

Volume for Submission



**Saltash Town Council**  
Working for the People of Saltash



## Volume Two (2) Applicant's Offer Invitation to Tender

**Catering Concession for:  
Isambard House, Saltash Railway Station,  
Saltash, Cornwall**

Closing time and date for return of submission:

**By 15:00 hrs dd/mm/yyyy**

**Commented [S1]:** To be agreed at the Station Sub meeting

**Name of Applicant:**

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted.

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## **1. General Notes**

This document should be read in conjunction with the supporting information contained within Volume 1 "Invitation to Tender - Background Information, Instructions and Conditions of Tender" and associated documents also referenced.

This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately, and all information required to submit a compliant tender is done ahead of submitting any final response.

## 2. Selection Questionnaire

### Notes for completion

1. The "Town Council" means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. "You" / "Your" refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term "potential supplier" is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the "regulations") and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state 'N/A'. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The Town Council recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Town Council immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Town Council will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The Town Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the Town Council is under a legal or regulatory obligation to make such a disclosure.

### Part 1: Potential supplier information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Please mark 'X' in the relevant box to indicate your trading status	a) a public limited company
		b) a limited company
		c) a limited liability partnership
		d) other partnership
		e) sole trader
		f) other (please specify)
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) – (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	
1.1(i) – (ii)	If you responded yes to 1.1(i) – (i), please provide the relevant details, including the registration number(s).	
1.1(j) – (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	
1.1(j) – (ii)	If you responded yes to 1.1(j) – (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Please mark 'X' in the relevant box to indicate whether any of the following classifications apply to you	a) Voluntary, Community and Social Enterprise (VCSE)
		b) Sheltered workshop
		c) Public service mutual
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?	

1.1(n)	Details of Persons of Significant Control (PSC), where appropriate (Please enter N/A if not applicable)	
	Name:	
	Date of birth:	
	Nationality:	
	Country, state or part of the UK where the PSC usually lives:	
	Service address:	
	The date they became a PSC in relation to the company (for existing companies the 06 April 2016 should be used):	
	Which conditions for being a PSC are met:	
	Over 25% up to (and including) 50%	
More than 50% and less than 75%		
75% or more		
1.1(o)	Details of immediate parent company (Please enter N/A if not applicable)	
	Full name of the immediate parent company:	
	Registered office address (if applicable):	
	Registration number (if applicable):	
	Head office DUNS number (if applicable):	
1.1(p)	Details of ultimate parent company (Please enter N/A if not applicable)	
	Full name of the ultimate parent company:	
	Registered office address (if applicable):	
	Registration number (if applicable):	
	Head office DUNS number (if applicable):	
Head office VAT number (if applicable):		
<b>Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the Persons of Significant Control of them.</b>		

**Please provide the following information about your approach to this procurement.**

Section 1	Bidding model		
Question number	Question	Response	
1.2(a) – (i)	Are you bidding as the lead contact for a group of economic operators?  If <b>yes</b> , please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If <b>no</b> , and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.	<b>Please indicate your answer by marking 'X' in the relevant box.</b>	
		<b>Yes</b>	<b>No</b>
1.2(a) – (ii)	Name of group of economic operators (if applicable)		
1.2(a) – (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.		
1.2(b) – (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<b>Yes</b>	<b>No</b>

1.2(b) – (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.	
	Name:	
	Registered address:	
	Trading status:	
	Company registration number:	
	Head Office DUNS number (if applicable):	
	Registered VAT number:	
	Type of organisation:	
	SME (Yes/No):	
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables:	
The approximate % of contractual obligations assigned to each sub-contractor:		

### Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the Council may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3 (c)	Role in organisation	
1.3(d)	Phone number	
1.3 (e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

## Part 2: Exclusion grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2		Grounds for mandatory exclusion	
Question number	Question	Response	
2.1(a)	<p><b>Regulations 57(1) and (2)</b>                      The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">web page</a>, which should be referred to before completing these questions.                      Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a>.</p>		
	Participation in a criminal organisation If Yes please provide details at 2.1(b)		
	Corruption If Yes please provide details at 2.1(b)		
	Fraud If Yes please provide details at 2.1(b)		
	Terrorist offences or offences linked to terrorist activities If Yes please provide details at 2.1(b)		
	Money laundering or terrorist financing If Yes please provide details at 2.1(b)		
	Child labour and other forms of trafficking in human beings If Yes please provide details at 2.1(b)		
	2.1(b)	If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)		
2.3(a)	<p><b>Regulation 57(3)</b>                      Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>		
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.		
<p><b>Please Note: The Town Council reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.</b></p>			



**Part 3: Selection questions**

<b>Section 8</b>		
<b>Additional questions</b>		
<b>Question number</b>	<b>Question</b>	<b>Response</b>
<b>8.1</b>	<b>Insurance</b>	
Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below (Please indicate your answer by marking 'X' in the relevant box):		<b>Yes</b> <b>No</b>
Employer's (Compulsory) Liability Insurance = £5m		
Public Liability Insurance = £10m		
* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.		

### 3. Specification

The Tender is accompanied with associated Specification (Schedule 1). The below are pass fail questions, and in the event that you answer "no" to any of the questions then we will not evaluate your tender any further and will not be able to contract with you.

Ref	PASS / FAIL QUESTIONS – Confirmation that Tender is submitted on the following understanding:	Please delete as appropriate
1	The Concession will be in line with all issued documents and accompanying schedules issued with this Tender opportunity	Yes / No
2	You will be willing to contract with the Town Council under the Headline Terms as set out in Schedule 3	Yes / No
3	Any additional Capital Costs will be covered by the Concessionaire	Yes / No

The Tenderer is required to provide responses to the Method Statements as outlined below. The Tenderer is asked to clearly reference the response to each Method Statement and clearly reference any supporting documents.

## **Method Statements (MS)**

### **MS1 Supporting the Objectives**

**The Tenderer's response to this Method Statement:** is for the Tenderer to provide a detailed method statement that focuses on how they would support the Town Council in delivering the Contract objectives as set out in the Specification and the role that the Tenderer would play, particular attention should be taken to the following sections of the Specification:

- Section 2 - Objectives
- Section 5 – Quality of Service / Food Standards
- Section 6 - Equalities
- Section 11 – Environmental Management
- Section 12 – Waste Management
- Section 13 – Recycling Food Waste, Fats, Oils and Greases
- Section 14 – Other Recyclates
- Section 15 – Disposable Products

Please provide details around how you will meet these requirements, in summary we would be looking for the Tenderer to provide details around:

- How through their delivery of a Concession you would create the offer and environment that would achieve the objectives of the Town Council.

#### **WHAT DOES A STRONG RESPONSE LOOK LIKE?**

A strong submission would clearly demonstrate an understanding of the requirements as set out and what is necessary to deliver high quality successful outcomes against the Objectives. In supporting and evidencing a strong submission this could include:

- Overall vision for how the Tenderer's proposal would meet the specific Objectives as set out in Section 1 (Contract Objectives)
- Clarity on a partnered ethos to support the Town Council in achieving these
- The understanding that the opportunity is both for delivery of Catering but the importance to create a valued community asset
- Clarity on the role which the Tenderer would play in doing this and provide assurances on how they would go about doing this
- Approach to be applied in staff recruitment, retention and training from junior to senior staff
- Details on the logistics around resourcing the Concession and how they would go about efficiently and effectively managing the resources, through to the equipment and products to be used
- An understanding of what it takes to balance the competing demands around delivering catering and how this would be applied in this setting
- How this links to a credible and clear supporting business model

**Please provide details here:**

## MS2 Commercial considerations – operational delivery

**The Tenderer's response to this Method Statement:** is for the Tenderer to provide a detailed method statement that focuses on the approach to Operational Delivery of the Café, Waiting room and accessible toilet as set out in the Specification. In particular, the Tenderer would be responding to:

- Section's 2 to 17 of the Specification

Please provide details around how you will meet the requirements. In summary we would be looking for the Tenderer to provide details around:

- How you would approach the operational delivery of the concession.

### WHAT DOES A STRONG RESPONSE LOOK LIKE?

A strong response would really focus on the specifics on how the Concessionaire would deliver against the specific sections as listed above in the Specification from an operational delivery perspective.

This would be a case of setting out the business plan for the Concession, from mobilising, to operating as a successful operation, along with plans for growth and development over the timeframe of the concession.

The business plan would be clear and credible, well informed with necessary supportable information to provide a strong degree of confidence in both delivery of the plan and that the supplier is able to achieve the outcomes as set out.

Some areas this may simply be an acknowledgement to the requirement as set out by the Town Council in the Specification, for example, acknowledgement around working within the permitted hours for operations.

Equally in respect of Opening Hours the Town Council would also be wanting more details and clarity on how the Concessionaire would look to approach Seasonal opening and peak times, in a way that affords the Concessionaire commercial income and revenue but also supports the importance of having an open and active community asset.

A strong response would clearly demonstrate an understanding of the requirements as set out and what is necessary to deliver high quality outcomes and make this a successful venture. In supporting and evidencing a strong submission this would include:

- Details around how as part of your operational delivery you would support positive approaches towards Environmental Management, Waste Management, Recycling food waste, Fats, Oils and Grease / Other recyclates, and disposable Products
- Indicative menus / range of food to be offered and tariffs
- How the venture would look to appeal to a range of customers from commuters and travellers using the station to other visitors including families, children and students
- Options for people with specific dietary requirements – e.g. gluten free
- Proposed operating hours winter / summer / weekdays / weekends
- Where relevant lessons learned and experience from similar venues or operations and how these would be applied here

- Proposed approach to resourcing the site regarding staffing, training and pay arrangements
- A credible and clear link to the supporting business model that can be evidenced regarding actual operational delivery
- Details on marketing strategy and branding
- Details on proposals to positively exploit the wider potential of the site

**Please provide details here:**

### MS3 Delivering Social Value outcomes

**The Tenderer's response to this Method Statement:** is for the Tenderer to provide details around how they would action and deliver Social Value outcomes. In particular the Tenderers response to:

- Section 2 – Objectives
- Section 3 – Introducing Isambard House Café
- Section 6 – Equalities
- Section 8 - Concessionaire Team (local employment and training / apprenticeships)
- Section 9 – Training
- Section 11 – Environmental Management
- Section 12 – Waste Management
- Section 13 – Recycling Food Waste, Fats, Oils and Greases
- Section 14 – Other Recyclates
- Section 15 – Disposable Products
- Section 20 – Living Wage
- Section 21 - Social Value

The main areas of focus and reference made in the Specification document under Section 20 Social Value are:

- Workforce, including supporting apprenticeships, ensuring staff are fairly recompensed for work undertaken.
- Social benefits to communities within the area which would increase social inclusion and breaking down social exclusion
- Supporting positive environmental outcomes as well as making a positive contribution to the Council's pledge around removing use of "single use plastics".
- Social outcomes that support community initiatives and / or work to make a positive outcome within the wider community

The above are indicative and not exhaustive around what or how the Tenderer could do around Social Value.

The Town Council is seeking clear commitment to Social Value outcomes from how the Concession arrangement is set up from any successful concessionaire;

#### **WHAT DOES A STRONG RESPONSE LOOK LIKE?**

A strong submission would clearly demonstrate an understanding of the requirements as set out and what is necessary to deliver high quality outcomes against the Objectives. In supporting and evidencing a strong submission this could include:

- Clarity on what Social Value would be committed as part of any overall awarded Contract, and in providing clarity on what is to be provided by the Concessionaire linking this to tangible and measurable outputs and outcomes.
- Provide clear methodology in how these are measured and a value that is attributable to what is to be provided as part of any awarded contract.

- Would be credible in what is set out, what is achievable and deliverable around Social Value plus is commensurate with the overall value, scale and expectations from the Concession.
- Clearly link to the strategic outcome for this project and / or wider strategic plans of the Council (e.g. the Town Plan).
- Provide certainty around what is proposed through willingness to make contractual commitments to deliver the stated outcomes.
- Confidence and assurance around how the Concessionaire would support the wider partnering ethos sought by the Town Council in respect of the Concessionaire appointment.

**Please provide details here:**



#### 4. Commercial Schedule

Applicants are required to complete the Schedule 2 – Commercial Model accompanying this Tender. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT. If there is no charge for an item, please state none.

#### 5. Certificates and Declarations

##### Conditions of Tender

CONDITIONS OF TENDER	
<b>Reference number and Title of Contract:</b> Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant's Offer	
1.	By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment.  <input type="checkbox"/> I/We fully accept the terms and conditions of contract for the provision of <a href="#">goods/works/services</a>
2.	Having examined the tender documents for the provision of the above <a href="#">goods/works/services</a> , we offer to provide the said <a href="#">goods/works/services</a> in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 5 of this Bid.
3.	The Authority does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as tendered for separately.
4.	I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply ( <i>or perform the services</i> ), on such terms and conditions and in accordance with such specifications ( <i>if any</i> ), as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract.

##### Commercial Model Declaration

I/We offer to supply the goods or services as per the Commercial Model above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

## Certificate of Undertaking and Absence of Collusion or Canvassing

### CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING

The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply.

Box A – Consortium

I/We the undersigned do hereby certify that:-

- (a) the consortium's tender is bona fide and intended to be competitive;
- (b) the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made;
- (c) the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;
- (d) the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract.
- (e) the consortium has not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium's behalf has done or will do such an act.
- (f) I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender.

Box B – Single Body and/or Individual

I/We the undersigned do hereby certify that:-

- (a) My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person;
- (b) I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;
- (c) I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted;
- (d) I/we have not offered to pay or give any sum of money 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 Tender or proposed Tender for the said work any act or thing of the nature specified and described above.
- (e) I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.
- (f) I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender.

## Certificate of Confidentiality

### CERTIFICATE OF CONFIDENTIALITY

I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.

It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise.

## Commercially Sensitive Information

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid. I declare that I wish the following information to be designated as Commercially Sensitive.

--

The reason(s) it is considered that this information should be exempt under Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR) is:

--

## Conflict of Interest

### CERTIFICATE OF CONFLICT OF INTEREST

I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest):

I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.

## Signatures

Signed*:	Date:
Name ( <i>in block capitals</i> ):	
In the capacity of: ( <i>State official position, i.e. Director, Manager, etc.</i> )	
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).	