**Place Directorate**

**Acting Service Lead - Procurement: Gavin Cockburn**

County Buildings, Wellington Square, Ayr, KA7 1DR

Telephone Number: 01292 612912

Email Address: Procurement@South-Ayrshire.gov.uk

Our Ref: QQ/XX Your Ref:

Date:

**Invitation to Quote - WITHOUT COMMITMENT**

Dear Sirs

Invitation to Quote for;

**NAME OF CONTRACT**

You are invited by South Ayrshire Council to quote NAME OF CONTRACT as detailed at Schedule 1 - Statement of Requirements / Specification. Your Quotation must be received by no later than **the submission deadline (time and date) stated on PCS**. It is the responsibility of all [Contractors/Suppliers/Service Providers] to ensure that their Quotation is received no later than the appointed time. South Ayrshire Council may undertake not to consider quotations received after that time.

South Ayrshire Council is not bound to accept the lowest priced or any quote. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) shall not be included.

The quotation will be evaluated using the following criteria and weightings:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Weighting** |
| Price |  |
| Quality |  |

The documents included in this Invitation to Quote are:

* Terms and Conditions
* Schedule 1 – Statement of Requirements / Specification
* Schedule 2 – Information Required from Service Providers
* Schedule 3 – Evaluation Criteria
* Schedule 4 – Pricing Schedule

All enquiries regarding this Invitation to Quote must be submitted electronically through the Question & Answer facility contained within the Public Contracts Scotland Quick Quote advertising portal. All returns must be submitted via the Public Contracts Scotland portal.

Yours faithfully

XXXXX

Procurement Support Assistant

**Terms & Conditions**

**1. GENERAL CONDITIONS**

1.1 By providing us with a quotation you agree to be bound by South Ayrshire Council’s Terms and Conditions which will apply to any contract awarded to you after you have provided us with our quotation.

**2. SPECIAL CONDITIONS**

ANY SPECIAL CONDITIONS WOULD BE INSERTED HERE.

**3. ASSESSMENT & EVALUATION**

3.1 Your firm price is to include all costs, expenses and any other associated costs (including travel costs), fees or charges incurred in fully complying with the specification. All prices submitted must be exclusive of VAT.

[Contractors/Suppliers/Service Providers] will be assessed first on submitting a compliant bid with regard to the information required from Service Providers in Schedule 2. If it is apparent that a Bidder has submitted a fundamentally non-compliant Quotation in respect of any of the requirements then the Council may choose to reject that Quotation and continue to assess the other Quotations, as appropriate. Clarification may be sought from Bidders, at this stage, in order to determine whether their Quotation is complete and compliant.

Compliant Quotations which conform fully to the Statement of Requirements / Specification will be assessed against the following criteria:-

 **Price XX%**

The Quotation offering the rates equating to the lowest price will be given XX% and all other Quotations will receive points on a pro-rata basis.

If the Council suspects that there has been an error in pricing or calculation in a Quotation, or if the Council suspects that the price or costs proposed appear to be abnormally low, in relation to the works, supplies or services required, it reserves the right to seek such clarification as it considers necessary.

The Council reserve the right to reject any tender where the explanations given and any
evidence supplied do not satisfactorily account for the abnormally low level of price or costs proposed.

**Quality XX%**

The quality element consists of the evaluation of questions XX to XX of Schedule 3 – Evaluation Criteria. The weighting given to each question is shown in the column beside each question in the Schedule and is expressed as a percentage of the quality aspect. Each response will be assessed and scored using the definitions detailed below and this score will be multiplied by the weighting. The maximum score possible will be 100% of the quality element weighting and all [Contractors/Suppliers/Service Providers] will receive a score on a pro-rata basis. The Council reserves the right to exclude Bidders who have a quality score of less than 50% of the quality element weighting.

3.2 Scoring Parameters

|  |  |  |
| --- | --- | --- |
| **Evaluation** | **Description** | **Score** |
| **Unacceptable** | Nil or inadequate response.Fails to demonstrate an ability to meet the requirements. | **0%** |
| **Poor** | The response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. | **25%** |
| **Acceptable** | The response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas. | **50%** |
| **Good** | The response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. | **75%** |
| **Excellent** | The response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. | **100%** |

Tenderers will be ranked according to their combined Price and Quality scores, as calculated in terms of clause 3.1 above. The Tenderer with the highest score, the Most Economically Advantageous Tender (MEAT), will be the winning Tenderer, subject to their Tender being affordable.

**4. VALIDITY PERIOD**

4.1 All quotations will remain open for acceptance by the Council for a minimum period of one hundred and twenty (120) days from the Closing Date fixed for the submission of Tenders. All Tenders must be submitted on this basis.

**Schedule 1 – Statement of Requirement / Specification**

**1. Background**

South Ayrshire Council has a requirement for...

**2. Services Required**

Insert full details

**3. Duration**

The duration of the contract will be.... with an option to extend the contract for a further one year period. The expected operational date of the contract will be [date], however, this date will be confirmed at contract award.

**4. Contract Administrator**

The Contract Administrator (CA) is a member of the Council’s staff, appointed for the purposes of overseeing the Contract, monitoring the performance of the [Contractors//Suppliers/Service Providers] and ensuring that the standards of service specified in the Contract are delivered. The CA and his/her deputy shall be named at contract award.

**5. Business Hours**

Normal business hours are defined as from 0845 to 1645 hours, Monday to Thursday, and from 0845 to 1600 hours, Friday excluding Scottish Bank Holidays.

**6. Delivery**

Delivery is required during Normal Business Hours as detailed above. The [Contractor/Supplier/Service Provider] will contact the Contract Administrator to agree delivery times at each location at least one (1) week prior to making the delivery. The Council will give the [Contractor/Supplier/Service Provider] one (1) week’s notice if it requires delivery to be delayed.

**7. Key Performance Indicators (KPIs)**

During the period of the contract, the [Contractor/Supplier/Service Provider] shall monitor and measure his performance against the Key Performance Indicators (KPIs) detailed at below;

|  |  |
| --- | --- |
| **KPI** | **Measure** |
|  |  |
|  |  |

The [Contractor/Supplier/Service Provider] shall attain the target performance within the timescales stated.

**8. Progress Meetings**

Meetings will be held between the [Contractor/Supplier/Service Provider] and the Contract Administrator(s), or another Council Officer designated by the Contract Administrator, or as requested by either party to deal with issues arising in the routine management of the Contract, to discuss changes in the way that the Contract is executed, to discuss performance or any other ad-hoc reasons.

**9. Management Information**

The Council requires information to be provided on a regular basis for monitoring purposes. The [Contractor/Supplier/Service Provider] will provide:

On a weekly/monthly/quarterly basis:

 XXXX

The Contract Administrator may investigate any cases where the performance monitoring appears to show that the [Contractor/Supplier/Service Provider] has failed to perform in accordance with the contract and take appropriate action to remedy this.

**10. Sustainability**

South Ayrshire Council’s [Sustainable Development and Climate Change Strategy](https://www.south-ayrshire.gov.uk/sustainable-development/sd%26ccstrategy%202019-2024.pdf), sets out a commitment to sustainable development, including sustainability in procurement. The Council aims to ensure delivery and compliance with this policy and practice to the highest level. The Supplier/Service Provider/Contractor [delete as applicable] must take all reasonable steps to provide products and services that are designed for sustainability, as well as safety and minimise the environmental impacts that arise from their delivery.

**[Note: Include the following paragraph if asking a scored quality question on Sustainability – delete note before issue]**

Under question **[xx]** of the Technical Envelope, Tenderers are requested to describe how they can commit to sustainability in their provision of goods, services or works, throughout the duration of this Contract.

**11**. **Community Benefits**

It has become clear that there is scope within the EU legal framework which applies to public contracts, to use contracts to deliver wider social benefits such as:

1. Targeted recruitment and training (providing employment and training opportunities/Apprenticeships)
2. SME and social enterprise development
3. Community engagement

Under question 37 of Schedule 2 – Information Required from Service Providers, Tenderers are requested to provide an outline of any Voluntary Community Benefits that can be offered in relation to this Contract.

**12**. **Fair Working Practices**

As an accredited Living Wage Employer, South Ayrshire Council supports fair working practices. The Council is pro-actively encouraging Contractors/Suppliers/Service Providers and sub-contractors to adopt the living wage.

The Public Sector in Scotland is committed to the delivery of high quality public services and recognises that this is critically dependent on a workforce that is well rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making. These practices are also important for workforce recruitment and retention, and thus continuity of service. Public Bodies in Scotland are adopting fair work practices, which include:

• a fair and equal pay policy that includes a commitment to supporting the Living Wage, including, for example being a Living Wage Accredited Employer;

• clear managerial responsibility to nurture talent and help individuals fulfil their potential, including for example, a strong commitment to Modern Apprenticeships and the development of Scotland’s young workforce;

• promoting equality of opportunity and developing a workforce which reflects the population of Scotland in terms of characteristics such as age, gender, religion or belief, race, sexual orientation and disability;

•support for learning and development;

• stability of employment and hours of work, and avoiding exploitative employment practices, including for example no inappropriate use of zero hours contracts;

• flexible working (including for example practices such as flexi-time and career breaks) and support for family friendly working and wider work life balance;

• support progressive workforce engagement, for example Trade Union recognition and representation where possible, otherwise alternative arrangements to give staff an effective voice.

In order to ensure the highest standards of service quality in this contract, the Council expects [Contractors/Suppliers/Service Providers] to take a similarly positive approach to fair work practices as part of a fair and equitable employment and reward package.

**13**. **Modern Slavery**

The Council is committed to proactively vetting our supply chain to ensure no instances of modern slavery are taking place.

Section 54 of the Modern Slavery Act 2015 introduces a requirement for certain commercial organisations, operating in the UK, to produce an annual transparency statement which sets out the steps the organisation has taken during the financial year to ensure that slavery and human trafficking is not taking place in any of its supply chains, or any part of its business.

Organisations with an annual turnover greater than £36m will be required to provide evidence of their transparency statement at the “Request for Documentation” Stage of this tender.

All tendering organisations must fully comply with the Human Trafficking and Exploitation (Scotland) Act 2015 and the Modern Slavery Act 2015, wherever they apply. Non-compliance with this legislation will result in contract termination.

In compliance with the Public Interest Disclosure Act 1998 (the so called “whistle-blowers” Act), Organisations must also have procedures in place which protect staff who wish to report suspected incidents of malpractice or wrongdoing, including modern slavery.

These procedures must provide guidance on how the organisation’s staff can report these incidents and how their concerns can be expedited thoroughly, discreetly and in a confidential manner.

**14**. **Best Value**

The Council has a duty to secure best value services. This means we have to ensure the services provided are high quality, cost effective and meet the needs of local people. During the term of the contract the Council will seek to develop a partnership approach with the successful [Contractor/Supplier/Service Provider] to demonstrate "Best Value" provision.

**15**. **Payment Arrangements**

Invoices will be paid in accordance with the Council’s standard payment terms. Those terms are payment within 30 days from date of receipt of valid invoice.

[delete if not applicable / not a construction contract] The Council is an end user for the purposes of section 55A VAT Act 1994 reverse charge for building and construction services. Please issue the Council with a normal VAT invoice, with VAT charged at the appropriate rate. We will not account for the reverse charge.

**Schedule 2 – Information Required from Service Providers**

|  |
| --- |
| **PART A – INFORMATION REQUIRED** |

|  |  |
| --- | --- |
| **Question No.** | **Question** |
|  | Please provide the following company information. |
| **Response** | Name of Organisation:Address Line 1:Address Line 2:Town/City:Region:Postcode:Registered Office *(if applicable)*Address Line 1:Address Line 2:Town/City:Region:Postcode: |
|  | Please provide full contact details of the individual whom the Council should contact with any queries regarding this submission. |
| **Response** | Contact Name:Position:Address:Tel:Email: |
|  | If your organisation is registered at companies house then please provide your company registration number. |
| **Response** |  |
|  | Please provide your organisations VAT Registration Number (or alternative EU registration number). |
| **Response** |  |

|  |
| --- |
| **PART B – BID SELECTION CRITERIA** |

|  |  |  |
| --- | --- | --- |
| **Question No** | **Question** | **Response** |
|  | Confirm your acceptance of the terms and conditions.*A Yes answer to this Question is required to be successful in this section.* | **Yes/No** |
|  | Confirm that you have read, understood and can fulfil all requirements detailed at Statement of Requirements and Pricing Schedule.*A Yes answer to this Question is required to be successful in this section.* | **Yes/No** |
|  |  Please confirm Yes/No if you are intending to provide services through a Personal Service Company (PSC). From April 2017, the responsibility to pay employment taxes shifts from the PSC to public sector bodies and the Council must be aware of any successful tenderer’s detailed employment status. If YES, and the nature of the engagement is such that an individual would be an employee of the Council but for the existence of the PSC, the Council must pay the PSC net of employment taxes and account to HMRC. By proceeding with your submission you confirm your understanding and acceptance of this and agree to provide the information the Council requires to assess your employment status.For further information on determining employment status the Government has published guidance on this IR35 Legislation. | **Yes/ No** |
|  | Commercial organisations (with a turnover over £36M GBP) operating in the UK must produce an annual transparency statement setting out the steps the organisation has taken during the financial year to ensure that slavery and human trafficking is not taking place in any of its supply chains, or any part of its business.Please confirm Yes or No if your organisation has a turnover over £36M GBP and, if Yes, provide a copy of the organisation’s annual transparency statement with your submission. | **Yes/No** |

|  |
| --- |
| **Criminal Convictions and Business Probity – Mandatory Exclusions**Your submission **will be rejected** if you answer "Yes" to any of the following questions within this section.Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed **will result** in your exclusion from this procurement process or the termination of any subsequent contract that may be awarded to you.Please indicate if the organisation or its directors or any other person(s) having powers of representation, decision or control of the organisation been convicted of any of the following offences. |
| **Question No** | **Question** | **Response** |
|  | The common law offence of conspiracy where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008//841/JHA) or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010? | **Yes/No** |
|  | Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption as defined in Article 3 of the Council Act of 26th May 1997 and Article 3 (1) of the Council Joint Action 98/742/JHA; | **Yes/No** |
|  | Bribery or corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003 where the offence relates to active corruption, or bribery within the meaning of sections 1 or 6 of the Bribery Act 2010; | **Yes/No** |
|  | The common law offence of incitement to commit a crime. | **Yes/No** |
|  | Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Communities, within the meaning of –* the offence of cheating the Revenue;
* the common law offence of fraud;
* the common law offence of theft or fraud;
* fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;
* fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
* an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
* the common law offence of uttering;

or* the common law of attempting to pervert the course of justice
 | **Yes/No** |
|  | Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002 or the Money Laundering Regulations 2007, or an offence in connection with proceeds of drug trafficking within the meaning of sections 49, 50 or 51 of the Drug Trafficking Act 1994; or | **Yes/No** |
|  | Any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant state | **Yes/No** |

|  |
| --- |
| **Criminal Convictions and Business Probity - Discretionary Exclusions**Your submission **may be rejected** if you answer "Yes" to any of the following questions within this section.Failure to disclose information relevant to this section or misrepresentation in relation to the information disclosed **may result** in your exclusion from this competition or the termination of any subsequent contract that may be awarded to you.Please indicate if your organisation or its directors or any other person(s) having powers of representation, decision or control of your organisation has been convicted of any of the following offences. |
| **Question No** | **Question** | **Response** |
|  | Are you an individual in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restriction order or a debt relief restriction order made against them or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986(d), or article 242 of the Insolvency (Northern Ireland) Order 1989(e), or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of your estate, or is the subject of any similar procedure under the law of any other state? | **Yes/No** |
|  | Are you are bidding as a partnership constituted under Scots law that has been granted a trust deed or become otherwise apparently insolvent, or the subject of a petition presented for sequestration of your estate? | **Yes/No** |
|  | Are you a company or any other entity within the meaning of section 255 of the Enterprise Act 2002(f) which has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of the above procedures or is the subject of similar procedures under the law of any other state? | **Yes/No** |
|  | Has the organisation been convicted of a criminal offence relating to its business or professional conduct? | **Yes/No** |
|  | Has the organisation committed an act of grave misconduct in the course of its business or profession? | **Yes/No** |
|  | Has the organisation failed to fulfil obligations relating to the payment of social security contributions in accordance with the legal provisions of the United Kingdom or the country in which it is established? | **Yes/No** |
|  | Has the organisation failed to fulfil obligations relating to the payment of taxes in accordance with the legal provisions of the United Kingdom or the country in which it is established? | **Yes/No** |
|  | Is the bidding organisation guilty of serious misrepresentation in providing any information referred to in this submission or has not provided such information in response to a request by the contracting authority? | **Yes/No** |
|  | Has your organisation ever compiled, used, sold or supplied a prohibited list which:1. Contains details of persons who are or have been members of trade unions or persons who are taking part or have taken part in the activities of trade unions, and
2. Is compiled with a view to being used by employers or employment agencies for the purposes of discrimination in relation to the treatment of workers

Within the meaning of the Employment Relations Act of 1999 (Blacklists) Regulations 2010? | **Yes/No** |
|  | Has your organisation ever refused a person employment:1. Because he is, or is not a member of a trade union, or
2. Because he is unwilling to accept a requirement
	1. to take steps to become or cease to be, or to remain or not become, a member of a trade union, or
	2. to may payments or suffer deductions in the event of his not being a member of a trade union

Within the meaning of Section 137 of the Trade Union and Labour Relations (Consolidation) Act 1992? | **Yes/No** |
|  | Has your organisation breached the Data Protection Act 1998 or been served with an enforcement notice in relation to unlawfully processing personal data in connection with any blacklisting activities? | **Yes/No** |
| If you have answered "Yes" to any of the above discretionary exclusions then please state details of both the breach and of any enforcement / remedial orders served. Additionally, give details of any remedial action or changes you have made as a result.*Your responses may be considered by the Authority when deciding on the selection process.* |
| **Response** |  |

|  |
| --- |
| **Insurance Information**It is a requirement of this contract that [Contractors/Suppliers/Service Providers] hold the following minimum levels of insurance as indicated below: * Public Liability Insurance (£5 million in respect of each claim, without limit to the number of claims.)
* Employers Liability Insurance (£10 million in respect of each claim, without limit to the number of claims.)
* Professional Indemnity (£1 million in respect of any one claim)
* Product Liability Insurance
* Third Party Motor Vehicle Liability Insurance (Up to a value that will cover any and all vehicles used throughout the contract period.)

[Contractors/Suppliers/Service Providers] must ensure that all sub-contractors comply with these requirements.Please confirm below whether you already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated. [Contractors/Suppliers/Service Providers] that do not have, or cannot commit to obtain, the required levels of insurance may be excluded from further participation in this procurement exercise. |
|  | Public Liability Insurance | [ ]  In place with documentary evidence provided as part of this Submission[ ]  Not yet in place but able to confirm that if successful, required provision will be put in place |
|  | Employers Liability Insurance*(if applicable as this does not apply to sole traders)* | [ ]  In place with documentary evidence provided as part of this Submission[ ]  Not yet in place but able to confirm that if successful, required provision will be put in place[ ]  Not applicable |
|  | Professional Indemnity Insurance | [ ]  In place with documentary evidence provided as part of this Submission[ ]  Not yet in place but able to confirm that if successful, required provision will be put in place |
|  | Product Liability Insurance | [ ]  In place with documentary evidence provided as part of this Submission[ ]  Not yet in place but able to confirm that if successful, required provision will be put in place |
|  | Third party Motor Vehicle Liability Insurance | [ ]  In place with documentary evidence provided as part of this Submission[ ]  Not yet in place but able to confirm that if successful, required provision will be put in place |

|  |
| --- |
| **Sub-Contractors Information** |
| **Question No** | **Question** | **Response** |
|  | Confirm if you intend to use any sub-contractors to undertake the Contract (either in whole or in part). If so, provide details (names, addresses, etc) of all nominated sub-contractors. Further, provide details of your relationship with each sub-contractor, how long you have had a business relationship, the task that each sub-contractor will undertake for this Contract, the percentage of their contribution in relation to the overall contract, and evidence of their experience and expertise. A statement that they will meet our requirements is not sufficient.Additionally, describe what action you will take in the event that a sub-contractor fails to perform, other than by exception.*[Contractors/Suppliers/Service Providers] should note that all proposed sub-contractors must substantially fulfil the requirements in this qualification section and may be subject to further scrutiny at the discretion of the Council.* | **Yes/No** (plus written response, if applicable) |
| **Response** |  |  |

|  |
| --- |
| **Technical Information**[Contractors/Suppliers/Service Providers] are required to provide evidence of having the necessary capacity and capability to deliver the requirements of the contract.Bidding organisations may demonstrate their experience in delivering goods, services or works similar to the current requirement by using examples from:* Within their own organisation (Contractors/Suppliers/Service Providers may rely on the experience of personnel that they intend to use to carry out the current requirement, even if that experience was gained whilst working for a different organisation)
* Other consortium members (where a consortium bid is being proposed)
* Named sub-contractors (where sub-contractors are being used and their identity is known)

[Contractors/Suppliers/Service Providers] should be aware that they may be asked to confirm prior to award that there has been no material change to the skills, experience and resources available to them since submitting their bid. |

|  |
| --- |
| **Technical Information** |
| **Question No** | **Question** | **Response** |
|  | Please provide evidence of your experience providing similar [Goods/Works/Services] in both size and scope that you have provided to another two (2) customers in the last three (3) years.*The Council reserves the right to contact any or all of those listed for reference purposes. Please advise if there are any customers you would not wish us to approach without prior approval.* | **Written response** |
| **Response** | Customer Name:Address: Town: Post Code: Contact Name: Contact Job Title: Contact Telephone: Contact Email Address: Approximate Value of Contract: Date of Contract Award: Date of Contract Expiry:Customer Name:Address: Town: Post Code: Contact Name: Contact Job Title: Contact Telephone: Contact Email Address: Approximate Value of Contract: Date of Contract Award: Date of Contract Expiry: |

|  |
| --- |
| **Health & Safety** |

|  |  |  |
| --- | --- | --- |
| **Question No** | **Question** | **Response** |
|  | Please provide a copy of your Safety Policy, Risk Assessment and Control Procedures as required by the Health and Safety at Work Act and its associated regulations.*Guidance**Organisations with less than five employees are not required by law to have a documented policy statement. The need to reduce documentary requirements on micro businesses in particular will be taken into account by buyers and the evaluation panel. Your policy should provide evidence that your organisation has a H&S policy that is endorsed by the chief executive officer and that it is regularly reviewed. The policy should be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within your organisation. Your policy should be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.* | **Yes/No** (plus written response, if applicable) |
| **Response** |  |

|  |
| --- |
| **Business Continuity & Disaster Recovery** |

|  |  |  |
| --- | --- | --- |
| **Question No** | **Question** | **Response** |
|  | Describe your arrangements to ensure business continuity and to enable disaster recovery, including their scope, validation, risk treatment and leadership in these areas.*You should demonstrate that your organisation keeps copies of documentation setting out your business continuity and disaster recovery procedures. These should include the arrangements for business continuity and disaster recovery throughout your organisation. They should set out how the organisation will carry out its policy with a clear indication of how the arrangements are communicated to the workforce.* |
| **Response** |  |

|  |
| --- |
| **Quality Management** |

|  |  |  |
| --- | --- | --- |
| **Question No** | **Question** | **Response** |
|  | Explain how you manage communication with your clients to ensure continued delivery of a service or product that meets their needs. You should be able to demonstrate that your organisation communicates with their clients e.g. planned reviews, ad hoc meetings, and processes for communicating actions on a pro-active basis. |
| **Response** |  |

|  |
| --- |
| **Voluntary Community Benefits**  |

|  |  |  |
| --- | --- | --- |
| **Question No** | **Question** | **Response** |
|  | Explain your organisations’ commitment to providing community benefits within South Ayrshire Council areas with specific reference to this contract.You should consider the following community benefit areas and where possible allocate the benefit intended to be offered against these areas;*• Improving education and skills - apprenticeships• Improving local employability – new jobs**• Work experience placements/programmes • Delivering training and development**• Enhancing & Improving local community projects • Other; Sponsor Charity work, etc*There is also a link below to the South Ayrshire Council Webpage, with a list of local projects, which you may find useful for any Voluntary Community Benefits you with to undertake:https://www.south-ayrshire.gov.uk/procurement/community-groups.aspx |
| **Response** |  |

**Schedule 3 – Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| **Question No** | **Question** | **Weighting** |
|  |  | **X%** |
| **Response** |  |

**Schedule 4 - Pricing Schedule**

The [Contractor/Supplier/Service Provider] must submit rates, in Pounds Sterling, that include for all costs, expenses, site visits and any other associated costs. The schedule of rates submitted by the [Contractor/Supplier/Service Provider] shall include prices for everything necessary to meet the Specification detailed in Schedule 1. The [Contractor/Supplier/Service Provider] shall not include in his rates any allowance for Value Added Tax (VAT).

|  |  |
| --- | --- |
| **Confirmation of fee, inclusive of all expenses, but excluding VAT, for the provision of this work as detailed in Schedule 1 – Statement of Requirements / Specification.** | **£** |

Date: ................................................

Signature: .................................................. Print Name: .....................................................