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**Invitation to Tender**

**Asbestos Works**

**Reference GHCOM1009**

**Deadline for return is**

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Appendices

Appendix 1 – Suitability Questionnaire

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Appendix 4 – Quality Evaluation

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Contract Information

* 1. You’re invited to tender for an Golding Homes contract. The details of the opportunity are listed below. Ensure you’re able to meet **all** contract requirements before submitting a bid.

|  |  |
| --- | --- |
| **Scope of works** | Asbestos Removals |
| **Location of the works** | Maidstone and surrounding areas |
| **Contract start date** | 01/02/2026 |
| **Contract term** | 3+3 years |
| **Form of contract** | JCT Measured Term with Golding Standard Amendments |
| **Tender procedure used** | Open |
| **Evaluation basis** | 70% quality / 30% price |
| **Minimum requirements** | As stated at item 3.4 of this ITT |

**Important, please read:**

* 1. This documentation is made available on the condition it’s to be used in connection with tendering for appointment to this contract and no other purpose whatsoever.
  2. This tender will be run in compliance with the Procurement Act 2023. Tenderers are deemed to understand the processes Golding Homes is required to follow under those Regulations and all applicable European and domestic legislation.
  3. Golding Homes residents are encouraged to be involved in all stages of procurement projects, including evaluation. Tenderers are to factor this into their proposals.
  4. Golding Homes reserve the right to amend documentation prior to the date of submission. These amendments and any clarifications will be uploaded to the notice at [www.mytenders.co.uk](http://www.mytenders.co.uk)
  5. All legislation (acts, statutes etc) stated within the tender documents shall include all subsequent amendments, updates and superseding legislation

Timetable

* 1. The procurement timetable we’re working to can be found below. Please note these dates are for guidance only and subject to change.

|  |  |
| --- | --- |
| **Action** | **Date** |
| **Tender issued** | 10/10/2025 |
| **Tender return deadline** | 20/10/2025 |
| **Evaluation of tenders** | 31/10/2025 |
| **Contract award** | 15/11/2025 |
| **Start of contract** | 01/02/2026 |

Proposals and Compliance

**Selection Questionnaire**

* 1. Your submission must include a completed Selection Questionnaire (SQ) If you seriously misrepresent any factual information within the SQ, and so induce Golding Homes to enter into a contract, you may be excluded from this procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded.
  2. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

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**Price Framework**

* 1. Your submission must be provided in the Price Framework. Tenderers must allow for the costs of fulfilling all liabilities and obligations referred to in the full tender documentation as part of the tender pricing.

**Variant or Qualified Bids**

* 1. Golding Homes do not accept variant bids. Variant bids will be immediately disqualified.
  2. Tenders must not be qualified in any way and must be submitted strictly in accordance with this Invitation to Tender. Tenders and the supporting information must not be accompanied by any statement that could be construed as rendering the Tender Submission equivocal and/or placing it on a different footing from other Tender Submissions.

**Minimum Requirements**

* 1. All Tenderers must meet the minimum requirements stated in the Specification/Project Brief. Tenderers failing to meet those minimum requirements will be immediately rejected.

**Economic and Financial Standing**

* 1. The financial assessment at question 4 of the SQ seeks to establish applicants have a minimum level of economic and financial standing.
  2. Golding Homes reserve the right to ask potential providers to submit further financial information.
  3. Golding Homes reserve the right to remove potential providers from the procurement process whose financial capacity would pose an unacceptable risk.

**Further Information**

* 1. Golding Homes may ask for further information at any point up to the entry into the Contract with a Tenderer to satisfy ourselves the Tenderer continues to qualify. Failure to provide any such information either as part of this Invitation Document or at contract award stage may lead to a Tenderer being disqualified from further consideration.

Communication

* 1. If you’ve any questions about this contract or the tender process please use the dedicated question and answer portal on [www.mytenders.co.uk](http://www.mytenders.co.uk).
  2. You’re able to ask questions up until 08/10/2025 5pm. We’ll respond to questions through the portal so all bidders can see our response.

Tender Evaluation

**Methodology**

* 1. The evaluation process comprises of three elements:

1. Evaluation of the selection questionnaire
2. Evaluation of the method statement responses (70%)
3. Evaluation of the price framework (30%)

**Selection**

* 1. The objective of the SQ Evaluation is a selection process. Golding Homes will assess the responses to the SQ and

This is conditional upon them satisfying all minimum requirements of compliance and completeness.

For clarity, a Tenderer who is rejected at Selection stage will not have the remainder of their Tender assessed or evaluated.

* 1. The information supplied will be checked for completeness and compliance before responses are evaluated. Responses will be reviewed by teams comprising officers of Golding Homes and its technical advisers.

**Award Criteria**

Table 1 – Award Criteria

|  |  |  |
| --- | --- | --- |
| **Award Criteria** | **Scoring** | **Weighting** |
| **Method Statements** | | **70%** |
| Quality |  | 10% |
| Delivery |  | 10% |
| Scenario |  | 10% |
| Emergency Process |  | 10% |
| Health And Safety |  | 10% |
| Sustainability |  | 10% |
| Social Value |  | 10% |
| **Price Framework** | | **30%** |
| Schedule of Rates |  | 30% |
|  |  |
|  |  |
|  | **Total** | **100%** |

**Method Statement Evaluations (70%)**

* 1. There are Seven method statement questions to answer. These are attached at Annex 4. Method statements are weighted individually as stated within Table 1 Award Criteria
  2. The evaluation panel will undertake a comprehensive, systematic and consistent evaluation of each Tender and score each question as a group for each of the department’s specialism, agreeing a single score. The evaluation panel will comprise members of the Client’s
* Compliance Team
* Sustainability
* Community investment
* Health and safety
* Compliance Consultant
  1. Method Statements will be scored on a 0 to 5 basis using the scoring criteria in the table below.

Table 2 - Scoring Criteria

|  |  |  |
| --- | --- | --- |
| 5 | **Excellent** | 1. Meets all the criteria of a 4 ‘good’ 2. Demonstrates fresh ideas supporting the Client’s intent or wider strategic ambition; 3. Proposes added value above that expected; 4. Tenderer shows genuine commitment to residents exceeding requirements. |
| 4 | **Good** | 1. Demonstrates competence and complete understanding of all requirements 2. Proposals are workable and practical 3. Provides clear commitments 4. Response is Client and contract specific 5. Tenderer demonstrates resident/customer focus; 6. Details how Client’s requirements will be met. |
| 3 | **Adequate** | 1. Demonstrates competence and covers most of the requirements 2. Proposes some commitment to the resident/customer; 3. Response is broadly sufficient and meets minimum requirements; 4. Some low risk/impact issues need attention; 5. Indicates Client’s requirements can be met. |
| 2 | **Poor** | 1. Covers some of the requirements and some competence demonstrated 2. Does not show a full understanding of the question; 3. At least one significant issue needing considerable attention; 4. Commitments are unclear; 5. Response is not Client or contract specific; 6. Response lacks detail and is unconvincing; |
| 1 | **Very Poor** | 1. Fails to understand all requirements of the question; 2. Indicates a significant lack of understanding of the Client’s requirements; 3. Does not demonstrate competence or understanding |
| 0 | **No Answer** | 1. No response; 2. Totally irrelevant response; 3. So incomplete it’s not possible to form a judgment. |
|  | **Definition** | A clear commitment will state **all** of the following:   * What will be done * How it will be done * When it will be done * Who will be doing it |

**Word Limits**

* 1. Where word limits are in effect, failure to adhere them may result in a lower score, as only the response within the limit will be evaluated.

**Method for Evaluation of Financial Proposals**

Golding Homes reserves the right to ask tenderers to clarify elements of their pricing submissions as necessary to ensure that Golding Homes is able to evaluate the pricing submissions on a like for like basis.

**Abnormally low tenders**

* 1. Golding Homes shall require tenderers to explain proposed prices/costs where they appear to be abnormally low.
  2. Tenderers may be excluded from the procurement process if they are unable to satisfy Golding Homes that their bid is compliant, sustainable and reasonable.

Confidentiality

**General**

* 1. Tenderers must act in accordance with PA2023 and treat all information provided by Golding Homes in connection with this tender as confidential.
  2. In accordance with PA2023, Golding Homes will not disclose confidential parts of tenderer’s proposals. Without prejudice to those items.
  3. Tenderers must not:
* make use of information provided by Golding Homes for their own purposes.
* disclose the fact that they have been invited to tender
* release details of the Invitation Document; other than on a strictly confidential basis to those parties whom they need to consult for the purposes of preparing the Tender.
* release any information concerning the Invitation Document and/or their Tenders and/or any related documents and/or any negotiation and/or discussion with Golding Homes in this connection for publication in the press or on radio, television, screen or any other medium.

**Indemnity**

* 1. Each tenderer undertakes to indemnify Golding Homes and to keep Golding Homes indemnified against all actions, claims, demands, liability, proceedings, damages, costs, charges and expenses whatsoever arising out of or in connection with any breach of the provisions of these Instructions.

Tender Compliance

* 1. The attention of Tenderers is drawn to the contents of this Invitation to Tender (ITT) including all appendices. Tenderers will ensure they are totally familiar with the contents of these documents before compiling their tender.
  2. All information supplied by Golding Homes has been prepared in good faith but does not purport to be comprehensive or to have been independently verified and is provided for general guidance in the preparation of the tender.
  3. Golding Homes does not accept any liability or responsibility for the adequacy, accuracy, completeness of, or make any representation or warranty (express or implied) with respect to the information contained in the ITT. Or with respect to any written or oral information made or to be made available to any tenderer or its professional advisors and any liability therefore is hereby expressly disclaimed.
  4. Tenderers must satisfy themselves as to the conditions affecting the supply and cost of labour, the availability and process of materials and all other conditions that may affect their tender.
  5. Tenderers will ensure they seek the information necessary from Golding Homes to inform their Tender Submissions. Tenderers should inform Golding Homes of all or any information, data or resource it requires from Golding Homes in order to submit a Tender Submission. Failure to request such necessary information will not entitle the Tenderer subsequently to claim additional monies or amend their Tender Submissions.

Submission of Tenders

* 1. Tender submissions must be uploaded electronically via the [www.mytenders.co.uk](http://www.mytenders.co.uk) web portal. Submissions in hardcopy, via e-mail or fax will not be accepted
  2. The closing date for tender submissions is 20/10/2025 5pm. Tenders received after this date and time will not be considered. It remains the responsibility of each Tenderer to ensure that tenders are submitted by the deadline.
  3. Tenders must be kept open and valid for acceptance for at least six months after the closing date.
  4. All direct and indirect costs, expenses and disbursements incurred by any tenderer in the preparation and submission of a tender are to be covered in full by the tenderer. This includes any discussions and interviews*.* In no circumstances shall Golding Homes become liable for any bidding costs, nor shall Golding Homes be liable for any loss of profits, loss of contracts or other costs or losses suffered or incurred by a tenderer as a result of that tenderer not being awarded one or more contracts pursuant to this procurement process.
  5. Submissions made by a Tenderer will form the basis of the contractual arrangement with Golding Homes and therefore needs to be clear, succinct and deliverable.

Rejection of Tenders

* 1. Subject to the requirements of the relevant PA2023, Golding Homes shall be able, in its sole discretion, to withdraw from the procurement process at any time and to reject any/all of the responses received.
  2. Bids will be checked initially for compliance with the requirements of this ITT and for completeness. Clarification may be sought from bidders in order to determine if a bid is complete and compliant.
  3. Golding Homes may reject a tender, without prejudice, if the Tenderer:
     1. has not followed the instructions
     2. has submitted an incomplete, misleading or inaccurate tender
     3. has submitted a variant bid
     4. seeks to negotiate
     5. submits a price that Golding Homes considers abnormally low
     6. has failed to satisfy the minimum requirements specified
     7. has amended or attempted to amend any part of the tender documents except where such amendments are permitted or have been made with the written approval of Golding Homes.
     8. has otherwise committed a material breach of the conditions of tender during the tender period.
     9. fixes or adjusts the 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
     10. communicates to any person other than Golding Homes the content of its (or another Tenderers) tender, including the prices shown in its tender, except where such communication is made in confidence in order to obtain quotations necessary for Insurance or a Guarantee of Undertaking.
     11. agrees with any other person that such other person shall refrain from submitting a tender or causes or induces a person to enter into such an agreement.
     12. offers or agrees to give (or gives) 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 Tenderer or any other proposed tender.
     13. directly or indirectly canvassed any Member or Officer of Golding Homes regarding the acceptance of any Tender,
     14. or has directly or indirectly obtained or attempted to obtain information from any Member or Officer of Golding Homes regarding any other Tenderer or its submission.
  4. Golding Homes further reserves the right to reject or disqualify a Tenderer if there is a change in identity, control, financial standing or other factors impacting on the selection and/or evaluation process affecting the tender.
  5. Golding Homes further reserves the right to reject a tender that is irregular or unacceptable as defined in PA2023
  6. Golding Homes will consider all of the facts on a case by case basis prior to disqualifying a tender so as to ensure that it’s acting proportionately.

Award Decision

* 1. Golding Homes shall not be bound to accept the lowest or any tender and reserves the right, at its absolute discretion, to accept or reject any tender or all tenders.
  2. In compliance with section 50 regulations 27-30 of PA2023 Golding Homes will communicate the award decision to each tenderer via e-mail.
  3. In compliance with Section 51(3) of the PA2023 a standstill period will take effect once the award decision notice is issued and will end at midnight the 10th day after sending.
  4. The successful Tenderer will execute an Agreement with Golding Homes within 10 (ten) working days. Failure by the successful Tenderer to execute formal contracts or provide a guarantee within this time will render the contract void, at the option of Golding Homes.
  5. Where a tender has been accepted by Golding Homes from a Tenderer who is subsequently found to have contravened the provisions of the Tendering Certificate the contract shall be null and void. And Golding Homes shall be entitled to recover the amount of any losses it has suffered from the aforementioned supplier, including (without limitation) the costs of the tendering process.
  6. Where a tender has been accepted by Golding Homes from a Tenderer who is subsequently found to have provided false information to Golding Homes during the tender process the contract shall be null and void. And Golding Homes shall be entitled to recover the amount of any losses it has suffered from the aforementioned supplier, including (without limitation) the costs of the tendering process.

*TUPE*

9.

9.1 TUPE may apply to a part of the existing workforce employed by the incumbent supplier in relation to the service being awarded to the successful tenderer. Whether TUPE does apply is a matter of law and can only be determined once all tenders have been received. If TUPE does apply then the existing workforce may be transferred to the new Successful tenderer, including rates of pay. The Client’s incumbent provider has provided TUPE information at Annex [x]

9.2 Tenderers are advised, in any event, to seek independent professional advice on the effects of TUPE on their tender. Tenderers are advised to submit their tender on the basis that the TUPE will apply, undertaking due diligence to determine the obligation within their price proposals.

9.3 TUPE information from our incumbent supplier can be found at Annex [insert ref]. Golding Homes does not guarantee the accuracy of any relevant data that may be provided by the incumbent supplier and is therefore not liable for any inaccuracy arising from the data.