**Open Works Tender**

**Park House re-modelling**

**2025/S 000-038217**

Invitation to Tender – Response to Tender

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

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| Responsible Officer: |  |
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Version History

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

|  |  |  |
| --- | --- | --- |
| Document Number | Document Name | File Location |
| B1 | 20250801\_B1\_Instructions for bidders |  |
| B2 | 20250801\_B2\_ Statement of Requirement |  |
| B3 | 20250801\_B3\_ITT Response to Tender |  |
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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] |

# Gateway Questions

## ~~Bidders must complete the table below, answering “Yes” or “No” to each of the questions.~~

## ~~Please note that answering “No” to one or more of these questions will result in a “fail”, meaning that the Bidder’s tender will not be considered any further. Failure to answer one or more questions may also result in a “fail”.~~

|  |  |  |
| --- | --- | --- |
| **~~Ref.~~** | **~~Gateway Question~~** | **~~Assessment Criteria~~** |
| **~~1.~~** | ~~[Insert question]~~ | ~~[Yes / No]~~ |
| **~~2.~~** | ~~[Insert question]~~ | ~~[Yes / No]~~ |
| **~~3.~~** | ~~[Insert question]~~ | ~~[Yes / No]~~ |

## ~~Please note that, if answering “Yes” to a question, to a question, evidence will be required (if applicable) should the Bidder be identified as the Highest Scoring Bidder~~

## ~~Guidance Note: Include pass/fail gateway questions. These must be proportionate to the nature and value of the contract. Questions must relate to delivery of the contract and not to bidder suitability. Add or remove rows as needed.~~

# Quality [40%]

## 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 **30%**

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

**1. Relevant Experience** 10%

**Please describe your organisation’s experience in delivering construction projects involving the remodelling or conversion of similar properties.**  
Include details of similar projects undertaken, challenges encountered, and how these were overcome. Where possible, provide references or case studies. 500 words

**2. Environmental Sustainability** 10%

**What measures will your organisation implement to minimise the environmental impact of the construction works?**  
Please include approaches to waste management, energy efficiency, use of sustainable materials, and carbon reduction strategies. 500 words

**3. Health and Safety Management** 5%

**Please outline your organisation’s approach to health and safety management for this project.**  
Include your procedures for risk assessment, site safety and compliance with relevant legislation and best practice standards. 500 words

**4. Stakeholder Collaboration** 5%

**Describe how your organisation will work collaboratively with the Council and neighbouring construction projects, to ensure the successful delivery of this project.**  
Explain your approach to communication, responsiveness to feedback, and managing disruption. 500 words

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

**How will your organisation contribute to the social value of the Isles of Scilly community throughout the duration of this project?**

Consider aspects such as local employment, skills development, community engagement, and support for local businesses or services.

## Your response to each question must be provided in the template below. Your statements should be concise, in a minimum 11-point font with word limits as stated in the question, excluding any diagrams. You may expand the text boxes in the template to fit your response.

**Response Template – for Completion by Bidders**

**A) Technical Questions (total weighting 40%)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref.** | | **Question** | **Weighting** |
| **1** | | **1. Relevant Experience** 10%  **Please describe your organisation’s experience in delivering construction projects involving the remodelling or conversion of similar properties.** Include details of similar projects undertaken, challenges encountered, and how these were overcome. Where possible, provide references or case studies. 500 words | 10% |
| [Insert response here] | | | |
| **2** | | **2. Environmental Sustainability** 10%  **What measures will your organisation implement to minimise the environmental impact of the construction works?** Please include approaches to waste management, energy efficiency, use of sustainable materials, and carbon reduction strategies. 500 words**.** | 10% |
| [Insert response here] | | | |
| **3** | | **3. Health and Safety Management 5**%  **Please outline your organisation’s approach to health and safety management for this project.** Include your procedures for risk assessment, site safety and compliance with relevant legislation and best practice standards. 500 words | 5% |
| [Insert response here] | | | |
| **4** | **4. Stakeholder Collaboration 5**%  **Describe how your organisation will work collaboratively with the Council and neighbouring construction projects, to ensure the successful delivery of this project.** Explain your approach to communication, responsiveness to feedback, and managing disruption. 500 words | | 5% | |
| [Insert response here] | | | | |

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

|  |  |  |
| --- | --- | --- |
| **Social Value – 10% Weighing Applied** | | |
| **Ref.** | **Question** | **Weighting** |
| **4** | **How will your organisation contribute to the social value of the Isles of Scilly community throughout the duration of this project?**  Consider aspects such as local employment, skills development, community engagement, and support for local businesses or services. | [10%] |
| [Insert response here] | | |

# 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** |
| 1 | **Financial Capacity:** Assessment is based on the adequacy of the Bidders financial standing.  The Authority will undertake credit checks via a third-party Financial Organisation to check on the Bidder’s credit rating the risk score. The report will be obtained on or after 17th October2025. If the financial risk score is less than 51 or no financial risk score is available, then we will request and assess your audited accounts / alternative means of demonstrating financial status.  Failure to complete question(s) in full, provide additional information on reasonable request or demonstrate adequate financial standing will result in the tender being excluded | |
| 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 Liability Insurance = £10m 3. Professional Indemnity Insurance = £1m 4. Product Liability 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** (max 200 words) |  |  |  | | **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 400 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 The Stage Right Works for Cultural Centre and Museum, St Mary’s, Isles of Scilly 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:** |  | | |