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East Suffolk: Invitation to Tender Document

Part B - Response Pack

Title: Cake Supply Contract

Reference: 1234-TEN-O



Welcome to the Invitation to Tender Part B - Response Pack for Cake Supply Contract. Before completing Part B, please make sure you have read the separate document Part A - Instructions and Information carefully and clarified anything about which you are unsure.

Please complete all fields highlighted in blue and submit via In-tend.

The deadline for submission of tenders is **[Insert time and date here]**

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Contents of Part B

East Suffolk: Invitation to Tender Document	1
Section A: Supplier details	2
Section B: Pricing.....	2
Section C: Quality questions	4
Section D: Financial Information.....	7
Section E: Additional information.....	9
Section F: Mandatory declaration	11

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Section A: Supplier details

Company:	Tasty Bakes Limited
Address:	1 Baker Street Bakerton Cakeshire ILK 123
Registered Address (only complete if different to address above)	N/A
Company Registration Number	1234567
Company VAT number	7654321
Tender Contact Name/Position:	Alex Baker
Telephone Number:	01234 567891
Email Address:	abaker@tastybakes.co.uk
Small Medium Enterprise:	YES
Voluntary/Community Organisation:	NO
Where did you find out about this opportunity?	Contracts Finder

Commented [AM1]: Supplier has complete the section in full

Section B: Pricing

A score of 50% will be awarded for this section.

Prices should be fully inclusive of all overheads, fixed for the duration of the contract and must be pounds sterling. The price should be the net price excluding any taxation.

Tender prices provided should be valid for 90 days from the point of tender closing. Please complete the pricing template below and then enter your total tender value in both numbers and words below.

When costing out the Pricing Template all items will be deemed to be fully inclusive of all costs necessary for the ongoing delivery of the Authority's requirements, including, but not limited to, the following list of cost headings:

Table A. Riverside

Task/Item Name	Breakdown of weekly activity	Cost
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1x Chocolate sponge cake	Chocolate sponge cake with chocolate buttercream icing in both the middle and the top to serve 20 people and marked as to portion sizes. Must not contain nuts. Cost must contain packaging and delivery to Riverside.	£19.50
1x Victoria sponge cake	1x Victoria sponge cake with jam and vanilla buttercream icing in the middle and sugar on the top to serve 20 people and marked as to portion sizes. Must not contain nuts. Cost must contain packaging and delivery to Riverside.	£18.50
1x gluten-free carrot cake	1x gluten-free carrot cake with cream cheese frosting to serve 20 people and marked as to portion sizes. Must not contain nuts. Cost must contain packaging and delivery to Riverside.	£21.00
1x vegan coffee and walnut cake	1x vegan coffee and walnut cake to serve 20 people and marked as to portion sizes. Should contain nuts. Cost must contain packaging and delivery to Riverside.	£21.50

Commented [AM2]: Supplier has priced correctly, evaluation is on price per cake not total contract value

Table B. East Suffolk House

Task/Item Name	Breakdown of weekly activity	Cost
1x Chocolate sponge	Chocolate sponge cake with chocolate buttercream icing in both the middle and the top to serve 20 people and marked as to portion sizes. Must not contain nuts. Cost must contain packaging and delivery to East Suffolk House.	£19.50
1x Victoria sponge cake	1x Victoria sponge cake with jam and vanilla buttercream icing in the middle and sugar on the top to serve 20 people and marked as to portion sizes. Must not contain nuts. Cost must contain packaging and delivery to East Suffolk House.	£18.50
1x gluten-free carrot cake	1x gluten-free carrot cake with cream cheese frosting to serve 20 people and marked as to portion sizes. Must not contain nuts. Cost must contain packaging and delivery to East Suffolk House.	£21.00
1x vegan coffee and walnut cake	1x vegan coffee and walnut cake to serve 20 people and marked as to portion sizes. Should contain nuts. Cost must contain packaging and delivery to East Suffolk House.	£21.50

Grand Total of both table A and B:

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Numbers:	£161
Words:	One hundred and sixty-one pounds

Commented [AM3]: Totals of tables A & B have been added up correctly

Section C: Quality questions

A score of 50% will be awarded for this section. Please note each quality question is weighted differently and you should adjust your responses based on this.

Do not exceed the maximum word count specified for a response; any words over the limit will not count towards your answer.

Question	Experience, Skills and Capacity. 20% available here.
1	<p>Please detail your experience of producing cakes which meet the requirements in the specification in the ITT part A, Section C Specification. [350 word limit]</p> <p><i>A model answer would include:</i></p> <ul style="list-style-type: none">• <i>Three examples of producing and delivering cakes of a similar requirement on a regular basis and how lessons learned from that experience will help you deliver this contract successfully</i>• <i>The training and skills your bakers have to ensure the cakes will be of high quality</i>• <i>The resource you have in place to make sure the order is routinely filled by the deadline given</i> <p>Tasty Bakes Limited have been providing similar contracts to this requirement for the last five years to the following local organisations:</p> <p>1. Happy Council</p> <p>We currently provide Happy Council with a minimum of six cakes on a weekly basis with a minimum of three different varieties. Happy Council request that the varieties are changed on a regular basis. What we have learnt from delivery of this contract is the importance of testing new varieties with the Council representatives to ensure the choices are popular with officers. This would apply to this contract if the requirements were to change.</p> <p>2. Cauliflower Company</p> <p>We deliver cakes to Cauliflower Company on an ad hoc basis depending on need however it is normally a minimum of five cakes of two varieties each month. Through delivery of this contract we have learnt of the need for quick turn arounds and speedy delivery in response to last minute instructions. We have employed our own delivery driver who can ensure the cakes arrive on schedule.</p> <p>3. Sunshine Architects</p> <p>We have supplied Sunshine Architects with baked goods every week for the last two years including bread as well as cakes. In order to continually improve we send Sunshine Architects a feedback form which we would look to do for the Council in order to ensure satisfactory feedback from staff. Our current satisfaction level for Sunshine Architects is 92% for the last quarter. We have learnt the importance of receiving feedback and adjusting our recipes as a result.</p> <p>Our bakers are highly trained having taken NVQ qualifications as a minimum and</p>

	<p>every baker completes an entry level apprenticeship followed by a higher level apprenticeship to ensure our cakes are of the highest level of quality.</p> <p>Our owner, A Baker, will be overseeing the delivery of this contract and our master baker, P Sweet will be baking and decorating the cakes every Thursday afternoon for delivery by our delivery driver Friday morning. Should P Sweet be unavailable, we have resource within our baking team to cover this requirement which would be prioritised.</p>
	<p>Word count (words in or accompanying images should be included unless stated otherwise. If you have been asked for additional policies as part of your response, these will not count towards the word count limit): 342</p>

Commented [AM4]: Supplier's response has covered all elements of the question asked in full. They have outlined comparable case studies, experience, lessons learned, training and resource. This is likely to score 8 or 10 out of 10 in line with the quality criteria marking scheme in ITT part A section D

Commented [AM5]: Supplier's response is below the word limit

Question	Food Hygiene and Ingredients. 20% available here.
2	<p>Please explain your approach to guaranteeing a high level of food hygiene during the production of the cakes and the ingredients used. [100 word limit]</p> <p><i>A model answer would include:</i></p> <ul style="list-style-type: none"> • Your approach to Food Hygiene in your business and the rating you hold • How you will ensure the ingredients used will be Fairtrade where possible • How you will ensure there is no cross contamination between the gluten-free and vegan and nut containing cakes <p>Our kitchens are inspected every year and we are rated 5 for Food Hygiene. We have food hygiene protocols in place for all bakers to follow and these are reviewed and training refreshed. Our bakers wear aprons, hair nets and gloves when cooking.</p> <p>For this contract we will source Fair Trade Sugar, Cocoa and Coffee to support the Council's objectives in the Procurement Strategy 2024-2028.</p> <p>We understand the importance of observing food safety in our cooking and avoiding cross-contamination of allergens which could prove life threatening for some, we have separate utensils, boards, tins and additional protocols for these ingredients.</p> <p>Word count (words in or accompanying images should be included unless stated otherwise. If you have been asked for additional policies as part of your response, these will not count towards the word count limit): 100</p>

Commented [AM6]: Supplier's response covers all points requested referencing back to procurement strategy. A likely score of 6 or 8 here.

Commented [AM7]: Supplier's response is at the word limit

Question	Social Value. 10% available here.
3	<p>Please detail what Social Value outcomes will be achieved through your delivery of the contract. [100 word limit]</p> <p><i>A model answer would include:</i></p> <ul style="list-style-type: none"> • Specific Social Value outcomes that will be achieved for each of the three themes of Social Value- social, environmental and economic

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	<ul style="list-style-type: none">• <i>How you will measure and evidence the impact of each of these outcomes</i>• <i>How your chosen Social Value outcomes will contribute to the Council achieving its objectives in Our Direction 2028</i>
	<p>Social- we will donate one cake a week to a local coffee morning run by an organisation in Lowestoft for homeless people</p> <p>Environmental- cakes will be packaged in boxes will be 100% recyclable materials and Sugar, Cocoa and Coffee used will be Fair Trade and organic.</p> <p>Economic- we employ local people including our apprentice baker from East Suffolk in our bakery</p> <p>We will report on the above quarterly, showing the financial impact of these outcomes using National TOMs.</p> <p>These outcomes support Our Direction 2028 through reducing our Environmental Impact, helping to Tackling Inequalities and contributing to a Thriving Economy.</p> <p>Word count (words in or accompanying images should be included unless stated otherwise. If you have been asked for additional policies as part of your response, these will not count towards the word count limit): 99</p>

Commented [AM8]: Supplier's response includes Social Value outcomes for each of the strands of Social Value as requested

Commented [AM9]: Supplier's response is below the word limit

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Section D: Financial Information

How your financial information is assessed:

When undertaking financial checks of prospective suppliers, East Suffolk Council's Finance Team may consider factors including, but not limited to, the following:

- Validity of the company registration and VAT number.
- Length and consistency of supplier's trading over the last few years.
- The cash balance on the latest published accounts, debtor and creditor ratios and current ratio.
- Any director connections with the Council.
- Supplier is proven to be solvent or have no solvency warnings in its account filings, and accounts are not qualified.
- The company's short term and long-term creditor balances
- Third party credit rating at least over 50 and credit rating limit suggested by Experian (or similar) to be within the level of expected supply.
- Value of tender must not exceed the turnover of the company unless reasoning for expansion to accommodate the contract is clearly detailed.

To establish your financial capability to deliver the work in this tender please:

- complete the following table
- confirm an audited statement of accounts for the past 12 months is available on Companies House **or provide** alternative means of demonstrating financial status if not available or not required by law e.g. annual accounts, balance sheet, or similar.

If available audited accounts are more than six months old, please provide additional financial information of the company's more up to date position or your submission may be excluded from the procurement process.

If you are relying on any other person/entity/member of consortium/subcontractor to meet the financial criteria, please provide copies of their detailed accounts for the last two years (audited if required by law).

Failure to provide *any* financial information, or provide further information on request, will result in your tender being rejected.

Financial Contact Name	A Baker
Contact Position	Owner
Contact Phone Number	01234 567891
Contact Email	abaker@tastybakes.co.uk
I confirm I have attached the required financial information as requested above	

Tax Questions

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East Suffolk Council expects transparent, exemplary tax conduct from its suppliers and their supply chains. Please confirm that your organisation has met its tax obligations in the UK*:

I confirm the organisation has met its tax obligations in the UK

*Please note: We reserve our right to use our discretion to exclude your tender where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions.

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Section E: Additional information

Please provide two references. These must be for contracts undertaken of a comparable nature to the Authority's requirement.

The Authority reserves the right to contact your references. Please note you must not include the contracting Authority as one of your references.

Reference 1	B Smiley – Happy Council b.smiley@happycouncil.gov.uk 01426 642546 Happy Council, Cuddles Street, Funnyland, FL2 1RT
Reference 2	M Carrott - Cauliflower Company m.carrott@cauliflowercompany.co.uk 03527 654135 Cauliflower Company, Vegetable Way, Cookerton, CK3 6BB

Commented [AM10]: Supplier completed all boxes required

Please state if any officers or members of East Suffolk Council have any direct interest in your firm, business, or interests:	NO
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AI Disclosure Questions

Question	For Information Only (Not Scored)
1	AI tools can be used to improve the efficiency of your tender writing process, however they may also introduce an increased risk of misleading statements via 'hallucination'. Have you used AI or machine learning tools, including large language models, to assist in any part of your tender submission? This may include using these tools to support the drafting of responses to Quality Questions. No If yes , please provide details: N/A

Question	For Information Only (Not Scored)
2	Where AI tools have been used to support the generation of tender responses, please confirm that they have been checked and verified for accuracy:

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	Not applicable
	*Please note, if a contract is awarded based upon false information supplied by the tenderer through unverified use of AI, the Council may proceed to seek damages.

Commented [AM11]: Supplier completed all boxes required


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Section F: Mandatory declaration

You must complete and sign the Mandatory Declaration Form, failure to do so may result in your tender being rejected without consideration. Please click on the hyper-link to access the relevant documents.

Please only tick if you have read and agreed. Failure to comply with any of the policies in the links below will result in your tender being rejected or damages sought by the Authority if you win the contract.

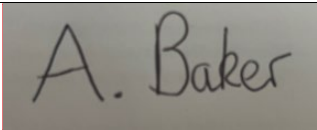
	Read and agreed 
Read and accept all clarifications for this procurement	✓
Read and accept the supplied contract terms or, if no separate terms supplied, then with the Council's standard terms and conditions found here	✓
Declaration of Health and Safety	✓
Safeguarding children and adults at risk policy	✓
Compliance with the Authority's equality scheme	✓
Freedom of information Act 2000	✓
Environmental Information Regulations 2004	✓
GDPR	✓
Social Value Policy	✓
Modern Slavery Policy	✓
As a minimum, Tenderers are required to hold the following insurance levels: <ul style="list-style-type: none">£5 Million Public Liability£5 Million Employers Liability£5 Million Professional Indemnity£1 Million Product Liability	NO if successful we will increase current levels
Prices submitted are valid for 90 Days from the close of tender submission date.	✓
Please confirm your Food Hygiene Rating. Please note if your rating is below 4 your tender will be considered a Fail and it will not continue in the procurement process.	I confirm Food Hygiene Rating is 5

Commented [AM12]: Supplier had ticked and confirmed all boxes

We confirm that we have read and understood the requirements for entering into a contract set out in the Council's Contract Procedure Rules and, if awarded the contract, will (if required) enter into that contract as a deed.

Print name	Alex Baker
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Signature	
Position in Tendering Organisation:	Owner

Commented [AM13]: Signature submitted is a legally valid one, not typed

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