

INVITATION TO TENDER

CONSTRUCTION SERVICES FOR the refurbishment of THE BRIAN GRINT CENTRE &
THE CHOCOLATE BOX.

CLIENT, ACLE PARISH COUNCIL
REFERENCE NUMBER 331-22

PART C INVITATION TO TENDER (ITT) DOCUMENT

TENDER BID RETURN PACK

Part C must be returned with the Tender submission and completed by the Tenderer. All Documents as requested in Part A and B should also be submitted by the Tenderer.

DETAILS OF TENDERER

Organisation Name:

Address:

Lead Contact Name:

Position at company:

Telephone:

Email:

Reporting Manager / Director of the Lead Contact:

Telephone:

Email:

QUESTIONS TO TENDERER

Please include below a Statement of how the tenderer feels it will achieve the construction and a brief history of the company, and how the company's history will help with pushing the project forwards.

Please supply clear and precise pricing for the project. Pricing should indicate any relevant breakdowns that will support the justification of the price submitted. Please confirm if cost is subject to negotiation or any terms.

Please advise how you would look to maximise the budget, time and quality on site.

How would you approach the remaining conditions in order to gain approval?

Please supply comprehensive details of previous experience with similar projects and the companies experience. Please include details on how you approached progress reports, time scales etc.

How will consistent performance be achieved? Please include any plans in place to ensure continuous service, complaints process and emergency response.

Provide details on the company's policy in regards to Information storage, data and record keeping.

Provide details on how you will ensure the construction meets all relevant standard and Building Regulations.

Please complete the table below for compliance with Freedom of Information Act 2000 and Environmental Information Regulations 2004. The table should include all information for which the Tenderer claims exemption from disclosure / commercial confidentiality.

Date / Ref	Title	Description	Reason for claiming exemption

Insurance requirements, as advised in Part A and B of this Invitation to Tender will be required. Please confirm you have the appropriate insurance required and confirm that the documentation / certificates for the insurance will be available prior to contract signing.

Please provide details of any references that may be contacted prior to contract where required. Please include full postal address and contact details.

MANDATORY DECLARATIONS FORM

FORM OF TENDER

UNCONDITIONAL AND IRREVOCABLE OFFER TO ACLE PARISH COUNCIL

Having examined the Invitation to Tender Documents for the performance of the above Contract, we offer to carry out the Services in conformity with the Contract for the end user monthly cost specified below or such other sums as may be ascertained in accordance with the Contract.

In order to be able to submit a bid response, all organisations **must** read the conditions of circumstances listed below and sign the declaration. This includes all members of a consortium, joint venture etc. who must each sign their individual declarations.

Tenders response

In Figures: £

In Writing:

The sum given above is subject to re-measurement and exclusive of VAT, and inclusive of disbursements and all other expenses.

Unless and until a formal agreement is prepared and executed, the Tender, together with the written acceptance thereof, shall constitute a preliminary contract.

I/We agree that this Tender constitutes an irrevocable, unconditional offer which will not be withdrawn. We understand that you are not bound to accept the lowest or any Tender you may receive, that you may award the contract for parts only of the Tender, that you give no guarantee as to the number of services to be instructed under the contract, and that you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender (including the costs of pre- award presentation, if any).

All information included within this Tender submission is correct, up to date and will be in place for the duration of the Contract, if awarded.

We confirm that this Tender will remain valid for a period of 60 days from the latest date for return of Tender, after which time it will be subject to confirmation.

In accordance with Regulation 57 of the Public Contracts Regulations 2015, Applicants/organisations may be excluded from taking part in this procurement process where that Applicant/organisation:

- Is in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings
- Has been convicted of a criminal offence related to business or professional conduct
- Has committed an act of grave misconduct in the course of business or profession
- Has not fulfilled obligations relating to payment of social security contributions
- Has not fulfilled obligations relating to payment of taxes

- Is guilty of serious misrepresentation in supplying information required by the contracting authority under the Public Contracts Regulations 2015
- Is not in possession of a licence or is not a member of the appropriate organisation where the law of the relevant State in which the organisation is established requires it
- Is not registered on the professional or trade register or permitted alternative register of the relevant State in which the organisation is established

In addition, in accordance with Regulation 57(1) of the Public Contracts Regulations 2015, Applicants/organisations will be excluded from further participation in this procurement process if that Applicant/organisation or its directors or any other person who has powers of representation, decision or control of the organization has been convicted of any of the following offences:

(A) Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation

(B) Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption

(C) The offence of bribery, where the offence relates to active corruption

(C1) Bribery within the meaning of section 1 or 6 of the Bribery Act 2010

(D) Fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:

- (i) The offence of cheating the Revenue
- (ii) The offence of conspiracy to defraud
- (iii) Fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978
- (iv) Fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006
- (v) Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994
- (vi) An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993
- (vii) Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968
- (viii) Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006
- (ix) Making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006

(E) Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002

(E1) An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the criminal Justice Act 1988

(E2) An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or

(F) Any other offence within the meaning of Article 45(1) of the Public-Sector Directive as defined by the national law of any relevant State.

(G) Any offence within the meaning of Modern Slavery Act 2015

Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?

If applicable are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?

An offence under ss.2 or 4 of the Modern Slavery Act 2015 is a reason for mandatory exclusion for procurement purposes.

I/We confirm that I/we have read the above conditions and circumstances and further confirm that none applies to this organisation, its directors or any other person who has powers of representation, decision or control of the organisation.

Acceptance of Scope of the Service Profile and Specification Requirement

I/We confirm that I/We have fully read and understood the scope of the service profile and specification of requirements, and hereby agreed to abide by its contents.

Acceptance of Authorised Clarifications issued during the bid submission period

I/We confirm that all communications/clarifications issued by the client, Acle Parish Council, during the bid submission period have been taken into account when preparing our Tender Response.

Date:

Signed:

Name:

Position:

Company:

MUST be signed and completed, an electronic signature will be accepted.