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# Boiler Room Replacement at Merton Abbey and MEP System Upgrade at Abbotsbury Primary Schools Works/Project

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## Invitation to Tender

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London Borough of Merton

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12 June 2025

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Contracts & School Organisation  
London Borough of Merton  
Merton Civic Centre  
London Road  
Morden SM4 5DX

Date: 12 June 2025

Dear Bidder,

**Tender Ref No.: DN774949**  
**Tender for the Provision of Construction Services**

The London Borough of Merton (the 'the Council') has a requirement for the provision of construction services for the boiler room replacement at Merton Abbey and MEP system upgrade at Abbotsbury Primary Schools, which are due to be undertaken over the upcoming summer holiday period.

I am pleased to enclose for your attention the tender documentation for this project:

- Guide to the Tender Process
- Suitability Threshold and Compliance Questionnaire
- Form of Tender
- Tender pack prepared by Whitecode Consulting Limited including the Specification and Tender Breakdown (to be priced)

The Council is inviting bid submissions to deliver this project the London Tenders Portal using its ProContract e-Tendering System.

As the Council proposes to conduct this procurement exercise electronically, if you wish to tender for this Contract you will be required to complete and submit the completed tender documents by 12:00pm (Noon) on 10<sup>th</sup> July 2025.

**Unless they have submitted fully completed Suitability Threshold and Compliance Questionnaire, Form of Tender and all relevant Tender paperwork, Bidders cannot be considered for the award of the contract for this project - submissions received after the deadline noted above will not be accepted.**

Any queries in relation to this tender process should be directed electronically via the ProContract system to the Project Team using the London Tenders Portal.

Yours sincerely

**Terry Parsons**  
Capital Projects and Premises Manager

# TENDER PROCESS GUIDE

Dated 12/06/2025

## Guide to the Tender Process:

### Boiler Room Replacement at Merton Abbey and MEP system upgrade at Abbotsbury Primary Schools

Tender Ref: DN774949

NAME OF AUTHORITY:
<b>LONDON BOROUGH OF MERTON</b>
TENDER RETURN DATE & TIME:
<b>12:00pm (Noon) on 10<sup>th</sup> July 2025</b>

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# TENDER PROCESS GUIDE

## INTRODUCTORY INFORMATION

### 1. INTRODUCTION

#### **Invitation**

The London Borough of Merton (the 'Council') is seeking suitably experienced and capable contractors to bid to deliver a key project at Merton Abbey and Abbotsbury Primary Schools over the upcoming summer holiday period (2025). Organisations with the requisite experience and capability are invited to bid to deliver these Works by completing a Suitability Threshold and Compliance Questionnaire ('STQ') and submitting a priced tender proposal incorporating its Form of Tender, Priced Specification and Overall Summary as set out in the Tender Documentation.

#### **Tender Documentation**

The tender documentation for this project is comprised of:

- Guide to the Tender Process
- Suitability Threshold and Compliance Questionnaire (STQ)
- Form of Tender
- Tender pack prepared by Whitecode Consulting Limited including Specification and Tender Breakdown (to be priced)

These (together with this Invitation to Tender issued by the Council and any schedules or appendices annexed thereto) are referred to as the 'Tender Documents'.

No information contained in the Tender Documents or in any communication made between the Council or its agents/advisers and any potential Bidder in connection with this procurement process shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in relation to this tender exercise.

#### **Procurement Process Overview**

The tender process will be conducted as follows:

**Suitability Threshold and Compliance Questionnaire** – it is open to all organisations to bid for this tender opportunity. However, the Council will examine responses given by each firm or company in answer to the STQ to determine if those potential bidders meet its minimum requirements as set out in this guide. Tenders from those organisations which do not meet the Council's requirement in respect of those areas of the STQ where there is a pass/fail question or a minimum threshold will not be considered further.

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**Full tender** – only tenders from those organisations that have met the Council's minimum requirements as set out in STQ and the Tender Documents will be considered.

The award of the contract will be determined on the basis of the lowest compliant tender based on price considerations.

Price evaluation will be in accordance with the JCT Practice Note 2017 Assessment will be based on lowest price. Errors will be dealt with in accordance with Alternative 2.

### **2. SERVICE OVERVIEW**

#### **Objectives of this contract**

The Council is seeking to procure construction works for the boiler room replacement at Merton Abbey and MEP system upgrade at Abbotsbury Primary Schools – please refer to the Whitecode's tender pack for full details.

Works will generally be undertaken over the summer holiday period of this year in order to reduce impact on schools.

The successful bidder will be required to enter into a traditional JCT contract to undertake the construction on a fixed price basis based on the full specification and drawings package issued at tender stage.

#### **Scope**

Please refer to the Whitecode's tender pack for full details.

#### **Terms and Conditions of Contract**

Any contract entered into between the Council and the Bidder who submits a successful bid within the tender process will be required to enter into the JCT Minor Works Contract 2024 as amended.

#### **Contract Term**

The bidders will be invited to submit a compliant programme as part of the invitation to tender.

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### TENDER PROCESS AND INSTRUCTIONS FOR BIDDERS

#### 3. INDICATIVE TIMETABLE

It is intended that the procurement process will follow the timetable detailed below, however, some of these dates may be subject to change and, therefore, this is provided for indicative purposes only:

Stage / Activity	Dates
Issue of Invitation to Tender	12 June 2025
Mid Tender Site Inspection	26 June 2025
Last date for clarification questions	5pm on 3 July 2025
Closing date for receipt of Tenders	12pm (noon) on 10 July 2025
Evaluation of Tenders	10 July - 17 July 2025
Notice of Intention to Award issued	18 July 2025
Works to Commence on Site	21 July 2025
Works to Complete in Operational Areas by	1 September 2025
Works in the plant areas and is not Operational	30 September 2025
All systems fully operational	1 October 2025

#### 4. BASIS OF TENDER

Organisations will need to tender for the complete supply of the specified Works. Tenders for part of the Works only will be rejected.

Completed STQs and tenders must be submitted in the required format as set out in these instructions and any subsequent clarifications issued by the Council.

As indicated above, the Council's intention is to conduct this tender process electronically and, in submitting a bid using the Bidder submits to using that medium and agrees that:

- the tender and any supporting documentation submitted by the Bidder via ProContract shall be legally binding upon the Bidder; and
- any tender submitted shall remain open for acceptance for a minimum of 90 days in consideration for which the Council shall pay the Bidder the sum of £1.00 if demanded.

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However, neither the issue of an invitation to tender to a Bidder, nor any of the information presented in the Tender Documents, should be regarded as a commitment or representation on the part of the Council (or any other person) to enter into a contractual arrangement. Specifically it should be noted that the Council does not bind itself to award the Contract (or any part of the Contract) to any Bidder or at all.

All timetables given are to be considered indicative and the Council does not bind itself to comply with these timeframes – indeed, the Council reserves the right to issue amended timetables as it considers necessary.

The Contract will be awarded on the basis of the lowest priced compliant tender.

### 5. INSTRUCTIONS AND CONDITIONS OF SUPPLIER SELECTION AND TENDERING

#### Definitions

In this guide, the following terms shall have the meanings ascribed to them below:

Any organisation responding to the request for expressions of interest and any subsequent tender invitation is referred to either as the 'Bidder', the 'Organisation' or 'You'. These terms are intended to cover any supplier as defined by the Procurement Act 2023 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise; Special Purpose Vehicle; or other form of entity.

'the Council' means the London Borough of Merton, or anyone acting on its behalf.

'Contract' and 'Contract Documents' means the form of agreement for the provision of the Service to be entered into by the Council and the Bidder who submits the tender deemed by the Council to be the lowest price compliant return.

'the Works' means the construction services.

the 'Tender Documents' shall mean the documents comprising the four parts of the tender pack as set out above.

#### E-tendering

This tender exercise will be conducted electronically via the Council's E-Tendering system ProContract, accessed through the London Tenders Portal <https://procontract.due-north.com/register>



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The ProContract system will be the mechanism by which the Council communicates with prospective Bidders and Bidders should communicate with the Council using ProContract as well.

If Bidders require assistance or experience difficulty in accessing the London Tenders Portal or using the ProContract system and for any technical support, they should contact Council's procurement team - [procurement@merton.gov.uk](mailto:procurement@merton.gov.uk).

For other queries in relation to this tender process, they should approach the Council's nominated contact via the ProContract system.

### **Completing the Tender Documentation**

Please pay close attention to instructions contained in the STQ form and the Whitecode tender pack.

In particular, please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If a question does not apply to your Organisation please state clearly that it is not applicable by writing 'N/A' in the space provided.

Should you need to provide additional information in response to the questions, this should be included in separate appendices which should be numbered clearly. The STQ and Tender Documents should be completed and submitted via ProContract by all potential bidders wishing to tender for this project.

### **Signatures**

Where required, the STQ/Form of Tender must be signed in accordance with the guidance below:

- i. Where the Bidder is an individual, by the individual, OR
- ii. Where the Bidder is a partnership, by a duly authorised partner, OR
- iii. Where the Bidder is a limited company, by a director duly authorised for such purposes

You may submit electronic or typed signatures but this must be attached to the full document to which it relates and not just the signature page. However, should you be successful you will be required to re-sign all declarations that

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form part of the contract with an original signature.

### **Verification of Information Provided**

In order to simplify the process, some supporting evidence is not required to be submitted at this point, for example, certificates, insurance documents. However, the Council reserves the right to request these documents from the successful Bidder prior to the award of the Contract.

### **Confidentiality**

When providing details of existing contracts in the STQ, the Bidder agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts to permit referees/customer contacts to provide relevant information to the Council.

The Council reserves the right to contact the customer contacts named in the STQ regarding the contracts detailed by the Bidder. The named customer contact does not owe the Council any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

The Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than as required by law.

The Council shall treat all Bidders' STQ and tender submissions as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, in accordance with the Council's transparency obligations and applying the principles of FOIA (which permits certain information to be withheld, for example, where disclosure would be prejudicial to a party's commercial interests).

### **Freedom of Information/Environmental Information Regulations & Transparency**

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the "FoIA") and the Environmental Information Regulations (2004) (the "EIR"), all information submitted to the Council by a Bidder as part of this tender process may, in theory, be disclosed in response to a request made pursuant to the FoIA or EIR.

In respect of any information submitted by Bidder that it considers being commercially sensitive, the Bidder should:

- clearly identify such information as commercially sensitive;

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- explain the potential implications of disclosure of such information; and
- provide an estimate of the period of time during which the Bidder believes that such information will remain commercially sensitive.

Where a Bidder identifies information as commercially sensitive, and even where it does not, the Council will endeavour to maintain confidentiality by assessing whether it is appropriate to apply the various exemptions available in the FoIA or EIR.

However, Bidders should be aware that, even where they identify information as confidential or commercially sensitive, the Council might be required to disclose such information in accordance with the FoIA or EIR. Accordingly, the Council cannot give any guarantee or warranty that specific information will not be disclosed. Where it is reasonably possible to do so, the Council will consult with the Bidder in considering any request for information before replying to the request within the mandatory timescales, although any disclosure of information will be at the Council's sole discretion.

Bidders should also note that ultimately the decision, as to whether or not the Council will have to release certain information, may be made by a body other than the Council.

Accordingly, the receipt by the Council of any information marked "confidential", "commercially sensitive" or equivalent does not mean that the Council accepts any duty of confidence by virtue of that marking.

Bidders should be aware that, in compliance with its transparency obligations, the Council publishes details of all contract(s), including the contract values and identities of suppliers on its website without consulting the organisation concerned.

### **Research and Investigation**

The Bidder is deemed, for all purposes relating to its participation in the tender process, to have read and understood the Tender Documents, to have carried out all necessary research, investigations and enquiries at its own expense and to have satisfied itself as to the nature, extent and character of the Works, the extent of the premises, employees, materials, equipment and machinery which may be required or made available (as relevant), and any other matter which may affect its STQ and tender submission. In submitting a tender, a Bidder will be required to warrant that it has not delivered its bid and will not have entered into the Contract in reliance on any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by the Council.

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## Bidder Clarifications and questions

Any queries regarding the Tender Documents or the procurement process should be submitted electronically, via the London Tenders Portal:

Requests for clarification an/or other queries must be received no later than 5pm on 3 July 2025.

Clarifications and questions can be raised through the 'Messaging' section, within the relevant webpage of the London Tenders Portal. The Council will respond to questions/ requests for clarification on the following basis:

- (a) Subject to (b) below, the Council will answer all reasonable questions/requests for clarification as soon as possible through a document listing Bidders' questions and the Council's response to them (**Clarifications Log**), which will be sent to all Bidders expressing an interest in the process.
- (b) Where a Bidder making submitting a clarification request or question considers that such clarification/question is confidential to that Bidder, it shall inform the Council in writing at the time of the request, setting out its reasons for considering the clarification request/question to be confidential. If the Council considers the clarification/question is confidential to the Bidder, the Council shall at its sole discretion decide whether or not to respond to the Bidder. If the Council does not consider the clarification/question to be confidential, it shall inform the Bidder of such decision before responding and invite the Bidder to withdraw its clarification/question or continue with its request, in which case the Council will respond to all Bidders in accordance Variations to the Form of Contract

## Submitting the STQ and Tender

The completed STQ and Form of Tender (together with all supporting documentation including the Priced Specification Tender Breakdown /Summary and any Appendices as required) should be submitted to the Council by no later than 12.00pm (noon) on 10<sup>th</sup> July 2025 through the London Tenders Portal at <https://procontract.due-north.com/register>.

The Bidder's attention is specifically drawn to the dates, times and method of submission – you should allow adequate time to submit your response via the Portal, as no submission after the specified deadline will be considered unless the Council is satisfied that the Bidder attempted to submit its STQ and Tender in good time before the stated deadline but was prevented from doing so by

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reason of a failure of the ProContract system. Bidders are advised to contact the Council's nominated contact as soon as possible in the event they are experiencing such difficulties.

Submissions via the London Tenders Portal cannot be opened by the Council until after the deadline has passed.

The Council will contact the Bidder through the London Tenders Portal at the conclusion of this tender process to advise whether its bid has been successful.

### **Bidder's Costs**

Each Bidder shall bear its own costs and expenses in the preparation and submission of its STQ and tender (including those of any abortive tender) and all further stages of the procurement process. Under no circumstances will the Council or any of its advisors be liable for any costs or expenses borne by the Bidder or, as relevant, its associated organisations or any of its advisors or otherwise in this process whether the Bidder is successful or not and if the procurement process is terminated or amended by the Council.

### **Council's Rights**

The Council reserves the right to:

- i. waive or change the requirements of this tender process from time to time without prior (or any) notice being given by the Council.
- ii. seek clarification or documents in respect of a Bidder's STQ or Tender submission.
- iii. disqualify any Bidder that does not submit a compliant STQ or Tender in accordance with the instructions in this Guide to the Tender Process.
- iv. disqualify any Bidder that is guilty of serious misrepresentation in relation to its STQ or tender submission.
- v. withdraw an invitation to tender issued at any time, or to re-invite tenders on the same or any alternative basis.
- vi. choose not to award any Contract as a result of the current procurement process.
- vii. make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

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### **Non-consideration of Form of Tender**

In its absolute discretion, the Council may refrain from considering an STQ or Tender submitted by a Bidder if:

- i. it is not in accordance with this Guide to the Tender Process or the instructions within the Tender Documents; or
- ii. it does not to use the English language; or
- iii. there are omissions in the responses given to the STQ or Tender or the Bidder has failed to return any of accompanying documents requested; or
- iv. the Bidder makes or attempts to make any variation or alteration to the Contract

### **Rejection of Tender**

The Council shall reject a Tender, without prejudice to any other civil remedies available to Council or any criminal liability the Bidder may attract, if the Bidder:

- i. fixes or adjusts the Contract Price shown in its Tender by or in accordance with any agreement or arrangement with any other person or by reference to any other Tender, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance; or
- ii. communicates to any person other than the Council the amount or approximate amount of the prices shown in its Tender, except where such communication is made in confidence in order to obtain quotations necessary for the preparation of the Tender or for the purposes of obtaining the necessary insurance or, if requested, a bond undertaking or guarantee undertaking; or
- iii. agrees with any other person that such other person shall refrain from submitting a Tender or shall limit, restrict or reduce the prices to be shown by any other Bidder in its Tender; or
- iv. offers or agrees to pay or give, or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or for causing or having caused to be done any act of omission in relation to any other Bidder or any other Bidder's proposed Tender; or

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- v. in connection with the award of the Contract, commits an offence under the Bribery Act 2010 or gives any fee or reward the receipt of which is an offence under section 117(2) Local Government Act 1972; or
- vi. has directly or indirectly canvassed any member or officer of Council concerning the acceptance of any Tender or has directly or indirectly obtained or attempted to obtain confidential information or any information from any such member or officer or any contractor engaged in providing services to the Council concerning any other Bidder or Tender submitted by any other Bidder.

### **Warranties**

In delivering its STQ and tender, the Bidder warrants and represents to the Council that:

- i. it has complied in all respects with these instructions;
- ii. it has not done any of the acts or matters referred to in paragraphs above which would entitle the Council to reject its tender submission and
- iii. all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the Bidder or its employees or officers in connection with or arising out of its tender are true, complete and accurate in all respects;
- iv. it has full power and authority to enter into the Contract and deliver the Works and will if requested produce evidence of that to the Council;
- v. it is of sound financial standing and its officers and employees are not aware of any circumstances (other than as may be disclosed in the audited accounts or other financial statements submitted) which may adversely affect its financial standing in the future;
- vi. it has and will have sufficient working capital, skilled employees, equipment and other resources available to it to complete the Works in accordance with the Contract and to the standard set out in the Contract for the period of the Contract; and
- vii. it has obtained all necessary consents, licences and permissions to enable it to deliver the Works and will throughout the period of the Contract obtain

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and maintain all further and other necessary consents, licences and permissions to enable it to deliver the Works.

### **Contract award**

Any future award of Contract is at the Council's sole discretion.

All Bidders will be notified of the Council's decision on the Invitation to Tender on or about 18<sup>th</sup> July 2025.

Following the Tender process the successful Bidder will be required to formally execute a Contract in the form specified. However, until an acceptance letter has been sent by the Council to the successful Bidder, no contract will exist between those parties and, accordingly, any steps taken in anticipation of the Contract being awarded will be entirely at the Bidder's own risk.



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### **TENDER EVALUATION PROCESS**

#### **6. EVALUATION AND SCORING METHODOLOGY OVERVIEW**

In accordance with principles set out in the Procurement Act 2023, the Council strives to ensure that the tender processes used are open, transparent and fair to all Bidders. To this end, set out below are details of the evaluation methodology by which STQs and Tenders submitted will be assessed and verified by the Council.

##### **Process Overview**

As the outcome of this procurement exercise will be determined on the basis of price considerations and contract awarded the lowest compliant tender, the Council proposes to conduct its evaluation of bids on the following basis.

- 1) Initial compliance checks will be undertaken to assure the Council that Bidders have submitted complete tenders and there are no grounds for excluding the organisation from the tender process.
- 2) By reference to the Form of Tender submitted by each organisation, the Bidders will then be ranked from lowest to highest priced bid.
- 3) The STQs for the organisations submitting the lowest three bids will be assessed to confirm that these Bidders meet the Council's suitability threshold requirements – if any of the three Bidders fails to meet these requirements the Council will consider the STQ submitted by the organisation (or organisations) submitting the next lowest bid(s).
- 4) Once the three lowest bids by organisations meeting the Council's suitability threshold requirements have been determined, the Council's evaluation team will review each of those Bidder's tender submissions to determine that it is complete and correctly priced.
- 5) Subject to completion of all checks (including a credit reference check in relation to financial standing), the Council's evaluation team will make a recommendation for the award of contract to the Bidder submitting the lowest priced bid which fully meets all the Council's suitability requirements.
- 6) Please note that if there are omissions or errors in pricing such that the Council determines that another organisation's bid would have been lower than that the Bidder being evaluated, it may choose to not to evaluate the bid further and, in place of that Bidder, review the ostensibly higher bid submitted by the other organisation.

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## **Initial Compliance Checks**

All responses will be checked to ensure that all relevant parts of the STQ and Tender have been completed and the documents signed as required. The Council will also check that all 'Yes / No' questions have been addressed and that all documents requested have been attached.

In the event that a Bidder has not provided a response to any of the questions, or a suitably detailed reason as to why a response cannot be given, the Council may either exclude the Bidder from further participation in the selection process or, at its discretion, seek clarification. In the case of the latter, a failure by a Bidder to provide a response within the deadline specified in the request for clarification may result in its exclusion from the tender process.

The compliance checking process will also determine whether any of the circumstances described within the following sections of the STQ apply – those sections are 2.1 (Grounds for Mandatory Exclusion) and 2.2 (Grounds for Discretionary Exclusion). If one of the circumstances described therein does apply, the Council is within its right to exclude the Bidder from the tender process.

## **STQ Evaluation Overview**

The evaluation of the three lowest priced Bidders' STQs will be undertaken to ensure the submission is complete has been made in accordance with the instructions in this guide. For full details please refer to the relevant sections below.

## **Bidder Assessment**

Subject to meeting the Council's requirements as set out in the STQ and the guidance below, the Tender submitted by the Bidder will be evaluated in accordance with the details set out in the Whitecode tender pack against price criteria.

## SUTABILITY THRESHOLD AND COMPLIANCE QUESTIONNAIRE - GUIDANCE TO BIDDERS

SECTION/ SUB SECTION	CRITERIA	ASSESSMENT	SCORING
1/ 1.1 – 1.2	Bidder Information & Declaration	<p>This section is not scored as the answers to the questions are for information only but Bidders may be excluded on the grounds of providing insufficient or false information or failing to complete the declaration.</p> <p><b>All sections must be completed.</b></p>	Information only
2/ 2.1	Grounds for Mandatory Exclusion	<p>As a minimum requirement, Bidders must complete all sections. The Council will exclude any Bidders if any of the mandatory grounds for exclusion apply.</p> <p><b>Pass / Fail question – Bidders to whom grounds for mandatory exclusion apply will be rejected unless satisfactory evidence of ‘self-cleaning’ has been provided.</b></p>	Pass / Fail
2/ 2.2	Grounds for Discretionary Exclusion	<p>As a minimum requirement, Bidders must complete all sections. The Council is entitled to exclude any Bidders if any of the discretionary grounds for exclusion apply. The Council will, in all cases, consider all the relevant circumstances, and, at its discretion, may allow a Bidder to proceed.</p> <p><b>Pass / Fail question – the Council may, at its discretion, reject any Bidders to whom grounds for discretionary exclusion apply unless satisfactory evidence of ‘self-cleaning’ has been provided.</b></p>	Pass / Fail

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SUTABILITY THRESHOLD AND COMPLIANCE QUESTIONNAIRE - GUIDANCE TO BIDDERS			
SECTION/ SUB SECTION	CRITERIA	ASSESSMENT	SCORING
	'Self-cleaning'	<p>Any Bidder which answers 'Yes' to questions in sub-sections 2.1 or 2.2 should provide an explanation of the circumstances and any remedial action it has taken subsequently to "self clean" the situation referred to in the original questions. The Bidder has to demonstrate it has taken such remedial action, to the satisfaction of the Council in each case.</p> <p>The measures taken by the Bidder shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.</p> <p>If such evidence is considered by the Council at its sole discretion (and whose decision in this regard will be final) as sufficient, the Bidder concerned shall be allowed to continue in the tender process</p>	
3/ 3.1	Economic and Financial Standing	<p>The Council may exclude any Bidders failing to meet the minimum requirement threshold – the council will undertake a check of financial standing through a reputable financial checking service. If the company is not found to be of appropriate financial standing the council reserves the right not to proceed with the contract.</p> <p><b>Pass / Fail question – Bidders failing to meet a minimum requirement threshold will be rejected.</b></p>	Pass / Fail

SUTABILITY THRESHOLD AND COMPLIANCE QUESTIONNAIRE - GUIDANCE TO BIDDERS			
SECTION/ SUB SECTION	CRITERIA	ASSESSMENT	SCORING
3/ 3.2	Insurance	<p>As a minimum requirement, all Bidders must confirm that they have, or are able to obtain, the minimum levels of cover noted i.e. public and employers' liability (£5 million each) and all risks insurance (£10,000,000). Bidders are not required to submit copies of current insurance certificates at this stage</p> <p><b>Pass / Fail question – Bidders failing to meet a minimum requirement threshold will be rejected.</b></p>	Pass / Fail
4 / 4.1 – 4.3	Technical and Professional Ability	<p>As a minimum requirement, Bidders must confirm that 1) they have previously delivered similar projects, 2) will use DBS checked staff and 3) have necessary funds to undertake the project in advance of payment.</p> <p><b>Pass / Fail question – Bidders failing to meet a minimum requirement threshold will be rejected.</b></p>	Pass / Fail
4.4	Provision of examples of existing comparable contracts	<p>This section is not scored as the answers to the questions are for information only but Bidders are expected to provide 2 examples and may be excluded for providing insufficient or false information.</p> <p>If Bidders are unable to provide 2 examples, they should set out why they are unable to do so.</p> <p><b>All sections must be completed.</b></p>	Information only

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SUTABILITY THRESHOLD AND COMPLIANCE QUESTIONNAIRE - GUIDANCE TO BIDDERS			
SECTION/ SUB SECTION	CRITERIA	ASSESSMENT	SCORING
4.5 (a) & (b)	Evidence of experience from examples	<p>The Bidder's response to these questions will be assessed to confirm that the organisation has the necessary experience and capability to undertake the proposed project.</p> <p>Answers for each example will be scored – please refer to the table overleaf which contains the guide for scoring to be used by the evaluation team in assessing responses.</p> <p>As a minimum requirement, Bidders will need to score an average of 3 across the two questions to meet the council's threshold.</p> <p>The council will not consider tenders from Bidders who score less than an average of 3 for these 2 questions.</p>	Scored Threshold Question

The Council's evaluation team will score the Bidder's responses to questions 4.5 (a) & (b) using the scoring options set out in the table below:

Score	Score justification
<b>0</b>	<b>Completely unsatisfactory/unacceptable response</b> No response given/insufficient details supplied in answer to the question or serious deficiencies on the Bidder's part in meeting the required standards OR in demonstrating the capability expected of an experienced contractor.
<b>1</b>	<b>Poor response</b> The details given by the Bidder fall significantly short of demonstrating it has the capability expected of an experienced contractor OR indicate significant shortcomings on the Bidder's part in meeting the required standards.
<b>2</b>	<b>Acceptable response</b> The details given by the Bidder demonstrate in part that it has the capability expected of an experienced contractor but with some shortcomings in meeting the required standards.
<b>3</b>	<b>Good response</b> The details given by the Bidder demonstrate that it has the basic capability expected of an experienced contractor and any shortcomings are only of a minor nature.
<b>4</b>	<b>Excellent response</b> The details given by the Bidder fully demonstrate that it has the capability expected of an experienced contractor and there are no shortcomings in relation to the achievement of the required standards.

Scores Table for Questions 4.5 (a) & (b)

The Council may at this stage pose clarification questions to the Bidder, in order to assist the evaluation process. Any such clarifications will be sent via the Council's e-procurement system; as such Bidders are advised to monitor the system on a regular basis.