

**Regulated Below Threshold Tender**

Invitation to Tender – Response to Tender

**Invitation to Tender: Mount Designer/Maker for Isles of Scilly Museum**

20250919\_CIoS\_Mounts

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| Document Title: | B3\_ITT Response to Tender |

Document Control

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| --- | --- |
| Responsible Officer: | [Name / Job Title] |
| Date for next review | [Date] |

Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Issue date | Author/editor | Responsible Officer Approval Date | Summary of changes |
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Related Documents

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| Document Number | Document Name | File Location |
|  | ITT Statement of Requirements – Below Threshold |  |
|  | ITT Instructions to Bidders – Below Threshold |  |
|  | ITT Response Pricing Matrix – Below Threshold |  |
|  | Guidance - Below-Threshold |  |

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# Bidder Information

## Bidders are required to either:

## Complete and share their Supplier Information via the Government Central Digital Platform, or

## Complete the following table to provide your information. as detailed in the Instructions to Bidders as part of their submission

## Bidders must provide complete, accurate and up-to-date information in accordance with either the questionnaire below or by submitting their Supplier Information on the Central Digital Platform. If information is incomplete or inaccurate, the bid may be excluded.

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Bidder Response** |
| 1 | What is your name? (Bidder’s legal name) | [Insert name] |
| 2 | Who is the contact for the purpose of this tender? Please provide contact details: | [Insert name]  [Insert email address]  [Insert contact number] |
| 3 | Are you registered on the Central Digital Platform? If yes, please provide your identifier.  *If* ***No,*** *go to* ***Question 4*** | [Insert Yes or No] |
| 3.1 | If you are registered on the Central Digital Platform, please confirm your unique identifier | [Insert Unique Identifier] |
| 3.2 | Please confirm you have submitted your up-to-date Supplier Information via share code or PDF?  *If* ***Yes****, go to* ***Question 7***  *If* ***No,*** *continue to* ***Question 4.*** | [Insert Yes or No]  [Confirm Share Code or PDF] |
| 4. | Please provide the following information: |  |
| 4.1 | Your company’s registered address. | [Insert address] |
| 4.2 | Registration number (company, partnership, charity, etc if applicable). | [Insert Registration No.] |
| 4.3 | Trading status (i.e. private limited company, sole trader, partnership etc.) | [Insert Trading Status] |
| 4.4 | Are you an SME (as per the definition in the Procurement Act, section 123(1)) | [Insert Yes or No] |
| 5. | Confirm your turnover for the past 3 years (if information is not available, please provide details as to why). | [Year 1]  [Year 2]  [Year 3 (current year)] |
| 6. | Do any of the exclusion grounds set out in Schedule 6 or 7 of the Procurement Act apply to you, your Connected Persons, Associated Persons or any subcontractors? (as defined in the Instructions to Bidders) | [Insert Yes or No]  [If Yes, provide details] |
| 7. | Are you, or any of the subcontractors you intend to deliver this contract, on the debarment list? | [Insert Yes or No]  [If Yes, provide details] |
| 8. | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium. | [Insert Yes or No]  [If Yes, provide details] |

# Quality 35%

## Quality is comprised of Technical Questions and Social Value and will be assessed based on the methodology provided in the Instructions to Bidders.

## The total weighting for Technical Questions is **25%**

The sub-criteria for the Technical Questions are as follows:

|  |  |
| --- | --- |
| Prior experience (c.v) | 15% |
| Project resourcing | 10% |

## The total weighting for Social Value Questions is **10%**.

## Bidders will be required to submit responses to each of the following questions in the template below. to demonstrate how their proposals will meet the Specification as provided in the ITT Statement of Requirements. Where a Section contains more than one question, the relevant % weighting of that question is listed in the template.

## Unless otherwise stated, your response to each question must be in the form of a method statement, which must be provided in the template below. Your statements should be concise, in a minimum 11-point font and no more than [2000] words per question, excluding any diagrams. You may expand the text boxes in the template to fit your response.

**Response Template – for Completion by Bidders**

1. **Technical Questions (total weighting 25%)**

|  |  |  |
| --- | --- | --- |
| **Prior experience (c.v) – 15% Weighing Applied** | | |
| **Ref.** | **Question** | **Weighting** |
| **4** | Please provide cv of staff to be appointed to this project. Include a clearly identified overall project manager | 8% |
| [Insert response here] | | |
| **5** | Please provide 3 examples of previous projects of a similar nature | 7% |
| [Insert response here] | | |

|  |  |  |
| --- | --- | --- |
| **Project resourcing – 10% Weighting Applied** | | |
| **Ref.** | **Question** | **Weighting** |
| **7** | Please explain how you will resource the project to deliver to the stated timeframe | 10% |
| [Insert response here] | | |

**B) Social Value (total weighting 10%)**

|  |  |  |
| --- | --- | --- |
| **Social Value – 10% Weighing Applied** | | |
| **Ref.** | **Question** | **Weighting** |
| **10** | Outline how your organisation seeks to minimise waste and is maximise recycling in your production processes | 10% |
| [Insert response here] | | |

# Price (65%)

Please complete the priced return spreadsheet “Pricing Schedule for IOSM-Mount Designer-Maker.xlsx”

# Suitability Questions

4.1 Bidders must meet the criteria to Pass each of the requirements below, and be able to provide evidence of this when requested by the contracting authority prior to contract award, otherwise your bid will be excluded.

|  |  |  |
| --- | --- | --- |
| **No.** | **Suitability Question** | **Bidder Response** |
| 2 | **Insurance:** Do you have, or agree to get, the following insurance(s) required to deliver the contract:   1. Employer’s (Compulsory) Liability Insurance\* = £5m 2. Public + Product Liability Insurance = £5m 3. Professional Indemnity Insurance = £2m   \*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: [www.hse.gov.uk/pubns/hse39.pdf](http://www.hse.gov.uk/pubns/hse39.pdf).  Bidders must confirm they have insurance(s) or agree to get them if their tender is successful. Failure to do so will result in a fail and the tender being rejected. | [Insert Yes or No]  [Insert Yes or No]  [Insert Yes or No]  [Insert Yes or No]  [Confirm which, if any, insurances you currently have in place, and the associated values] |
| 3 | **Relevant Experience & Contract Examples:** | |
| Please complete the table(s) below to provide *at least two* examples of delivering a previous relevant contract, or an explanation as to why this can’t be provided. Bidders must demonstrate adequate experience in their response, or will receive a fail and the tender will be excluded. | |
| |  |  |  |  | | --- | --- | --- | --- | |  | **Contract 1** | **Contract 2** | **Contract 3** | | **Name of customer**  **organisation who**  **signed the contract** | [Insert all details] | Insert all details] | Insert all details] | | **Name of supplier**  **who signed the**  **contract** |  |  |  | | **Point of contact in**  **the customer’s**  **organisation** |  |  |  | | **Position in the**  **customer’s**  **organisation** |  |  |  | | **Email address** |  |  |  | | **Description of**  **contract** |  |  |  | | **Contract start date** |  |  |  | | **Contract completion date** |  |  |  | | **Estimated contract**  **value** |  |  |  | |  |  |  |  | | [If you cannot provide at least two examples of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.] | | | | | [Insert information where relevant] | | | | | |

# Certificate and Declaration

## I/We hereby certify that all information supplied in relation to this Tender is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in the application I/we understand that false information could result in my/our exclusion from The contracting authority’s future procurement opportunities.

## I/We also understand that it is a criminal offence, punishable by imprisonment, to give, or offer any gift or consideration whatsoever, as an inducement or reward, to any servant of a public body, and that any such action will empower the contracting authority to cancel any contract currently in force, and may result in my/our exclusion from the contracting authority’s future procurement opportunities.

## I/We understand that The contracting authority, or their agents, will not accept any charges by the Bidder, its sub-contractors or any other party for:

## work in responding to this Invitation to Tender

## or any other associated activity

## I/We understand that this Tender, is not in any way binding and is not a commitment to enter into contract with the Bidder (you), or involve The contracting authority in any financial commitment whatsoever in this respect. The Bidder is also advised that The contracting authority does not bind itself to accept any of the submitted documents in whole, or in part.

## I/We declare that the Bidder has fulfilled its obligations relating to the payment of taxes under the law of any part of the United Kingdom, or of the relevant State in which the economic operator is established.

## I/We declare that as the Bidder we are not in any of the situations as outlined in Schedules 6 and 7 of the Procurement Act 2023 (Mandatory and Discretionary exclusion criteria).

## I/we declare that we have considered all requirements within this Invitation to Tender and should we be identified as the Highest Scoring Bidder following the tender evaluation process we agree to submit supporting evidence within 5 working days of the initial request.

## The parties hereto acknowledge and agree that any information requested under the Freedom of Information Act 2000 may be disclosed, provided such disclosure is appropriate and in accordance with the said Act.

## I/We hereby apply for consideration in connection with Mount designer and Maker for the contracting authority and confirm that I am/we are prepared to answer any questions relating to this Tender, if so required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| **Name (Block Capitals):** |  | | |
| **For, and on behalf of:** |  | | |
| **Position in Company:** |  | **Telephone Number:** |  |
| **Email Address:** |  | | |