

## East Suffolk: Invitation to Tender Document

### Explanatory Notes

Title: Cleaning Services

Reference: 1234-PPT-O



## Part A- Instructions and Information

### Section A: Overview of the tender

This section is an overview of the opportunity for suppliers to read through initially and decide if they wish to partake in the procurement and read the entire documentation or whether it is not right for them and do not wish to read any further.

- 1. What are we looking to purchase?**

This is a short introduction and does not contain the entire information needed.

- 2. Price/budget**

Make sure you note if there is a maximum price allowed and what will happen if you submit a tender over that amount

- 3. Contract details**

Ensure you understand which contract terms will apply to a contract and the duration the Council is requiring the contract for. Whether there are any start and end dates.

- 4. About this procurement process**

This will detail the type of procurement procedure being undertaken

- 5. Conditions of Participation**

Any conditions of participation are detailed here, when they will be evaluated and how they will apply to the procurement

- 6. Tender award criteria**

Details how the contract will be evaluated and awarded. Make sure you understand the weighting of the majority of marks.

- 7. Additional relevant information**

Any additional information may be included here, including appendices, site visit opportunities, specific accreditation required, whether the contract is broken up into lots etc.

### Procurement Timeline

Supplier clarifications closure deadline: This will be a minimum of 10-14 calendar days before submission date but falling on a working day

Deadline for ESC to respond to clarifications: This will be a minimum of 6 calendar days before submission date, but falling on a working day

Submission date for Procurement Specific Questionnaire and Invitation to Tender: A tender has to be out of a minimum of 25 days under new regulations before it closes

Standstill period: this period lasts 8 *working* days starting on day Contract Award Notice is published

Award of contract: normally the day after end of standstill period unless the award of the contract is subject to further approval such as Cabinet or Full Council approval.

Publication of Contract Details Notice: This has to be published within 30 days from the contract being signed by both parties

## **Section B: How to submit clarifications and a tender**

- Make sure you understand how any clarifications (questions) about the tender should be asked.
- Understand how you need to sign the documents. Typed signatures, which are non-compliant, catch a lot of suppliers out.
- Read the dos and don't boxes. Your tender may be excluded unless you submit it in accordance with these instructions.

## **Section C: Specification**

Make sure you have read the specification and any supporting appendices fully. This will form part of the contract documents so it is important you can deliver what is being asked for.

Clarify anything which is unclear using the process in Section B.

## **Section D: Evaluation criteria**

This is an important section which details how your tender will be evaluated and what will make your response compliant or non-compliant. Make sure you read this thoroughly and understand in which circumstances your response may be excluded so you can avoid those!

## **Section E: Terms and conditions of tendering**

Make sure you review this section to understand what applies to you. For example, if you fail to provide a satisfactory response to any questions in the PSQ or inadequately or incorrectly complete any question you may be excluded.

If you are unfamiliar with any terms a link to the glossary can be found in this section.

## **Section F: Appendices**

Make sure you review the included appendices as they often contain more information which will help in your tender response. They also include as standard the contact terms which you must review before submitting your tender response- they cannot be negotiated after the deadline.

## **Part B- Procurement Specific Questionnaire**

### **Preliminary questions**

Although these are preliminary questions, your response may be non-compliant if you do not provide all information requested. Better to reply n/a if it does not apply then leave an answer blank.

### **Part 1- confirmation of supplier information**

Suppliers must be registered on the Central Digital Platform to participate in an above threshold tender process. Information on the CDP must be up to date at the point of submission.

### **Part 2- additional exclusions information**

Suppliers must declare information about all associated persons, subcontractors and supply chain they intend to use for the delivery of the contract. If a person listed is on the Debarment List, the Council will contact you and give you two working days to replace that person or you may be excluded from the procurement process.

### **Part 3- questions relating to conditions of participation**

Standard questions in this part are likely to change depending on the procurement and whether it is ESC procuring or another contracting authority, so make sure you read the accompanying Part A or PSQ guidance document (if used) to understand how to respond to these questions.

### **Part 4- technical and professional capability questions (not used in this example)**

For Competitive Flexible Procedures where an initial Conditions of Participation stage is used to shortlist suppliers before inviting them to submit a tender, the PSQ may contain a part 4 which will ask questions about the supplier's technical and professional capability to deliver a question requiring a written response. If used, the evaluation criteria should be detailed in a accompanying guidance document.

### **Confirmations**

Ensure you sign as required and complete all fields.

## **Part C- Response Pack**

### **Section A: Confirm your organisation's details**

This is just to ensure that your name is on the Part C. Most of your details have either been sent from the Central Digital Platform or asked for in the PSQ.

### **Section B: Pricing**

Ensure you price for all elements needed to deliver the contract and submit your pricing in the format provided- this could be in a separate Excel document so please check.

### **Section C: Quality Questions**

Each quality section has different weightings and word limits- adjust your effort accordingly. Do not go over the word count- words provided in images count. You are asked to confirm your word count- this will be checked and any words over the limit will not count towards your answer.

The questions include hints in italics as to what should be included in your response to each question.

Link your response back to the specification, make sure you evidence with possible specific examples of how you can meet the criteria required.

Look at the evaluation criteria- roughly, do your responses meet that?

### **Section D: AI Disclosure Questions**

This is asked just for information and to ensure suppliers have checked any use of AI in their tender response.

### **Section E: Certificate of non-collusion and non-canvassing**

The Council has a duty to look out for suspicious bidding patterns.

Understand how you need to sign this. Typed signatures catch a lot of suppliers out.

### **Section F: Conflict of Interest Declaration**

Please provide any details of a potential COI. A link to the privacy notice is included in the Part A document.

## Section G: Mandatory declaration

- Failure to complete this section may result in your tender being rejected without consideration. Please click on the hyper-link to access the relevant documents.
- Failure to comply with any of the policies in the links provided will result in your tender being rejected or damages sought by the Authority if you win the contract so make sure you have read them.
- Tenderers are not required to have the levels of insurance stated at the point of the submission but are required to have these in place should they be awarded the contract. Proof will be required after contract award.
- Tenderers are not required to send in health and safety information at this stage, but should you be successful it will be asked for.
- Make sure you sign this correctly. Typed signatures catch a lot of suppliers out.