

## INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

- 1 These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Michael Haddon, Finance Manager at Morningside Primary School and Children's Centre ("the School"), Chatham Place, Hackney, E9 6LL via [finance@morningside.hackney.sch.uk](mailto:finance@morningside.hackney.sch.uk) or 0208 985 5382 if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-tender negotiations are **not** allowed.

### Contract Period

- 2 The contract is to be for a period of 2 years, from Thursday 1<sup>st</sup> April 2021 until Friday 31<sup>st</sup> March 2023.

### Incomplete Tender

- 3 Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

### Returning Tenders

- 4 The School wants **bids to be returned electronically**. The School will send a confirmation of receipt of bid email. Tenders must be delivered by 5pm on Friday 19<sup>th</sup> February 2021.

### Receipt of Tenders

- 5 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

### Acceptance of Tenders

- 6 By issuing this invitation the School is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

### Inducements

- 7 Offering an inducement of any kind in relation to obtaining this or any other contract with the School will disqualify your tender from being considered and may constitute a criminal offence.

### Confidentiality of Tenders

- 8 Please note the following requirements, you must not:
  - Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
  - Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.

- Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

### **Costs and Expenses**

- 9 You will not be entitled to claim from the School any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

### **Debriefing**

- 10 Following the award of contract, debriefing will be included in the letter sent to unsuccessful bidders.

### **Evaluation Criteria**

- 11 The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.
- 12 Your capability to perform the contract will be evaluated using award criteria set out in Annex 1.

### **Freedom Of Information**

- 13 The School is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the School may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the School should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

### **Tender Period**

- 14 Due to the intensive evaluation process, the School requires tenders to remain valid for the period specified in Document 4.

### **Basis of the Contract**

- 15 The specification in Document 2, and the terms and conditions in Document 3, together with any special requirements, will form the basis of the contract between the successful tenderer and the School.

### **Personnel Security Standard**

- 16 The successful contractor will need to assure the School that staff supplied under the contract including its own staff and those of sub-contractors who need unsupervised access to the School's assets including but not limited to premises, IT equipment and classified information meet required Disclosure Barring Standards (DBS). Detailed information on each check is in Document 3.

## Timetable

- 17 This timetable is provisional and may be subject to change, but will be adhered to by the school as far as reasonably possible:

<b>ACTIVITY</b>	<b>TIMESCALE</b>
Advertise	Thursday 28 <sup>th</sup> January 2021
Start of clarifications stage / any questions about the specification or procurement process	Friday 29 <sup>th</sup> January 2021
End of clarifications stage	Friday 12 <sup>th</sup> February 2021
Submission deadline for receipt of bids	5pm on Friday 19 <sup>th</sup> February 2021
Inform bidders of award	Thursday 25 <sup>th</sup> February 2021
Potential mobilisation period	Friday 26 <sup>th</sup> February 2021 to Friday 19 <sup>th</sup> March 2021
Award contract	Monday 22 <sup>nd</sup> March 2021

## Format of Bids

- 18 Tenderers should present their proposals in the following format:

- Section 1** Table of Contents
- Section 2** Management Summary
- Section 3** Meeting the Specification
- Section 4** Cost and Charging Arrangements
- Section 5** Declarations, Undertakings and Attachments (see Document 4)

## Conclusions

- 19 Whilst every endeavour has been made to give tenderers an accurate description of the School's requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

**END OF DOCUMENT 1**