

**Provision of Procurement Support for three Building Better Opportunities Projects for Lancashire**

**INVITATION TO TENDER**

**Tender Return Document**

**Tenderer to Complete**

**Company name:………………………………………………….**

**Closing date for receipt of completed Tender Documents: 27th September 2019 at 5pm**

**Important Note: You must provide the information requested in a manner and form which complies with the instructions given below and in the accompanying instructions**

**1. REFERENCES**

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| **PLEASE PROVIDE 2 REFERENCES BELOW** |
| **REFERENCE 1** |
| **Name of organisation** |   |
| **Point of contact in the organisation** |   |
| **Position in the organisation** |   |
| **E-mail address** |   |
| **Contract Title and brief description of contract** |   |
| **Contract Start date** |   |
| **Contract completion date** |   |
| **Estimated contract value** |   |
| **REFERENCE 2** |
| **Name of organisation** |   |
| **Point of contact in the organisation** |   |
| **Position in the organisation** |   |
| **E-mail address** |   |
| **Contract Title and brief description of contract**  |   |
| **Contract Start date** |   |
| **Contract completion date** |   |
| **Estimated contract value** |   |

**2.** **METHOD STATEMENT RESPONSES (QUALITY 40%)**

**Please note:**

* You must respond to the Method Statements in full and avoid making unsubstantiated reference to company policies, statements or other documents. Any Method Statement that is not answered will automatically be awarded a zero mark.
* Should you be sub-contracting any part of the service, please ensure all your responses includes reference to your proposed sub-contractor / who you will be sub-contracting to and how you will ensure they maintain delivery as outlined within the documentation.
* Attachments (e.g. - policy documents, procedures etc.) should only be provided as evidence in support of your written response. If attachments are submitted as an answer with little or no narrative, you will be automatically awarded a zero score. Further, where attachments are not referenced within the narrative they will not be taken into account.
* If a response exceeds the specified word allocation, your response will only be assessed up to the allocated words.  Diagrams, pictures and charts should only be used to clarify points made within your response and not used to exploit the word count allocation.  Any tables or other diagrams containing text will be included within the word count. Unless specifically asked for within the method statement any supporting diagrams, pictures, charts or tables should be included as clearly referenced appendices.

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| **2.1 Relevant track record and contract examples** | **Weighting 70%**  |
| Please provide examples of previous or current procurement support which is similar in nature to the brief within this tender. Provide no more than three examples. Please provide: * Name of organisation provided to
* Description of the work
* Length of contract
* Contract Value

***Assessment Areas:**** Examples are relevant in size and nature to the service outlined in the specification
* Proposal demonstrates experience of the service requirements listed within the brief
* Response provided includes all requested information
 |
| **Please respond below in no more than 800 words** |

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| **2.2 – Qualifications and Experience** | **Weighting 25%** |
| Please detail the remits of any staff you would utilise on this contract, including detail on any professional qualifications and experience and how this ensures that they are suitable to carry out the duties specified in the brief. **Assessment Areas:** * Evidence of professional qualifications and experience
* Explanation of the relevance of professional qualifications in relation to the requirements of this contract
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| **Please respond below in no more than 500 words** |

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| **2.3 – Added value** | **Weighting 5%** |
| Please detail any examples of added value which you would bring to this contract. **Assessment Areas:** * Examples of added value that would enhance the brief
* Understanding of what will enhance contract delivery
 |
| **Please respond below in no more than 500 words** |

**3. PRICING INFORMATION (WORTH 60%)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please complete the required fields (pale yellow cells). If a field is not applicable, enter 0 or NA.*** **The rates and prices inserted in the Pricing Schedule will be inclusive of ALL disbursements and VAT where payable by the successful organisation.**
* **If all information is not submitted, your submission may be classed as a fail.**
* **Please include any travel and accommodation, and postage costs (if relevant).**
* **Selnet will not be liable for any costs / prices not identified in your submission.**
* **All prices are rates are to be in pounds sterling, to two decimal places.**

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| **PRICING SCHEDULE** |  |
| **Description:** | **Hourly Rate (GBP):** |
| **Provision of the service as outlined in the ITT document, section 2 ‘Brief’** |  |
| **Travel costs per mile** |  |

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**4. SIGNED DECLARATION**

Submitted by: (Company name) ……………………………………………………………………………………………………………...

Completed by: (individual name)………………………………………………………………………………………………………………

Address ……………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………….…………………………………………………………………………..

Tel No: ………………………………………………………E-Mail:……………………………………………….………………………………..

* I/We the undersigned, hereby guarantee that all services will comply with the requirements contained in Selnet’s brief and undertake to provide to the satisfaction of Selnet Ltd the Services described herein.
* I/We confirm that the contents of this submission will remain valid for 90 days from the date of this declaration.
* I/We further undertaken and agree to execute if required to do so, after the acceptance of this tender, a formal agreement in accordance therewith to be prepared by Selnet Ltd.
* I/we hereby declare that neither I/we nor my/our employees, servants or agents have followed nor will follow in relation to the tender or any contract made pursuant there to the following practices:-

(a) The communication to a person other than the Authority of the amount of any proposed tender

* 1. The adjustment of the amount of proposed tender in accordance with any agreement or arrangement between me/ourselves and any person other than the Authority.
* I/We have not corrupted/amended any text whatsoever in this electronically transmitted tender document.

|  |  |
| --- | --- |
| Name  |  |
| Signed  |  |
| Position Held |  |
| Date  |  |
| Witnessed by name |  |
| Witnessed by signature  |  |

**5. CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING**

It is important that Selnet Ltd receives genuine competitive offers from Tenderers, and that all Tenderers act in a manner that is honest and reflects best practices. Tenderers are therefore required to sign this document to certify that they have not and will not undertake any acts of canvassing or collusion.

Statement of Non-canvassing:

I/we hereby certify that I/we have not canvassed any member, director, employee or adviser of Selnet Ltd in connection with this Tender and the proposed award of the Contract by Selnet Ltd and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

**Statement of Non-collusion:**

The essence of the public procurement process for selective tendering for the Contract is that Selnet Ltd shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we hereby certify that this is a bona fide offer, intended to be competitive, and that I/we have not fixed or adjusted the amount of the offer or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time during the tender process or in the event of my/our tender being successful while the resulting Contract is in force, any of the following acts:

1. enter into any agreement or agreements with any other person that they shall refrain from tendering to Selnet Ltd or as to the amount of any offer submitted by them; or
2. inform any person, other than Selnet Ltd of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or
3. cause or induce any person to enter into such an agreement as is mentioned in paragraph 1 and 2 above or to inform us of the amount or the approximate amount of any rival Tender for the Contract;
4. commit any offence under the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972; or
5. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the performance of the Project covered by the Tender any act or omission.

In this Certificate, the word ’person’ includes any person, body or association, corporate or incorporate and ‘agreement’ includes any arrangement whether formal or informal and whether legally binding or not.

I/we agree that Selnet Ltd may, in its consideration of the offer, and in any subsequent actions, rely upon the statements made in this certificate.

Signed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_