audited accounts for the most recent two years.	
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3.2. Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?
 Yes No

If yes, please provide the Name of organisation:
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Relationship to supplier completing PQQ:
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If yes, are you able to provide ultimate/parent company accounts?

If yes, would the ultimate/parent company be willing to provide a guarantee if necessary?

If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)
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4. Disputes

For the last 3 years, have you had any disputes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please provide details of any Contract where there has been a failure to deliver the Contract in part or in full or where there have been claims for damages, or where damages have been deducted or recovered. Also detail any Contracts which have been terminated.	
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Contract reference and brief description of services provided	
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Date of claim/ Contract termination	
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Reason for claim/Contract termination	
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Are there any court actions and/or significant employment tribunal hearings outstanding against your organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please provide details.	
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5. Technical Professional Ability

5.1. Relevant experience and contract examples, please provide details of up to two contracts, in any combination from either the public or private sector, that are relevant to the school's requirement.

	Contact 1	Contact 2
Name of Organisation		
Contact in Organisation		
Position in Organisation		
Email Address		

Description of Contract (500-word max)		
Contract Start and End Date		
Estimated Contract Value		

6. Insurance

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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer's (Compulsory) Liability Insurance = £5m Public Liability Insurance = £5m Professional Indemnity Insurance = £1m You do not need to attach certificates; however, copies will be required at tender award, if successful.	

7. Health and Safety

Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The school will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the school's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you use sub-consultants, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please note that all successful Tenderers will be required to attend a full day induction, this will be organised by your main LOS contact.	

8. Safeguarding and Prevent

The school has a statutory and moral duty to safeguard the welfare of children, young people and vulnerable adults receiving education, training and care through the school, under the safeguarding Vulnerable Groups Act 2006.	<input type="checkbox"/> Yes <input type="checkbox"/> No
LOS fully understands its role and responsibilities and is committed towards safeguarding learners, we therefore require our consultants and their sub-	

consultants to assess and ensure their staff are suitable to work on school premises and confirm that they will comply with LOS's requirement for this agenda.	
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9. GDPR Compliance

Please confirm that your organisation complies with the general data protection regulation and all other applicable legislation with respect to the processing of personal data.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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10. Modern Slavery

Are you a relevant commercial organisation as defined by section 54 ("transparency in supply chains etc") of the modern slavery act 2015?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered yes are you compliant with the annual reporting requirements contained within section 54 of the Modern Slavery Act 2015. If YES please provide the relevant URL, if No please provide an explanation below:	
If you are not a relevant commercial organisation as defined by section 54 ("transparency in supply chains etc") of the modern slavery act please confirm that you would be willing to comply with the spirit of the act in supporting our objectives of transparency.	<input type="checkbox"/> Yes <input type="checkbox"/> No

11. Environmental Management

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)? If your answer to this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The school will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the school is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you use subcontractors, 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

12. Compliance with Equality Legislation

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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 of alleged unlawful discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.	

<p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the school's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	
<p>If you use subcontractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

13. Environmental Protection

<p>LOS is committed to a policy of environmental protection and sustainable development and encourages it suppliers to abide by good practice in this area.</p> <p>Does your organisation have a policy on environmental protection and sustainable development?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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14. Enhanced Disclosure and Barring Service (DBS)

<p>Please self-certify that you will complete Appendix, if awarded this ITT. This is also your example of information that's will be required.</p>	<input type="checkbox"/> Yes
<p>In line with LOS's policy we require you to provide on a dated, company headed, document a list of all contractor representatives who are to work at our sites, their approved enhanced DBS number, its issue date and its confirmed approved status.</p> <p>We also require a statement from you to confirm their right to work in the UK and that you have checked their ID and received 2 references.</p> <p>When attending the school site, your representatives must bring with them a form of identification.</p>	

Customer Requirements

15. Can you provide information where you have provided professional services for projects within the public sector and specifically within an educational environment? Include the services provided.

16. Can you provide information where you have provided professional services for projects that involve Reinforced Autoclaved Aerated Concrete (RAAC)? Include the services provided.

17. Can you provide information where you have provided professional services for obtaining DfE funding for projects that involve removal of Reinforced Autoclaved Aerated Concrete (RAAC; services provided relating to DfE guidance note dated February 2024 version 1 and completion of the Project Executive Summary (PES)?

18. Please give examples where you have procured and managed DfE grant funded capital projects.

19. Please provide an explanation of your process for selection of contractors for procurement of projects and your tender process.

20. Please expand on the experience of your professional team and management process to deliver Professional Services relating to this tender.

21. Please can you explain your understanding of and responsibilities towards Safeguarding within the context of this role?

22. Please explain your current approach to quality assurance?

23. Please confirm availability or lead in time required to commence with the professional services?

24. Pricing

Our preference is that the professional services is priced as percentage of the overall works value. For this assessment, we would ask the percentage fee considers the projected (estimate) works value.

LOS-RWR – RAAC WALL Remediation Pricing Description	
Works Value Estimate	£1,200,000.00
Professional Services (Fee Percentage)	%
Price	£
VAT	£
Total	£

Declaration of Bona Fide Tender

We certify that this is a bona fide Tender, and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not performed and we undertake that we will not at any time before the hour and date specified for the return of this Tender perform any of the following acts:

Communicate to a person other than the person calling for those Tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender.

Enter into any agreement or arrangement with any other person that they shall refrain from Tendering or as to the amount of any Tender to be submitted.
Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other Tender or proposed Tender for the said work any act or thing of the sort described above.

We further certify that the principles described in above have been, or will be, brought to the attention of all subcontractors, suppliers and associate companies providing services or materials connected with the Tender, and any contract entered into with the subcontractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

In this certificate, the word "person" includes any person and anybody or association, corporate or otherwise; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

I confirm that I accept that any breach of the conditions of this Declaration of Bona Fide Tender will inevitably lead to the termination of the agreement by the Institution.

Name	Signature
Company Name	
Position	Date