

Appendix J

Consultants Brief

SOUTH DOWNS NATIONAL PARK AUTHORITY



INVITATION TO TENDER FOR

East Winchester Landscape and Environment Study

ISSUE: 24 September 2018

DEADLINE: 19 October 2018

Table of Contents

- 1. Instructions and Information on the Tender Process**
 - 1.1 Timetable and Administration Arrangements
 - 1.2 Submission of Tenders
 - 1.3 Sufficiency of Tender
 - 1.4 Form of Tender
 - 1.5 Validity of Tender
 - 1.6 Amendments to the tender documents by SDNPA
 - 1.7 Questions / Clarifications Arising during the tender process
 - 1.8 Acceptance of Tenders
 - 1.9 Inducements
 - 1.10 Confidentiality and Freedom of Information
 - 1.11 Publicity
 - 1.12 Bidder Conduct

- 2. Conditions of Contract**
 - 2.1 SDNPA Standard Terms and Conditions
 - 2.2 Other Terms and Conditions

- 3. Specification**
 - 3.1 Outline
 - 3.2 Detail

- 4. Tender Assessment and Evaluation**
 - 4.1 Evaluation of Tenders (Compliance)
 - 4.2 Evaluation of Tenders (Selection)
 - 4.3 Evaluation of Tenders (Award)
 - 4.4 Further Clarification
 - 4.5 Variant Bids
 - 4.6 Confidentiality
 - 4.7 Conflict of Interest
 - 4.8 Consortia

- 5. Structure and Format of Response**
 - 5.1 Introduction
 - 5.2 Approach to the Contract (Methodology)
 - 5.3 Project Resourcing

- 6. Pricing Proposals**

- 7. Supplier Questionnaire**
 - 7.1 General Information
 - 7.2 Consortia Information
 - 7.3 Insolvency and Criminal Proceedings
 - 7.4 Financial Information
 - 7.5 Insurance Information
 - 7.6 Technical and Professional Capability
 - 7.7 Equalities
 - 7.8 Health and Safety
 - 7.9 Customer Care and Quality Assurance
 - 7.10 Information Security Policy

- 8. Form of Tender**

- 9. Non-Collusion Certificate**

Section I

Instructions and information on tender process

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important, therefore, that bidders provide all the information asked for in the format and order specified. If there is any doubt as to what is required, or if bidders have difficulty in providing the information requested, they should contact tenders@southdowns.gov.uk in accordance with the procedure for raising queries set out in 2.2 below.

I.1 Timetable and Administration Arrangements

The envisaged key milestones for the tender are shown in the table below.

No	Event	Date
1	Issue of ITT	24 September 2018
2	Final date for receipt of any tenderer's questions	5 October 2018
3	Responses to questions circulated	9 October 2018
4	Deadline for return of tenders	19 October 2018
5	Evaluation of tenders	W/C 22 October 2018
6	Clarification Interviews	29 October 2018
7	Award notice issued	31 October 2018
8	Commencement of contract	5 November 2018

I.2 Submission of Tenders

I.2.1 Your completed response should be submitted by the due date and time required:

Date: 19 October 2018

Time: 12.00 noon

I.2.2 Responses should be submitted in an electronic format via the SDNPA "In-tend" e-sourcing system, accessed at: [SDNPA Intend E sourcing System](#). No other method of submission will be accepted.

I.2.3 In order to overcome file size difficulties we request that tender submissions are completed in 'Word' or similar.

I.2.4 **Any attachments provided but which have not been requested will not be reviewed.**

I.2.5 It is the sole responsibility of the submitting bidder to deliver its Tender response as specified.

I.2.6 Late responses will not be accepted.

I.2.7 SDNPA may, at its own absolute discretion, extend the deadline for the submission of Tenders, and, in such circumstances, SDNPA will notify all bidders of any change.

I.2.8 If problems occur during the submission stage, please contact Hayley Madgwick (details below) in advance of the deadline:

Telephone: 01730 819213
E-mail: Hayley.madgwick@southdowns.gov.uk

Or

Alan Brough Finance and Procurement Manager
Telephone: 01730 819202
E-mail: alan.brough@southdowns.gov.uk

- 1.2.9 SDNPA takes no responsibility for identifying any clerical errors or misunderstanding in any Tenders submitted. Bidders must therefore ensure that the content of any Tender submitted is complete and accurate.

1.3 Sufficiency of Tender

- 1.3.1 While the information contained in this ITT is believed to be correct at the time of issue, neither SDNPA nor its advisors will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its schedules and appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any bidder. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of SDNPA.
- 1.3.2 Each bidder shall be deemed to have satisfied itself before submitting a Tender as to the correctness and sufficiency of the rates and prices stated by it in its Tender which shall cover all its obligations under the Contract.
- 1.3.3 If SDNPA suspects there has been an error in pricing or calculation in a Tender, it reserves the right to seek such clarification as it considers necessary from the relevant bidder.
- 1.3.4 If a bidder proposes to enter into a Contract with SDNPA, it must rely on its own enquiries and on the terms and conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

1.4 Form of Tender

- 1.4.1 All entries entered by the Tenderer on the Form of Tender, and other submitted information, must be typewritten. All prices must be specified in pounds sterling, exclusive of VAT. All Tender Forms must be signed by the Tenderer in a proper manner, by a Director or the Secretary of a Company.

1.5 Validity of Tenders

- 1.5.1 All Tenders will remain open for acceptance by SDNPA for a minimum period of three (3) calendar months from the date fixed for the return of Tenders. All Tenders must be submitted on this basis.

1.6 Amendments to the tender documents by SDNPA

- 1.6.1 SDNPA reserves the right to amend, change or waive the requirements of this ITT at any time prior to the deadline for receipt of Tenders. Where amendments are significant, SDNPA may at its discretion extend the deadline for receipt of Tenders.
- 1.6.2 SDNPA reserves the right to withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis.

1.7 Questions / Clarifications Arising during the Tender Process

- 1.7.1 SDNPA will endeavour to answer any reasonable questions, queries or clarifications that a bidder may have regarding this ITT, the Services or its Tender as soon as possible during the procurement period.
- 1.7.2 Further information requests and clarification questions are to be posted on the Website under the 'Messages' Section. [SDNPA Intend E sourcing system](#)
- 1.7.3 **The latest date to request clarification or ask questions is – 5 October 2018**
- 1.7.4 Subject to section 1.11.5, any such questions, queries or clarifications raised, together with SDNPA's answers, will be provided to all bidders, with suitable amendments being made to the questions and the responses in order to retain the anonymity of the bidder who raised the original query.
- 1.7.5 If a bidder wishes SDNPA to treat a clarification as confidential and not issue the response to all bidders it must state this when submitting the clarification. If, in the opinion of SDNPA, the question is not confidential, SDNPA will inform the relevant bidder and the bidder will have an opportunity to withdraw it. If the clarification is not withdrawn, the clarification question and SDNPA's response will be issued to all bidders.
- 1.7.6 **Bidders should make note that clarification interviews will take place on 29 October 2018**

1.8 Acceptance of Tenders

- 1.8.1 This ITT expresses the current intentions of SDNPA with regard to the Contract(s). It does not constitute an offer capable of acceptance and neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of SDNPA (or any other person) to enter into a contractual arrangement. The purpose of this ITT is to obtain proposals from potential suppliers.
- 1.8.2 SDNPA is not bound to accept the lowest tender and reserves the right to accept any Tender in whole or in part. SDNPA reserves the right to discontinue this procurement process at any time. Any Contract(s) awarded will be on the basis of the Tender Assessment and Evaluation in Part 5.
- 1.8.3 SDNPA shall in no circumstances be liable for any costs or expenses incurred by a bidder in proceeding with or participating in this procurement, including (without limitation) if the procurement process is terminated or amended by SDNPA.
- 1.8.4 A Tender shall only be accepted by SDNPA by issue of a Contract Award Letter by SDNPA.

1.9 Inducements

- 1.9.1 Offering an inducement of any kind in relation to obtaining this or any other contract with SDNPA will disqualify the relevant tender from being considered.

1.10 Confidentiality and Freedom of Information

- 1.10.1 This ITT is made available on condition that its contents (including the fact that the bidder has received this ITT) is kept confidential by the bidder and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the bidder to submit a Tender.
- 1.10.2 As a public body, SDNPA is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.
- 1.10.3 Bidders should be aware that, in compliance with its transparency obligations, SDNPA routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website without consulting the provider of that information.
- 1.10.4 SDNPA shall treat all bidders' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party's commercial interests, and in accordance with SDNPA's transparency obligations.
- 1.10.5 Therefore, bidders are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the bidder's competitive edge, has been clearly identified to SDNPA and is marked as confidential or commercially sensitive.

1.11 Publicity

No publicity regarding the Services or the award of any Contract(s) will be permitted unless and until SDNPA has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of SDNPA.

1.12 Bidder Conduct

- 1.12.1 Any attempt by bidders or their advisors to influence the contract award process in any way may result in the bidder being disqualified. Specifically, bidders shall not directly or indirectly at any time:
 - 1.12.1.1 devise or amend the content of their Tenders in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance;

- 1.12.1.2 enter into any agreement or arrangement with any other person as to the form or content of any other Tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender;
- 1.12.1.3 enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender;
- 1.12.1.4 canvass SDNPA or any employees or agents of SDNPA in relation to this procurement; or
- 1.12.1.5 attempt to obtain information from any of the employees or agents of SDNPA or their advisors concerning another bidder or Tender.

Section 2

Terms and Conditions applying to this tender

2.1 SDNPA Standard Terms and Conditions of Contract

- 2.1.1 This contract will be awarded using the South Downs National Park Authority's standard terms and conditions, which will be implemented with the winning bidder. The SDNPA Standard Terms and Conditions are included as Appendix I to this document and are also available on the SDNPA website, at the following address;

[SDNPA Standard terms and conditions for contracts](#)

2.2 Other Terms and Conditions

- 2.2.1 There are no further Terms and Conditions applying to this contract

Section 3

Specification

1. Purpose

- 1.1. The western boundary of the South Downs National Park on the urban edge of Winchester is within a highly sensitive landscape of importance for biodiversity, heritage, natural beauty and recreation. Despite these important environmental considerations the landscape is under considerable and continuously expanding pressure for urbanising development and land use change, including major infrastructure, strategic housing allocations and agricultural/food production leading to fragmentation and erosion of landscape character and ecosystem functions.
- 1.2. This project will provide the evidence, research and agreed vision and delivery plan to enable the SDNPA and its partners and stakeholders to work collectively to address the erosion of landscape quality through the delivery of a series of short, medium and long term measures.
- 1.3. Highways England is currently developing its proposals to improve the congestion problems on the M3 Junction 9 on the western boundary of the SDNP. The SDNPA is developing a landscape scale approach which looks beyond the red line of the project and seeks to achieve mitigation and compensation which address integrated landscape, biodiversity, heritage and ecosystem services issues within the wider M3 corridor.
- 1.4. The first stage of this project will be to provide the background evidence for potential mitigation and compensation measures to address these impacts on the motorway corridor.

2. Background

- 2.1. Land use changes and pressure for development are continually coming forward within and in the setting of the SDNP owing to the urban edge location of the SDNP boundary and there is a need to address more broadly the cumulative impacts on the SDNP of these issues. Severance in the landscape in terms of access, cultural heritage, landscape character and biodiversity is a particular issue.
- 2.2. The impacts of developments and land use change and fragmentation could be better managed with a coordinated approach between stakeholders which sets out appropriate mitigation, compensation and intervention measures within the area of influence as a whole. A landscape scale approach will provide opportunities to develop alternative sources of funding and develop new environmental investment opportunities.
- 2.3. The proposed approach would be complementary to the Governments 25 year Environment Plan and presents opportunities for action such as the new Environmental Land Management Policy/programme that is about to be announced to replace the common Agricultural Policy after Brexit.
- 2.4. The suggested area of the study is set out in the map on Appendix I and centres on the western boundary of the SDNP as it follows the River Itchen Chalk Valley. The eastern extent of the area is drawn within the boundary of the East Winchester Open Downland character area to focus the approach around the urban fringe of Winchester, the South Downs Way, and patterns of land ownership. The inter-relationship between the shared setting of Winchester and the SDNP is also a consideration.

3. Scope

- Summary research of all relevant existing strategies, plans and proposals for the area of the study
- Appropriate field based and desktop research on landscape character, biodiversity, cultural heritage, access, land use, ecosystem services functions,
- A continuous process of engagement throughout the development and refinement of the project with the wide range of local stakeholders, including SDNPA officers and members.
- Preparation of landscape and environmental baseline information based on GIS
- Preparation of landscape and environmental analysis based on GIS
- Development of an agreed spatially defined long term vision for the study area based on GIS
- Preparation of a delivery action plan with identified short, medium and long term projects, key stakeholders, cost scenarios and potential timescales.
- Technical report

NB The SDNPA will make all of the datasets held by the authority available on a memory stick at the start of the project. There may be other datasets held by partner authorities which are required by the project and it is hoped that these would be made available to the project consultant free of charge.

2 Methodology

These are particular working methods or arrangements which are key to the success of the project. Your tender should clearly set out how these operations will be undertaken. This information will be part of the selection process.

- The first 6 weeks of the project will be particularly resource intensive and we anticipate that several specialists will need to work collectively over a short period of time to deliver the first output;
- Thorough and meaningful stakeholder engagement throughout the length of the project together with the ability to relate to a wide range of stakeholder types;
- In depth understanding and knowledge of the particular urban/rural fringe issues in the study area
- Collaborative working throughout the project between several environmental specialists
- Ability to process large amounts of detailed information to inform the use of GIS mapping and the appropriate datasets in combination with background documents to inform the study. For example, SDNPA has Ecoserve (ecosystem services) mapping, Habitat Connectivity Mapping, Landcover data which should all be used in combination with Landscape character mapping to identify potential areas for appropriate landscape interventions;
- Collaborative development of the delivery plan based on an understanding of land ownership patterns, habitat and landscape restoration; realistic costings and long term maintenance arrangements;
- Presentation material to describe the findings of the study.

3. Outputs

- a. An interim report to provide the background evidence for potential mitigation and compensation measures to address integrated landscape, biodiversity, heritage and ecosystem services impacts on the M3 motorway corridor with particular reference to the M3 Junction 9 improvement scheme Mid December 2018
- b. Summary desktop research of all relevant existing strategies, plans and proposals for the area of the study; Jan 2019
- c. Strategy for undertaking, recording and analysing appropriate field based research; Jan 2019
- d. Summary of fieldwork research Feb 2019

- e. A communications strategy setting out the continuous process of engagement throughout the development and refinement of the project with the wide range of local stakeholders, including SDNPA officers and members; Jan/Feb 2019
- f. A GIS based baseline assessment of the study area which integrates Landscape, biodiversity and cultural heritage together with ecosystem functions. Feb/Mar2019
- g. A GIS based analysis of the landscape and environmental issues of the study area March 2019
- h. A GIS based vision for the landscape and environment. This will seek to create a robust landscape framework with improved connectivity for people, water and wildlife. This should be represented spatially at master map level (i.e. field boundary detail) and dovetailed with other evidence projects being undertaken by both partners and SDNPA; March/April 2019
- i. Delivery of training for staff and stakeholders on using the findings of the study and how to interpret the GIS information produced; May 2019
- j. A delivery action plan with short, medium and long term projects, key stakeholders, cost scenarios and potential timescales. (An example list of short, medium and long term projects which could form part of the action plan is included in Appendix 2, together with a list of potential stakeholders.) June 2019
- k. A pdf report setting out the spatially defined long term vision for the study area, together with interpretative visual material (app, leaflet, presentation, additional reports as appropriate etc.) for a wide range of educational and awareness ranging uses; June 2019

Section 4

Tender Assessment and Evaluation

4.1 Evaluation of Tenders (Compliance)

- 4.1.1 Submitted tenders will be subject to a compliance check, selection and finally a quality and price evaluation by means of a structured process in order to determine the tender, from a suitably qualified and experienced organisation, that in the Authority's opinion offers best value to the Authority.
- 4.1.2 The initial compliance phase will include checks to ensure the documents have been properly completed and all required information has been provided.
- 4.1.3 If, during the initial compliance phase, it is apparent that a Tenderer has submitted a fundamentally non-compliant or incomplete tender then the Authority reserves the right to reject that tender and continue to assess the other tenders as appropriate.
- 4.1.4 Tenders who pass this initial screening process will thereafter be subject to further assessment as detailed below.
- 4.1.5 The evaluation process will be systematic, thorough and fair.
- 4.1.6 After the initial assessment phase, a 2-stage evaluation process will be undertaken:
1. **Selection** Criteria
 2. **Award** Criteria

4.2 Evaluation of Tenders (Selection)

- 4.2.1 The Selection stage will evaluate Tenderers on the following aspects of their response to the questionnaire in Section 7 of the Tender document

7.1	General Information	Not assessed – for information only
7.2	Consortia Information	Not assessed – for information only
7.3	Insolvency and Criminal Proceedings	Pass / Fail
7.4	Financial Information	Pass / Fail
7.5	Insurance Information	Pass / Fail
7.6	Technical and Professional Capability	Pass / Fail
7.7	Equalities	Pass / Fail
7.8	Health and Safety	Pass / Fail
7.9	Customer Care and Quality Assurance	Pass / Fail
7.10	Information Security Policy	Pass / Fail

- 4.2.2 Only information provided as a direct response to the questionnaires will be evaluated. Information and detail which forms part of general company literature or promotional brochures etc will not form part of the evaluation process. **Marketing material should not be included.**
- 4.2.3 All questions must be answered.
- 4.2.4 Please note that the Authority may require clarification of the answers provided or ask for additional information.
- 4.2.5 The response should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.
- 4.2.6 Should the response be found to be erroneous or in any other way incorrect, the Authority reserves the right to disqualify the candidate from the tender.
- 4.2.7 Each of the above Selection stage aspects will be evaluated separately, with a mark of Pass or Fail. Tenderers will be required to pass all aspects in order to achieve an overall Pass for the Selection stage and therefore have their tender further assessed in the final evaluation phase which covers price.

4.3 Evaluation of Tenders (Award)

4.3.1 Quality – 60%

The quality element will be based on the tenderer’s response to the requirements in Section 5 of the Tender document. The Authority will consider the content of the responses from each tenderer and will make a judgement based on each tenderer’s submission in relation to the criteria below.

4.3.2 The criteria for consideration will include:

Ref	Criteria	% Evaluation Weight
A	Demonstration of understanding of the brief	10
B	Approach to the Contract	30
C	Project Resourcing	20

4.3.3 Each reply will be scored according to the assessment given in the table below;

0-2	Unacceptable – Nil or inadequate response. Fails to demonstrate an ability to meet the requirement
3-4	Poor – Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.
5-7	Acceptable – Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
8-9	Good – Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled
10	Excellent – Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full

4.3.4 Price – 40%

This will be determined by examination of the **Pricing Schedule** submitted by each tenderer.

4.3.5 The Authority is under no obligation to accept the lowest bid or any bid and will not be liable for costs or expenses incurred in connection with the appointment process.

4.3.6 The cost will be scored on the basis of lowest cost over bid cost, multiplied by the full marks available for cost under this evaluation.

4.4 Further Clarification

4.4.1 Supplier product demonstration

During the tender evaluation period, tenderers may be required to demonstrate their proposed solutions to representatives of the Authority and to answer questions on their bid, both for the purposes of clarification. The quality scores may be altered by the evaluation panel following the process of clarification through the demonstration and interview process.

The clarification interviews are intended to run on 29 October 2018.

All costs involved will be borne by the tenderers.

4.4.2 Reference Site Visits

During the tender evaluation period, tenderers may be required to arrange access to any of the reference sites referred to in their response for the purpose of demonstration and evaluation by representatives of the Authority. All costs arising from site visits will be met by the Authority.

4.5 Variant bids

- 4.5.1 Subject to the submission of a compliant tender, bidders may also submit an alternative price and method for provision of the services or goods which SDNPA, at its sole discretion, may or may not pursue.

4.6 Confidentiality

- 4.6.1 SDNPA will not disclose to any third party information that is supplied in tenders that is marked as confidential. All other information supplied by bidders to SDNPA will similarly be treated in confidence except that references may be sought from banks, existing or past clients, or other referees submitted by the Bidders.

4.7 Conflict of Interest

- 4.7.1 Bidders are required to confirm that they are not aware of any conflict of interest or any circumstances that could give rise to a conflict of interest in the performance of the proposed Contract.

4.8 Consortia

- 4.8.1 Bids from multi-disciplinary organisations and specially formed consortia are encouraged, but all organisations in specially formed consortia must be identified in the response to the ITT. Each group or consortium will be required to nominate a lead partner with whom SDNPA can contract or form themselves into a single legal entity before contract award. In the case of group bidders or consortia each service provider will be required to become jointly and severally responsible for the contract before acceptance.
- 4.8.2 If the tenderer is a group bidder or consortium, each member of the consortium must be identified separately as part of the response to this ITT.
- 4.8.3 If the tenderer is a member of a group of companies they should provide information only about themselves and not the Group as a whole (except where Group information is specifically requested by the question).

Section 5

Structure and Format of Response

5.1 Introduction

- 5.1.1 Your response to this tender document should follow the defined structure as outlined. Your response will be used to evaluate and score the different sections of each proposal received. All parts of this section are deemed **Essential** and require response.
- 5.1.2 The response should be presented in A4 format with an easily readable font style and size

5.2 Approach to the Contract (Methodology)

- 5.2.1 Contractors should describe how they will approach the implementation and performance of this contract with particular regard to the requirements outlined in Section 3.

5.3 Project Resourcing

- 5.3.1 Contractors should describe the resources that they will be deploying on this contract if they are successful, stating whether any staff resources are currently in place or will require to be recruited. They should also give indications as to the background and knowledge of key personnel who will be deployed in the delivery of this contract.
- 5.3.2 Explain any sub-contract arrangements that you will depend on to deliver the contract and explaining how you will manage this / these relationships with other stakeholders (if any). Any Lead Times between award of Contract and start of Services should be highlighted

Section 6

Pricing Proposals

Pricing Proposals should be in the following format;

Item	Description	Offer Price £ ex VAT
1		

TOTAL _____

SIGNATURE: _____

DESIGNATION: _____

COMPANY: _____

DATE: _____

Note that **Pricing Proposals** should be completed in full and must be signed by an a person properly authorised to do so on behalf of the bidding organisation

Section 7

Supplier Questionnaire

7.1 General Information

7.1.1 Full legal name, address and website of the Potential Provider in whose name the tender will be submitted (the Prime or Single contractor):

Company Name	
Address from which the contract will be delivered	
Town/City	
Postcode	
Country	
Website	

7.1.2 Name, position, telephone number and e-mail address of main contact for this project.

Name	
Position	
Telephone Number	
Fax Number	
E-mail	

7.1.3 Current legal status of the Potential Provider (e.g. partnership, private limited company, etc.

	Please tick one box
Sole Trader	
Partnership	
Public Limited Company	
Private Limited Company	
Public Sector (including Registered Charities, NDPBs, Housing Associations)	
Other (please state)	

7.1.4 Date and place of formation of the Potential Provider and, if applicable, registration under the Companies Act 2006.¹ Please provide copies of Certificates of Incorporation (where appropriate) and any changes of name, registered office and principal place of business.

Date of formation	
Place of formation	
Date of registration	
Company registration number	
Certificates enclosed	YES / NO <i>(please delete)</i>
Registered Vat number	
Registered Office	
Principal place of business	

Ownership structure

7.1.5 If the Organisation is a member of a group of companies give the full legal name and address of Parent/Holding Company if applicable:

Company Name	
Address	
Town/City	
Postcode	
Country	
Company registration number ²	

¹ Potential Providers established outside the United Kingdom may provide equivalent information. For a list of acceptable equivalent information please refer to in Regulation 23(7) of the Public Contracts Regulations 2006.

² Or, for parent companies established outside the United Kingdom, equivalent information as set out in Regulation 23(7) of the Public Contracts Regulations 2006.

7.1.6 Full legal name and address of (ultimate) Parent/Holding Company if applicable:

Company Name	
Address	
Town/City	
Postcode	
Country	
Company registration number³	

7.1.7 If the Potential Provider is a division or subsidiary, what is its relationship with the Parent Company (eg: 100% owned subsidiary)

Relationship	
---------------------	--

7.1.8 Please provide a one-page chart illustrating the ownership structure of the Potential Provider including relations to any parent or other group or holding companies.

Ownership structure enclosed (please tick <input type="checkbox"/>)	
--	--

7.1.9 Please provide a brief history of the Potential Provider’s organisation.

Brief history of the Potential Provider’s organisation, no more than 400 words, including details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures, etc which are currently in the public domain.	
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³ Or, for parent companies established outside the United Kingdom, equivalent information as set out in Regulation 23(7) of the Public Contracts Regulations 2006.

7.1.10 Is the Potential Provider a consortium joint venture or other arrangement? If so, and if it is available, please provide details of the constitution and percentage shareholdings

Consortium	YES / NO <i>(please delete)</i>
<i>If yes please complete the table below</i>	

Organisation	Percentage shareholding

7.1.11 Registration with professional body

Where applicable, is the Potential Provider registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex IX B of Directive 2004/18/EC) under the conditions laid down by that member state⁴).

Evidence of registration with appropriate professional/trade body
<i>Either insert required details or state 'None'</i>

7.1.12 VAT registration number

VAT Registration number	
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⁴ In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the candidate is carrying on business in the trade in question in the UK at a specific place of business and under a specific trading name.

7.2 Consortia Information

All Potential Providers should answer question 7.2.1. Where a Potential Provider at this stage of the process intends to sub-contract they should also answer questions 7.2.2 and 7.2.3 below. Where a Potential Provider becomes aware of the intention to subcontract at later stages in the procurement they are required to notify the Authority of this and provide the information requested below at that time. Where a Potential Provider is a consortium they should indicate which members are proposing to deliver the services.

7.2.1 Please tick the box below which applies

a) Your organisation is bidding to provide the all the services required itself (if ticked, go to Section 3)	
b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	
c) The Potential Provider is a consortium	

7.2.2 If your answer to 7.2.1 is (b) or (c) please indicate in the table below (by inserting the relevant company/organisation name) the role your partner organisation(s) will undertake or potentially undertake as part of this service.

Requirement	Company / Organisation	How much of the requirement and what will they directly deliver (%)

2.2 If your answer to 7.2.1 is (b) and you are unable to confirm all partners (complete supply chain) at this stage, you will need to demonstrate a satisfactory methodology and track record of delivering a supply chain. Please give a brief outline on policy regarding the use of partner organisations and, if applicable, the extent to which it is envisaged they may be used in any contract.

Methodology for procuring supply chain (no more than 300 words)

7.3 Insolvency and Criminal Proceedings

7.3.1 Has the organisation or any of the directors, partners or proprietors been in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors or subject to relevant proceedings?

7.3.2 Has the organisation or any of the directors, partners or proprietors been convicted of a criminal offence related to business or professional conduct?

If you are completing the questionnaire as a primary contractor, please confirm this in section 3 for all your proposed consortium members and any other third parties you are considering using to provide the service to the South Downs National Park Authority.

7.4 Financial Information

7.4.1 Please provide the following financial information or an explanation as to why this information cannot be provided;

a. A copy of the most recent audited accounts for your organisation that cover the last three years of trading or for the period that is available if trading for less than three years.

or

b. A statement of the organisation's turnover, Profit & Loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet, where this information is not available in an audited form at (a)

or

c. Where (a) and (b) cannot be provided, a statement of the organisation's cash flow forecast for the current year and a bank letter or statement from the relevant Director or Accountant outlining the current cash and credit facility position

and

d. If the organisation is a subsidiary of a group, (a) or (c) are required for both the subsidiary and the ultimate parent company. Where a consortium or association is proposed the information is requested for each member company.

and

e. please provide a statement of the organisation's turnover that relates directly to the supply of this service for the past three years, or for the period the organisation has been trading (if less than three years) in the boxes below:

Year Ended	XX/XX/XXXX	XX/XX/XXXX	XX/XX/XXXX
Turnover (£)	£.....	£.....	£.....

7.4.2 Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate as well as confirmation of the organisation's willingness to arrange for a guarantee or a performance bond

Where the potential provider is dependant financially on a parent company to support its application for this procurement, it must indicate in the box below whether a Parent Guarantee is available if requested.

Where required, Parent Guarantee Available?	YES / NO (please delete)
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7.4.3 Name and address of principal banker.

Bank Name	
Address	
Town/City	
Postcode	
Telephone	
Fax number	

If requested, would you be willing to provide a Banker's reference?	YES/NO
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7.4.4 Has your business met the terms of its banking contracts and any loan agreements or mortgages during the past year?

Yes No

If the answer is no please provide reasons and state what action has been taken by you to rectify the situation?	
---	--

7.4.5 Has your business met all its obligations to make payments as they fall due to its suppliers, staff and/or landlord/licensor during the past year?

Yes No

If the answer is no please provide reasons and state what action has been taken by you to rectify the situation?	
---	--

7.5 Insurance Information

7.5.1 It is a requirement of this contract (of framework agreement) that bidders hold the levels of insurance indicated below. If a potential provider does not have the minimum insurance requirements and is not prepared to obtain such cover is successful then the provider will be automatically excluded from further consideration in the tender process.

Employer's Liability Insurance = £5,000,000

Public Liability Insurance = £5,000,000

Employer's Liability Insurance (if applicable, as this does not apply to sole traders)	<input type="checkbox"/> Yes, I already have this <input type="checkbox"/> I do not currently have but I am willing to obtain <input type="checkbox"/> Not applicable, I am a sole trader
Public Liability Insurance	<input type="checkbox"/> Yes, I already have this <input type="checkbox"/> I do not currently have but I am willing to obtain <input type="checkbox"/> No, I do not have this and I am not willing to obtain
Professional Indemnity Insurance	<input type="checkbox"/> Yes, I already have this <input type="checkbox"/> I do not currently have but I am willing to obtain <input type="checkbox"/> No, I do not have this and I am not willing to obtain
Product Liability Insurance	<input type="checkbox"/> Yes, I already have this <input type="checkbox"/> I do not currently have but I am willing to obtain <input type="checkbox"/> No, I do not have this and I am not willing to obtain

7.5.2

Please provide copies of your current insurance certificates relating to the requirements above

The documents / evidence should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies

Or

A letter from your insurance broker confirming you will be able to obtain relevant insurance

7.6 Technical or Professional Capability

Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirements of the contract

Bidding organisations may demonstrate their experience in delivering goods, services and works similar to the current contract by using examples from;

- Within their own organisation (bidders may rely on the experience of personnel that they intend to use to carry out the current requirement, even if that experience was gained whilst working for a different organisation)
- Other consortium members (where a consortium bid is being proposed)
- Named sub-contractors (where sub-contractors are being used and their identity is known)

7.6.1 Please provide two examples below;

<p>Please provide your first relevant example that demonstrates your organisation's, or, where relevant consortium members and / or named sub-contractors experience in delivering similar goods, services or works to the requirements of this procurement exercise. For goods and services contracts your examples must be from within the last three years and for works contracts your examples must be from within the last five years. The Information you provide should cover the following areas -</p> <ul style="list-style-type: none"> - a description of the goods works or services delivered, - contract value & dates. - previous or current customer details, - details of where you have been able to demonstrate added value through the adoption of innovative solutions. <p>Either use the space provided or attach a document to your response, which should be no longer than 2 pages of A4</p>	
<p>Please provide your second relevant example that demonstrates your organisation's, or, where relevant consortium members and / or named sub-contractors experience in delivering similar goods, services or works to the requirements of this procurement exercise. For goods and services contracts your examples must be from within the</p>	

<p>Please provide your first relevant example that demonstrates your organisation's, or, where relevant consortium members and / or named sub-contractors experience in delivering similar goods, services or works to the requirements of this procurement exercise. For goods and services contracts your examples must be from within the last three years and for works contracts your examples must be from within the last five years. The Information you provide should cover the following areas -</p> <ul style="list-style-type: none"> - a description of the goods works or services delivered, - contract value & dates. - previous or current customer details, - details of where you have been able to demonstrate added value through the adoption of innovative solutions. <p>Either use the space provided or attach a document to your response, which should be no longer than 2 pages of A4</p>	
<p>last three years and for works contracts your examples must be from within the last five years. The Information you provide should cover the following areas -</p> <ul style="list-style-type: none"> - a description of the goods works or services delivered, - contract value & dates. - previous or current customer details, - details of where you have been able to demonstrate added value through the adoption of innovative solutions. <p>Either use the space provided or attach a document to your response, which should be no longer than 2 pages A4</p>	

7.6.2

<p>In relation to the two examples above please attach confirmation that the requirements were delivered successfully e.g. acceptance / completion certificates or customer's written declaration (if available)</p>	
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7.6.3

Please provide a statement of the technical resources such as the tools, plant, facilities and technical equipment available to your organisation, or, where relevant consortium members and / or named sub-contractors in relation to the delivery of this contract

Please refer to the Specification in Section 3 of this document

Guidance

The Buyer will use the information you provide to evaluate whether your organisation, consortium members and / or named sub-contractors have the required technical resources to deliver the requirement

7.6.4

Please confirm whether or not your organisation, consortium members have:

- defaulted on the delivery of a contract within the last 3 years (goods and services) or 5 years (works)
- had a contract cancelled, or not renewed, for failure to perform within the last 3 years (goods and services) or 5 years (works)

If any of the above applies please provide an explanation of the action you have taken to prevent a re-occurrence

Guidance

The Buyer will use the information to determine whether you have a successful record of delivery

7.7 Equalities

7.7.1 Does your organisation comply with your statutory obligations under the Equality Act 2010

Yes No

7.7.2 If relevant to the status of your organisation i.e. if you have more than 5 staff, please attach a copy of your Equality and Diversity policy and / or equal opportunities policy with your response

7.7.3 In the last three years has any finding of unlawful discrimination been made against your business or organisation by any court or employment tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in jurisdiction other than the UK)?

Yes No

If you answered 'yes' to the above question provide a summary of the finding or judgement and explain what action you have taken to prevent similar unlawful discrimination from reoccurring.

Guidance

Buyer may not be able to select a bidder to tender if it has been found to have unlawfully discriminated in the last three years unless it has provided compelling evidence that it has taken robust and appropriate action to prevent similar unlawful discrimination reoccurring.

7.7.4 In the last three years, has your organisation had a complaint upheld following a formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in a jurisdiction other than the UK), on grounds of alleged unlawful discrimination?

Yes

No

If you answered 'yes' provide a summary of the nature of the investigation and an explanation of the outcome (so far) of the investigation. If the investigation upheld the complaint against your organisation, provide an explanation of what action (if any) you have taken to prevent unlawful discrimination from re-occurring.

Guidance

The Buyer may not be able to select a bidder if a complaint was upheld following investigation, unless robust and appropriate action has been taken to prevent similar unlawful discrimination from re-occurring

7.8 Health and Safety

7.8.1 Does your organisation have a written Health and Safety Policy?

Yes No

7.8.2 Does your organisation ensure compliance with the Health and Safety at Work Act 1974?

Yes No

7.8.3 Does your organisation train staff in Health and Safety?

Yes No

7.8.4 Please provide the name of the person in the business specifically responsible for health and safety matters.

.....

.....

7.9 Customer care and Quality Assurance

7.9.1 Does your organisation have a written customer care policy?

Yes No

If yes please provide details	
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7.9.2 Does your organisation hold a recognised Quality Management System certification from an independent body attesting conformity to quality assurance standards based on the relevant European standard to equivalent standard e.g. BS/EN/ISO 9000 or equivalent? If it does please provide a copy.

Yes No

If no please explain your quality management systems or reason for not having a system	
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7.9.3 Does your organisation use any key performance indicators to assess performance?

If yes please provide details of KPIs	
--	--

7.10 Information Security Policy

7.10.1 Does your firm have a policy on the protection of client data with respect to the statutory requirements on Data Protection, Freedom of Information and Environmental Information Regulations, and confidentiality?

Yes No

Please provide details

7.10.2 Please provide any further information you think might be relevant to the provision of this service such as; any additional skills or processes your organisation possesses which you consider would lead to additional value/benefits for the South Downs national Park Authority.

Please provide details

Section 8

Form of Tender

To: SDNPA

Dear Sir/Madam,

TENDER FOR:

1. I/We* the undersigned DO HEREBY UNDERTAKE on the acceptance by the SDNPA of my/our* tender to supply and/or deliver the goods and/or services on such terms and conditions and in accordance with such specifications as are contained or incorporated in the invitation to tender.
2. Any prices, rates or discounts quoted in this tender are valid for 90 days after the tender return date and we confirm that the terms of the tender will remain binding upon us and may be accepted by you at any time before the expiry of that period.

Signed	
Name	
Position in organisation	
Duly authorised to sign tenders for and behalf of [Name]	
Registered Address	
Nationality of Company	
Company number	
Date	

Section 9

Certificate of Non-Collusion

TO: SDNPA

RE:

The essence of the public procurement process is that the SDNPA shall receive bona fide competitive tenders from all Tenderers. We, the undersigned, hereby certify that this is a bona fide bid and (except as authorised in the Invitation to Tender) we have not, and insofar as we are aware neither has any of our (or any of our proposed sub-contractors) officers, employees, servants or agents:

- a.) Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made; or
- b.) Informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was necessary to obtain quotations necessary for the preparation of the bid for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the bid; or
- c.) Caused or induced any person to enter into such an agreement as is mentioned in paragraph (a) above or to inform us of the amount or the approximate amount of any rival bid for the Contract; or
- d.) Committed any offence under any applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 or
- e.) Offered or agreed 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 Bid or proposed Bid for the works any act or omission; or
- f.) Canvassed any other persons referred to in paragraph (a) above in connection with the Contract; or
- g.) Contacted any officer of SDNPA or their agents about any aspect of the contract including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Tenderer of such officer or agent for the purpose of the Framework Contract or for soliciting information in connection with the Contract.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 7 above before the hour and date specified for the return of the bid nor (in the event of the bid being accepted) shall we do so while the resulting contract(s) continue in force between us (or our successors in title) and SDNPA

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.

Signed	
Name	

Signed	
Position in organisation	
For and behalf of	
Date	

