### East Suffolk: Invitation to Tender Document

### Part B - Response Pack

### Title: East Suffolk Community Energy Programme.

### Reference: 2674-TEN-O



Welcome to the Invitation to Tender Part B - Response Pack for East Suffolk Community Energy Programme. Before completing Part B, please make sure you have read the separate document Part A - Instructions and Information carefully and clarified anything about which you are unsure.

Please complete all fields highlighted in blue and submit via In-tend.

The deadline for submission of tenders is 10th October at 12pm

Contents of Part B

[East Suffolk: Invitation to Tender Document 1](#_Toc165972184)

[Section A: Supplier details 2](#_Toc165972188)

[Section B: Pricing 2](#_Toc165972189)

[Section C: Quality questions 3](#_Toc165972190)

[Section D: Financial Information 5](#_Toc165972191)

[Section E: Additional information 6](#_Toc165972192)

[Section F: Mandatory declaration 8](#_Toc165972193)

### Section A: Supplier details

|  |  |
| --- | --- |
| Company Name: | [Please complete field] |
| Address: | [Please complete field] |
| Registered Address (only complete if different to address above): | [Please complete field] |
| Company Registration Number: | [Please complete field] |
| Company VAT Number: | [Please complete field] |
| Supplier Contact Name/Position: | [Please complete field] |
| Telephone Number: | [Please complete field] |
| Email Address: | [Please complete field] |
| Small Medium Enterprise: | **YES/NO** |
| Voluntary/Community Organisation: | **YES/NO** |
| Where did you find out about this opportunity? | [Please complete field] |
| Find a Tender Service Unique Identifier (if registered) | [Please complete field or N/A] |
| Find a Tender Service Sharecode (if registered) | [Please complete field or N/A] |

### Section B: Pricing

A score of 30% will be awarded for this section.

Prices should be fully inclusive of all overheads, fixed for the duration of the contract and must be pounds sterling. The price should be the net price excluding any taxation.

Tender prices provided must be valid for 90 days from the point of tender closing.

Please complete the pricing template below with a breakdown of your costs with headings and then enter your total tender value in both numbers and words below.

When costing out the Pricing Template all items will be deemed to be fully inclusive of all costs necessary for the ongoing delivery of the Council’s requirements, including, but not limited to, the following list of cost headings:

|  |  |  |
| --- | --- | --- |
| Task/Item Name | Breakdown of activity | Cost |
| [Please complete field] | [Please complete field] | [Please complete field] |
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**Grand Total:**

|  |  |
| --- | --- |
| Numbers: | £ [insert numbers here] |
| Words: | [Insert price in words here] |

### Section C: Quality questions

A score of 70% will be awarded for this section. Please note each quality question is weighted differently and you should adjust your responses based on this.

Do not exceed the maximum word count specified for a response; any words over the limit will not count towards your answer.

|  |  |
| --- | --- |
| Question  1 | **Methodology (25%)** |
| Please provide details of your methodology to ensure the delivery of the project activities and deliverables as mentioned in the specification  Word Limit: 1,000 |
| *It is expected as a minimum that the answer will include:*   * *Your understanding of the project requirements and requirements for success.* * *A method statement of how you propose to successfully deliver the programme.* * *An outline programme plan for project activities with estimated lead in timescales, project milestones and any interdependencies.* * *How you are well placed to appropriately resource and complete the project deliverables.* * *Your capacity to react to and resolve any changing needs throughout the programme that may impact likelihood of success.* |
| [Answer Question here] |
| **Word count** (words in or accompanying images should be included unless stated otherwise. If you have been asked for additional policies as part of your response, these will not count towards the word count limit): [Insert word count here] |

|  |  |
| --- | --- |
| Question  2 | **Experience and Skills 25%** |
| What Experience and Skills do you have that will enable you to deliver the project activities and deliverables as set out in the specification?  Word Limit: 1,000 |
| *It is expected a minimum that the answer will include:*   * *Two examples of where you have worked with other authorities (or customers if you have not worked for a local authority previously) to provide a similar service* * *Your answer* ***MUST*** *detail previous experience developing or supporting community-scale energy or infrastructure projects* * *Please include details of any lessons learnt and how these will be applied to this programme* * *Please provide CV’s of nominated programme personnel (CV’s can be provided as a separate document and won’t count towards the word count)* |
| [Answer Question here] |
| **Word count** (words in or accompanying images should be included unless stated otherwise. If you have been asked for additional policies as part of your response, these will not count towards the word count limit): [Insert word count here] |

|  |  |
| --- | --- |
| Question  3 | **Performance Management 10 %** |
| What Performance Management approach will you use to deliver the project activities and deliverables?  Word Limit: 500 |
| *Your answer must include as a minimum:*   * *Provide a clear description of roles and resources that will be used for the delivery and requirements of the programme* * *Provide details of your reporting structure and account management* * *Provide a clear description of risk management and reporting* |
| [Answer Question here] |
| **Word count** (words in or accompanying images should be included unless stated otherwise. If you have been asked for additional policies as part of your response, these will not count towards the word count limit): [Insert word count here] |

|  |  |
| --- | --- |
| Question  3 | **Social Value 10 %** |
| Please give **specific** details of your social Value on the project to achieve the themes below  Word Limit: 500 |
| *East Suffolk Council and authorities in the Suffolk Waste Partnership aim to deliver added Social Value to all projects and this will be evaluated evenly across the following areas:*  *•* *Economic benefit*  *•* *Environmental benefit*  *•* *Social benefit*  *a)* *Economic benefit: Please provide details of how you or your proposals will support but will not be exclusive to any of the following: Providing local jobs, increasing skills and workforce development, supporting local businesses and the supply chain, work experience opportunities, support local schools and colleges for learning, experience, career and apprenticeship opportunities.*    *b)* *Environmental benefit: Please give details of sustainable proposals you would deliver as part of the project, this should include but not be limited to: Managing the carbon impact of your businesses and this contract, monitoring carbon reduction of your business, avoiding miles driven by Petrol and Deisel vehicles, creating and supporting green space within communities, climate change education and informing others of latest techniques to be adopted on this project, supporting resident and community groups with local projects.*  *c)* *Social benefit: Please detail your approach to supporting local communities and groups which could include - helping the wider community aims of East Suffolk Council and the Community Partnerships such as volunteering or providing financial support to community projects and groups; supporting opportunities for community integration; supporting the delivery of local projects.*  *The Council’s Social Value Policy can be found here:*  [*https://www.eastsuffolk.gov.uk/assets/Your-Council/Procurement/East-Suffolk-Social-Value-Policy.pdf*](https://www.eastsuffolk.gov.uk/assets/Your-Council/Procurement/East-Suffolk-Social-Value-Policy.pdf)  Please give **specific** details of your approach to Social Value on the project to achieve all the above themes. All Social value undertakings must be completed within the contract period. |
| [Answer Question here] |
| **Word count** (words in or accompanying images should be included unless stated otherwise. If you have been asked for additional policies as part of your response, these will not count towards the word count limit): [Insert word count here] |

### Section D: Financial Information

**How your financial information is assessed:**

When undertaking financial checks of prospective suppliers, East Suffolk Council’s Finance Team may consider factors including, but not limited to, the following:

* Validity of the company registration and VAT number
* Length and consistency of supplier’s trading over the last few years
* The cash balance on the latest published accounts, debtor and creditor ratios and current ratio.
* Any director connections with the Council
* Supplier is proven to be solvent or have no solvency warnings in its account filings, and accounts are not qualified
* The company’s short term and long-term creditor balances
* Third party credit rating at least over 50 and credit rating limit suggested by Experian (or similar) to be within the level of expected supply.
* Value of tender must not exceed the turnover of the company unless reasoning for expansion to accommodate the contract is clearly detailed

East Suffolk Council reserves the right to not award a contract should one of the above factors not be satisfactory.

**To establish your financial capability to deliver the work in this tender please:**

* Complete the following table.
* Confirm an audited statement of accounts for the past 12 months is available on Companies House **or provide** alternative means of demonstrating financial status if not available or not required by law e.g. annual accounts, balance sheet, or similar.

If available audited accounts are more than six months old, please provide additional financial information of the company’s more up to date position or your submission may be excluded from the procurement process.

If you are relying on any other person/entity/member of consortium/subcontractor to meet the financial criteria, please provide copies of their detailed accounts for the last two years (audited if required by law).

**Failure to provide *any* financial information, or provide further information on request, will result in your tender being rejected.**

|  |  |
| --- | --- |
| Financial Contact Name | [Please complete field] |
| Contact Position | [Please complete field] |
| Contact Phone Number | [Please complete field] |
| Contact Email | [Please complete field] |
| **I confirm that a minimum of two years’ accounts is available on Companies House website and have attached additional information if the accounts available are more than six months old.** [Delete as applicable] | |
| OR | |
| **I confirm I have attached the required financial information as requested above.** [Delete as applicable] | |

**Tax Questions**

|  |
| --- |
| East Suffolk Council expects transparent, exemplary tax conduct from its suppliers and their supply chains. Please confirm that you have met all your obligations relating to the payment of taxes in the UK\*: |
| **I confirm the organisation has met its tax obligations in the UK** [Delete as applicable] |
| OR |
| **If the above does not apply, please confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.**  [ANSWER HERE]  [Delete this box if not applicable] |

\*Please note: We reserve our right to use our discretion to exclude your tender where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions.

### Section E: Additional information

Please provide two references. These must be for contracts undertaken of a comparable nature to the Council’s requirement.

The Council reserves the right to contact your references. Please note you must not include the contracting authority as one of your references.

|  |  |
| --- | --- |
| Reference 1 | Please fill in your first reference. Please include the company name, full postal address, contact name, email address and telephone number. |
| Reference 2 | Please fill in your second reference. Please include the company name, full postal address, contact name, email address and telephone number. |

|  |  |
| --- | --- |
| Please state if any officers or members of East Suffolk Council have any direct interest in or association with your firm, business, or interests: | YES/NO  If yes, please give details |

### Section F: Mandatory declaration

You must complete and sign the Mandatory Declaration Form, failure to do so may result in your tender being rejected without consideration. Please click on the hyper-link to access the relevant documents.

Please only tick if you have read and agreed. Failure to comply with any of the policies in the links below will result in your tender being rejected or damages sought by the Council if you win the contract.

|  |  |
| --- | --- |
|  | C:\Users\cclement\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S4TVCKU1\Kliponious-green-tick[1].pngRead and agreed |
| Read and accept all clarifications for this procurement | [a if agreed] |
| Read and accept the supplied contract terms or, if no separate terms supplied, then with the Council’s standard terms and conditions found [here](http://www.eastsuffolk.gov.uk/assets/Your-Council/Procurement/Procurement-Terms-and-Conditions.pdf) | [a if agreed] |
| [Declaration of Health and Safety Policy](https://www.eastsuffolk.gov.uk/assets/Your-Council/Procurement/Health-and-Safety-Policy.pdf) | [a if agreed] |
| [Safeguarding children and adults at risk policy](http://www.eastsuffolk.gov.uk/assets/Community/Safeguarding-Children-Young-People-and-Adults-at-Risk-of-Abuse-Policy.pdf) | [a if agreed] |
| [Compliance with the Authority's equality scheme](http://www.eastsuffolk.gov.uk/community/equality-and-diversity/) | [a if agreed] |
| [Freedom of information Act 2000](http://www.legislation.gov.uk/ukpga/2000/36/pdfs/ukpga_20000036_en.pdf) | [a if agreed] |
| [Environmental Information Regulations 2004](http://www.legislation.gov.uk/uksi/2004/3391/pdfs/uksi_20043391_en.pdf) | [a if agreed] |
| UK [GDPR](http://www.eastsuffolk.gov.uk/yourcouncil/access-to-information/the-general-data-protection-regulation-and-data-protection-act-2018/) | [a if agreed] |
| [Social Value Policy](http://www.eastsuffolk.gov.uk/assets/Uploads/East-Suffolk-Social-Value-Policy.pdf) | [a if agreed] |
| [Modern Slavery Policy](https://www.eastsuffolk.gov.uk/assets/Community/community-safety/Modern-Slavery-and-Human-Trafficking-Statement.pdf) | [a if agreed] |
| Health & Safety Requirements:  **[All employers MUST demonstrate the below as they are a legal requirement.  If you have not documented them because you have fewer than 5 employees you will need to evidence them in other ways which must be demonstrated post-contract award]**  Suppliers are required to confirm that they can demonstrate all of the below and will be able to provide this information upon contract award:   * A Company Health and Safety Policy * Documented risk assessments for all tasks with significant risk/ high impact * Evidence that your company provides Health & Safety Training to staff * Company Incident Performance * Confirmation if your Company has had any formal or informal enforcement action initiated by the Health and Safety Executive (HSE) or the Local Authority in the last 3 years & if so, a documented summary of this must be provided. * Document robust procedures/ systems for Accident and Incident Investigation * Demonstrate that your company provides Health & Safety Information to your employees * Confirmation of your Nominated Person for Health & Safety at your company | **YES** I can confirm that I can evidence this information and will do so upon contract award.  **NO** I am unable to provide or evidence this information  **(PLEASE NOTE THIS WILL BE A TENDER FAIL)** |
| As a minimum, Suppliers are required to hold the following insurance levels on a “Claims Made” basis:   * £10 Million Public Liability * £10 Million Employers Liability * £1 Million Professional Indemnity | **YES** I hold this level of insurance/ **NO** (if no please state if you will increase current levels) |
| Prices submitted are valid for 90 Days from the close of tender submission date. | [a if agreed] |

**We confirm that we have read and understood the requirements for entering into a contract set out in the Council’s Contract Procedure Rules and, if awarded the contract, will (if required) enter into that contract as a deed.**

|  |  |
| --- | --- |
| **Print name** | Please print name here |
| **Signature** | Please insert an electronic or handwritten signature here. Typed is not acceptable. Failure to sign the document in the correct way will result in the tender being rejected as non-compliant. |
| **Position in**  **Tendering Organisation** | Please state the signer’s position in tendering organisation |