

**Waste Management Collection Service**

Invitation to Tender

**Yr 1 September 2025 – September 2026**

**Yr 2 September 2026 – September 2027**

**Yr 3 September 2027 – September2028**

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**Introduction**

The TEC Partnership, formerly Grimsby Institute Group, is one of the largest providers of further and higher education in England, comprising of sites located across the eastern coast, from Scarborough to Skegness and stretching out to Doncaster and Nottingham.

Whilst TEC Partnership is the overarching trading name of the organisation, a number of trading brands are incorporated and may be referred to during correspondence. These include but may not be limited to; Scarborough TEC, East Riding College, Grimsby Institute of Further and Higher Education, University Centre Grimsby, The Academy Grimsby, Career 6, Skegness TEC, National Employer Training (NET), Modal Training, Transafe Training.

The contract will be with the TEC Partnership and as such, policies, data protection registration and other documentation and legal requirements relating to, or as part of, the operation of brands will be in this name.

**Part A**

**Instructions to Tenderers**

Further to your Interest, the TEC Partnershipinvite you to tender for the works described within this Invitation to Tender. The tender shall conform to the requirements set out in these documents and shall be **exclusive** of Value Added Tax (VAT).

The invitation to tender is for the appointment of a contractor to undertake **Waste Collection Services** for the TEC Partnership site names and locations listed below:

* Grimsby Institute of Further and Higher Education, Nuns Corner Campus, Laceby Road, Grimsby. DN34 5BQ.
* Grimsby Institute of Further and Higher Education, Sutcliffe Avenue, Grimsby, DN33 1AW (until site closure)
* The Academy Grimsby, Westward Ho, Grimsby, DN34 5AQ.
* Skegness TEC, Heath Road, Skegness, PE25 3SY and later Skegness TEC (New Campus), Wainfleet Road, Skegness.
* Modal Training Centre, Middleplatt Road, Immingham, DN40 1FN
* NET UK: Learning Centre, Osbourne Street, Grimsby DN31 1EY. 1A Kings Road, Frances Street, Doncaster DN11JB. St Nicolas Court 25-27 Caste Gate, Nottingham, NG17AR.
* Halls of Residence – Grimsby Locations.
* East Riding College, Flemingate, Armstrong Way, Beverley, HU17 0GH.
* East Riding College, St Mary’s Walk, Bridlington, YO16 7JW.
* East Riding College, Baker Street, Hull (upon opening).
* Scarborough TEC, Filey Road, Scarborough, YO11 3AZ (including onsite halls of residence).

Tenderers must:

* Submit the whole tender no later than **12 noon, Wednesday, 24th April 2024, using the electronic system (In-tend).**
* Apply for the lot in its entirety. Tenderers offering to undertake only part of the contract will be rejected.
* Provide a tender proposal based upon the specification set out in the tender documentation.
* Raise any queries about the tender documentation as soon as possible via the In-tend system. Queries must be submitted no later than two full working days before the closure date for return of tenders. The TEC Partnership may circulate a copy of the enquiry and the written reply to all tenderers, although anonymity will be preserved.

The TEC Partnership:

* Reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the Tenderers.
* Does not accept any liability for any expenses incurred by any supplier in the preparation of tenders, portfolios or attendance at any meetings or presentations.
* Will not consider tender proposals which are submitted late, incomplete or via any other method than the In-tend system.
* Shall not be bound to accept the lowest proposal or is under any obligation to accept any tender proposal submitted if they are deemed unsuitable.
* Will, in the case that a tender appears to be abnormally low in relation to the services to be provided, request a clarification in writing and/or explanation concerning its elements. Following a verification process, the organisation reserves the right to exclude a tender if they have not been satisfied by the explanation given.

**Viewings:** Site visits can take place strictly by appointment only. Part B will identify available days, however, to confirm your intention to visit please make arrangements directly with the below representative:

Emma Larder – Facilities Manager (South)

TEC Partnership (Grimsby Institute), Nuns Corner, Laceby Road, Grimsby, DN34 5BQ.

01472 311225

lardere@grimsby.ac.uk

**Tender Return and Validity**

**Complete and upload one copy of**:

1. Your proposal (Part E Services and Standards) including evidence of meeting the minimum organisation standards
2. The Bona Fide Tender Declaration (Appendix 1) which includes your costs broken down as requested.
3. A completed Conflict of Interest form regarding your proposed management team (Appendix 2)
4. A completed due diligence and self-certification form and associated documentation (Appendix 3)

**All tender submissions should be made electronically through the In-Tend system.**

**Manual returns will be discarded and not considered.**

**Undertaking of Confidentiality**

The **TEC Partnership** has appropriate technical and organisational measures to comply with the General Data Protection Regulation and Data Protection Act 2018. The information provided in a tender submission is only used for the purpose it is collected for, to inform the evaluation and contract award process of this ITT.

The **TEC Partnership** undertakes its best endeavours to hold confidential, any information provided by you in your tender submission, subject to its obligations under law, including the Freedom of Information (FOI) Act. **The TEC Partnership** excludes personal data submitted as part of a tender submission in an FOI response. Should you wish any of the information supplied by you in your submission not to be disclosed because of its sensitivity, you must identify the information and specify the reasons for its sensitivity. **The TEC Partnership** will consult with you about this sensitive information before making a decision on any FOI request received. If no information is identified as sensitive, with supporting reasons, then it is likely to be released in response to an FOI request.

Information on the successful contract award is held for 6 years following the end of the contract. Unsuccessful submissions are held for 1 year after the commencement of the contract.

**Part B**

**Proposed Timetable**

Below are the key dates for the tender exercise and subsequent appointments:

|  |  |
| --- | --- |
| Date tender issued: | Monday 9th June 2025 |
| Site visits available: *Full postal addresses available in Part A* | By pre-arrangement only.  |
| Final date for queries to be submitted: | Tuesday 1st July 2025 |
| Tenders to be submitted no later than: | 12 noon, Wednesday 9th July 2025 |
| Appointment of Contractor: | By Thursday 31st July 2025 |
| Contract commences: | Monday 1st September 2025 |
| Anticipated start date of works: | Monday 1st September 2025 |

Please note: all the dates referred to above are subject to change.

**Part C**

**Selection Procedure**

The contract will be awarded to the most economically advantageous tender applying the award criteria and evaluation methodology provided in Appendix 4.

Pricing: Scores will be awarded for price on the following basis:

The lowest Contract Price submitted in accordance with the Schedule of Prices will be awarded the highest score and all other Tenderers will be awarded pro rata scores on the relative competitiveness of their Contract Price compared to the lowest Contract Price e.g. (Lowest Contract Price / Contract Price \* 100) = X%.

**Part C - Selection Procedure**

The TEC Partnership will be evaluating your responses in the following key areas:

|  |  |
| --- | --- |
| Requirement | Score |
| Fee proposal | 40%  |
| Service Offer | 40% |
| 1.4 Relevant Experience & examples (Appendix 3) | 10% |
| Health & Safety Practice | 10% |
| 1.1 Supplier details | P/F |
| 1.2 Bidding model | P/F |
| Insurance cover (Appendix 3) | P/F |
| Equality & Diversity (Appendix 3) | P/F |
| Health & Safety (Appendix 3) | P/F |
| Environmental (Appendix 3) | P/F |
| Signed declaration | P/F |
| Modern Slavery Act declaration | P/F |

**Duration**

The tenderer shall be prepared to commence the service on **Monday 1st September 2025** being the commencement date referred to in the contract conditions of the contract documentation.

The duration of the contract will initially be for a period of two years with an option for a one-year extension. The TEC Partnership reserves the right to cancel the contract at the end of the first year having previously given 3 months written notice to do so.

**Part D - Documents to be made available on Appointment**

**TEC Partnership Documentation**

* TEC Partnership strategies or reports as may be appropriate
* Contractor Handbook – Acceptance of these will be required upon appointment.
* Site plans including collection point locations.

**Part E - Standards & Services Required**

**Please read this tender document carefully and ensure that for all elements required you**

**provide evidence or a statement to fulfil the requirements.**

**Introduction**

The TEC Partnership invites all suitably equipped, qualified and registered companies to tender for a contract to provide waste collection services of their sites identified in Part A of this document. During the course of the tender, site locations may vary as the organisation evolves to meet its future vision.

**Scope of Services**

The contract requires the provision of trained and skilled labour as appropriate and in direct relation to the undertaking.

It is anticipated that whilst this document sets out the requirements and expectations, there may be further needs and adjustments to the provision as the needs of the business operations change.

Provision to collect and appropriately dispose of the four default waste streams (as below) will be expected;

* Residual (general) non-recyclable waste
* Food waste
* Paper and card
* Dry mixed recycling

The collection schedule of the above will vary from site to site and type of waste stream, however in some cases, a daily service will be required.

During the term of this contract, sites may be reduced or increased. Decreases will come with no financial liability and any increases will be at the rates agreed within this contract.

The successful tenderer will also be expected to provide the appropriate receptacles and collection service for the following:

* Confidential waste
* Timber
* Plaster/plasterboard
* Brick
* Furniture
* Electrical
* Metal
* Animal waste – including dog waste

**Ad-hoc Requests**

There may be occasions that services are requested over and above, or generally differing to those scheduled. Where the service is covered in the scope of the work, it is anticipated that there are no additional charges made outside of the agreed pricing structure for the service. Where tasks are over and above the scope of the tender, through discussion with the Facilities Manager, these may be carried out under a separate purchase order.

**Management of Contract**

Any specific site restrictions or arrangements will be discussed on commencement of the contract. The general operational management of the contract is between the successful contractor and the facilities manager.

**Other Provision**

It is the sole responsibility of the contractor to provide all necessary items to its operatives to enable the safe and effective undertaken of works. This includes but may not be limited to, training/qualifications, equipment, chemicals, time, breaks, PPE.

Contractors are required to hold the following as a minimum:

* £5m Public Liability
* £5m Employers Liability

**Pricing Structure**

The pricing provided by the tenderer should include:

* Full cost of waste services as described inclusive of all costs, per annum with costs fixed for the length of the contract to include unit cost and per lift cost of the following:
	+ 1110 litre Residual (General) Waste
	+ 1110 litre Mixed Recycling (ideally without the need for additional paper and card provision).
	+ 1110 litre Paper and Card Recycling (if separation from Mixed Recycling is required)
	+ 1110 litre Food Waste
	+ 1110 litre Confidential Waste
	+ 240 litre Residual (General) Waste
	+ 240 litre Mixed Recycling (ideally without the need for additional paper and card provision).
	+ 240 litre Paper and Card Recycling (if separation from Mixed Recycling is required).
	+ 240 litre Glass Recycling
	+ 240 litre Food Waste
* Unit cost and per lift cost of the following (provide varying types/sizes):
	+ Construction waste skips – specifically separate brick and plaster receptacles.
	+ Metal skips
	+ WEEE skips
	+ Timber skips
	+ POPs skips (mostly for the disposal of furniture)
	+ General Waste skips
	+ Dog Waste (25 litre receptacles in place)
	+ Animal Waste (other)
* Any ad hoc services the tenderer is able to supply in addition to those above such as:
	+ Clinical Waste
	+ Sharps removal
	+ Other hazardous substance removal (for example; chemicals, paints)

Any further relevant information, including membership to external bodies and additional services that are offered can be added to the tender application.

The successful tenderer will be able to provide the following:

* Collection of waste from the sites as listed and in line with the waste streams identified.
* 1100 litre containers which are rodent proof, lockable and serviceable.
* Collections both prior to the working day and during normal operational hours. To be agreed in line with individual site operations.
* Increased/decreased collections on some sites and/or collection points to correspond with seasonal demand. Where this is relevant, this would usually be in line with requirements of the academic year. There should be no financial penalty for this.
* A missed scheduled collection response time of no longer than one working day.
* Invoicing monthly in arrears and available per cost centre (site), by service type, lift number and weight (full details to be provided as appropriate).
* A digital portal (or a suitable digital equivalent) to enable monthly monitoring of services by the Facilities Manager, to include such information as costings, breakdowns of waste streams (to include weights), scheduling of services, and landfill diversion/recycling rates.
* Management of the site waste carrier license and waste transfer notes via a digital system.
* A single contact number for queries relating to all aspects of the contract.
* A dedicated representative/contact to liaise with the Facilities Manager and attend regular meetings to ensure business needs are being consistently met and to provide advice and guidance in relation to such aspects as waste management planning, legislation compliance, and engagement with recycling initiatives.
* Agreed KPIs to support The TEC Partnership to continue to actively reduce the amount of waste going to landfill and incineration and move towards more sustainable waste processes.
* Clearly identify rebates for each waste stream and provide credit notes as appropriate with full site details including cost centre.

**Health and Safety and Safeguarding Requirements.**

The Contractor must ensure and be able to demonstrate that their delivery of service complies with all relevant legislation governing the collection and disposal of waste, health and safety and safeguarding. Examples of which include the following;

* The Health & Safety at Work Act 1974
* The Workplace (Health & Safety and Welfare) Regulations 1992
* Environmental Protection Act 1990
* Public Health Act 1936
* Waste (England and Wales) Regulations 2011
* Control of Substances Hazardous to Health Regulations 2002
* Hazardous Waste Regulations 2005
* Waste Electrical and Electronic Equipment Directive 2007

**Risk Assessments and Method Statements (RAMS)**

The successful Tenderer will be required to submit relevant risk assessments and method statements pertaining to the anticipated works to be carried out during the contract.  On rare occasions, some specific tasks may require a permit-to-work before they are undertaken. This can be discussed with the Facilities Manager. Provision must be made for obtaining any permit-to work with prior arrangement during office hours.

Sites are live teaching and learning environments and as such this should be taken into consideration by any tenderer.

**Accident and Incident Reporting**

All incidents and accidents must be reported to the Facilities Manager, or representative of, who will advise if this needs to be reported on the TEC Partnership Accident and Incident Reporting System. If this is deemed necessary, they will support to achieve this.

**Provision of Work Equipment**

All equipment required to deliver the service will be supplied, serviced and maintained by the contractor. TEC Partnership will not be responsible for providing any of the equipment required, nor the maintenance of said equipment. Where relevant, the contractor may be asked to supply evidence of maintenance records.

**Supervision of Operatives**

The successful contractor will be expected to assume overall responsibility for the operatives and day-to-day operational matters.

**Security and DBS disclosures**

As an educational establishment with children and vulnerable adults as some of the service users, it is mandatory that all persons working unescorted on a regular basis will have successfully completed an Enhanced DBS disclosure. This applies to all Partnership sites.

Contractors must have received their DBS disclosure before working unescorted on TEC Partnership sites and are advised to start their application without delay if they have not already done so. Failure to do so in a reasonable timescale or an unsuccessful application could result in a contract being terminated.

There are minimal exceptions whereby appropriate arrangements can be agreed prior to the commencement of the contract. For example, such contracts which involve only delivery and/or collection of goods that can either be undertaken fully supervised by a TEC Partnership representative or outside of operational hours.

**Payment Terms – Prompt Payment**

1. Where the Contractor submits an invoice to the Partnership the Partnership will consider and verify that invoice in a timely fashion.
2. The Partnership shall pay the Contractor any sums due under such an invoice no later than a period of 30 days from the date on which the Partnership has determined that the invoice is valid and undisputed.
3. Where the Partnership fails to comply with paragraph 1 and there is an undue delay in considering and verifying the invoice, the invoice shall be regarded as valid and undisputed for the purposes of paragraph 2 after a reasonable time has passed.
4. Where the Contractor enters into a Sub-Contract, the Contractor shall include in that Sub-Contract:
5. Provisions having the same effect as clauses 1-3 of this Agreement; and
6. A provision requiring the counterparty to that Sub-Contract to include in any Sub-Contract which it awards provisions having the same effect as clauses 1-3 of this Agreement.
7. In clause 4, “Sub-Contract” means a contract between two or more suppliers, at any stage of remoteness from the Partnership in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Agreement.

Further details can be found in our standard Terms & Conditions.

**Appendix 1 - Pricing Summary and Bona Fide Tender Declaration**

I/We offer to provide the services as outlined in the Invitation to Tender for Waste Management Collection Services for the **TEC Partnership** sites as identified in Part A. I/We understand that **TEC Partnership** is not obliged to accept the lowest or any tender. I/We give below the proposed fees (exclusive of VAT) but inclusive of all costs relating to travel subsistence and all other disbursements.

**Expenses and Disbursements**

All expenses will be accounted for in your fee proposal. This is accordance with the original Framework Tender.

**Statutory Fees**

Where relevant, the TEC Partnership will pay all fees in respect of applications under Planning, Building Regulations and other Statutory requirements.

**Declaration**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of…………………………………………………………(insert name of supplier).I understand that TEC Partnership may reject my submission if there is a 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 that there is no conflict of interest in relation to TEC Partnership’s requirement.The following appendices form part of our submission;

|  |  |
| --- | --- |
| **Section of ITT** | **Appendix Number** |
|  |  |
|  |  |

 |
| **ITT completed by** |
| **Name** |  |
| **Role in organisation** |  |
| **Date** |  |
| **Signature** |  |

In submitting a tender, including the Pricing Schedules, for these works **TEC Partnership** deems the tenderer to have agreed to be legally bound by the following declaration:

Recognising the principle that the essence of selective tendering is that the employer receives bona fide competitive tenders from all firms tendering, we certify that we will submit such tender, and that we will not fix or adjust 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 done and we will not do at any time before the date for this tender to be submitted, any of the following acts:

1. Communicate to any person other than the person calling for our tender the amount or approximate amount of the proposed tender.

2. Enter into any agreement with or arrange for any other person to refrain from tendering, or indicate the amount of any tender to be submitted.

3. Reward, or promise to reward, any person for performing or causing any of the actions or effects described in 1 or 2 above.

In this declaration, the word ‘person’ includes any persons, bodies or associations, corporate or incorporate; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

**Appendix 2**

**Conflict of Interest**

I/We………………………………………………………………of………………………………………………………. declare below my/our interests in respect of the tender submitted.

The TEC Partnership may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Partnership, detailing the conflict below. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Partnership should not represent a conflict of interest for the Supplier.

|  |  |
| --- | --- |
| Category | *Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection.* |
| Have you or any member of your staff working on this project had any previous employment (staff or Contractor) with TEC Partnership |  |
| Do you have a financial interest in TEC Partnership? |  |
| Are you a member of any professional bodies, special interest groups or mutual support organisations that are linked to Tec Partnership? |  |
| Do you have any investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests with TEC Partnership? |  |
| Have you/your Company offered any gifts or hospitality to any staff members of the TEC Partnership in the last twelve months and was it declined or accepted? |  |
| Are you aware of any other conflicts that are not covered by the above? |  |

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on any change in supplier or sub-Contractor for the duration of this tender.

Signed:………………………………………… Name (Printed):…………………………………………………

Position:……………………………………… Company Name:…………………………………………………

Date:……………………………………………

*Original copies of this document to be kept with tender returns or quotes by the Purchasing Team and made available for audit by request to the Purchasing Manager.*

**Appendix 3**

**Due Diligence**

|  |
| --- |
| * 1. **Supplier Details**
 |
| Full name of the Supplier completing the ITT |  |
| 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) | Yes |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i) Voluntary, Community and Social Enterprise (VCSE) | Yes |
| ii) Small or Medium Enterprise (SME) | Yes |
| iii) Sheltered workshop | Yes |
| iv) Public service mutual | Yes |

|  |
| --- |
| **1. 2 Bidding Model** |
| Please mark ‘X’ in the relevant box to indicate whether you are; |
| a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | Yes |
| b) Bidding as a Prime Contractor and will use third parties to deliver some of the servicesIf 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-contractor and the key contract deliverables each sub-contractor will be responsible for. | Yes |
| c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the servicesIf 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-contractor and the key contract deliverables each sub-contractor will be responsible for. | Yes |
| d) 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.Please note that the TEC Partnership 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. | YesConsortium membersLead member |
| e) 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 biding model using a separate Appendix. | YesConsortium membersCurrent lead memberName of SPV |

|  |
| --- |
| **1.3 Financial Information** |
| Please provide one of the following to demonstrate your economic/financial standing; |
| 1. A copy of the audited accounts for the most recent two years
 |  |
| 1. 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
 |  |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.
 |  |
| 1. 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).
 |  |
| Where the TEC Partnership has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this ITT, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here. | YesNo  |
| (a) Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?If yes, please provide the name below:Name of the organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to the Supplier completing the ITT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If yes, please provide Ultimate / parent company accounts if available | YesNo YesNo YesNo  |

|  |
| --- |
| **1.4 Relevant Experience and Contract Examples** |
| Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the TEC Partnership’s requirement. Contracts for supplies or services should have been performed during the past three years. The named customer contact provided should be prepared to provide written evidence to the TEC Partnership to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services. |

|  |
| --- |
| If you cannot provide at least one example, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start up. |
|  |

**Contract Example Details**

|  |
| --- |
| Contract 1 |
| Name of customer organisation: |  | Point of Contact:Position:Email address: |  |
|  |
|  |
| Contract start/end date: |  | Estimated contract value: |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  |
| Contract 2 |
| Name of customer organisation: |  | Point of contact:Position:Email address: |  |
|  |
|  |
| Contract start/end date: |  | Estimated contract value: |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  |
| Contract 3 |
| Name of customer organisation: |  | Point of contact:Position:Email address: |  |
|  |
|  |
| Contract start/end date: |  | Estimated contract value: |  |
| In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market |  |

**Appendix 4**

**Self-Certification**

To comply with the Public Contract Regulations 2015 the TEC Partnership only requires the following questions to be answered (self-certify). You do not need to provide evidence at this stage. Checks against each module will only be carried out on the winning supplier/contractor at award stage. Responses will be evaluated on a pass/fail basis instead of being scored/weighted.

**Insurance**

|  |  |  |
| --- | --- | --- |
| **1** | Please self – certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:**Employer’s (Compulsory) Liability Insurance = £5m****Public Liability Insurance = £5m****Professional Indemnity - £1m** “It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5million as a minimum. Please note that this requirement is not applicable to Sole Traders. | YesNo  |

**Compliance with Equality Legislation**

|  |
| --- |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.  |
| **1** | 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)? | YesNo  |
| **2** | 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, as a separate Appendix, a summary of 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, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.You may be excluded if you are unable to demonstrate to the TEC Partnership’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | YesNo  |
| **3** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | YesNo  |

**Environmental Management**

|  |  |  |
| --- | --- | --- |
| 1 | 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 Group (including local Group)?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 TEC Partnership will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last three years, unless the TEC Partnership is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | YesNo  |
| 2 | 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? | YesNo  |

**Health & Safety**

|  |  |  |
| --- | --- | --- |
| 1 | Please self-certify that your organisation has a Health & Safety Policy that complies with current legislative requirements. | YesNo  |
| 2 | 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 three 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 TEC Partnership will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the TEC Partnership’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | YesNo  |
| 3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | YesNo  |

**Modern Slavery Act Statement**

|  |  |  |
| --- | --- | --- |
| 1 | Please self-certify that your organisation warrants that it has thoroughly investigated its labour practices and those of its direct suppliers to ensure that there is no slavery or forced labour used anywhere in its organisation or used in any of its direct suppliers’ or subcontractors’ organisation. The supplier further warrants that it has put in place all necessary processes, procedures, investigations and compliance systems to ensure that the warranties made above will continue to be the case at all times. | YesNo  |

**Appendix 5**

**Scoring Criteria**

| **Score %** | **4** | **3** | **2** | **1** | **0** |
| --- | --- | --- | --- | --- | --- |
| **40%**Fee Proposal | Most economically advantageous | Economically advantageous | Economically advantageous | Least economically advantageous | Response is missing. |
| **40%**Service Offer | Confirmation and detailed evidence in return considering work planning & communication with the Site Manager. Confirmation and full description of how to support the process of issuing works, receiving job sheets in a timely manner. Statement that invoices submitted correctly and in a timely manner. Full description & commitment to update Partnership asset information in the format agreed with the Partnership. | Confirmation and evidence in return considering work planning & communication with the Site Manager. Confirmation and description of how to support the process of issuing works, receiving job sheets in a timely manner. Statement that invoices submitted correctly and in a timely manner. Description & commitment to update Partnership asset information in the format agreed with the Partnership. | Confirmation in return considering work planning & communication with the Site Manager. Confirmation and some description of how to support the process of issuing works, receiving job sheets in a timely manner. Statement that invoices submitted correctly and in a timely manner. Description & commitment to update Partnership asset information in the format agreed with the Partnership. | Lacks detail return for considering work planning & communication with the Site Manager. Some description of how to support the process of issuing works, receiving job sheets in a timely manner. Statement that invoices submitted correctly and in a timely manner. Description & commitment to update Partnership asset information in the format agreed with the Partnership. | Response is missing. Response is very weak and does not address the specification. |
| **10%**H&S Practice | Health & Safety policy in force. Additional procedures in place for safety systems and examples provided. All relevant staff confirmed enhanced DBS checks in place | Health & Safety policy in force. Some procedures in place for safety systems not all provided. Most relevant staff confirmed enhanced DBS checks in place with commitment for others prior to contract start | Health & Safety policy in force. Few procedures in place for safety systems poor detail on examples. No relevant staff confirmed enhanced DBS and no commitment to carry out | No mention of Health & Safety policy. Additional procedures in place for safety systems but no examples. No staff confirmed enhanced DBS checks in place | Response is missing. Response is very weak and does not address the specification. |
| **10%**Relevant Experience | Supplier/Contractor successfully delivered similar contract. Evidenced by completion certificates. Evidence of targets vs achieved. Delivery methods fully explained & suitable. No element of requirement sub-contracted. Meets all of the professional bodies memberships/registrations | Supplier/Contractor states delivered similar contract, no evidence. Some success evidenced of targets vs achieved. Some description of delivery methods & suitable. Sub-contracts part of the works but meets all the memberships/registrations. Or no sub-contracting but meets most of the membership/registration of professional bodies | Supplier/Contractor states delivered similar contract, no evidence. Not very successful from evidence of targets vs achieved. Some description of delivery methods but not specific enough. Sub-contracts most of the works and meets some the memberships/registrations. Or no sub-contracting and meets some of the membership/registration of professional bodies | Supplier/Contractor not delivered a similar contract. No evidence of targets vs achieved. Limited description of delivery methods but not specific enough. Sub contracts most of the work with no membership/registration of professional bodies | Response is missing. Response is very weak and does not address the specification. |