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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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Section A: Supplier details

Company:	Cheapcakes Ltd
Address:	Bakery Fields, Baketon, CH121RT
Registered Address (only complete if different to address above)	N/A
Company registration number	Unknown
Company VAT number	GD45 ???
Tender Contact Name/Position:	Deborah Cakes
Telephone Number:	012345 678 910
Email Address:	
Small Medium Enterprise:	YES/NO
Voluntary/Community Organisation:	YES/NO
Where did you find out about this opportunity?	Google

Commented [RH1]: Doesn't know company reg no or VAT number

Commented [RH2]: no email address

Commented [RH3]: Hasn't answered if a SME or VO

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
1x Chocolate	Chocolate sponge cake with chocolate buttercream	£1.50

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sponge cake	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.	
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.	£4.00
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.	£35.00
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.	£100

Commented [RH4]: Costs are vastly different and make no sense. ESH's also differ from Riversides

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.	£2.50
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.	£8
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.	£50
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.	£150

Grand Total of both table A and B:

Numbers:	£500.00
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Commented [RH5]: total is wrong as total cost is actually £351

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Words:	Five Hundred Pounds
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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>We haven't been in the business very long – about 2 weeks. But we're very keen to get this opportunity and prove that with a little knowledge, some internet research and a lot of hard work we can be the supplier that works for you. We have no formal training but we have done a couple of baking courses online and we've been baking most of our life anyway. We are a team of 1 but very good at multi tasking and am sure we can cope with the increased demand that this contract would bring on top of the huge number of cakes we're making for school fetes currently. We cook in my mothers kitchen which is perfect and has everything we need though we're not able to use it after 3pm but that won't be a problem. And we're hoping that should we get the bank loan we'll be able to buy our own property and set up our own kitchen anyway. But we definitely have the experience and the vision to be the supplier for you.</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): 178</p>

Commented [RH6]: Have highlighted they have little to none experience with no formal training. They don't have the industrial capacity of a professional kitchen nor exclusive use. Also highlighted they are getting a bank loan to purchase a kitchen

Commented [AM7]: Response is very short- they could have provided more information within the word limit (350) to expand on points and gain more marks.

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"> • <i>Your approach to Food Hygiene in your business and the rating you hold</i> • <i>How you will ensure the ingredients used will be Fairtrade where possible</i> • <i>How you will ensure there is no cross contamination between the gluten-free and vegan and nut containing cakes</i>

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	<p>We are currently awaiting our food hygiene rating from the food standards agency but we can send this to you upon successful award of the contract. But we run a very hygienic kitchen and make sure that everything is clean and pots are cleaned to a high standard. (thank god for a dishwasher eh?) We source the best ingredients from local supermarkets and only go for well known brands that have been running a long time. We are unable to make gluten free or vegan cakes but can instead provide normal cakes at the same prices . We only have one counter top in the kitchen and space is limited so separating out ingredients is pretty difficult so couldn't guarantee that nuts wouldn't be in any ingredients. But we would do our best to try and make this happen.</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): 139 words</p>

Commented [RH8]: stated didnt hold a food hygiene rating, ingredients were not fair trade or local, couldnt make gluten free or vegan cakes despite that being part of the spec and couldnt guarantee free from nuts. word count higher than stated

Commented [AM9]: Additional words over the limit wouldn't count towards evaluation

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"> • <i>Specific Social Value outcomes that will be achieved for each of the three themes of Social Value- social, environmental and economic</i> • <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>We consider our company very socially conscious and should we win the contract we would make sure that we have an impact on the community - we already provide a lot of cakes to school fetes (at cost) and we plan to run cookery lessons for the community which would be at a very reasonable rate. We'd definitely be keen to help the elderly by offering cookery lessons for free but we could only do it once every couple of months and it wouldn't be guaranteed. Economically we would boost the local economy as if our company was doing well it would be reflected in the local economy by our increased purchases from national supermarkets. We would log all this information and make it available to you whenever you require it.</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): 131</p>

Commented [RH10]: Don't understand social value or the principles behind it. Word count over stated limit

Commented [AM11]: Additional words over the limit wouldn't count towards evaluation

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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	As above
Contact Position	
Contact Phone Number	
Contact Email	
I confirm I have attached the required financial information as requested above.	

Commented [RH12]: incomplete

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Tax Questions

Not applicable as **new** business

Commented [RH13]: deleted tax section when should have filled it out

*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	Headmaster, Caketon School
Reference 2	Don't have a 2 nd reference as only recently started

Commented [RH14]: no 2nd reference

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	<p>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'.</p> <p>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.</p> <p>No</p> <p>If yes, please provide details:</p>

Question	For Information Only (Not Scored)
2	<p>Where AI tools have been used to support the generation of tender responses, please confirm that they have been checked and verified for accuracy:</p> <p>No</p> <p>*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.</p>

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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 <input checked="" type="checkbox"/>
Read and accept all clarifications for this procurement	<input checked="" type="checkbox"/>
Read and accept the supplied contract terms or, if no separate terms supplied, then with the Council's standard terms and conditions found here	Have some questions but we can discuss those after contract award
Declaration of Health and Safety	<input checked="" type="checkbox"/>
Safeguarding children and adults at risk policy	<input checked="" type="checkbox"/>
Compliance with the Authority's equality scheme	<input checked="" type="checkbox"/>
Freedom of information Act 2000	<input checked="" type="checkbox"/>
Environmental Information Regulations 2004	<input checked="" type="checkbox"/>
GDPR	<input checked="" type="checkbox"/>
Social Value Policy	<input checked="" type="checkbox"/>
Modern Slavery Policy	<input checked="" type="checkbox"/>
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 don't have any insurance currently
Prices submitted are valid for 90 Days from the close of tender submission date.	<input checked="" type="checkbox"/>
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.	TBA

Commented [RH15]: have stated they have questions on the contract and want to discuss them post award

Commented [RH16]: no insurance

Commented [RH17]: no food hygiene rating

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	Deborah Cakes
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Signature	Deborah Cakes
Position in Tendering Organisation:	MD

Commented [RH18]: no digital signature

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