Invitation to tender

contract for the provision of PORTABLE APPLIANCE TESTING

period 36 MONTHS

options ( 2 X 12 MONTHS)

reference t25/0209

tender deadline 18th July 2025

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# SUMMARY INSTRUCTIONS

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| **HEADER** | **CONDITION** |
| **Title Of Opportunity** | Provision of Portable Appliance Testing |
| **Period Of Contract** | 36 Months commencing 01st August 2025 (with the option to extend for a further 2 x 12 months) |
| **Pre-Contract Communications** | All queries must be submitted via the EPNE e-tendering system located at [**https://in-tendhost.co.uk/nessp**](https://in-tendhost.co.uk/nessp) at least 5 working day prior to the deadline for submissions.  Please note that responses to individual queries may, at The College’s discretion, be circulated to all Tenderers in alignment to PA 2023 Procurement Objectives. |
| **Submission Instructions** | Tender responses and all associated documentation must be submitted electronically via the EPNE e-tendering system located at [**https://in-tendhost.co.uk/nessp**](https://in-tendhost.co.uk/nessp)  Tenders returned by any other means will be excluded. |
| **Response Date and Time** | 18th July 2025 at 12:00 hours.  NB: Please leave sufficient time to respond. Late submissions may not be accepted. |

# TIMETABLE

This timetable is indicative only. Whilst the College does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| **STAGE** | **DATE(s)/TIME** |
| Issue of Invitation to Tender | 08th July 2025 |
| Submission of Tender | 18th July 2025 12:00 noon |
| Evaluation Stage | W/c 21st July 2025 |
| Contract Start Date/Implementation | 01st August 2025 |

# IMPORTANT NOTICE

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| This Invitation to Tender (ITT) is issued on behalf of City of Sunderland College, trading as Education Partnership North East herein referred to as “The College”, to invited companies and their professional advisers to prepare a tender for this Contract and for no other purpose.  This ITT and any other documentation issued to Tenderers is done so on the basis that they remain the property of the College and Tenderers must treat the contents as confidential. If Tenderers are unable or unwilling to adhere to this, they must destroy this ITT and all associated documents at once; and must not keep any electronic or paper copies.  Tenderers must not take part in any publicity activities with any part of the media about the Contract or this ITT process without obtaining the College’s prior written agreement. This includes the College’s agreement on the format and content of any publicity.  This ITT is made available in good faith. The College gives no warranty as to the accuracy or completeness of the information contained in it. The College also disclaims any liability for any inaccuracy or incompleteness.  The College reserves the right to cancel the tender process at any point. The College is not liable for any costs resulting from the cancellation of this tender process not for any other costs incurred by those tendering for this Contract.  The Agreement will be subject to English law and the exclusive jurisdiction of the English Courts.  This Tender is issued by the College and no Tender will be considered unless it is made on the official Invitation to Tender.  Further Education Funding Bodies will, from time to time, issue guidance to The College. If this guidance conflicts with any of the requirements set out in the specification (Schedule 1), the Further Education Funding Bodies’ Guidance shall take precedence.  No employee of the college has the authority to give any information or make any representation (express or implied) in relation to this Tender or any other matter relating to the opportunity.  Tenderers are advised to satisfy themselves that they understand all of the requirements of the opportunity before submitting their Tender.  Tenderers must confirm that there would be no conflict or perceived conflict of interest in relation to their providing services under this opportunity. |

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# TENDER SUBMISSION REQUIREMENTS

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| Tenders MUST be received before the closure date and time.  Only one Tender is permitted from each Tenderer. (In the event that more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded)  Tenderers may supply any other additional information that they wish to be considered as part of their offer, providing it is of relevance.  Tenderers are required to include details of what they consider they can offer which will bring added value to the College if they were awarded this contract. |

# FREEDOM OF INFORMATION AND ENVIRONMENTAL STATEMENT

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| The College is subject to The Freedom of Information Act 2000 (“Act”) and The Environmental Information Regulations 2004 (“EIR”). As part of the College’s duties under the Act/EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a request.  If the Tenderer considers that any of the information provided in their ITT is commercially sensitive (meaning it could reasonably cause prejudice to the Tenderer if disclosed to a third party) then it should be clearly marked as "Not for disclosure to third parties” together with valid reasons in support of the information as being exempt from disclosure under the Act and/or EIR. The College will endeavour to consult with the Tenderer and have regard to comments and any objections before it releases any information to a third party under the Act/EIR.  However, the College shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR or is to be disclosed in response to a request of information. The College must make its decision on disclosure in accordance with the provisions of the Act/ EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.  The College will not be held liable for any loss or prejudice caused by the disclosure of information that:   * has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or * does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or * in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information. |

# INTRODUCTION

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| The College wish to establish a contract for the **provision** **of Portable Appliance Testing**  The College catchment area spans from the Scottish borders to the Tees Valley. With a student population with over 21,000 students and a 1,100 plus workforce.  By submitting a tender response, Tenderers will be providing the necessary information and documentation to enable The College to: -  Make a fair assessment of Tenderer’s ability to deliver the provision on behalf of The College; and  Ensure that a fair and open selection process with due diligence has been undertaken.  The duration of the contract shall be for **36** **months commencing 01st August 2025** (extension options at the discretion of The College).  The College reserves the right to not award appointment to the contract/framework agreement (under any or all of the lots). The college will publish a UK12 in the event of cancellation of tender process or cancellation of Lot  The College reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the Tender. All such further documentation that may be issued shall be deemed to form part of the Tender and shall supplement and/or supersede any part of the Tender to the extent indicated.  Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tender and must satisfy themselves that the requirements of the Agreement are fully understood.  This procurement is conducted in accordance with Procurement Act 2023.  Under the Conditions of Participation, the College require compliance with its policies. Tenderers are advised to satisfy themselves that they understand all of the requirements prior to submitting a Tender. |

# DEFINITIONS

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| Except where expressly stated to the contrary, the words below shall have the following meanings | |
| Contract | means the Contract entered into pursuant to the Tender. |
| The College | means City of Sunderland College, trading as Education Partnership North East |
| Tender | means the documents and information submitted by the Tenderer in response to this Invitation to Tender. |
| Tenderer | means the organisation submitting the Tender. |
| CDP | Central Digital Platform |
| PPON | Public Procurement Organisation Number issued by CDP on registration |

# BACKGROUND TO EPNE

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| We are rated “outstanding” in the 2024 Ofsted review.  The College is a substantial multi-award-winning regional college group. Through partnership working, it actively contributes to the North East and Tees Valley education, skills and economic strategies.  The College comprising of Sunderland College, Hartlepool Sixth Form and Northumberland College has in excess of 20,000 students, 1,200 apprentices and circa 1000 employees.  Sector specialisms include Health, Social Care, Education, SEND, Sport and Public Services, Construction and Housing, Creative and Digital, Computing and IT Technology, Land and Animal Sciences, the Visitor Economy, Automotive and Electrification, Engineering and Manufacturing, Humanities and Science.  The College continually invest in new, world-class facilities across our campuses.  The College offers a wide range of academic and vocational courses for both school leavers and adult learners as well as a range of higher education programmes, some in partnership with universities.  For more general information, please visit:  educationpartnershipne.ac.uk  sunderlandcollege.ac.uk  hartlepoolsixth.ac.uk  northumberland.ac.uk |

# PRELIMINARY MARKET ENGAGEMENT

The Procurement Act 2023 allows for Preliminary Market Engagement to allow the Contracting Authority to acquire additional expertise to develop criteria, understand product offering, market development, technology available, and specification proportionate to the requirement. The College has identified below whether this has been applied.

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| The College have engaged early with a supplier | **The College have not engaged with a supplier** |

Where the College has engaged with a supplier a Preliminary Market Engagement Notice (UK2) will be published

Inline with PA2023, the College are sharing information on the engagement.

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| n/a |

# TENDER EVALUATION AND AWARD CRITERIA

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Each submitted Tender will be checked initially for compliance to all requirements of the Tender and the Conditions of Participation followed by an evaluation of Schedule 3. **Only those organisations that successfully pass Schedule 3 will be evaluated against Appendix 1.**  During the evaluation period, The College reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders.  Tenders will be evaluated to determine the Most Advantageous Tender taking into consideration the following award criteria:   |  |  | | --- | --- | | Criteria | % | | Quality | 35% | | Value for Money | 45% | | Added Value | 10% | | Social Value | 10% |   Tender responses will be scored on a scale of 0-10 as detailed below:   |  |  | | --- | --- | | 0 | No response submitted | | 2 | Very limited response lacking in any relevant detail | | 4 | Response illustrates a basic understanding of the matter in question but lacks detail. | | 6 | Response illustrates a good understanding of the matter in question. Would benefit from further detail. | | 8 | Response of a high standard with a highly appropriate understanding of the question. | | 10 | Fully comprehensive and appropriate response |   The total weighting for Price in this ITT is 45**%**:  The method for calculating the final weighted score for price is as follows:  The College will give the lowest price submission 100% of the marks and will use the following methodology to evaluate the remaining offers:    (lowest price/tender price) x max score  The figures input by the Tenderer in **Appendix 1\_Pricing Schedule**; will be checked for arithmetical accuracy. If any errors or anomalies are identified the Tenderer will be given the option of allowing his figures to stand or to amend the figures to correct a genuine mathematical error. Tenderer’s may also be asked to explain any anomalies in the figures provided.  The College may (subject to compliance with PA2023) reject a Tender if in the reasonable opinion of the College the offer made by a Tenderer is abnormally low. |

# SCHEDULE 1 - SPECIFICATION

The College have a requirement to contract for the provision of Portable Appliance Testing across the college group. The Successful tenderer will provide testing and basic repairs to all college owned equipment.

The College group consists of the following sites and approximate test requirements.

* Bede Campus – 6400
* City Campus – 4200
* Ashington Campus – 3860
* Hartlepool 6th From – 2630
* Kirkley Hall Campus – 2900
* Berwick Adams Drive – 200

**1. Minimum Requirements**

The successful tenderer must be able to meet the following minimum requirements to progress in this opportunity

* Testers must be qualified to C&G 2377 and/or C&G 2391 (or equivalent)
* Tenderer must be able to complete all appliance testing between 01st August and 01st September for each year of the contract. *(tenderers to note flexibility will be required as some areas of the college may be time sensitive)*
* Tenderer must include Replacement of failed plug tops and fuses within costs.
* Tenderer must provide the college with schedule of visits.
  + Hand dryers and heaters connected directly to fused connection are excluded but tenderer must include all other plugged in but not portable equipment.

1. **Legislation**

The Tenderer will be required to ensure compliance with all relevant and current legislation, including but not limited to the following:

* The Regulatory Reform (Fire Safety) Order 2005
* Health and Safety at Work Act
* Manufacturer’s Instructions

Testing must be conducted to the latest IET code of practice for In-service inspection and testing of electrical equipment.

The tenderer will be responsible for ensuring that any changes in relevant legislation applicable to the contract (including any enacted after the end of the contract but applying retrospectively) are complied with and shall inform the College of such changes at the earliest opportunity. The College will meet the cost of complying with any changes to legislation introduced during the contract period unless the changes were known or reasonably foreseeable before the start of the contract.

**3. General Requirements**

The College would require the tenderer to provide a named Account/Manager to maintain overall responsibility for the agreement.

The Account/Manager will:

* Actively advise the College on appropriate legislative changes and provide these to the college in a timely manner.
* Actively advise the College on any changes including technology, innovative ways of working and processes that would add benefit to the services provided and/or the College.

The College will provide a point of day-to-day contact for the tenderer.

The tenderer will provide a Support Desk (or relevant contact details) for the resolution of queries/issues.

*Note to Tenderers: Due to the nature of the College’s business, the College is constantly reviewing its building / accommodation strategy. Therefore, new buildings are coming on-line* *and/or existing buildings are taken out of service. The tenderer will be required to adjust their costings up or down, if and, when specific details are available.*

**4. Reporting**

Tenderer will be required to provide appropriate reporting following all inspections and would expect this to be in PDF and/or Excel format.

The College would consider it beneficial to be able to access service records electronically. Tenderer to identify in technical questions their ability to offer this.

Tenderer is required to provide a full asset list showing all items which has been tested.

**5. Sub-Contracting**

As part of the tender return, the tenderer shall declare which elements of the service are to be sub-contracted and to whom.

The College will require full disclosure to enable due diligence to be completed on named sub-contractors.

The tenderer will be responsible for ensuring full compliance with the requirements of the agreement, regardless of whether delivered directly or via sub-contractors.

The tenderer will be responsible for the acts and omissions of its sub-contractors at all times.

Tenderers are encouraged to consider the use of sub-contractors (or other commercial

The College is to be notified in advance of any changes to sub-contractors, throughout the duration of the agreement.

**6. Health and Safety**

The tenderer and its staff must comply with all current, at time of application, legislation and regulation. In the absence of such legislation or regulation, the tenderer shall apply best practice. In particular:

* Compliance with Legislation: The tenderer and their employees shall comply at all times with the provisions of the Health and Safety at Work etc. Act 1974 (or any re-enactment thereof), all regulations and approved Codes of Practise made there under and all other relevant legislation and regulations, demonstrate such compliance by providing information, written or otherwise, upon request to either the Site Service Manager, the Head of Facilities Management or the Health & Safety Officer.
* Building Rules and Procedures: The tenderer and their employees shall comply in full with all emergency and evacuation procedures, acting promptly upon instructions issued by the Site Services Manager or their nominated staff and members of the Emergency Services attending such emergencies.
* Tenderers to provide to the college risk assessments and method statements before undertaking works.

In the event of the College procedures being found to conflict with the tenderers own rules or safe system of working, causing a potential risk, the tenderer shall notify the relevant Authorised Representative requesting a resolution of the matter, who may consult the College’s Health and Safety Advisor. In the event of any dispute, the requirements of the Authorised Representative shall be final and binding.

**7. Protection of Existing Systems**

The tenderer will, whilst providing the services under the contract, at all times take the upmost care to ensure no damage is done to the Colleges’ plant, equipment, buildings, fabric and other property.

The tenderer is responsible for ensuring that all necessary precautions are taken in respect of working on existing systems and is required to bring to the notice of the Authorised Representative any problems that are seen whilst carrying out the services and any damage identified prior to the tenderers start on site.

Any damage caused by the tenderer shall be reported directly to the Authorised Representative and the cost of repair and/or replacement will be the responsibility of the Service Provider.

**8. Due Care**

The tenderer is to keep all persons involved in carrying out the services, including those employed by Sub-Contractors, under control and prevent them from trespassing beyond the limits of their work. The tenderer will be responsible for the care of the existing premises and of the works generally until their completion including all work executed and materials deposited on the site by the tenderers organisation or any Sub-Contractors and/or suppliers, together with all risks from weather, carelessness of operatives, damage or loss by theft or any other cause; and the tenderer is to make good all such damage or loss.

ADDED VALUE AND SOCIAL VALUE

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| Added Value - Tenderers must consider how they would provide tangible savings in this contract provision and how they would enhance the deliverables of this contract. These may include, but are not limited to (Branding, financial stability, free or discount options; incentives; complimentary products, advanced technology, replacement options).  Tenderers should also consider how they can support the College in obtaining better value through the Supply Chain. |

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| Social Value - Tenderer must be able to demonstrate how they secure wider social, economic and environmental benefits for the local area, where not currently provided for, tenderer to propose the measures and opportunities which they would be prepared to offer. These may include, but are not limited to employment of local people to having an apprenticeship or work experience scheme in place; use of a local supply chain and supporting small businesses; charitable initiatives, support for community investment projects and reducing impact on the environment. |

# SCHEDULE 2 – TENDER RESPONSE

## ALL SECTIONS TO BE COMPLETED BY TENDERER

Tenderers must complete all questions in Schedule 2. Failure to provide a response will result in exclusion from the evaluation process and opportunity

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| --- | --- | --- | --- |
| S2 | **Essential Criteria**  Please note the College reserves the right to disqualify any participant that does not comply with the requirements of this Tender | | |
| 1.1 | Compliance with Specification | **Response** | |
| Please confirm you can meet in full the service specification as laid down in Schedule 1  Any variations or areas of non-compliance to the specification must be highlighted and details provided as below.  Clearly identify any variations or elements of the specification which cannot be met in part or in full (stating reasons for non-compliance). | | | Yes  No |
| Variations: | | | |
| 1.2 | Resource | **Response** | |
|  | This question is to be scored on a pass or fail basis.  Failure to answer Yes will result in exclusion. |  | |
| Please confirm that any sub-contractor you have identified or intend to identify will comply with the standards set out in this Tender. | | Yes  No | |
| 1.3 | Compliance with Terms and Conditions | **Response** | |
|  | Any variations must be clearly identify and state reason for any clause which cannot be met in part or full |  | |
|  | Please confirm your full compliance with and acceptance of Doc2\_Terms and Conditions | Yes  No | |
| Variations: | | | |

|  |  |  |
| --- | --- | --- |
| 1.4 | Information Governance | **Response** |
| **Suppliers must confirm their compliance with the below Information Governance criteria. It is a mandatory college requirement that suppliers are compliant with all sections.**  **Failure to Comply Will Automatically Eliminate You From Participating Further In This Process.** | | |
| 1.4a | The parties acknowledge their respective compliance obligations arising under the General Data Protection Regulation 2018 (GDPR), Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000, and under the Common Law Duty of Confidentiality. | Yes  No |
| 1.4b | The supplier must report and publish any data and cyber incident breach’s in compliance with GDPR mandated timeframes and as their responsibilities as Data Processors and in compliance with College policies | Yes  No |
| 1.4c | The supplier must publish and maintain operational policies and procedures relating to confidentiality, data protection and information disclosures that comply with the relevant legislation. These must describe the contractual personal responsibilities of all employees processing personal data within their job roles with evidence of all processing activities and where necessary evidence how they apply those policies conscientiously. | Yes  No |
| 1.4d | The supplier must, where relevant, have a system and policy in place in relation to the retention and secure disposal of all personal information in compliance with GDPR. | Yes  No |
| 1.4e | The supplier will adhere to all relevant College policies, protocols and procedures in relation to Information Governance / data security whilst conducting duties on behalf of the College. | Yes  No |
| 1.4f | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of  data subjects. | Yes  No |
| 1.5 | Modern Slavery Act 2015 | **Response** |
| Are you a relevant commercial organisation as defined in Section 54 (“Transparency in supply chains etc.”) of the Modern Slavery Act 2015 (“the Act”) | | Yes  No |
| If you have answered **YES** are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | | Yes  please provide relevant url to view the statement below  No  please provide an explanation below |
| URL: | |
| Note | Your Response will be rejected if you Are a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act") and you are not compliant with the annual reporting requirements contained within Section 54 of the Act 2015. |
| Explanation: | | |

SCHEDULE 2\_TECHNICAL QUESTIONS

Tenderers must provide a response to each of the questions set out below. The response to each question will be scored in accordance with *TENDER EVALUATION AND AWARD CRITERIA*

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA: QUALITY Max Word count 300** | | **35% Overall Weighting** | **Max Score Available** |
| Quality | | | |
|  | Tenderer must confirm testing will be conducted to the latest IET code of practice for In-service inspection and testing of electrical equipment. | |  |
|  | Response: | | Pass/Fail |
|  | Tenderer to confirm all appliance testing will be completed between 01st August and 01st September for each year of the contract. | |  |
|  | Response: | | Pass/Fail |
|  | Tenderer to confirm hand dryers and heaters connected directly to fused connection are excluded but tenderer must include all other plugged in but not portable equipment. | |  |
|  | Response: | | Pass/Fail |
|  | Tenderer to confirm a schedule of visits will be provided to the college and in what time, include sample as Appendix 4 | |  |
|  | Response: | | 10 |
|  | Tenderer to provide a named account manager/s to maintain overall responsibility [Referring to 3 General Requirements] and confirm their ability to provide a Support Desk and relevant contact details to include as a minimum, operating time’s. | |  |
|  | Response: | | 10 |
|  | Tenderer to detail and provide examples of reports the college will receive, in what format and at what timings they will be received. [Referring to 4 Reporting] | |  |
|  | Response: | | 10 |
|  | Tenderer to demonstrate how will would evidence all testers are qualified to C&G 2377 and/or C&G 2391 (or equivalent) and how this would be managed through the length of the agreement. | |  |
|  | Response: | | 10 |
|  | Tenderer to demonstrate how they would evidence all operatives (including sub-contracted services) attending College sites have a valid Enhanced DBS check and how this would be managed throughout the length of the agreement. | |  |
|  | Response: | | 10 |
|  | Tenderer to provide a named account manager/s to maintain overall responsibility [Referring to 3 General Requirements] | |  |
|  | Response: | | 10 |
|  | Tenderer to confirm their ability to provide a Support Desk and relevant contact details to include as a minimum, operating time’s. | |  |
|  | Response: | | 10 |
|  | Tenderer to detail and provide examples of reports the college will receive, in what format and at what timings they will be received. [Referring to 4 Reporting] | |  |
|  | Response: | | 10 |
|  | Tenderer to demonstrate how they would evidence all operatives (including sub-contracted services) attending College sites have a valid Enhanced DBS check and how this would be managed throughout the length of the agreement. | |  |
|  | Response: | | 10 |
|  | Tenderer to confirm they are compliant and can at award stage if successful provide evidence for all relevant and current legislations including but not limited to:  The Regulatory Reform (Fire Safety) Order 2005  Health and Safety at Work Act  Manufacturer’s Instructions | |  |
|  | Response: | | 10 |
|  | Tenderer to confirm a full asset list will be provided showing all items which has been tested. | |  |
|  | Response: | | 10 |
| **Max Score for this section** | | | **110** |

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| --- | --- | --- | --- |
| **CRITERIA: ADDED VALUE Max Word count 300** | | **10% Overall Weighting** | **Max Score Available** |
|  | Risks – Tenderer to identify risk associated with the provision to include but not be limited to, how the risk or risk would impact the performance | |  |
|  | Response: | | 10 |
|  | Risks – Tenderer to demonstrate Risk Mitigation – What processes are in place if a risk materialises | |  |
|  | Response: | | 10 |
|  | Tenderers should demonstrate their commitment to supporting further education establishments in the education of students | |  |
|  | Response: | | 10 |
|  | Tenderers should demonstrate their commitment to supporting further education establishments in professional development of curriculum staff | |  |
|  | Response: | | 10 |
| **Max Score for this section** | | | **40** |
| **CRITERIA: SOCIAL VALUE Max Word count 300** | | **10% Overall Weighting** | **Max Score Available** |
|  | Tenderers will be required to participate in National Careers Week, supporting students and offering insight into working practices | |  |
|  | Response: | | 10 |
|  | Tenderers should evidence their commitment to Social Value through participation in, and support of local community events | |  |
|  | Response: | | 10 |
|  | Tenderers should include a copy of their Carbon Reduction Plan | |  |
|  | Response: | | 10 |
| **Max Score for this section** | | | **30** |
| **Max Overall Score** | | | **180** |

# SCHEDULE 3 – CORE INFORMATION

## ALL SECTIONS TO BE COMPLETED BY TENDERER

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| **Questions 1 – 16**  To prevent duplication of effort, Tenderers may provide the Unique Identifier [PPON]  By providing a PPON the College will assume that all information is accurate at the point of submitting Tender.  To obtain a PPON tenderers should access and register the Tendering Organisation at  [GOV.UK Supplier Guide to Registering Organisation](https://www.gov.uk/government/publications/procurement-act-2023-short-guides/suppliers-how-to-register-your-organisation-and-first-administrator-on-find-a-tender-in-three-easy-steps-html)  If the value does not exceed the Public Procurement Thresholds and Tenderer is not registered on the CDP then Tenderers may continue to complete the Core Information. | |
| Tenderer to confirm they will give access | Yes  No |
| PUBLIC PROCUREMENT ORGANISATION NUMBER (PPON) |  |

**Questions 17 – 24**

Tenderers must complete all questions in Schedule 3 [Q17-24]. Failure to provide a response will result in exclusion from the evaluation process and opportunity.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Tendering organisation(s) details | | | | | | | |
| 1 | | Full name of the potential supplier submitting the information | | | |  | |
| 2 | | Registered office address (if applicable) | | | |  | |
| 3 | | Registered website address (if applicable) | | | |  | |
| 4 | | Trading status | | | | Choose an item. | |
| 5 | | Date of registration in country of origin | | | | Click or tap to enter a date. | |
| 6 | | Company registration number(if applicable): | | | |  | |
| 7 | | Charity registration number (if applicable) | | | |  | |
| 8 | | Head office DUNS number (if applicable) | | | |  | |
| 9 | | Registered VAT number | | | |  | |
| 10 | | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | | | | Choose an item. | |
| If you responded yes please provide the relevant details, including the registration number(s). | | | |  | |
| 11 | | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | | | | Choose an item. | |
| If you responded yes, please provide additional details of what is required and confirmation that you have complied with this. | | | |  | |
| 12 | | Trading name(s) that will be used if successful in this procurement | | | |  | |
| 13 | | Relevant classifications (state whether you fall within one of these, and if so which one) | | | | Choose an item. | |
| 14 | | Connected Persons - Details of Persons of Significant Control (PSC), where appropriate: (Please select N/A if not applicable) | | | | N/A | |
| Name | |  | | | |
| Date of birth | | Click or tap to enter a date. | | | |
| Nationality | |  | | | |
| Country, state or part of the UK where the PSC usually lives | |  | | | |
| Service address | |  | | | |
| The date he or she became a PSC in relation to the company | | Click or tap to enter a date. | | | |
| Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. | |  | | | |
| 15 | | Details of parent company  (Please select N/A if not applicable) | | | | N/A | |
| Full name of the immediate parent company |  | | | | |
| Registered office address |  | | | | |
| Registration number |  | | | | |
| Head office DUNS number |  | | | | |
| Head office VAT number |  | | | | |
| This question only applies if you have indicated that you are part of a Parent Company.  If this question applies: Questions 15a and 15b are **Pass/Fail** – your bid will be rejected if you cannot answer “Yes” to one of these questions and will not be scored further. | | | | | | | |
| Are you able to provide parent company accounts if requested to at a later stage? | | | | | | Yes  No | |
| 15a | | If yes, would the parent company be willing to provide a guarantee if necessary? | | | | Yes  No | |
| 15b | | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | | | | Yes  No | |
| 16 | Economic and Financial Standing | | | | | |
| The College will undertake a financial appraisal of your organisation which WILL include the use of an independent third party (such as Experian) to assess your financial standing in accordance with Funding Bodies rules. The financial evaluation will be assessed on a pass/fail basis.  **Tender submissions, which do not pass this initial stage will not be assessed further.**  **Note: To pass this criteria credit score must meet or exceed 50** | | | | | | |
| Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | | | | Yes  No | |
| a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | | | | Yes  No | |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | | | | Yes  No | |
| (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | | | | Yes  No | |

|  |  |
| --- | --- |
| 17 | Technical and Professional Ability |
| Please provide details of up to three contracts that are relevant to our requirement. Contracts for supplies or services should have been performed during the past three years.  The named contact provided should be able to provide written evidence to confirm accuracy of the information provided below.  Where the supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of goods or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  The College may at their discretion obtain written references from those contracts identified | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of Customer Organisation** |  |  |  |
| **Point of contact in Organisation** |  |  |  |
| **Position in Organisation** |  |  |  |
| **Email address** |  |  |  |
| **Description of Contract** |  |  |  |
| **Contract start Date** | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. |
| **Contract Completion Date** | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. |
| **Estimated Contract Value (GBP)** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 18 | Subcontractors | | |
| Are you proposing to use sub-contractors? | | | Yes  No |
| If you responded **yes** please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. (Repeat as necessary) | | | |
| Subcontractor Name and Address | | Proportion of Contract (%) | |
|  | |  | |
|  | |  | |
| Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).  Evidence should include but is not limited to details of the supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) | | | |
| Response: | | | |

|  |  |  |
| --- | --- | --- |
| 19 | 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:  \*Employer’s (Compulsory) Liability insurance = **£5m**  Public/Product Liability Insurance = **£5m**  Professional Indemnity Insurance = **£5m**  \*It is a legal requirement that all companies hold Employers (compulsory) Liability Insurance of £5million as a minimum. Please note this requirement is not applicable to sole traders. | | Yes  No |

|  |  |  |
| --- | --- | --- |
| 20 | Grounds for Exclusion | |
| Whether the supplier or a connected person has been convicted of an offence referred to in Schedule 6 PA 2023 [Mandatory Exclusion Grounds](https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-procure-phase/guidance-exclusions-html#annex-1-ground-specific-guidance) | | Yes  No |
| If you have responded **Yes** this will be an immediate exclusion from further participation | | |
| Whether the supplier or a connected person has been the subject of an event referred to in Schedule 6 to the PA 2023 [Discretionary Exclusion Grounds](https://www.gov.uk/government/publications/procurement-act-2023-guidance-documents-procure-phase/guidance-exclusions-html#annex-1-ground-specific-guidance) | | Yes  No |
| If you have responded **Yes** to Discretionary Exclusion Grounds provide further details, Failure to provide further details will result in immediate exclusion from further participation. | | |

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| --- | --- |
| 21 | Health and Safety |
| The Tendering organisation must confirm compliance to:  Ensure that its entire workforce and subcontractors will comply with all relevant health and safety legislation as well as any requirements or instructions from the college.  Have appointed a competent person with overall responsibility for health and safety that is duly authorised in the organisation.  Have processes in place for the identification of training needs and delivery of training to its workforce appropriate to the work for which it is Tendering.  Have processes in place for the development of risk assessments and method statements relevant to the nature of the work for which it is Tendering that will identify, manage and mitigate associated risks and hazards.  *(If it is an organisation with five or more employees)* have in place a written health and safety policy as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 and issue any codes of safe working practices to your workforce. This policy must provide details of the competent person or persons that have been appointed on behalf of the organisation to undertake the measures needed to comply with the requirements and prohibitions of the Management of Health and Safety at Work Regulations 1999.  The College may verify your compliance with the above requirements at any stage of the procurement process or during the life of the contract, by means of policy checking, validation of accreditations, site audits or any other method it deems appropriate | |
| *Please confirm as appropriate*  Yes  No | |
| *If you have responded No this will be an immediate exclusion from further participation* | |

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| 22 | Equality and Diversity | |
| Does the Tendering organisation comply with its legal obligations under the Equality Act 2010 | | Yes  No |

|  |  |  |
| --- | --- | --- |
| 23 | Prevent | |
| The college expects the Provider to have robust procedures in place to ensure that the Provider is aware of the Prevent duty and does not inadvertently fund extremist organisations. The statutory Prevent duty guidance is available at <https://www.gov.uk/government/publications/prevent-duty-guidance>  The college has committed to ensure that its contracted providers have understood and embedded the Prevent duty and have practices/procedures in place to demonstrate it is compliant with the duty in the areas listed in the documentation, as a minimum. The college reserves the right to seek further information to enable it to decide whether to pass the organisation | | |
| The Tenderer must confirm that they will adhere to the Prevent Duty Requirements in order to pass this section | | Yes  No |
| **Failure to confirm adherence to the Prevent Duty Requirements will result in a Fail** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 24 | Declarations | | |
| Declaration of Interest | | |
| Please provide full details of any relationship that you have with any entity in the college either in the past five years, current, or prospective | | |
|  | | |
| Taking into account past, current and future contracts **explain** the established controls and monitoring procedures that you have in place/would put in place to manage and mitigate any conflicts of interest | | |
|  | | |
| I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.  I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.  I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.  I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.  I am aware of the consequences of serious misrepresentation. | | |
| Certificate of Non-Canvassing and Non-Collusion | | |
| I hereby certify that I have not canvassed any member, Director, employee, representative or adviser of the college in connection with the proposed award of the Agreement by the college, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.  I further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the college in connection with the award of the Agreement and that no person employed by me or acting on my behalf, or advising me/us, will do any such act.  The essence of selective tendering for the Agreement is that the college shall receive bona fide competitive Tenders from all Tenderers.  In recognition of this principle, I certify that this is a bona fide offer, intended to be competitive and that I have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer). I have not offered or agreed to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission. | | |
| Contact name | |  |
| Name of organisation | |  |
| Role in organisation | |  |
| Phone number | |  |
| E-mail address | |  |
| Signature (electronic is acceptable) | |  |
| Date | | Click or tap to enter a date. |