



Volume Two (2) Applicant's Offer

Pre-Qualification: Invitation to Tender

Reference Number: 2000  
Contract for: Car Park and Culvert  
Construction, George Street, Teignmouth

Closing date for return of submission:  
12:00hrs (noon) on 29/10/2025

Name of Applicant:

This document must be completed and returned in the published  
format. Failure to comply with this instruction may result in your  
Submission being discounted.

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# 1 General Information

## 1.1 Procurement Procedure

The Authority is issuing this Invitation to Tender (ITT) and is inviting expressions of interest and Bids from Applicants in response to the published advertisement. The 'Open' procurement process has been selected by the Authority for this below threshold tender in line with the Authority's Contract Procedure Rules and means that all Applicants that submit a Bid shall be evaluated in accordance with the criteria and process outlined within Volume Two (2) Applicant's Offer and the information contained within it shall be used by the Authority as the means to make a Contract award decision.

## 1.2 Procurement Timetable

The Authority proposes the following timetable for the award of the Contract(s):

Procurement Stage	Applicable to	Dates
Publication of advertisement	ITT	01/10/2025
Procurement documents issued to Applicants	ITT	01/10/2025
Site Visit (mandatory)	ITT	01/10/2025 – 24/10/2025
Clarification questions to be submitted by	ITT	24/10/2025
Clarification responses to be issued by	ITT	27/10/2025
Bid Deadline	ITT	29/10/2025
Evaluation	ITT	30/10/2025 - 07/11/2025
Notification of Contract award	ITT	07/11/2025
Standstill period	ITT	07/11/2025 – 21/11/2025
Contract start	ITT	December 2025 / January 2026

The Authority reserves the right to change the above timetable and Applicants will be notified accordingly if there is a change.

## 1.3 Authority Representatives

No person in the Authority's employ or other agent, except as so authorised by the Authority Authorised Officer or Procurement Representative, has any authority to make any representation or explanation to Applicants as to the meaning of the Contract or any other document or as to anything to be done or not to be done by Applicants or the successful Applicant or as to these instructions or as to any other matter or thing so as to bind the Authority.

Authority Authorised Representative contact details:	Procurement Representative contact details:
<b>Jamie Shimell</b> <b>Jamie.shimell@teignbridge.gov.uk</b>	<b>Rosanna Wilson</b> <b>Rosanna.wilson@teignbridge.gov.uk</b>

## 1.4 Contract Period

It is intended that any resultant Contract shall commence as soon after receipt of formal letter of award as may be agreed. Contract period to be up to the duration of works with one year of defects period upon practical completion.

## 1.5 Insurance Levels

### 1.5.1 Employer's Liability Insurance

The Authority's minimum requirement for Employer's Liability Insurance is £10,000,000.

### 1.5.2 Public Liability Insurance

The Authority's minimum requirement for Public Liability Insurance is £10,000,000.

## 1.6 Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) (as amended)

1.6.1 It is the responsibility of the Applicant to consider whether or not TUPE is likely to apply in the particular circumstances of this tender exercise and to act accordingly. Applicants should therefore take their own advice regarding the likelihood of TUPE applying. However, it is the view of the Authority that TUPE is unlikely to apply to this tender. Applicants should take account of the provisions contained in the Best Value Authorities Staff Transfers (Pensions) Direction 2007.

1.6.2 A 'Relevant transfer' can apply when a business, undertaking or part of one is transferred from one employer to another as a going concern or where a service previously undertaken by the Authority is awarded to a Contractor or a contract is awarded to a new Contractor on subsequent re-tendering.

1.6.3 The Authority shall comply with its obligations under TUPE in respect of each Relevant Transfer pursuant to this agreement and the Applicant shall comply and shall ensure that each of its sub-contractors shall comply with its obligations in respect of each Relevant Transfer pursuant to this agreement. The Authority and the Applicant shall indemnify the other against any direct losses sustained as a result of any breach of the TUPE Regulations by the party in default.

For more information please use the websites listed below:

[www.gov.uk/transfers-takeovers](http://www.gov.uk/transfers-takeovers)

<http://www.opsi.gov.uk>

## 2 Specification

The Conditions of Contract for the Works will be the NEC4: Engineering and Construction Short Contract June (2017) Option B: priced contract with bill of quantities.

Refer to Volume 3 within this pack.

Advertisement

Only

## 3 Selection Questionnaire

### Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The SQ template includes a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply<sup>1</sup>. If any of the grounds for exclusion do apply, there is an opportunity to explain any measures you have taken to demonstrate your reliability notwithstanding the existence of a ground for exclusion (we call this self-cleaning).

We require all the organisations that form part of your bidding group/consortium and each subcontractor that you are relying on to meet the selection criteria to provide a completed part 1 and part 2. This means that where you are joining a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Subcontractors that you rely on to meet the selection criteria, must also complete a self-declaration (although subcontractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Note for Contracting Authorities: The following paragraph is optional for inclusion, authorities can delete it if they prefer to receive only electronic versions in Word/ PDF versions of the standard Selection Questionnaire.**

### Supplier Selection Questions: Part 3

The procurement documents will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group/consortium or you intend to use subcontractors, you should complete all of the selection questions on behalf of the group/consortium and/or any subcontractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another supplier.

### Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the 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. 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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<sup>1</sup>For the list of exclusions please see

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

**CONTRACT TITLE: Car Park and Culvert Construction, George Street, Teignmouth**

**REFERENCE NUMBER: 2000**

**PROCUREMENT PROCEDURE: OPEN**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of subcontractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed part 1 and part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For part 1 and part 2 every member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
6. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:
  - members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
  - the second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

*For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, providing one composite response and declaration.*

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

7. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in [Schedule 1](#) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, [read the terms](#) and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

#### Part 1: Your information and the bidding model.

You must answer all questions in parts 1 and 2. If you are the supplier, you must answer all questions in part 3 as well.

Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2.

Section 1	Your information	
Question number	Question	Response
1.1(a)	Name (if registered, please give the registered name)	
1.1(b) – (i)	Registered address (if applicable) or head office address	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) - public limited company b) - private limited company c) - limited liability partnership d) - other partnership e) - sole trader f) - third sector g) - other (please specify your trading status)	
1.1(d)	Date of registration (if applicable) or date of formation.	
1.1(e)	Registration number (company, partnership, charity, etc if applicable).	
1.1(f)	Registered VAT number.	
1.1(g) - (i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>



1.1(g) - (ii)	If you responded yes to 1.1(g) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide - the website address, - issuing body - reference number.	
1.1(h) - (i)	For procurements for services only, is it a legal requirement in the country where you are established for you to:  a) possess a particular authorisation, or b) be a member of a particular organisation,  to provide the requirements specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(h) - (ii)	If you responded yes to 1.1(h) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number.	
1.1(i)	Relevant classifications (state whether you fall within one of these, and if so which one)  a) Voluntary Community or Social Enterprise organisation (VCSE). b) Sheltered Workshop. c) Public service mutual.	
1.1(j)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (k)	Details of Persons with Significant Control (PSC) <sup>3</sup> , where appropriate <sup>4</sup> :  - Name - Date of birth - Nationality - Country, state or part of the UK	

<sup>2</sup>See definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>3</sup>UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](#). Overseas bidders are required to provide equivalent information.

<sup>4</sup>Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only.

	<p>where the PSC usually lives</p> <ul style="list-style-type: none"> <li>- Service address</li> <li>- The date he or she became a PSC in relation to the company;</li> <li>- Which conditions for being a PSC are met: <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%</li> <li>- More than 50% and less than 75%</li> <li>- 75% or more</li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(l)	<p>Details of your immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of immediate parent company,</li> <li>- Registered or head office address,</li> <li>- Registration number (if applicable),</li> <li>- VAT number (if applicable),</li> </ul> <p>Please enter N/A if not applicable)</p>	
1.1(m)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of ultimate parent company,</li> <li>- Registered or head office address,</li> <li>- Registration number (if applicable),</li> <li>- VAT number (if applicable),</li> </ul> <p>(Please enter N/A if not applicable)</p>	
<p>Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above).</p>		
<p><b>Please provide the following information about your approach to this procurement:</b></p>		
<b>Section 1 (cont.)</b>	<b>Bidding model</b>	
<b>Question number</b>	<b>Question</b>	<b>Response</b>
1.2	<p>Please indicate if you are bidding as a single supplier or as part of a group or consortium?</p> <p><i>If you are bidding as a single supplier please go to Q 1.3.</i></p> <p>If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:</p> <ul style="list-style-type: none"> <li>a) The name of the group/consortium.</li> <li>b) The proposed structure of the group/consortium, including the legal structure where applicable.</li> <li>c) The name of the lead member in the group/consortium.</li> </ul>	

	<p>d) Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).</p> <p>e) If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for?</p>	
1.3	<p>If you are proposing to use subcontractors/ a supply chain, please provide the details for each one<sup>5</sup>.</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Registration number</li> <li>- Registered or head office address,</li> <li>- Trading status <ul style="list-style-type: none"> <li>a. Public limited company</li> <li>b. Private limited company</li> <li>c. Limited liability partnership</li> <li>d. Other partnership</li> <li>e. Sole trader</li> <li>f. Third sector</li> <li>g. Other (please specify your trading status)</li> </ul> </li> <li>- Registered VAT number</li> <li>- SME (Yes/No)</li> <li>- The role each subcontractor will take in providing the works and/or supplies e.g. key deliverables - if known</li> <li>- The approximate % of contractual obligations assigned to each subcontractor, if known</li> <li>- Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for?</li> </ul>	
1.4	<b>Lots</b>	<b>Answer</b>

<sup>5</sup>This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18.

	Where applicable, please tell us which lot(s) you wish to bid for?	
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## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Declaration
2.1 (a)	<p>Within the past five years, anywhere in the world, have you or any person who:</p> <ul style="list-style-type: none"> <li>is a member of the supplier's administrative, management or supervisory body or</li> <li>has powers of representation, decision or control in the supplier<sup>6</sup>,</li> <li>been convicted of any of the offences within the summary below and listed in full on the <a href="#">webpage</a>?</li> </ul>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Terrorist offences or offences linked to terrorist activities.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Money laundering or terrorist financing.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Child labour and other forms of trafficking in human beings.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction <u>outside</u> England, Wales or Northern Ireland.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England,	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>6</sup>see Notes for Completion

	Wales or Northern Ireland.	
2.1(b)	<p><b>If you have answered yes to any part of question 2.1(a), please provide further details, including:</b></p> <ul style="list-style-type: none"> <li>• date of conviction and the jurisdiction,</li> <li>• which of the grounds listed the conviction was for,</li> <li>• the reasons for conviction,</li> <li>• the identity of who has been convicted.</li> <li>• If the relevant documentation is available electronically, please provide: <ul style="list-style-type: none"> <li>• the web address,</li> <li>• issuing authority,</li> <li>• precise reference of the documents.</li> </ul> </li> </ul>	
2.1(c)	If you have answered yes to any part of the question above, please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self-cleaning).	

Section 3		Mandatory and discretionary grounds relating to the payment of taxes and social security contributions
<p>The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in this <a href="#">webpage</a>, and should be referred to before completing these questions.</p>		
Question number	Question	Declaration
3.1(a)	<p>Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.</p> <p>If documentation is available electronically, please provide:</p> <ul style="list-style-type: none"> <li>• the web address,</li> <li>• issuing authority,</li> <li>• precise reference of the documents</li> </ul>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

3.1(b)	<p>If you have answered no to 3.1(a) please provide further details including the following:</p> <ul style="list-style-type: none"> <li>• Country concerned,</li> <li>• what is the amount concerned</li> <li>• how the breach was established, i.e. through a judicial or administrative decision or by other means.</li> <li>• if the breach has been established through a judicial or administrative decision, please provide the date of the decision,</li> <li>• if the breach has been established by other means, please specify the means.</li> </ul>	
3.2	Please also 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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Please Note: We reserve our right to use our discretion to exclude your bid 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</p>		

Section 4	Grounds for Discretionary Exclusion	
<p>The detailed grounds for discretionary exclusion of an organisation as set out in this <a href="#">webpage</a> should be referred to before completing these questions.</p>		
Question number	Question	Declaration
4.1	Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on this <a href="#">webpage</a> applied to you?	
4.1(a)	<p>Breach of environmental obligations?</p> <p>To note that environmental law obligations include Health and Safety obligations. See <a href="#">webpage</a></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(b)	Breach of social law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(d)	Bankruptcy or subject of insolvency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/>

4.1(f)	Distortion of competition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(g)	Conflict of interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(i)	Prior performance issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j)	Do any of the following statements apply to you?	
4.1(j) - (i)	You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) - (ii)	You have withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) - (iii)	You are not able, without delay, to submit documents if/when required under Regulation 59.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j)-(iv)	You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	<p>You are a relevant commercial organisation subject to Section 54 of the <b>Modern Slavery Act 2015</b> if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.</p> <p>If you are a relevant commercial organisation, please -</p> <ul style="list-style-type: none"> <li>confirm that you have published a statement as required by Section 54 of the Modern Slavery Act.</li> <li>confirm that the statement complies with the requirements of Section 54.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/></p>

4.3	If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning)	
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Part 3: Selection Questions		
Section 5	Economic and Financial Standing	
Question number	Question	Response
5.1	<p>If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:</p> <ul style="list-style-type: none"> <li>• the web address</li> <li>• issuing authority</li> <li>• precise reference of the documents</li> </ul>	
5.2	<p>If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).</p> <p>Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).</p>	
5.3	<p>If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.</p>	
5.3(a)	<p>A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.</p>	
5.3(b)	<p>Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative</p>	



	means of demonstrating financial status).	
5.4	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.5	Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required.	

Section 6	Technical and Professional Ability
Question number	Question
	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.</p> <p><b>For each contract please provide the following information</b></p> <p>If you cannot provide examples, see question 6.2</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation who signed the contract			
Name of supplier who signed the contract			
Point of contact in the customer's organisation.			
Position in the customer's organisation.			
E-mail address			
Description of contract.			
Contract Start date.			
Contract completion date.			
Estimated contract value			

6.2	If you cannot provide at least one example for question 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract.	
6.3	Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).  The description should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes).	

Section 7	Additional Questions including Project Specific Questions	
Question number	Question	Response
7.1	<b>Insurance</b> Please confirm whether you already have, or can commit to obtain, prior to the	

	<p>commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £10 million</p> <p>Public Liability Insurance = £10 million</p> <p>*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information:  <a href="http://www.hse.gov.uk/pubns/hse39.pdf">http://www.hse.gov.uk/pubns/hse39.pdf</a></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
7.3 (a)	Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than 500 words.	
7.3 (b)	<p><b>For use with Steel question</b> - Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate on comparable projects, for both:</p> <ul style="list-style-type: none"> <li>• your organisation</li> <li>• all your supply chain members involved in the production or supply of steel.</li> </ul>	
<b>PUBLIC SECTOR CONTRACTS ONLY – Requirement under the Public Contracts Regulations 2015 (Regulation 113)</b>		
7.5	Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>PASS/FAIL</p>
<b>PUBLIC AND PRIVATE SECTOR CONTRACTS</b>		
7.6 (a)	(a) Please provide the percentage of invoices <sup>7</sup> paid by you to those in your immediate supply chain on all contracts for each of the two previous six-month	

<sup>7</sup>This should include all situations where payments are due; not all payments involve an invoice (see FAQs). You should explain this in the tender documents

	<p>reporting periods<sup>8</sup>. This should include the percentage of invoices paid within each of the following categories:</p> <ol style="list-style-type: none"> <li>1. within 30 days</li> <li>2. in 31 to 60 days</li> <li>3. in 61 days or more</li> <li>4. due but not paid by the last date for payment under agreed contractual terms.</li> </ol> <p>It is acceptable to cross refer to information that has previously been submitted to Government or other bodies or is publicly available (provided it covers the required reporting periods), including data published in accordance with the Reporting on Payment Practices and Performance Regulations 2017.</p> <p>If you do wish to cross refer, please provide details and/or insert link(s).</p> <p><b>7.6 (b)</b> (b) If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why.</p> <p><b>7.6 (c)</b> (c) If you are unable to demonstrate that &gt;95% of invoices payable to your supply chain on all contracts have been paid within 60 days of the receipt of the invoice in at least one of the last two six months reporting periods please provide an action plan for improvement which includes (as a minimum) the following:</p> <ul style="list-style-type: none"> <li>- Identification of the primary causes of failure to pay: <ul style="list-style-type: none"> <li>- 95% of all supply chain invoices within 60 days; and</li> <li>- if relevant under question 7.4(b), all invoices within agreed terms.</li> <li>- Actions to address each of these causes.</li> <li>- A mechanism for and commitment to regular reporting on progress to the bidder's audit committee (or equivalent).</li> <li>- A plan signed off by your director</li> <li>- Plan published on its website (this can be a shorter, summary plan).</li> </ul> </li> </ul> <p>If you have an existing action plan prepared for a different purpose, it is acceptable to attach this but it should contain the above features</p> <p><b>Note:</b> if you are required to submit an action plan under question 7.6(c), this action plan must also set out steps to address your payment within agreed terms, in order to achieve a pass for question 7.6 (c).</p>	
<b>8</b>	<b>SAFEGUARDING</b>	
	Please self-certify against the requirements below (Please indicate your answer by marking 'X' in the relevant box): Does your organisation require your staff and your sub-contractor's staff to undergo a Disclosure and Barring Service (DBS) check to the standard level?	
	Yes	No
	Please self-certify that your organisation has a Safeguarding Policy or would be willing to ensure that one is in place upon award of the Contract that complies with current legislative requirements.	
	Yes	No
	Please self-certify that your organisation has a Safer Recruitment Policy or would be willing to ensure that one is in place upon award of the Contract that complies with current legislative requirements.	
	Yes	No

<sup>8</sup>You should explain in the tender documents what a reporting period is by referring to the BEIS Guidance: <https://www.gov.uk/government/publications/business-payment-practices-and-performance-reporting-requirements>

### Contact details and declaration

I declare that to the best of my knowledge the answers submitted, and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability 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.

Signature (electronic is acceptable)

Date

### Contact details of those making the declaration

	Response
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	

## 4 Award

### 4.1 Award Criteria

The following criteria and weightings will be applied in the evaluation of the questions asked of Applicants within this section 4 Award.

Evaluation Criteria Breakdown		Means of Evaluation	
		Sub Criteria	Main Criteria
Criteria: Quality			30%
Q1 – Method Statement	12%		
Q2 – Staff Quality	6%		
Q3 – Programme	12%		
Criteria: Price			70%

### 4.2 Scoring Guidelines

The questions asked of Applicants within this section 4 Award shall be scored using the marking system described within this section. Applicants should refer to the Authority's minimum requirements to ensure that they meet or exceed the minimum requirements wherever possible.

Applicants should be aware that the responses provided to the questions will be evaluated in such a way that the highest scores will be awarded to Applicants who show innovation, creativity, further relevant details and information that could potentially enhance the Applicant's proposal. It should be noted that to achieve the highest scores available the Applicant must not only meet but exceed the Authority's minimum requirements, where these are stated.

All scored question shall be evaluated in accordance with the guidelines below:

<b>Score 0</b>	No response	No response	
<b>Score 1</b>	Extremely Weak	Very poor proposal/response; does not cover the associated requirements, major deficiencies in thinking or detail, significant detail missing, unrealistic or impossible to implement and manage	<b>Weak</b>
<b>Score 2</b>	Very Weak	Poor proposal/response, only partially covers the requirements, deficiencies in thinking or detail apparent, difficult to implement and manage	
<b>Score 3</b>	Weak	Mediocre proposal/response, moderate coverage of the requirements, minor deficiencies either in thinking or detail, problematic to implement and manage	

<b>Score 4</b>	Fair - Below Average	Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it	<b>Fair - Good</b>
<b>Score 5</b>	Fair - Average	Satisfactory proposal/response, would work to deliver all of the Authority's requirements to the minimum level	
<b>Score 6</b>	Fair - Above Average	Satisfactory proposal/response, would work to deliver the majority of the Authority's requirements to the minimum level with some evidence of where the Applicant could exceed the minimum requirements	
<b>Score 7</b>	Good	Good proposal/response that convinces the Authority of its suitability, response slightly exceeds the minimum requirements with a reasonable level of detail	
<b>Score 8</b>	Strong	Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid and provides a great deal of detail	<b>Strong - Excellent</b>
<b>Score 9</b>	Very Strong	Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	
<b>Score 10</b>	Outstanding/ Excellent	Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted due to the complete level of detail provided	

Price shall be evaluated using the following scoring methodology:

<b>Scoring System</b>
<p>Lowest price tendered from all Bids receives maximum % score (70%). Other Applicants' prices are scored in accordance with the following equation:</p> $\% \text{ Score} = \frac{\text{Lowest Bid price}}{\text{Applicant's Bid price}} \times 70$

### 4.3 Award Questions

Question Number	QUALITY Contractor's Method Statement for carrying out the works, including approach to Health & Safety (12%)
Weighting Criteria	
Q1	
<p><b>Authority's minimum requirements:</b></p> <p>The Applicant shall provide a method statement detailing how it proposes to meet the <b>specification, pre-construction health and safety requirements</b> and which details its approach to <b>environmental management</b> as detailed within the Volume Three (3) NEC Contract Documents. The Applicant must specifically detail its approach to elements of the Works and Site Information provided in this document.</p> <p>(Maximum of one thousand five hundred (1500) words).</p>	
<b>Response:</b>	
Q1	

Question Number	QUALITY Quality of Staff (6%)
Weighting Criteria	
Q2	
<p><b>Authority's minimum requirements:</b></p> <p>The Applicant shall give details of the members of staff that will be responsible for delivering this Contract, explicitly stating the qualifications, skills and experience that they hold and explaining how this will assist in the delivery of the Contract.</p> <p>(Maximum of one thousand (1000) words, CV's accepted in addition as appendix).</p>	
<b>Response:</b>	
Q2	



Question Number	QUALITY Phasing of Works (12%)
Weighting Criteria	
Q3	
<p><b>Authority's minimum requirements:</b></p> <p>The Applicant shall give details on how the works will be delivered through Phasing, and how they intend to manage working around a live environment with the public present, and maintaining a reduced amount of car parking spaces during the works.</p> <p>The Applicant shall provide a <b>Construction Phase Programme, Phasing plans, and Programme</b> for delivering the works.</p> <p>(Maximum of one thousand five hundred (1500) words).</p>	
<b>Response:</b>	
Q3	

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## 5 Pricing Schedule

Applicants are required to complete the Pricing Schedule. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT.

If there is no charge for an item, please state none.

Please complete and submit the **Bill of Quantities** documents (in Excel format) that has been appended to this tender.

### 5.1 Pricing Schedule Declaration

I/We offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

Signed*:	Date:
Name (in block capitals):	
In the capacity of: (State official position, i.e. Director, Manager, etc.)	
Organisation name and postal address:	
Telephone No:	Fax No:
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).	

# 6 Certificates

## 6.1 Conditions of Tender

TEIGNBRIDGE DISTRICT COUNCIL

### CONDITIONS OF TENDER

**Reference number and Title of Contract:** Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant's Offer (3) Volume Three - NEC Contract Document

1. By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment.  
  
☐ I/We fully accept the terms and conditions of contract for the provision of works
2. Having examined the tender documents for the provision of the above works we offer to provide the said works in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 5 of this Bid.
3. The Authority does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as tendered for separately.
4. I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (*or perform the services*), on such terms and conditions and in accordance with such specifications (*if any*), as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract.

Signed\*:

Date:

Name (*in block capitals*):

In the capacity of:

(*State official position, i.e. Director, Manager, etc.*)

*\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).*

## 6.2 Certificate of Undertaking and Absence of Collusion or Canvassing

CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING	
<p>The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply.</p>	
<p><b>Box A – Consortium</b></p> <p>I/We the undersigned do hereby certify that:-</p> <ul style="list-style-type: none"> <li>(a) the consortium's tender is bona fide and intended to be competitive;</li> <li>(b) the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made;</li> <li>(c) the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;</li> <li>(d) the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract.</li> <li>(e) the consortium has not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium's behalf has done or will do such an act.</li> <li>(f) I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender.</li> </ul>	
<p><b>Box B – Single Body and/or Individual</b></p> <p>I/We the undersigned do hereby certify that:-</p> <ul style="list-style-type: none"> <li>(a) My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person;</li> <li>(b) I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;</li> <li>(c) I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted;</li> <li>(d) I/we have not offered to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the nature specified and described above.</li> <li>(e) I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.</li> <li>(f) I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender.</li> </ul>	
Signed*:	Date:
Name (in block capitals):	
In the capacity of: (State official position, i.e. Director, Manager, etc.)	
<p>*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).</p>	

### 6.3 Certificate of Confidentiality

CERTIFICATE OF CONFIDENTIALITY	
I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.	
It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise.	
Signed*:	Date:
Name (in block capitals):	
In the capacity of: (State official position, i.e. Director, Manager, etc.)	
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).	

### 6.4 Commercially Sensitive Information

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid.

I declare that I wish the following information to be designated as Commercially Sensitive.

--

The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

--

### 6.5 Conflict of Interest

CERTIFICATE OF CONFLICT OF INTEREST	
I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest):	
I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.	
Signed*:	Date:
Name (in block capitals):	
In the capacity of: (State official position, i.e. Director, Manager, etc.)	

*\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).*

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