INVITATION TO TENDER FOR

Water quality sensors with telemetry and data viewing solution for the River Chess (Smarter Water Catchments Initiative)

ISSUE: Friday 18 February 2022
DEADLINE: Friday 18 March 2022
Section 1

Instructions and information on tender process

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important, therefore, that bidders provide all the information asked for in the format and order specified. If there is any doubt as to what is required, or if bidders have difficulty in providing the information requested they should contact kheppell@chilternsaonb.org in accordance with the procedure for raising queries set out below.

1.1 Timetable and Administrative Arrangements

The envisaged key milestones for the tender are shown in the table below:

<table>
<thead>
<tr>
<th>Number</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Issue of ITT</td>
<td>Friday 18 February 2022</td>
</tr>
<tr>
<td>2</td>
<td>Final date for receipt of any tenderer’s questions</td>
<td>Friday 4 March 2022</td>
</tr>
<tr>
<td>3</td>
<td>Response to questions circulated</td>
<td>Tuesday 8 March 2022</td>
</tr>
<tr>
<td>4</td>
<td>Deadline for return of tenders</td>
<td>Friday 18 March 2022</td>
</tr>
<tr>
<td>5</td>
<td>Evaluation of tenders</td>
<td>Friday 25 March 2022</td>
</tr>
<tr>
<td>6</td>
<td>Preferred tender selected</td>
<td>Thursday 31 March 2022</td>
</tr>
<tr>
<td>7</td>
<td>Intention to Award notice issued</td>
<td>Friday 1 April 2022</td>
</tr>
<tr>
<td>8</td>
<td>Commencement of contract</td>
<td>Friday 8 April 2022</td>
</tr>
</tbody>
</table>

1.2 Submission of tender documents

1.2.1 Your completed response should be submitted by the due date and time required:

Date: Friday 18 March 2022
Time: 12:00 noon, GMT

Responses should be submitted in an electronic format via email to kheppell@chilternsaonb.org

No other method will be accepted.

In order to overcome file size difficulties we request that tender submissions are completed in PDF format. Any attachments provided beyond those requested will not be reviewed.

1.2.2 Delivery of response as specified is the sole responsibility of the submitting company.
1.2.3 Late responses will not be accepted

1.2.4 If problems occur during the submission stage, please contact Kate Heppell in advance of the deadline (kheppell@chilternsaonb.org).

1.2.5 The Chilterns Conservation Board takes no responsibility for identifying any clerical errors or misunderstandings in any tenders submitted. Tenderers must therefore ensure that the content of any Tender submitted is complete and accurate.

1.3 Sufficiency of Tender

1.3.1 The Contractor shall be deemed to have satisfied themselves before submitting their Tender as to the correctness and sufficiency of the rates and prices stated by them in their Tender which shall cover all their obligations under the Contract.

1.3.2 If the Chilterns Conservation Board suspects there has been an error in pricing or calculation in a Tender, it reserves the right to seek such clarification as it considers necessary from that Tenderer only.

1.4 Form of Tender

1.4.1 All entries entered by the Tenderer on the Form of Tender, and other submitted information, must be electronic (i.e. word processor). All prices must be specified in pounds sterling, exclusive of VAT. All Tender Forms must be signed by the Tenderer in a proper manner, by a Director or Secretary of a Company.

1.5 Validity of Tenders

1.5.1 All Tenderers will remain open for acceptance by Chilterns Conservation Board for a minimum period of 3 calendar months from the date fixed for lodgement of Tender. All Tenders must be submitted on this basis.

1.6 Amendments to the tender documents by the CCB

1.6.1 The Chilterns Conservation Board reserves the right to amend the enclosed tender documents at any time prior to the deadline for the receipt of tenders. Where amendments are significant, the CCB may at its discretion extend the deadline for receipt of tenders.

1.7 Questions / Clarifications Arising during the Tender Process

1.7.1 The Chilterns Conservation Board will endeavour to answer any questions the Tendered may have regarding the Tender.
1.7.2 Further information requests and clarification questions should be addressed to kheppell@chilternsaonb.org. Clarifications will be circulated to all bidders via email.

1.7.3 Latest data to request clarification or ask questions: Friday 4 March 2022

1.8 Acceptance of Tenders

1.8.1 This invitation to tender expresses the current intentions of the Chilterns Conservation Board regarding this contract. It does not constitute an offer capable of acceptance. Its purpose is to obtain proposals from potential suppliers.

1.8.2 The Chilterns Conservation Board is not bound to accept the lowest and reserves the right to accept any Tender in whole or part. The CCB reserves the right to discontinue this tender process at any time. Any Contract(s) awarded will be based on the Tender assessment and Evaluation in Part 5.

1.8.3 The Chilterns Conservation Board shall in no circumstances be liable for any costs involved in the preparation of a Tender.

1.8.4 A Tender shall only be accepted by the Chilterns Conservation Board by issue of a Contract Award Letter by the CCB.

1.9 Inducements

1.9.1 Offering an inducement of any kind in relation to obtaining this or any other contract with the CCB will disqualify the relevant tender from being considered.
Section 2

Terms and Conditions applying to this tender

2.1 CCB Standard Terms and Conditions of Contract

2.1.1 This contract will be awarded using the Chilterns Conservation Board’s standard terms and conditions, which will be implemented with the winning bidder. The CCB Standard Terms and Conditions are included as Appendix 1 to this document.

2.2 Other Terms and Conditions

2.2.1 There are no further Terms and Conditions applying to this contract.
Section 3

Specification

3.1 Outline

The Chilterns Chalk Streams Project and Chilterns Conservation Board are catchment hosts for the Smarter Water Catchments Initiative developed by Thames Water. A key aspect of this initiative is to monitor changes to water quality arising in the River Chess (a chalk stream) during the ten-year project. An aim of the project is to determine any water quality changes in real-time that arise from operation of the wastewater treatment works at Chesham, and to distinguish these from water quality variations arising from urban runoff upstream of the works. Our intention is to continuously measure (15-mins intervals) water quality upstream and downstream of the wastewater treatment works at two separate locations using multiparameter sondes, and to make these measurements available remotely in real-time (via a website portal) to all project partners including interested local citizens.

3.2 Detail

3.2.1 Water quality parameters and accompanying details

The following water quality parameters must be included in the solution:

- pH
- Electrical conductivity
- Water temperature
- Dissolved oxygen (measured using optical sensor)
- Turbidity
- BOD and COD
- Ammonium or Total Ammoniacal Nitrogen or Ammonia

Any other useful parameters that can be offered should be priced as optional extras, and their reason for inclusion outlined. Please include Chlorophyll-a as an optional extra in costings.

Please provide the following details for each parameter

- Accuracy and precision of measurement
- Expected lifetime of each sensor
- Calibration requirements (including frequency, equipment and consumables required)
- Indicative cost to replace sensor including details of whether this can be carried out on site or the equipment (i.e. multiparameter sonde) would need to be returned to the manufacturer
3.2.2 Mechanical wipers

Chalk streams are highly productive with fast growth of biofilms, so the multiparameter sondes should include a mechanical wiper solution to prevent build-up of algae. Please provide details of the proposed wiper solution, including whether the wiping cycle is programmable, and explain whether the wiper will clean all the sensors on the sonde.

3.2.3 Data requirements

Data from the sensors should be sent to a remote database for secure storage via a telemetry solution, as well as stored on the sensor and available for manual download for up to six weeks in case of issues with the telemetry. The sensor data should be available to multiple users from different organisations in real-time in a user-friendly format that enables on-line interrogation of the data (e.g. graphical representation and comparison of time series for different parameters).

Any software and accompanying licences needed for data interrogation should be included in the costing. The costs of hosting the remote data storage and interrogation solution should be included in the costings. If these are annual or recurring costs this should be detailed, and costs provided for five years of telemetry operation and data hosting.

3.2.4 Power requirements

The sensors will be located in areas without mains power supply, with some shading from overhanging trees and with intermittent phone reception. Power should be supplied by solar panels and batteries such that the system can operate unattended without the need for regular (e.g. monthly) battery replacement. The sampling frequency will be 15-minute intervals. The proposed solution should include provision of suitable waterproof housing for batteries and equipment, along with costs of solar panels, batteries and cables. This equipment will be located in domestic gardens so an unobtrusive solution is required.

3.2.5 Manual download of data

Pricing should include provision of any equipment (e.g. cables) and software needed for manual download of data from the sensor solution.

3.2.6 Calibration of sensors

Any hardware or equipment required for calibration of the different parameters should be included in the costings. Pricing should include details of the calibration solutions and volumes needed for calibration of each parameter.

3.2.7 Installation of sensors

Costs should include installation of the proposed solution at the two monitoring sites. The successful bidder will be expected to install the sensors at two sites selected by the
partnership. Due to water depth (c. 30 cm in low flow conditions) sensors will need to be installed horizontally within the channel in a protected casing that minimises fouling due to sediment deposition, and occupation by bullhead (fish) and signal crayfish, whilst enabling adequate flow of water past the sensors. Sensors will be removed and cleaned by Citizen Scientists on a fortnightly basis so the solution must make it easy for trained volunteers to carry out cleaning and sensor checks. The tenderer should provide costings for supply and installation of waterproof housing for batteries and the telemetry solution.

Photographs of intended locations for sensors:

Location A (Average water depth = 35 cm; max depth = 50 cm; min depth = 20 cm)

Location B (Average depth = 30 cm; max depth = 40 cm; min depth = 20 cm)

Additional information about the River Chess:
https://storymaps.arcgis.com/collections/49dc7c8778214b66a086abc982339ae7

Additional information about the Smarter Water Catchment Initiative:
https://www.thameswater.co.uk/about-us/responsibility/smarter-water-catchments
Section 4

Tender Assessment and Evaluation

4.1 Evaluation of Tenders (Compliance)

4.1.1 Submitted tenders will be subject to a compliance check, selection and finally a quality and price evaluation by means of a structured process in order to determine that the tender offers the best value to CCB.

4.1.2 The evaluation of tenders will be undertaken by a panel with representatives from CCB and Smarter Water Catchments partners.

4.1.3 The initial compliance phase will include checks to ensure the documents have been properly completed and all required information has been provided.

4.1.4 If, during the initial compliance phase, it is apparent that a Tenderer has submitted a fundamentally non-compliant or incomplete tender then the CCB reserves the right to reject that tender and continue to assess the other tenders as appropriate.

<table>
<thead>
<tr>
<th>For tenders</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 General Information</td>
<td>Not assessed – for information only</td>
<td></td>
</tr>
<tr>
<td>7.2 Consortia Information</td>
<td>Not assessed – for information only</td>
<td></td>
</tr>
<tr>
<td>7.3 Insolvency and Criminal Proceedings</td>
<td>Pass/Fail</td>
<td></td>
</tr>
<tr>
<td>7.4 Financial Information</td>
<td>Pass/Fail</td>
<td></td>
</tr>
<tr>
<td>7.5 Insurance Information</td>
<td>Pass/Fail</td>
<td></td>
</tr>
<tr>
<td>7.6 Technical and Professional Capability</td>
<td>Pass/Fail</td>
<td></td>
</tr>
<tr>
<td>7.7 Equalities</td>
<td>Pass/Fail</td>
<td></td>
</tr>
<tr>
<td>7.8 Health and Safety</td>
<td>Pass/Fail</td>
<td></td>
</tr>
<tr>
<td>7.9 Customer Care and Quality Assurance</td>
<td>Pass/Fail</td>
<td></td>
</tr>
<tr>
<td>7.10 Information Security Policy</td>
<td>Pass/Fail</td>
<td></td>
</tr>
<tr>
<td>Methodology Statement</td>
<td>Technical information on the equipment and solution following Section 3 Specification</td>
<td></td>
</tr>
<tr>
<td>References</td>
<td>Referees for other similar projects</td>
<td></td>
</tr>
</tbody>
</table>
4.1.5 Tenderers who pass this initial screening will thereafter be subject to further assessment as detailed below.

4.1.6 The evaluation process will be systematic, thorough and fair.

4.1.7 After the initial assessment phase the tenders will be evaluated.

4.2 Evaluations of Tenders (Award)

Quality (70%)

4.2.1 The criteria for consideration will include:

<table>
<thead>
<tr>
<th>Ref</th>
<th>Criteria</th>
<th>% Evaluation Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Ability to Meet Functional Specification</td>
<td>80</td>
</tr>
<tr>
<td>B</td>
<td>Appropriateness of Installation Solution</td>
<td>10</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory references related to previous installations and solutions</td>
<td>10</td>
</tr>
</tbody>
</table>

4.2.2 Each reply will be scored according to the assessment given in the table below:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>Unacceptable  Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.</td>
</tr>
<tr>
<td>3-4</td>
<td>Poor  Response is partially relevant or poor. The response addresses some elements of the requirement but contains insufficient or limited detail or explanation to demonstrate how the requirement will be fulfilled.</td>
</tr>
<tr>
<td>5-7</td>
<td>Acceptable  Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details in certain areas on how the requirement will be fulfilled.</td>
</tr>
<tr>
<td>8-9</td>
<td>Good  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.</td>
</tr>
<tr>
<td>10</td>
<td>Excellent  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 fulfilled.</td>
</tr>
</tbody>
</table>

Price (30%)

4.2.3 This will be determined by examination of the Pricing Schedule submitted by each tenderer.
4.2.4 The CCB is under no obligation to accept the lowest bid or any bid and will not be liable for costs or expenses incurred in connection with the appointment process.

4.2.5 The cost will be scored on the basis of lowest cost over bid cost, multiplied by the full marks available for cost under this evaluation.

4.3 Further Clarification

4.3.1 Supplier product demonstration

During the tender evaluation period, Tenderers may be required to demonstrate their proposed solutions to representatives of the CCB and answer questions on their bid, for the purposes of clarification. The quality scores may be altered by the evaluation panel following the process of clarification through the demonstration and interview process.

All costs involved will be borne by the Tenderers.

4.4 Confidentiality

4.4.1 CCB will not disclose any third-party information that is supplied in tenders that is marked as confidential. All other information supplied by bidders to CCB will similarly be treated in confidence except that references may be sought from banks, existing or past clients, or other referees submitted by the Tenderers.

4.5 Conflict of interest

4.5.1 Bidders are required to confirm that they are not aware of any conflict of interest or any circumstances that could give rise to a conflict of interest in the performance of the proposed Contract.

4.6 Consortia

4.6.1 Bids from multi-disciplinary organisations and specially formed consortia are welcome, but all organisations in specially formed consortia must be identified in the response to the ITT. Each group or consortium will be required to nominate a lead partner with whom the CCB can contract or form themselves into a single legal entity before contract award. In the case of group bidders or consortia, each service provider will be required to become jointly and severally responsible for the contract before acceptance.

4.6.2 If the tenderer is a group bidder or consortium, each member of the consortium must be identified separately as part of the response to this ITT.
4.6.3 If the tenderer is a member of a group of companies, they should provide information only about themselves and not the Group as a whole (except where Group information is specifically requested by the question).

4.7 Variant bids

4.7.1 Tenderers may also submit an alternative price and/or method of provision of the services or goods, which CCB, at its sole discretion, may or may not pursue.
Section 5

Structure and Format of Response

5.1 Introduction

5.1.1 Your response to this tender document should follow the defined structure as outlined. Your response will be used to evaluate and score the different sections of each proposal received. All parts of this section are deemed Essential and require response.

5.1.2 The response should be presented in A4 format with an easily readable font style and size.

5.2 Approach to the Contract (Methodology)

5.2.1 Contractors should describe how they will approach the implementation and performance of this contract with particular regard to the requirements outlined in Section 3.3, Detail Specification.

5.2.2 The methodology statement should not exceed two pages of A4.

5.3 Project Resourcing

5.3.1 Contractors should describe the resources that they will be deploying on this contract if they are successful, stating whether any staff resources are currently in place or will require to be recruited. They should also give indications as to the background and knowledge of key personnel who will be deployed in the delivery of this contract.

5.3.2 Explain any sub-contract arrangements that you will depend on to deliver the contract and explaining how you will manage this / these relationships with other stakeholders (if any). Any Lead Times between award of Contract and start of Services should be highlighted.

5.3.3 A project plan for your works should be included in this section of the tender return.
Section 6

Pricing Proposals

Pricing Proposals should be in the following format

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Offer Price £ ex VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sondes with sensors</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Telemetry and datalogger solution</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Installation solution including housing</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Any optional extras</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE: _________________________ DATE:____________________________

DESIGNATION: ___________________________________________

COMPANY: _______________________________________________

Note that Pricing Proposals should be completed in full (mark N/A for those Items that are not applicable) and must be signed by a person properly authorised to do so on behalf of the bidding organisation.
Section 7

Supplier Questionnaire

7.1 General Information

7.1.1 Full legal name, address and website of the Potential Provider in whose name the tender will be submitted (the Prime or Single contractor):

<table>
<thead>
<tr>
<th>Company Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address from which the contract will be delivered</td>
<td></td>
</tr>
<tr>
<td>Town/City</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
</tbody>
</table>

7.1.2 Name, position, telephone number and e-mail address of main contact for this project:

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

7.1.3 Current legal status of the Potential Provider (e.g. partnership, private limited company, etc.):

<table>
<thead>
<tr>
<th>Please tick one box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole Trader</td>
</tr>
<tr>
<td>Partnership</td>
</tr>
<tr>
<td>Public Limited Company</td>
</tr>
<tr>
<td>Private Limited Company</td>
</tr>
</tbody>
</table>
7.1.4 Date and place of formation of the Potential Provider and, if applicable, registration under the Companies Act 2006. Please provide copies of Certificates of Incorporation (where appropriate) and any changes of name, registered office and principal place of business.

<table>
<thead>
<tr>
<th>Date of formation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of formation</td>
</tr>
<tr>
<td>Date of registration</td>
</tr>
<tr>
<td>Company registration number</td>
</tr>
<tr>
<td>Certificates enclosed YES / NO (please delete)</td>
</tr>
<tr>
<td>Registered Vat number</td>
</tr>
<tr>
<td>Registered Office</td>
</tr>
<tr>
<td>Principal place of business</td>
</tr>
</tbody>
</table>

Ownership structure

7.1.5 If the Organisation is a member of a group of companies give the full legal name and address of Parent/Holding Company if applicable:

<table>
<thead>
<tr>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Town/City</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
<tr>
<td>Country</td>
</tr>
</tbody>
</table>

Potential Providers established outside the United Kingdom may provide equivalent information. For a list of acceptable equivalent information please refer to in Regulation 23(7) of the Public Contracts Regulations 2006.
Company registration number  

7.1.6 Full legal name and address of (ultimate) Parent/Holding Company if applicable:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town/City</th>
<th>Postcode</th>
<th>Country</th>
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</table>

<table>
<thead>
<tr>
<th>Company registration number</th>
</tr>
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<tbody>
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<td></td>
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</table>

7.1.7 If the Potential Provider is a division or subsidiary, what is its relationship with the Parent Company (e.g., 100% owned subsidiary)

<table>
<thead>
<tr>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

7.1.8 Please provide a one-page chart illustrating the ownership structure of the Potential Provider including relations to any parent or other group or holding companies.

Ownership structure enclosed (please tick )

7.1.9 Please provide a brief history of the Potential Provider’s organisation.

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2 Or, for parent companies established outside of the United Kingdom, equivalent information as set out in Regulation 23(7) of the Public Contracts Regulations 2006.

3 Or, for parent companies established outside the United Kingdom, equivalent information as set out in Regulation 23(7) of the Public Contracts Regulations 2006.
**Brief history of the Potential Provider’s organisation, no more than 400 words, including details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buyouts and closures, etc which are currently in the public domain.**

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7.1.10 Is the Potential Provider a consortium joint venture or other arrangement? If so, and if it is available, please provide details of the constitution and percentage shareholdings

<table>
<thead>
<tr>
<th>Consortium</th>
<th>YES / NO (please delete)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If yes please complete the table below</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Percentage shareholding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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7.1.11 Registration with professional body

Where applicable, is the Potential Provider registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex IX B of Directive 2004/18/EC) under the conditions laid down by that member state⁴).

**Evidence of registration with appropriate professional/trade body**

*Either insert required details or state ‘None’*

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⁴ In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the candidate is carrying on business in the trade in question in the UK at a specific place of business and under a specific trading name.
7.1.12 VAT registration number

VAT Registration number

7.2 Consortia Information

All Potential Providers should answer question 7.2.1. Where a Potential Provider at this stage of the process intends to sub-contract they should also answer questions 7.2.2 and 7.2.3 below. Where a Potential Provider becomes aware of the intention to subcontract at later stages in the procurement they are required to notify the CCB of this and provide the information requested below at that time. Where a Potential Provider is a consortium they should indicate which members are proposing to deliver the services.

7.2.1 Please tick the box below which applies

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Company / Organisation</th>
<th>How much of the requirement and what will they directly deliver (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Your organisation is bidding to provide all the services required itself (if ticked, go to Section 7.3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) The Potential Provider is a consortium</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7.2.2 If your answer to 7.2.1 is (b) or (c) please indicate in the table below (by inserting the relevant company/organisation name) the role your partner organisation(s) will undertake or potentially undertake as part of this service.

If your answer to 7.2.1 is (b) and you are unable to confirm all partners (complete supply chain) at this stage, you will need to demonstrate a satisfactory methodology
and track record of delivering a supply chain. Please give a brief outline on policy regarding the use of partner organisations and, if applicable, the extent to which it is envisaged they may be used in any contract.

Methodology for procuring supply chain (no more than 300 words)

7.3 Insolvency and Criminal Proceedings

7.3.1 Has the organisation or any of the directors, partners or proprietors been in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors or subject to relevant proceedings?

YES □ NO □

7.3.2 Has the organisation or any of the directors, partners or proprietors been convicted of a criminal offence related to business or professional conduct?

YES □ NO □

If you are completing the questionnaire as a primary contractor, please confirm this for ALL your proposed consortium members and any other third parties you are considering using to provide the service to the Chilterns Conservation Board.
7.4 Financial Information

7.4.1 Please provide the following financial information or an explanation as to why this information cannot be provided:

a. A copy of the most recent audited accounts for your organisation that cover the last three years of trading or for the period that is available if trading for less than three years.

or

b. A statement of the organisation’s turnover, Profit & Loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet, where this information is not available in an audited form at (a)

or

c. Where (a) and (b) cannot be provided, a statement of the organisation’s cash flow forecast for the current year and a bank letter or statement from the relevant Director or Accountant outlining the current cash and credit facility position

and

d. If the organisation is a subsidiary of a group, (a) or (c) are required for both the subsidiary and the ultimate parent company. Where a consortium or association is proposed the information is requested for each member company.

and

e. please provide a statement of the organisation’s turnover that relates directly to the supply of this service for the past three years, or for the period the organisation has been trading (if less than three years) in the boxes below:

<table>
<thead>
<tr>
<th>Year Ended</th>
<th>XX/XX/XXXX</th>
<th>XX/XX/XXXX</th>
<th>XX/XX/XXXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnover (£)</td>
<td>£…………………</td>
<td>£…………………</td>
<td>£…………………</td>
</tr>
</tbody>
</table>

7.4.2 Parent company and/or other guarantees of performance and financial standing may be required if considered appropriate as well as confirmation of the organisation’s willingness to arrange for a guarantee or a performance bond

Where the potential provider is dependant financially on a parent company to support its application for this procurement, it must indicate in the box below whether a Parent Guarantee is available if requested.
Where required, Parent Guarantee Available? YES / NO (please delete)

7.4.3 Name and address of principal banker.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Address</th>
<th>Town/City</th>
<th>Postcode</th>
<th>Telephone</th>
<th>Fax number</th>
</tr>
</thead>
</table>

If requested, would you be willing to provide a Banker’s reference? YES/NO

7.4.4 Has your business met the terms of its banking contracts and any loan agreements or mortgages during the past year?

Yes ☐ No ☐

If the answer is no please provide reasons and state what action has been taken by you to rectify the situation?

7.4.5 Has your business met all its obligations to make payments as they fall due to its suppliers, staff and/or landlord/licensor during the past year?

Yes ☐ No ☐
7.5 Insurance Information

7.5.1 It is a requirement of this contract (of framework agreement) that bidders hold the levels of insurance indicated below. If a potential provider does not have the minimum insurance requirements and is not prepared to obtain such cover is successful, then the provider will be automatically excluded from further consideration in the tender process.

- Employer’s Liability Insurance = £5 million
- Public Liability Insurance = £5 million for Element 1; £5 million if only tendering for Element 2
- Professional Indemnity Insurance = £2 million

<table>
<thead>
<tr>
<th>Employer’s Liability Insurance (if applicable, as this does not apply to sole traders)</th>
<th>Yes, I already have this</th>
<th>I do not currently have but I am willing to obtain</th>
<th>Not applicable, I am a sole trader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Liability Insurance</td>
<td>Yes, I already have this</td>
<td>I do not currently have but I am willing to obtain</td>
<td>No, I do not have this and I am not willing to obtain</td>
</tr>
<tr>
<td>Professional Indemnity Insurance</td>
<td>Yes, I already have this</td>
<td>I do not currently have but I am willing to obtain</td>
<td>No, I do not have this and I am not willing to obtain</td>
</tr>
</tbody>
</table>

Please provide copies of your current insurance certificates relating to the requirements above

The documents / evidence should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies

Or

A letter from your insurance broker confirming you will be able to obtain relevant insurance
7.6 Technical or Professional Capability

*Bidders 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 and works similar to the current contract by using examples from within their own organisation (bidders 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) or from other consortium members (where a consortium bid is being proposed) or named sub-contractors (where sub-contractors are being used and their identity is known)*

7.6.1 Please provide two examples below;

The Information you provide should cover the following areas:

- a description of the goods works or services delivered
- contract value & dates.
- previous or current customer details
- details of where you have been able to demonstrate added value through the adoption of innovative solutions.

Either use the space provided or attach a document to your response, which should be no longer than 2 pages of A4

Please provide your **first** relevant example that demonstrates your organisation's (or where applicable, consortium members' and/or named sub-contractors') experience in delivering similar goods, services, or works to the requirements of this procurement exercise. For goods and services contracts your examples must be from within the last three years and for works contracts your examples must be from within the last five years.
Please provide your second relevant example that demonstrates your organisation's (or where applicable, consortium members' and/or named sub-contractors') experience in delivering similar goods, services, or works to the requirements of this procurement exercise. For goods and services contracts your examples must be from within the last three years and for works contracts your examples must be from within the last five years.

The Information you provide should cover the following areas:

- a description of the goods works or services delivered
- contract value & dates.
- previous or current customer details
- details of where you have been able to demonstrate added value through the adoption of innovative solutions.

Either use the space provided or attach a document to your response, which should be no longer than 2 pages of A4

7.6.2

In relation to the two examples above please attach confirmation that the requirements were delivered successfully e.g. acceptance / completion certificates or customer’s written declaration (if available)
7.6.3

Please provide a statement of the technical resources such as the tools, plant, facilities and technical equipment available to your organisation, or, where relevant consortium members and/or named subcontractors in relation to the delivery of this contract.

Please refer to the Specification in Section 3 of this document.

Guidance

The CCB will use the information you provide to evaluate whether your organisation, consortium members and/or named subcontractors have the required technical resources to deliver the requirement.

7.6.4

Please confirm whether your organisation (or consortium members) have:

- defaulted on the delivery of a contract within the last 3 years (goods and services) or 5 years (works).

- had a contract cancelled, or not renewed, for failure to perform within the last 3 years (goods and services) or 5 years (works).

If any of the above applies please provide an explanation of the action you have taken to prevent a re-occurrence.

Guidance

The CCB will use the information to determine whether you have a successful record of delivery.
7.7 Equalities

7.7.1 Does your organisation comply with your statutory obligations under the Equality Act 2010

Yes ☐ No ☐

7.7.2 If relevant to the status of your organisation i.e. if you have more than 5 staff, please attach a copy of your Equality and Diversity policy and / or equal opportunities policy with your response

7.7.3 In the last three years has any finding of unlawful discrimination been made against your business or organisation by any court or employment tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in jurisdiction other than the UK)?

Yes ☐ No ☐

If you answered ‘yes’ to the above question provide a summary of the finding or judgement and explain what action you have taken to prevent similar unlawful discrimination from reoccurring.

Guidance
The CCB may not be able to select a bidder to tender if it has been found to have unlawfully discriminated in the last three years, unless the bidder has provided compelling evidence that they have taken robust and appropriate action to prevent similar unlawful discrimination reoccurring.
7.7.4 In the last three years, has your organisation had a complaint upheld following a formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in a jurisdiction other than the UK), on grounds of alleged unlawful discrimination?

Yes □ No □

If you answered ‘yes’ provide a summary of the nature of the investigation and an explanation of the outcome (so far) of the investigation. If the investigation upheld the complaint against your organisation, provide an explanation of what action (if any) you have taken to prevent unlawful discrimination from re-occurring.

Guidance
The CCB may not be able to select a bidder to tender if it has been found to have unlawfully discriminated in the last three years, unless the bidder has provided compelling evidence that they have taken robust and appropriate action to prevent similar unlawful discrimination reoccurring.

7.8 Health and Safety

7.8.1 Does your organisation have a written Health and Safety Policy?

Yes □ No □

7.8.2 Does your organisation ensure compliance with the Health and Safety at Work Act 1974?

Yes □ No □

7.8.3 Does your organisation train staff in Health and Safety?
7.8.4 Please provide the name of the person in the business specifically responsible for health and safety matters.

…………………………………………………………………………………………..
…………………………………………………………………………………………..

7.9 Customer care and Quality Assurance

7.9.1 Does your organisation have a written customer care policy?

Yes [ ] No [ ]

If yes please provide details

7.9.2 Does your organisation hold a recognised Quality Management System certification from an independent body attesting conformity to quality assurance standards based on the relevant European standard to equivalent standard, e.g. S/EN/ISO 9000 or equivalent? If it does, please provide a copy.

Yes [ ] No [ ]

If no, please explain your quality management systems or reason for not having a system

7.9.3 Does your organisation use any key performance indicators to assess performance?

Yes [ ] No [ ]
7.10 Information Security Policy

7.10.1 Does your firm have a policy on the protection of client data with respect to the statutory requirements on Data Protection, Freedom of Information and Environmental Information Regulations, and confidentiality?

Yes [ ] No [ ]

7.10.2 Please provide any further information you think might be relevant to the provision of this service such as; any additional skills or processes your organisation possesses which you consider would lead to additional value/benefits for the Chilterns Conservation Board.

Please provide details

If yes please provide details of KPIs

Please provide details
Section 8

Form of Tender

To: The Chilterns Conservation Board (CCB)

Dear Sir/Madam,

TENDER FOR:

1. I/We* the undersigned DO HEREBY UNDERTAKE on the acceptance by the CCB of my/our* tender to supply and/or deliver the goods and/or services on such terms and conditions and in accordance with such specifications as are contained or incorporated in the invitation to tender.

2. Any prices, rates or discounts quoted in this tender are valid for 90 days after the tender return date and we confirm that the terms of the tender will remain binding upon us and may be accepted by you at any time before the expiry of that period.

<table>
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<tr>
<th>Signed</th>
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<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Position in organisation</td>
<td></td>
</tr>
<tr>
<td>Duly authorised to sign tenders for and behalf of [Name]</td>
<td></td>
</tr>
<tr>
<td>Registered Address</td>
<td></td>
</tr>
<tr>
<td>Nationality of Company</td>
<td></td>
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<tr>
<td>Company number</td>
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</table>
Section 8
Certificate of Non-Collusion

TO: CCB

The essence of the public procurement process is that the CCB shall receive bona fide competitive tenders from all Tenderers. We, the undersigned, hereby certify that this is a bona fide bid and (except as authorised in the Invitation to Tender) we have not, and insofar as we are aware neither has any of our (or any of our proposed sub-contractors) officers, employees, servants or agents:

1. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made; or

2. Informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was necessary to obtain quotations necessary for the preparation of the bid for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the bid; or

3. Caused or induced any person to enter into such an agreement as is mentioned in paragraph (a) above or to inform us of the amount or the approximate amount of any rival bid for the Contract; or

4. Committed any offence under any applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 or

5. Offered or agreed to pay or give any sum of money, inducement or 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 Bid or proposed Bid for the works any act or omission; or

6. Canvassed any other persons referred to in paragraph (a) above in connection with the Contract; or

7. Contacted any officer of CCB or their agents about any aspect of the contract including (but without limitation) for the purposes of
discussing the possible transfer to the employment of the Tenderer of such officer or agent for the purpose of the Framework Contract or for soliciting information in connection with the Contract.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 7 above before the hour and date specified for the return of the bid nor (in the event of the bid being accepted) shall we do so while the resulting contract(s) continue in force between us (or our successors in title) and CCB. In this certificate, the word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

<table>
<thead>
<tr>
<th>Signed</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Position in organisation</td>
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<td>For and on behalf of</td>
<td></td>
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<tr>
<td>Date</td>
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