

Invitation to Tender Part Two

Tender Response Document

17-038 Provision of Domestic Furniture & Appliances

YORtender ref DN282736

TENDER RETURN DOCUMENTS

Section 1: Standard Selection Questionnaire

Section 2: Method Statement Questions

Section 3: Statement of Intent

Please indicate which Lot (S) your organisation is bidding for in the box below

Lots	✓
Lot 1 – Lounge Furniture	
Lot 2 – Bedroom Furniture	
Lot 3 – Dining Room Furniture	
Lot 4 – Beds & Mattresses	
Lot 5 – Domestic Appliances	

Section 1 Standard Selection Questionnaire

1.1 Selection Questionnaire

Organisations must complete the supplier organisation details and questions below. RMBC may request evidence of the documents upon award.

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

Supplier Selection Questions: Part 3

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences.

You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

¹ For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. All sub-contractors are required to complete Part 1 and Part 2. Not applicable
7. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question No.	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	Sheffield City Council
1.1(b) – (i)	Registered office address (if applicable)	Town Hall, Pinstone Street, Sheffield S1 2HH
1.1(b) – (ii)	Registered website address (if applicable)	www.sheffield.gov.uk
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	Metropolitan City Council trading through Statutory powers.
1.1(d)	Date of registration in country of origin	1 April 1974
1.1(e)	Company registration number (if applicable)	N/A
1.1(f)	Charity registration number (if applicable)	N/A
1.1(g)	Head office DUNS number (if applicable)	228153011
1.1(h)	Registered VAT number	173548838
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	Sheffield City Council
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	N/A
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ² ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: ³ - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ⁴ (Please enter N/A if not applicable)	N/A

² See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

³ UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

1.1(o)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
1.1(p)	Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1	Bidding model	
Qu. No	Question	Response
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.
1.2(a) - (ii)	Name of group of economic operators (if applicable)	
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal	

	entity, please explain the legal structure.					
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.					
	Name					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Qu. No.	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question No.	Question	Response
2.1(a))	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this web page for your reference, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the web page</p>	

	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b))	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a))	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

	part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	
2.3(b))	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		
Grounds for discretionary exclusion		
Qu. No	Question	Response
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this web page for your reference, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

	an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (ii)	The organisation has withheld such information	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2

3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	

Part 3: Selection Questions⁵

Section 4	Economic and Financial Standing – Pass/Fail	
Qu. No.	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of	Yes <input type="checkbox"/> No <input type="checkbox"/>

⁵ See Action Note 8/16 Updated Standard Selection Questionnaire

	demonstrating financial status).	
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation		
Relationship to the Supplier completing these questions		
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability – Pass/Fail
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7.2	<p>If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p>	<p>Yes <input type="checkbox"/></p> <p>Please provide the relevant url to view the statement...</p> <p>No <input type="checkbox"/></p> <p>Please provide an explanation</p>

8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	Insurance
	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N</p> <p>Employer's (Compulsory) Liability Insurance = £10m</p> <p>Public Liability Insurance = £10m</p> <p>Professional Indemnity Insurance = £2m</p> <p>Product Liability Insurance = £2m</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>

8.2	Minimum Standards – Pass/Fail
	<p>RMBC would like all organisations tendering for work with Rotherham Borough Council to promote and support RMBC's Minimum Standards Charter, a copy is attached as Appendix G</p> <p>In the box below please confirm that if you are successful in this tender if you are willing to work with RMBC to these principles.</p>

Section 2 – Method Statement/Quality Questions

Responses to method statement/quality questions account for 45% of the final evaluation score. The evaluated score from this document will be added to the relevant Lot Specific Response Document to give an overall score for quality.

The following questions relate to the Council's key business requirements and are designed to establish your organisation's understanding and proposals for how you will deliver them.

All answers must be provided on this template.

Please do not include attachments unless specifically requested in the question. Any attachments which are not requested will not be evaluated and will not be taken into account when scoring. Please ensure that any requested attachments clearly indicate the question they refer to.

Please ensure you have read the evaluation criteria for all question as set out in the Invitation to Tender Part One, Section 3. Evaluation Criteria, and that you are aware how bids will be evaluated.

Safeguarding

Safeguarding children and vulnerable adults is everyone's responsibility. It is an important role that must be embedded into organisations that come into contact with children, young people and vulnerable adults. Safeguarding is the term used for a range of measures employed to keep the aforementioned groups safe and protected from harm.

Rotherham MBC's Safeguarding Policy can be accessed via the following link, where you can gather further information.

http://www.rotherham.gov.uk/downloads/file/3100/corporate_safeguarding_policy

Every contract advertised and awarded by Rotherham MBC has been risk assessed to the standard levels stated below.

This contract has been risk assessed as a **standard level 1**, please refer to the below table for further details

Level 1	Level 2	Level 3	Level 4
Services where general day to day activities does NOT bring them into contact with individuals who may be vulnerable due to age, disability or illness	Services that have contact with individuals who may be vulnerable due to age disability or illness but do NOT provide a direct service e.g. refuse collections, tradesmen (plumbers, electricians)	Services that have frequent contact with individuals who may be vulnerable due to age, disability or illness and DO provide direct services to them	Services that provide Regulated activities
<p>Awareness within contract of RMBC safeguarding responsibilities –</p> <p>Organisation has simply Safeguarding policy/ statement that identifies workforce responsibilities to raise any safeguarding concerns through the organisations named safeguarding person</p> <p>If the service is provided within a setting would need to have visitors book and clear statement regarding no unsupervised contact with children and young people</p>	<p>Awareness within contract of RMBC safeguarding responsibilities</p> <ul style="list-style-type: none"> • Safeguarding policy • Disciplinary Policy <ul style="list-style-type: none"> • Safeguarding induction/ awareness training to include who to report concerns • Safe Recruitment • Code of conduct 	<p>As column 2 plus</p> <ul style="list-style-type: none"> • Level 1 safeguarding training (and level 2/3 commensurate with role responsibility) • Managing Allegations procedures that is complaint with RLSCB procedures • Health and Safety procedures e.g., supervision ratios, child seat restraints etc. • Adult services compliant with Adult Safeguarding board standards 	<p>As column 2&3 plus Full compliance with the RLSCB section 11 standards</p> <p>CQC compliance with fundamental standards</p>

Question 1	Safeguarding	Weighting 5
In the box below, please describe how your organisation will meet or exceed the safeguarding level 1 requirement. You are also asked to demonstrate how you will capture, record and escalate any safeguarding concerns.		
<p>We are committed to safeguarding and promoting the welfare of children and vulnerable groups.</p> <p>All individuals working for us are responsible for safeguarding vulnerable groups, when carrying out their duties and must keep non-public information safe. We expect that individuals will maintain high standards of information security and all staff have been trained and briefed on the policy and processes.</p>		

Our codes of conduct set out how individuals must behave as part of their day to day duties. The public and in particular vulnerable groups put their trust in us to keep their non-public information secure and keep them safe. All employees are subject to be compliant with the safeguarding policy and the code of conduct.

All Managers are to maintain a safer culture at work by assessing safeguarding risks and implementing a plan to manage those risks, using our Risk Management Framework.

All employees of our organisation who may, as part of their duties, come into to contact with the public are only employed following satisfactory DBS checks.

A copy of our organisations safeguarding policy and Code of Conduct is available if required.

Question 2	Local Labour	Weighting 3
	<p>The Authority always encourages the use of local labour due to the benefits that this may provide to the Borough. It is expected that the successful contractor will, where possible, provide additional benefits regarding the development of employment and skills of the local economy and populace. (see Appendix B for 'local definition')</p> <p>These additional benefits can be (but not limited to) offering apprenticeships where possible, visits to schools, visits by school students, work experience opportunities and support to achieving NVQs dependent on appropriate workload. The tenderer should describe below how he intends to contribute to and manage this.</p>	
	<p>We are ambitious for Sheffield, for the Council and for all our residents. Our vision is:</p> <ul style="list-style-type: none"> • To be a modern, vibrant, green city where people choose to live, invest and work • To be a Council that gets things right first time for our customers • To be a city where everyone can achieve their full potential <p>As an organisation, we will focus on five priorities:</p> <ul style="list-style-type: none"> • An in touch organisation • Strong Economy • Thriving neighbourhoods and communities • Better health and wellbeing • Tackling inequalities <p>Our Corporate Plan 2015-18' is structured around these five priorities.</p> <p>Further details on the Corporate Plan are available on https://www.sheffield.gov.uk/your-city-council/policy--performance/what-we-want-to-achieve/corporate-plan.html.</p> <p>This vision for Sheffield is shared and encouraged through our Procurement Strategy and our supply chain.</p> <p>As a Local Authority we also encourage and support local labour and businesses. Among the current suppliers on the Framework agreement we have are a number of family run local businesses that have benefitted by the works they have received from us.</p>	

The current supply arrangements which will support delivery of this service provision is made up of 2 micro, 5 small, 5 medium, 3 large and 3 non declared suppliers by classification.

Most of our suppliers operate an apprentice scheme as do ourselves and this has enabled a number of young people to find themselves a permanent position in the workplace. We too have employed an apprentice in our section that is undertaking an NVQ and could in all likelihood come out of their time with a permanent post within the organisation.

We have also supported the work experience scheme that is run annually by a number of our local schools. Over the last 3 years we have taken in 3 students per year for their period of experience and given them a good insight into a working ethic.

All the staff employed by Sheffield City Council delivering this contract are local people and some have very long services to their name having worked for the organisation for a number of years.

Question 3	Local Supplier Base	Weighting 4
<p>In the box below please state your proposed methods for utilising the local supplier base (wherever possible) for this agreement, and how your organisation can;</p> <ul style="list-style-type: none"> Promote fairness and good working conditions throughout the supply chains. Support a strong and sustainable local economy by involving local sub-contractors and suppliers in procurement opportunities. <p>In your statement of proposals can you also include?</p> <ul style="list-style-type: none"> How you meet the specified payment period for sub-contractors and suppliers as defined in the Government Prompt Payment scheme 		
<p>Being a Local organisation ourselves we have the ability to meet all the logistical elements of the contract relatively easily.</p> <p>In order to achieve fairness in our interactions with the supply chains all our current suppliers were invited to tender for inclusion onto the framework agreement and have had a fair and open opportunity to work for us.</p> <p>The Council has a Procurement Policy, which promotes effective procurement across the whole organisation. It provides a framework within which the Council will:</p> <ul style="list-style-type: none"> Obtain the best value for money; Make a difference with the money it spends, and maximise the wider social, economic and 		

- environmental benefits that can be realised through procurement;
- Invest in the growth and development of a mixed economy – including local and Third Sector organisations – where organisations from diverse and competitive marketplaces are best prepared to bid for contracts and deliver goods and services on behalf of the Council;
- Meet its statutory obligations when procuring goods and services;
- Improve and develop relationships with suppliers and foster a culture of openness, transparency, and working closely with the market to achieve our wider goals and stimulate innovation;
- Commit to implement best practice in procurement, with a view to continuous improvement, and make sure that policy and practice is consistent across the Council.

In order to achieve fairness in our interactions with the supply chains all our current suppliers were invited to tender for inclusion onto the framework agreement and have had a fair and open opportunity to work for us.

Further information on our Procurement Policy can be found through www.sheffield.gov.uk/contracts.

The framework we let was SME friendly and assisted with the engagement of local manufacturing and a number of our suppliers are within a few miles of our Sheffield base. We continually liaise with all suppliers on the framework and involve them in mini tenders for goods that may be bespoke for example and items affected by changes to client specifications, which had led to a very focused and flexible supply chain in support of this Contract.

As a local authority we are also bound by the same terms and conditions in respect to Governments prompt payment scheme and ensure by monitoring our finance systems reports that we settle all of our accounts within the timeline required. We are also covered by the Transparency agenda which requires us to publish all spend over £250.00, this information is freely available and gives potential suppliers the information around the spend profile of the Authority.

The majority of our suppliers are on a Call Off Order arrangement we have found this has had a very positive effect on the payment cycle, unless there are serious issues with the suppliers invoicing payments are made on time which assists smaller businesses with their cash flow and forecasting.

Question 4	Innovation	Weighting 3
Please provide details of any innovation ideas or any areas where your company can add value to this contract over and above what has been requested in the specification and at no additional cost to the council.		
<p>Working with our current suppliers we are constantly striving to add value to the supply arrangements we have.</p> <p>We have improved on the specification of a number of our goods for example the energy rating of some of the domestic appliances we stock and this has been at extra cost to ourselves. We always ensure we are provided with the products that meet the latest industry and legal specifications so customers are assured the products we provided are to the most up to date and are in full compliance with prevailing legislation.</p>		

At our contract performance meetings we discuss the latest products on the market and if within the industry a supplier has identified an improved product that would benefit us then this has been evaluated for its cost and quality benefits and changed to the new stock item if viewed as a positive.

It is proposed that any new technology or improved materials that would benefit yourselves would be shown to you at the scheduled meeting for you to decide if you wanted to change items that would benefit yourselves.

The volumes of goods that you are likely to be ordering from us also enables both organisations to benefit from the economies of scale that it provides, so we would factor these increased volumes when negotiating with our suppliers going forward.

Question 5	Service Delivery - Customer Satisfaction	Weighting 5
Please detail how you will ensure customer satisfaction and how you will ensure that all queries, complaints and enquiries are resolved in a timely manner. <i>*You are also asked to demonstrate how you will capture, record and communicate this information to RMBC, providing examples to collaborate your answer.</i>		
<p>As an authority we have a well-defined and embedded Complaints Procedure, further to this we require exactly the same commitment to complaints resolution from our supply chain and this is mandated in our tender documentation. Through careful and diligent supplier and product selection we are confident that the number of complaints you would receive in relation to the quality of our goods or the service provision is going to be minimal.</p> <p>As a supplier to RMBC we propose we would meet regularly (monthly if agreeable) to discuss performance and work with the client to address any issues that you may have. Should you have any faulty goods for example these will be documented and at our monthly meeting we shall report on the numbers received and how we resolved the complaint including any contact we had with the service users direct.</p> <p>The use of email as an audit trail for both parties should suffice for straight forward supply issues i.e. you have found a cooker damaged when unpacking it from the box.</p> <p>For all warranty issues that have been taken up directly with the service user then these shall be detailed to you and its suggested we keep an issues log for recording these. All warranty issues that are sent to our suppliers to deal with, usually domestic appliances, are recorded by their respective service centres and all actions taken by the engineer to rectify the problem are also documented along with all communications they have had with the customer. This can be produced for you each month if required to demonstrate what has been done to resolve the issues.</p> <p><i>*Paul how are we answering off the last part of the question, especially the evidence bit?</i></p>		

Question 6	Implementation - Mobilisation	Weighting 5
	<p>Please detail your approach to mobilisation of this contract, outlining the key steps that you would take if appointed. These steps should include any activities that would need to be undertaken by RMBC and the proposed timescales for completion. As a minimum these should include the following details:</p> <ul style="list-style-type: none"> • Account Manager and other officers to be assigned to this contract • Order and invoicing procedure • Contract management • Performance monitoring • Account Creation 	
	<p>Account Manager – The main point of contact for RMBC for this contract will be:</p> <p>Sarah Higgins – Furnished Operations Officer</p> <p>Tel 0114 2052649</p> <p>Email Sarah.Higgins@sheffield.gov.uk</p> <p>Sarah has over 13 years service with the organisation and has managed suppliers and contracts throughout her time with us. She also has the authorisation to facilitate procurement of goods outside of the contracted specification ie one off bespoke furniture.</p> <p>Paul Bradshaw is Team Manager for the service and has over 33 years experience with the organistaion managing a range of services areas including projects and contractual arrangements. (Decent Homes , Stock Reduction and demolitions.)</p> <p>Tel 0114 2052803</p> <p>Paul.Bradshaw@sheffield.gov.uk</p> <p>Order and Invoicing Procedure – The existing process of orders shall be adopted if considered acceptable.</p> <p>This is normally done via a proforma and email requisition from the client. Our offices are staffed 5 days a week between 7:30am and 5:30pm and by utilising a generic email box the order will normally be processed within an hour of receipt, however we will have a designated officer to process and deal with orders and enquiries from each client. We shall then confirm the order items are in stock and by return of the said proforma confirm the delivery date. The stock in our warehouse will be checked for availability and a job will be placed on the delivery teams schedules for an agreed date within the contractual timelines of 72 hours.</p> <p>Invoicing would be done monthly and we would invoice against the Call order number provided.</p> <p>Contract Management and Performance Management –</p> <p>We would propose that regular joint contract management and performance meetings are held between the 2 parties in order to ensure the contract arrangements are working for both parties and there are no logistical issues or products that are not meeting the customers' requirements. An agreed set of KPI's are to be devised in order to enable both parties to measure performance against something.</p>	

Account Creation – RMBC are already on our system and for creating accounts for new customers is a straight forward procedure that can be facilitated.

Section 3 Statement of Intent

3.1 Freedom of Information Schedule

The Freedom of Information Act 2000 (c.36) is an Act of Parliament of the Parliament of the United Kingdom that creates a public "right of access" to information held by public authorities.

The Council receives many requests which ask for copies of bids submitted by suppliers.

If you consider elements of your submission to be commercially sensitive or confidential please complete the table below.

If the information in this section is left blank it is assumed that you are happy for your submission to be provided as part of Freedom of Information requests, which in turn may in turn be made available publicly.

Element of Tender	Commercially Sensitive or Confidential	Reasons

3.2 Terms and Conditions of Contract

Please refer to the separate Terms and Conditions of Contract document on the YORtender system.

Offers made subject to alternative terms and conditions may not be considered and may be rejected. Tenderers should document any specific issues with either the General or Special terms and conditions detailed on the YORtender system, in the space below and propose alternatives as necessary

Specific clause/ sub-clause	Issue	Proposed alternative

3.3 Form of Agreement

Having read and agreed to the conditions set out in the separate draft Terms and Conditions document, we **[specify]**, whose registered office is situated at **[specify]**(Company registration number **[specify]**.....), offer to provide the Goods detailed to RMBC to levels of service specified and at the prices stated and at times to be specified by RMBC in future purchase orders and all in accordance with the instructions contained thereon and subject in all respects to the Conditions of Contract and provisions detailed herein.

We also agree that any terms or conditions of business published or issued by us from time to time or any terms or conditions of contract or general reservations which may be printed on any correspondence or documents emanating from us shall not form part of any contract resulting from this Invitation to Tender.

We confirm that this offer remains open for acceptance for a period of ninety 120 days from the date of return.

We understand that RMBC is not bound to accept the lowest or any tender it may receive in response to this Invitation to Tender and will not accept qualified or conditional tenders.

We confirm that prices quoted herein are fixed and firm for the period detailed in the bid and may only vary after that period by any agreed price variation mechanism.

We confirm that this is a genuine offer which is neither fixed nor adjusted in accordance with any agreement or arrangement with any other person.

We confirm that details of this tender have not been communicated other than to RMBC except where such communication was necessary for the preparation of the offer.

We confirm that no member or official of RMBC has been canvassed or approached directly or indirectly concerning the awarding of the agreement, or for the purpose of obtaining information on any other bid or proposed bid for the agreement

We understand that unless and until an agreement is executed or signed by me/us, this offer together with RMBC's written acceptance of it shall constitute a binding agreement between the RMBC and us.

We confirm that we have retained a copy of the bid and Invitation to Tender.

Yours faithfully,

Signature	
Name (Print)	
In the capacity of (Designation)	
Duly authorised to sign Tenders for and on behalf of	
Date	

3.4 Declaration of Non-Collusive Tendering

1. I/We certify that this tender is made in good faith, and that I/we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that I/we have not and I/we undertake that I/we will not before the award of any contract for the work:-

(i) communicate to any person the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;

(ii) enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted;

(iii) Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work, any act or thing of the sort described at 1(i) or 1(ii) above.

2. I/We further certify that the principles described in paragraph 1(i) and 1(ii) above have been, or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word 'person' includes any persons and any body or association, corporate or unincorporated; 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not; and 'the work' means the work in relation to which this tender is made.

4. Should the contractor be found to have colluded with another contractor, the Council shall have the immediate right to cancel the contract and recover any consequential loss.

Date	
Contractor	
Address	
Signature	
Name	
Title	

Duly authorised to sign tenders and acknowledge the contents of the Anti - Collusion Certificate

