# Part B Contractors Tender Information

# Inclusion in the Tender response

The following documentation must be returned to the Authority as part of your Tender:

1. Tendered price for the provision of Cleaning Services
2. Details as to referees
3. Insurance Certification Form
4. Quality Control systems
5. Contingency plans
6. Signed and completed Certificate as to canvassing
7. Signed and completed Certificate as to collusive tendering
8. Completed details as to social value

# Tender form 1

Name of Tenderer:

**Tendered price for the provision of Cleaning Services**

To:Chief Executive, The Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, NR1 1RY.

Having examined the Invitation to Tender and its accompanying documents and being fully satisfied as to my/our abilities and experience in all aspects to satisfy the requirements of the specification and the draft Contract,

I/we  of hereby offer, to provide cleaning services in accordance with Tender Forms Tender form 1 to Tender form 8 attached. I/we offer to undertake and complete the work in the time period stated for the sum of £(excluding VAT)or as set out in the specification below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Requirement description | Unit | Quantity | Price/Rate | Total £(excluding VAT) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

I/We agree that this tender shall remain open to be accepted or not by you and shall not be withdrawn for a period of 6 months from the date for return of this tender.

I/we understand that you are not bound to accept the lowest or any tender you may receive.

Unless and until the formal written Agreement referred to above is prepared and signed, the Tender together with your written acceptance thereof will form a binding Agreement between us.

Signed (1)  Status:

Signed (2)  Status:

For and on behalf of:

Date**:**

Company registration number or equivalent:

VAT registration number:

Type of organisation: (delete as appropriate) Small and medium enterprise (SME) or Voluntary, community, social enterprise (VCSE)

# Tender form 2

Name of Tenderer:

## Referees

To the Broads Authority

You may seek references from my/our following trade/bank referees:

1. Bank

1. Trade

1. Trade

# Tender form 3

Name of Tenderer:

## Insurance Certification Form

**Third Party Insurance covers to sum of not less than £5 million**

Dear Sir

I/We certify and declare that I/we have already have in place with our Insurance Company policies in place for public/employers liability in the sum of £5m. I/We attach confirmation from our Insurance Company.

Or

I/We certify and declare that I/we have obtained quotations in order for us to obtain the necessary level of insurance for public/employers liability. The additional cost for this is **.**

The following is the name and address of the Insurance Company (not broker) with whom the Insurances have been affected:

Name:

Address:

**Please note**: Evidence must be included with this form to prove that such insurances as are required will be affected. Failure to do so will render this Tender invalid.

# Tender form 4

Name of Tenderer:

## Quality Control System and Cleaning Products

Please describe any system you have to ensure that levels of cleanliness are maintained:

Please details of products to be used for carrying out the cleaning:

# Tender form 5

Name of Tenderer:

## Contingency Plans

Please detail any contingency plans you have for delivering the services to meet the requirements of the Contract.

# Tender form 6

Name of Tenderer:

## Certificate as to Canvassing

(Invitation to Tender refers)

I/We certify that I/we have not canvassed or solicited any member, officer or employee of the Authority in connection with the award of the tender or any other tender or proposed tender for the service and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of the Authority in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed (1) Status:

Signed (2)  Status:

For and on behalf of:

Date:

# Tender form 7

## Certificate as to collusive quotation

(Invitation to Tender refers)

To:

The Broads Authority
(hereinafter called “the Authority”)

The essence of selective tendering is that the Authority will receive bona fide competitive tenders from all persons tendering. In recognition of this principle,

I/we certify that this is a bona fide Tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the Tender or the rates and prices tendered by or under or in accordance with the following acts:

1. communicate to a person other than the Authority the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain tenders necessary for the preparation of the Tender for insurance); or
2. enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted; or
3. offer or agree to 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 for the service any act or omission.

Signed (1)  Status:

Signed (2) Status:

For and on behalf of:

Date:

# Tender form 8

## Details as to social value

Name of tenderer:

Please confirm how you achieve good ethical standards by providing statements or copies of company policies with regard to 1-5 below

1. Employment & Skills Development

* Job Creation / Apprenticeships & Training / Upskilling & Development

2. Supporting SMEs, VCSEs & Local Businesses

* Supply Chain Diversity / Ethical Procurement

3. Environmental Sustainability & Net Zero Commitments

* Carbon Reduction / Sustainable Materials & Waste Reduction

4. Social & Community Impact

* Health & Well-being / Equal Opportunity & Inclusion (policies for fair pay, gender equality, disability inclusion, and anti-discrimination?)

5. Ethical & Responsible Business Practices

* Fair Work & Living Wage / Modern Slavery & Ethical Employment