

Easthampstead House, Town Square, Bracknell,
Berkshire RG12 1AQ
Tel: (01344) 352000



INVITATION TO TENDER (ITT)

for

MAINTENANCE OF

SCIENCE & NATURE EXHIBITS AT

THE LOOK OUT DISCOVERY CENTRE

December 2012

COMPLETED BY

ORGANISATION	[Tenderer to complete]
NAME	[Tenderer to complete]
DATE	[Tenderer to complete]

TO BE COMPLETED AND RETURNED TO THE COUNCIL

This document contains **RESTRICTED INFORMATION** once completed by the Tenderer.

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TBC

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Nature Exhibits at The Look Out
Discovery Centre



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1 Introduction

1.1 Background

- 1.1.1 **Bracknell Forest Borough Council (BFBC or the Council)** is located in central Berkshire, and was designated a New Town in 1949 but became a Unitary authority in April 1998. The Council's services are divided between four directorates, Corporate Services, Adult Social Care, Health & Housing, Environment, Culture & Communities and Children, Young People & Learning.
- 1.1.2 This Invitation to Tender (ITT) sets out how your organisation can submit a tender for the Maintenance of the Science and Nature Exhibits at The Look Out Discovery Centre.
- 1.1.3 The Look Out Discovery Centre is located within Bracknell Forest and has operated a highly successful science centre based on exhibits & programmes and consistently attracts over 120,000 visitors per year.

1.2 Outline Requirement

- 1.2.1 The appointed Contractor will provide planned, preventative and reactive maintenance for all exhibits, at dates and times to be agreed with the Council.
- 1.2.2 The appointed Contractor will also ensure that all exhibits are maintained and in full working order and will make repairs to the exhibits where required
- 1.2.3 From April 2011 until March 2012 the current Contractor visited The Centre seven (7) times over and above the 12 monthly maintenance visits.
- 1.2.4 Please note that this is an indication only taken from the most recent full year and it is the Contractor's responsibility to ascertain the likely extent of reactive visits that they may need to make. The Contractor should bear in mind that the more robust preventative work that they undertake could help reduce the number of extra visits required.
- 1.2.5 The contract is expected to start on the [] and will be for a maximum duration of 5 years, covering an initial period of 3 years plus an optional extension 2 years (3 + 2 = 5).

1.3 Project Schedule

- 1.3.1 The following is the proposed timetable for the procurement and implementation of the Maintenance of the Science and Nature Exhibits at The Look Out Discovery Centre Contract.

Publish advert on South East Business Portal		Friday	[]
Upload Invitation to Tender		Friday	[]

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Supplier Visits to The Look Out Discovery Centre for viewing of the exhibits. Please contact [] (see below) if you wish to take up this opportunity.	9am – 5pm	Monday - Friday	[]
Last Questions from Tenderers		Monday	[]
Issue Final Question & Answer Summary		Wednesday	[]
Receive Response from Tenderers	Mid Day	Monday	[]
Clarification Interviews (further details will be sent out if we require a meeting with you)		TBC	[]
Contract Award		Monday	[]
Contract Start Date		Monday	[]

Appendix A, B C,D and E should be used for information purposes and Schedules 1-9 are for completion and return by the tenderers.

2 Instructions to Tenderers

2.1 General Instructions

- 2.1.1 If you intend to tender for the provision of the Maintenance of the Science and Nature Exhibits at The Look Out Discovery Centre, please read the following instructions carefully and prepare your tender accordingly.
- 2.1.2 The Council will not be responsible for any costs or expenses you incur in preparing or delivering or in the evaluation of the tender, nor with any costs or expenses incurred with the formation of a contract should you be successful.
- 2.1.3 You are deemed to have obtained at your own expense, all information necessary for the preparation of your tender.
- 2.1.4 Prior to the date for return of tenders, the Council may clarify, amend or add to the documentation. A copy of each such instruction will be issued by the Council to every contractor and shall form part of the tender documentation. No amendment shall be made to the tender documentation unless it is the subject of such an instruction. You should promptly acknowledge receipt of such instructions.

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2.1.5 Clarifications of the invitation to tender documents must be made **in writing** by either email or letter to the following:

[redacted]
Procurement Officer
Easthampstead House
Town Square
Bracknell
Berks
RG12 1AQ
Email: [redacted]

Tenderers are should visit The Look Out Discovery Centre as part of their tender preparation. Visits to be arranged with the manager of The Look Out Discovery Centre, [redacted] on [redacted], the dates that have been allocated for this are between the [redacted].

- 2.1.6 As soon as practical after receipt of any request for clarification, the Council will respond in writing to all tenderers except where the clarification has been identified by the tenderer, and subsequently agreed by the Council, as being commercially sensitive. The Council will not be bound to respond to any request for clarification of the Invitation to Tender which is received later than Monday the [redacted].
- 2.1.7 Only clarifications made in writing by the Council will form part of the Invitation to Tender documents.
- 2.1.8 All questions submitted to the Council in writing and answers, will be logged, summarised and issued to all tenderers.
- 2.1.9 All information contained in the invitation to tender shall be treated as confidential except insofar as is necessary to be disclosed for the purposes of obtaining quotations essential for the preparation of your tender.

2.2 Tender Response

2.2.1 Please submit 2 hard copies of your quotation, plus one electronic copy on CD/DVD. Most business file types are acceptable; however any file containing code, password protection or seemingly inappropriate images will be rejected. We are unable to accept quotations on USB stick.

2.2.2 Your tender must be divided into two sections and contain the information called for in each section below:

The **commercial** section should include:-

- Firm prices in sterling for the Goods/Services must be entered on the Pricing Schedule (Schedule 4)
- Conditions of Contract Compliance Statement (Schedule 6)
- The completed Schedule of Reserved Information - see guidance attached at Appendix A (Schedule 7)

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- The Form of Tender statement (Schedule 9) completed, signed and dated.

The **technical** section should include:

- Responses to questions in this ITT covering:
 - Your Organisation
 - Specification
 - Pricing
 - Terms and Insurance
- Organisation Information (Schedule 1)
- References (Schedule 2)
- Method Statement – questions detailing the means of meeting the requirements of the Specification and covering in particular (though not exclusively) the following: (Schedule 3)
 - Maintenance delivery
 - Health and Safety
 - Minimising disruption
- Specification Compliance Statement (Schedule 5)
- Tender Checklist (Schedule 8) should be completed and comments added if required.
- Current Exhibits Condition (Schedule 10)

No pricing should be included in the technical section.

2.2.3 Respond to all sections in the Method Statement, Schedule 3. You should complete your responses in blue ink into this document. Alternatively, you may submit a separate document providing the tender cross references the section and paragraph numbers of this invitation to tender.

All sections must be responded to even if simply “Understood” or “Agreed”.

2.2.4 The Council has indicated a maximum number of words against some questions. The number indicated includes words in any charts, appendices and diagrams which are incorporated into the tenderer's response unless otherwise clearly indicated. In the event that the number of words is exceeded, the Council will only consider the first part of the tenderer's response up to the maximum allowed.

2.2.5 Where any external reference material, such as brochures, specifications and system descriptions, is used to support your tender, any statements within the reference material which may allow change to obligations or reduce liability, such as "specifications subject to change without notice", or other disclaimers will be regarded as void and shall not form part of the contract in the event that the tender is accepted.

2.2.6 Where a particular section of the tender response relates to information given in another section or in external reference material, then you must ensure that the response is clearly cross-referenced.

2.2.7 All pricing should be stated exclusive of VAT.

2.2.8 Tenders shall remain open for an initial acceptance for a minimum of 90 calendar days, although the Council may ask you to extend of the period of validity.

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2.3 Submission of Tenders

2.3.1 The original, signed, tender must be returned by no later than **mid day** on **Monday** the [redacted].

2.3.2 Please address to:

Tender Opening – Ref: Maintenance of Science & Nature Exhibits at The
Look Out Discovery Centre
Bracknell Forest Borough Council
Easthampstead House
Town Square
BRACKNELL
Berkshire
RG12 1AQ

2.3.3 If submitting hard copies, the envelope must not indicate the name of the sender; envelopes that do may be rejected unopened. Similarly, tenders received after the tender submission date/time may be rejected.

2.4 Tender Decline

If you decide not to respond to this ITT, please let the contact in Section 2.1.5 know as soon as possible, giving a brief reason(s).

2.5 Evaluation of Tenders

2.5.1 The Council may seek confirmation that suppliers meet the Council's minimum levels of economic and financial standing or technical or professional ability, originally stated in the contract notice, at any time.

2.5.2 Suppliers must be financially sound. We use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base. Suppliers are expected to have a minimum annual turnover of £120,000.

2.5.3 The contract will be awarded on the basis of the most economically advantageous offer having regard to:

2.5.4 The **Total Cost** of the service, incorporating price and estimated effort required by the Council (50% of the total score)

2.5.5 The **Quality** of the solution in terms of functionality and infrastructure (50% of the total score) takes into account issues such as; quality, price, technical merit, aesthetic and functional characteristics, environmental characteristics, after sales service, technical assistance, delivery date and delivery period and period of completion.

2.5.6 The **Total Cost** score is out of 100 marks and will be awarded based on a mathematical formula taking into account the overall weighting allocated to this particular section. In this instance, it is calculated by taking the lowest Total Cost divided by the next lowest Total Cost and multiplied by 100. As a result, the lowest Total Cost (subject to the provisions of regulation 30(6) of the Public Contracts Regulations 2006) will be awarded a score of 100 for price alone, with tenderers

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thereafter being allocated a relative score. This will be combined with quality, to give an overall score for each tenderer.

2.5.7 The Council's evaluation will include the option clarification interviews. Further details will be sent out only if required, after the submission of your tender. If these are held, they are expected to be on the [redacted].

2.5.8 The headline **Quality** evaluation criteria are as follows:-

Criteria	Marks	Applicable Document(s) & Section(s)
Organisation Information	5	Schedule 1
Method Statement (see score breakdown below)		Schedule 2
1. General	8	Schedule 2
2. Equal Opportunities	7	Schedule 2
3. Technical Ability Staff	8	Schedule 2
4. Training	8	Schedule 2
5. Service Levels and Performance	12	Schedule 2
6. Contract Monitoring	10	Schedule 2
7. Business Continuity	6	Schedule 2
8. Health Safety	12	Schedule 2
9. Safeguarding	8	Schedule 2
10. Environmental Management	5	Schedule 2
11. Insurance	Pass/Fail	Schedule 2
References	11	Schedule 3
Pricing	Scored Separately	Schedule 4
Specification Compliance Statement	Pass/Fail	Schedule 5
Contract Compliance Statement	Pass/Fail	Schedule 6
Freedom of Information	Not Scored	Schedule 7
Checklist	Not Scored	Schedule 8
Form of Tender	Pass/Fail	Schedule 9
Current Exhibits Condition	Not Scored	Schedule 10
Financial Standing	Pass/Fail	Credit Check
Total	100	

2.5.9 The evaluation spreadsheet which details any **sub-criteria** and formulae used is attached as Appendix C of this ITT.

2.5.10 The Council shall be under no obligation to award a contract for all or any part of the requirement set out in the Invitation to Tender, to any tenderer or at all.

2.5.11 You may be required to answer any Council queries on your proposal and to attend formal meetings with the Council during the tender evaluation period. Additionally the Council may wish to visit tenderers' premises to view the facilities and systems that may be used to deliver the service.

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2.6 Alternative Offers

2.6.1 Alternative offers will only be considered if they constitute a fully priced alternative and are submitted in addition to a tender complying with the requirements specified in the Invitation to Tender documents. Alternative offers must contain sufficient supplementary information, drawings and data to permit a complete evaluation to be made.

2.7 Canvassing

Any contractor who directly or indirectly canvasses any member or official of the Council concerning the award of the contract for the provision of the Goods/Services, or who directly or indirectly obtains or attempts to obtain information from any such member or official concerning any other tender for the Goods/Service will be disqualified. If discovery occurs after the award of the contract, the Council shall then be entitled to summarily terminate the contract.

2.8 Whistle blowing policy

Your attention is drawn to the Council's whistle blowing policy which can be found on the Procurement website at: www.bracknell-forest.gov.uk/procurement

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Appendix A – Terms and Conditions

The Council has developed standard conditions of contract which can be found on the Council's website on <http://www.bracknell-forest.gov.uk/sellingtothecouncil> then click on Downloads.

Insurance levels will be amended to reflect the requirement of the service, as detailed in Schedule 2 Section 9

Appendix B – Specification

1. Introduction

1.1 The contract is for the maintenance of the hands-on science and nature exhibits (approximately 100), at The Look Out Discovery Centre.

2. Maintenance of exhibits

2.1 The Service will provide planned, preventative and reactive maintenance for all hands-on science and nature exhibits, at dates and times to be agreed with the Council. To ensure that all exhibits are maintained and in full working order and make repairs to the exhibits where required. Maintenance visits will be provided monthly.

2.2 In the event that an exhibit is removed from site for the purpose of repair the Contractor shall ensure that a compatible temporary replacement is installed at no extra cost to the Council within a reasonable timescale.

2.3 Provide basic maintenance training to exhibition staff at The Look Out Discovery Centre in order to enable the site to conduct daily operational checks and minor repairs to help maintain the exhibits in good working order and thereby minimizing risk for Contractor's call outs.

3. Opening times and access times

3.1 The Contractor can access The Look Out Discovery Centre during the following times:-

9am – 6pm, 7 days a week. The Centre is open to the public from 10am – 5pm.

3.2 Monthly maintenance visits should be planned in advance with The Look Out Discovery Centre manager, at regular intervals e.g. the first Tuesday of every month.

3.3 The Contractor will be required to give a minimum of 24 hours notice to change a maintenance visit time.

4. Health and Safety

4.1 The Contractor shall abide by The Look Out Discovery Centre Contractors Code of Safety and House Rules for Contractors on site. Please see Appendix E for further details.

4.2 A copy of the House Rules will be given to the Contractor each time they visit and the Contractor will be required that they sign to say that they have read and understood the document

4.3 The House Rules may be amended from time to time by the Council to ensure legal compliance.

4.4 Bracknell Forest Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The Council expects all Contractors to share this commitment.

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5. Ways of working

- 5.1 The Look Out Discovery Centre is keen to emphasize the importance of a flexible approach and good partnership working in order to achieve the aims of the contract. The Look Out Discover Centre believes a strong working relationship is paramount in achieving this.
- 5.2 The Centre staff will complete a maintenance check sheet each month to record the general condition of each exhibit and send to the Contractor, to assist the Contractor before their monthly maintenance visit.

6. Facilities provided by the Council

- 6.1 The Contractor will have access to an electrical supply as appropriate in order to undertake their work.
- 6.2 A daily pass will be issued to the Contractor on each visit to enable the Contractor to have free parking in The Look Out Discovery Centre pay and display car park.

7. Key performance indicators

- 7.1 To provide a regular monthly service at dates and times to be agreed with The Look Out Discovery Centre Manager; to inspect the exhibits, to carry out preventative maintenance on the exhibits as necessary; and to make repairs to the exhibits where these are required in a timely fashion. In the event of operational failure of a main exhibit the Contractor shall repair the exhibit as soon as practicable and in any event within 72 hours of notification of such operational failure if the fault can be repaired on site and within 14 days if the fault requires removal from the site.
- 7.2 In the event that an exhibit is removed from site for the purpose of repair the Contractor shall ensure that a compatible temporary replacement is installed at no extra cost to the council within 24 hours of removal.
- 7.3 Failure to meet the above indicators will result in the following service credits:
- | | |
|---|-----------------------|
| Monthly visit missed in entirety | [see tender response] |
| Monthly visit delayed by more than 7 days | [see tender response] |
| Repairs completed within 14 days | [see tender response] |
| Temporary replacements within 24hrs | [see tender response] |
- 7.4 Should the Contractor consistently fail to meet the key performance indicators then the Council may consider the Contractor in breach and terminate the contract.

8. Current condition of exhibits

- 8.1 The current condition of the exhibits should be assessed by the Contractor prior to the tender. To visit The Look Out Discovery Centre, please see above for further details.
- 8.2 There may be some exhibits that will need replacement or refurbishing over the duration of the contract. This type of work will be outside the scope of this contract and subject to competitive tendering.
- 8.3 The exhibits are expected to have a functional lifespan of at least 10 years apart from exhibits identified in the Contractor's condition schedule. The condition schedule should also list components or parts which falls beneath this expected lifespan, and refer to any other issues relating to the general condition of the exhibits.

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- 8.4 For clarity, this means that the Contractor will not be responsible for periodic replacement of components, parts or finishes which have become aged, damaged or subject to wear and tear unless such replacement is required to maintain the exhibit's core functionality. As an example, an exhibit which has ageing plastic parts but is still in good working order would not be covered by this contract. However if a plastic component on an exhibit failed, causing the exhibit to be out of order, it would then fall under this contract..

Appendix C – Evaluation Spreadsheet

Refer separate Excel document.

Appendix D – Freedom of Information Act 2000

GUIDANCE TO TENDERERS ON FREEDOM OF INFORMATION ACT 2000: ACCESS TO INFORMATION ABOUT OR ARISING UNDER CONTRACTS

1 Introduction

1.1 All information relating to any tender made to the Council or any contract to which the Council is party, including information arising under the contract or about its performance, will be covered by the Freedom of Information Act 2000 (the Act) from January 2005. The Council will be under a legal obligation to disclose such information if requested unless an exemption applies. The legal obligations to respond to a request for information falls on the Council. The Council must determine whether an exemption applies to information and whether the request should be refused. The Council may also be subject to disclosure obligations under other legislation or codes of practice. This Guidance sets out the approach of the Council to the disclosure of information about contracts.

2. General rules on disclosure

2.1 The Council has determined that, in the absence of special circumstances:-

- The Invitation to Tender (ITT) will always be available under the Act to those who enquire.
- Responses to tenders (apart from price information and commercially sensitive information – see below) will be held in confidence at least until award of the contract.
- Broad cost information will generally be available after award of contract under the Act to those who enquire.
- Information obtained from suppliers in responses to tenders and not generally available (future product information, research plans, financial details) will be held in confidence until no longer sensitive.
- Detailed tender prices will be held in confidence until no longer sensitive (see below).

2.2 Tenderers must therefore inform the Council, on the enclosed Schedule of Reserved Information, of such other information which it regards as being eligible for exemption from disclosure by the Council under the Act. The reasons for all such exemptions must be fully justified against the relevant section of the Act.

3. Reserved Information

3.1 The Act specifies a number of different grounds for exemption. Most of these are not considered to be relevant to a tendering process or subsequent award of contract. Those which are most likely to be relevant are:-

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- The information constitutes a trade secret (section 43(1))
- Disclosure would prejudice the commercial interest of any person (including the Council) (section 43(2))
- Disclosure would constitute an actionable breach of confidence (section 41(1))
- Personal data or information relating to the private life of any individual which is appropriate for protection (section 40)

3.2 If the Council agrees that information nominated by the successful tenderer may be legitimately classified as “reserved”, the Schedule of Reserved Information will form an integral part of the contract. The Schedule will list the class or category of information or the information itself and specify which exemptions under the Act apply to each specified class, category or specific information. The schedule shall indicate when it is likely that the information can be made available under the Act or if the information is unlikely ever to be made so available. Where such information is exempt under the rules governing commercial matters, (section 43(2)), then unless special circumstances apply, it will not be withheld under the Act for more than three years after completion/expiry of the contract.

3.3 Information relating to the overall value, performance or completion of the contract, contract records and administration will not generally be accepted as reserved information. The Council may however withhold access to such information under the Act in appropriate cases. The decision whether to withhold information shall be for the Council alone to determine. It shall have no obligation to consult the contractor.

3.4 The Council will automatically make information available under the Act from 3 years after completion/expiry of the contract, in the absence of specific agreement to the contrary. In the event that the Council receives a request for such information before the expiry of the 3 year period which it considers it may be appropriate to provide it will, wherever possible, notify the tenderer and take into consideration any representations made by the tenderer within 7 days of receipt of the notice by the tenderer.

4. Handling requests for information and notice to those affected

4.1 Other than as set out above the Council shall have no obligation to consult the contractor where any request for information, whether under the Act or otherwise, touches or concerns the contract.

5. Information about the provision of the service which is the subject of the contract which arises in the course of performance of the contract

5.1 The Council will have obligations to respond to the Act and other requests for information and the contract will include appropriate terms requiring the contractor to supply such information as requested by the Council.

Any enquiries about this policy and its application should be addressed to the Borough Solicitor, Bracknell Forest Borough Council, Easthampstead House, Town Square, Bracknell, Berks, RG12 1AQ

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Appendix E – Contractors Code of Safety

It is expected that all contractors, sub-contractors and consultants awarded contracts by Bracknell Forest Borough Council shall perform all work with due regard to the Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1992 and all other relevant Regulations, Approved Codes of Practice and HSE guidance. It is also expected that all contractors etc. and their employees will be conversant with any specific safety rules of the premises and the particular area in which they are to work prior to any work commencing.

The contractor shall be responsible for nominating a representative whose name will be documented in any written contract prior to works proceeding. The contract document shall also name the Council's Site Manager who will act as the site contact for all matters concerning the works.

The main contractor shall be responsible for notifying all sub-contractors of any factors affecting their health and safety. The main contractor shall ensure that any sub-contractors receive a copy[s] of the site rules and that they are understood. The main contractor shall fully inform the Site Manager of the fact that sub-contractors will be used to perform the works.

Starting work

You should be aware that The Look Out Discovery Centre is open to the public from 10am – 5pm. During this time there will be many visitors and groups of children aged between 4 and 12 years. **Please be aware of their safety.**

Appropriate arrangements for health and safety shall be made and a safe system of work arranged with the Site Manager before the contractor's operations begin.

Contractors must view the Asbestos Register for the site and ensure that all operations do not put workers or others at risk

Daily, prior to commencing work, the contractor must report to the Site Manager or other previously designated manager in his/her absence.

In most cases the Site Manager will ask for a Method Statement which must be in place prior to the commencement of work on site.

When contractors' operations are expected to create special hazards on any particular day(s) e.g. hot works, electrical work, work in confined spaces, demolition work, use of dangerous substances or articles, working at height or any other activity then the attention of the Site Manager must be drawn to these hazards and adequate precautions must be taken. A "permit to work" scheme may be deemed necessary for the given examples dependent upon the findings of any assessment (i.e. risk, COSHH, or fire).

When Contractors' employees may be at risk when working in certain areas i.e. from chemical substances on the premises, the Contractor will be notified accordingly and will also be provided with all relevant information relating to the identified risk. There will be a joint responsibility on the Site Manager and the Contractor to assess and inform their employees of such hazards. Instruction and training will also need to be considered if the hazard is significant.

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Services

Contractors must not connect or interfere with any electrical, gas, water, compressed air or other service on the premises without the expressed written permission of the Site Manager. The connection of portable electrical tools, such as drills, by means of a standard plug top is exempt from this rule provided that the appliances are of the 110volt centre tapped to earth type. The provision of any stepdown transformer shall be designated as the responsibility of the Contractor.

Tools & Equipment

All plant, tools, tackle and equipment used by contractors on the premises must be suitable for the work and environment in which it is being undertaken, must comply with all relevant legal standards and must be maintained in accordance with appropriate safety standards. The personnel using such equipment must be adequately trained and competent in the use of such equipment.

Contractors are expressly forbidden to use any plant, tools, tackle or equipment which belongs to the premises at which the work is being performed.

Electrical Plant & Equipment

The contractor or his employees shall not enter any area of the premises without the expressed permission of the Site Manager or other previously designated manager in his/her absence.

It is recommended that battery powered tools and equipment are used whenever practicable.

Portable electrical tools and equipment must be sufficiently earthed or double insulated. In appropriate cases, i.e. working in a wet environment e.g. swimming pools, such equipment must be of a voltage not exceeding 50volts for lighting and 100volts for portable tools. The electrical supply shall be by means of a double-wound transformer with the secondary circuit being centre tapped to earth.

As further means of protection from excess electrical current all equipment shall be sufficiently fused and the contractor shall use circuit breakers, miniature circuit breakers and residual current devices where possible. All such devices incorporate earth monitoring devices capable of switching off the electrical supply in the event of the earth connection being broken.

Guards, Fences, Screens and Enclosures

Guards or fences must not be removed from any machinery or plant except to carry out work on that equipment and then only with the written permission of the Site Manager. Guards or machinery must not be removed while machinery plant is in motion or energised. Guards or Fences must also always be replaced and secured as soon as work is complete and before the machinery/plant is reinstated or energised.

All contractors' machinery brought onto the premises must comply with any regulations relating to that type of equipment, and must where appropriate, be adequately guarded or fenced. Where a contractor is performing work on the premises which involves the breaking of stone, grinding of metals, sand blasting etc. then the contractor shall be responsible for the installation and maintenance of suitable screening or enclosures to protect persons other than their employees who may be endangered by the activity. Test and examination certificates shall be made available as requested.

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Working above ground

When work by a contractor involves the erection and use of any scaffold support, mobile tower scaffolds, mobile elevated work platforms, cradles and/or ladders then the contractor shall be responsible for the safety of such structures. The contractor's responsibility extends to incorporate features such as scaffold "fans", ties, walkways, covers, guard rails, toe boards, warning lights etc. as may be deemed necessary for reasons of safety. Daily precautions must be taken to ensure safety on such structures by the removal of ladders or other means of access when work ceases. Test and examination certificates shall be made available as requested.

Working below ground

Ground on premises may not be broken without the expressed permission of the Site Manager. Nearby underground services must be positively located by the contractor and their presence pointed out to those persons performing the excavations, prior to the work commencing. Excavators and JCB's should not be used in the vicinity of buried services. A "permit to excavate" may be issued to ensure these precautions are carried out. The excavation must be made safe by means of barriers, stop blocks and suitable warning notices until the ground is restored to its previous state.

All trenches and excavations, particularly those adjacent to roads or existing buildings must be adequately "shored", and falls of material prevented by "battering back", caissons, or other effective means in accordance with any guidance and good practice. The safety of other persons on site is to be a continuous priority and excavations boarded over where practicable and/or otherwise suitably protected and signed when work is not actually proceeding.

Confined Space Entry

Contractors employees may not enter any chamber, tank, pit, vat, silo, trench, pipe, sewer, flue, well or other similar confined space where there may be dangerous fumes or lack of oxygen, without the expressed permission of the Site Manager. If permission is given then work in such spaces shall be carried out taking all necessary precautions and using methods to ensure compliance with the Confined Spaces Regulations 1997 and other relevant Regulations, as outlined in HSE Guidance Note INDG258.

Permits to work

In cases of specially hazardous work or where contractors operations need to be strictly coordinated with those of the premises to ensure safety, the work shall be governed by means of a formal permit system. The relevance of such a system to the work envisaged must have been discussed and documented wherever possible during the planning stage. The necessity for such a system to be adopted must be noted before work commences and the Site Manager informed.

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Control of pollution/waste

Contractors may not deposit any waste, chemical or other substance whatsoever into any drains, skips, bins or any other area on the premises. All waste must be disposed of as agreed in the contract, by an approved and authorised waste disposal contractor(s). Further advice can be obtained from Public and Environmental Services or the Environment Protection Agency.

Cartridge operated fixing tools

Cartridge fixing tools may not be used on the premises without prior permission from the Site Manager. If permission has been granted, such tools may only be used in compliance with the standards set out in Guidance Note PM14, HSE, HMSO.

Fire

Smoking, the use of flame lights or the application of heat e.g. welding or burning, is prohibited in many areas of the premises. When this type of work is essential contractors and their employees must seek prior written approval from the Site Manager. In the absence of any specific restrictions the contractor must assume that smoking etc. is strictly prohibited.

Contractors are responsible for the provision of suitable and sufficient fire fighting equipment appropriate to the work involved. Contractors and their employees must conduct the following checks upon their arrival at the work site:

1. The nearest means of escape in case of fire.
2. The location, type and method of operation of the nearest fire fighting appliance.
3. The location and method of operation of the nearest fire alarm.

Contractors must obey all alarm signals whilst on the premises. Contractors using one or more of the premises' fire fighting appliances must notify the Site Manager immediately.

Emergency evacuation of the premises

The Site Manager or Fire Officer will inform the Contractors' Safety Manager of all fire and emergency procedures. The Principal Contractor then has the duty to inform all workers, including sub-contractors of these arrangements.

1. Each Council site displays official FIRE INSTRUCTION notices which are generally located adjacent to each fire fighting appliance. These notices are prominently displayed in all corridors and stairways.
2. The fire instruction notices state the assembly point for users vacating a building as a result of any EMERGENCY SITUATION and normally incorporates a map identifying the location of the assembly point in relation to the building.
3. All staff are familiar with the routes of escape from the building in which they work, routes of escape and assembly points.
4. The continuous ringing of a bell/siren warning system will indicate that an emergency situation exists which necessitates the evacuation of the building. **NO ONE INDIVIDUAL IS EXEMPT FROM EVACUATION.**
5. Upon hearing the emergency warning it is vital that users evacuate the building in a controlled and orderly fashion. Lifts and paternosters must not be used whilst the emergency alarms are ringing.
6. A roll call will be taken at each assembly point by a nominated person (Fire Officer).

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Personal Protection

The contractor shall be responsible for providing his own employees with personal protective equipment as may be required for the work in hand. Such equipment may include eye protection, respirators, head protection and breathing apparatus etc.

Reporting an accident or incident involving a contractors' employee or other person affected by the contractors' work

Any accidents of this nature must be reported to the Site Manager immediately. Reports should also be submitted to the Councils' Public and Environmental Services department. All accident reports should be presented on an official Council accident/incident report form (ARF1) and completed on the same day as the accident/incident.

Reporting an unsafe condition or hazard

Unsafe conditions or unexpected hazards must be reported to the Site Manager immediately.

HOUSE RULES FOR CONTRACTORS CARRYING OUT WORK AT THE LOOK OUT DISCOVERY CENTRE

- Assess workplace risks;
- Co-operate with each other and take all reasonable steps to co-ordinate measures necessary for each to comply with the relevant statutory provisions; and
- Exchange information on risks and provide information including common emergency procedures to their employees.
- All works must be carried out between 9.00am and 6.00pm unless authority has been given by the Manager of The Look Out Discovery Centre. Arrangements will then be made for a Duty Manager to be on site.
- On arrival report to one of the management team.
- All work must be approved by one of the management team before the contractor leaves the site.
- If work is likely to disrupt visits by members of the public the centre staff should be made aware of this and signs erected to inform the public.
- All persons working on site must sign in, sign for use of any keys they are lent, and sign out again at the end of the visit. If they leave the centre they also must sign out and sign back in on their return.
- You will be provided with a copy of The Look Out Discovery Centre Health and Safety guidelines (attached) which you will be asked to read and sign to say that you have understood.
- A permit to work will also be given to you.
- The Duty Manager's can be contacted on the mobile phone number or the site number.

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SCHEDULE 1 – Organisation Information

Notes for completion:

Please answer every question. Many procurements generate a great deal of interest from potential suppliers, so please ensure that you complete the questionnaire as requested. Failure to do so may result in your application being disqualified. If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

“Authority” means the purchasing organisation that is seeking to award a contract.

“You”/ “Your” or “Potential Provider” means the business or company which is completing this form.

Verification of Information Provided:

The higher the risk of the procurement, the higher the level of verification is likely to be required. Not all questions require supporting documents up front at this stage (for example certificates, statements with this questionnaire.) **However, the purchasing organisation may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.** You may also be asked to clarify your answers or provide more details about certain issues.

Sub Contracting Arrangements

Where a sub-contracting approach is proposed, all information requested should be given in respect of the prime contractor.

Where sub-contractors will play a significant role in the delivery of the services or products under any ensuing contract, please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain will be responsible for the elements of the requirement.

It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, Potential Providers should be aware that where sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change and therefore may affect the ability of the Potential Provider to proceed with the procurement process or to provide the goods and/or services.

Consortia Arrangements

If the Potential Provider bidding for a requirement is a consortium, the following information must be provided:

- full details of the consortium; and
- the information sought in this FORM in respect of each of the consortium's constituent members as part of a single composite response.

Potential Providers should provide details of the actual or proposed percentage shareholding of the constituent members within the consortium in a separate Annex. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the Authority reserves the right to require a

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successful consortium to form a single legal entity in accordance with regulation 28 of the Public Contracts Regulations 2006.

The Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Authority so that it can make a further assessment by applying the selection criteria to the new information provided.

FORM A: ORGANISATION AND CONTACT DETAILS

Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted)		
ORGANISATION DETAILS		
Registered office address	Company or charity registration number	
	VAT registration number	
	Name of immediate parent company	
	Name of ultimate parent company	
Type of organisation	i) a public limited co.	
	ii) a limited company	
	iii) a limited liability partnership	
	iii) other partnership	
	iv) sole trader	
	v) other (please specify)	

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CONTACT DETAILS	
Contact details for enquiries about this FORM	
Name	
Address	
Post Code	
Country	
Phone	
Mobile	
Email	

Consortia and Sub-Contracting	a) Your organisation is bidding to provide the services required itself	
	b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	
	c) The Potential Provider is a consortium	
<p>If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.</p>		

QUESTIONS 1.1 and 1.2 FOR COMPLETION BY NON-UK BUSINESSES ONLY		
1.1	<p>Registration with professional body</p> <p>Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC) under the conditions laid down by that member state).</p>	
1.2	Is it a legal requirement in the State	

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	<p>where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this.</p>	
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FORM B - GROUNDS FOR MANDATORY REJECTION

Important Notice:

In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences as defined within Section 23 of the Public Contract Regulations 2006 (SI 5/2006):		Answer
Answer "Yes" only if they have been convicted.		
(a)	Conspiracy	Yes / No
(b)	Corruption	Yes / No
(c)	Bribery	Yes / No
(d)	Fraud (including not paying taxes or social security contributions)	Yes / No
	(i) the offence of cheating the Revenue;	Yes / No
	(ii) the offence of conspiracy to defraud;	Yes / No
	(iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	Yes / No
	(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	Yes / No
	(v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;	Yes / No
	(vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	Yes / No
	(vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;	Yes / No
(e)	money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	Yes / No
(f)	any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State	Yes / No

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FORM C - GROUNDS FOR DISCRETIONARY REJECTION

Important Notice.

The Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

Is any of the following true of your organisation?	
(a) <u>being an individual</u> , is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	Yes / No
(b) <u>being a partnership constituted under Scots law</u> , has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or	Yes / No
(c) <u>being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002</u> has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	Yes / No
Has your organisation	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	Yes / No
(b) committed an act of grave misconduct in the course of your business or profession;	Yes / No
(c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	Yes / No
(d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or	Yes / No
e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	Yes / No

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FORM D - Economic and Financial Standing Regulation 24

2 FINANCIAL INFORMATION

If, for some reason, your organisation is not required to produce Audited Accounts or an Annual Report then the Council's Finance Section will need to have visibility of your management accounts.

The Council will seek more information from independent credit reference agencies as part of the evaluation and reserves the right to undertake credit checks at each stage of the procurement process.

NB We will not accept applications from more than one company forming part of the same Group

2.1	Please indicate which of the following you would be willing to provide:- (please indicate which one by ticking the relevant box)	
	<i>A copy of your audited accounts for the most recent two years</i>	
	<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>	
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	
	<i>Alternative means of demonstrating financial status if trading for less than a year</i>	

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SCHEDULE 2 – Method Statement

1 General

1.1 Please provide a brief overview of your organisation and how it could best provide the Maintenance of the Science and Nature Exhibits at The Look Out Discovery Centre required by the Council, as detailed in the Specification.

Please include the details on how many staff your organisation (including consortia members or named sub-contractors, where appropriate) employs.

Response [Maximum 400 words]

1.2 Please complete Schedule 10 detailing your comments on condition of current exhibits.

2 Equal Opportunities

2.1 Does your organisation have an Equal Opportunities policy? If Yes, enclose a copy of the policy within your response and indicate how it is communicated to employees.

Response [Maximum 200 words]

2.2 If No, please refer to the Council's equal opportunities document at:

<http://www.bracknell-forest.gov.uk/equality-and-diversity-guidance-for-employers.pdf>

In the absence of your own policy, please download document and confirm acceptance by signing and returning instead.

Attached / Not applicable

2.3 Briefly describe how your organisation ensures that it remains compliant and up to date with the Equality Act 2010?

Response [Maximum 200 words]

2.4 Have any Industrial Tribunal or other Legal cases (pending or otherwise) relating to equality issues been brought against your organisation within the last three years? If Yes, please provide details

Response [Maximum 200 words]

3 Technical Ability - Staff

3.1 Please provide details of the team who would provide the Maintenance of the Science and Nature Exhibits at The Look Out Discovery Centre, please include a brief summary of any key personnel delivering the service.

Response [Maximum 200 words per person]

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4 Training

4.1 Briefly describe your organisation's approach to staff training

Response [Maximum 200 words]

4.2 Please detail any specific training undertaken by the staff that will be engaged on the Maintenance of the Science and Nature Exhibits at The Look Out Discovery Centre.

Response [Maximum 200 words]

5 Service Levels & Performance

5.1 Please detail the steps you would take to minimise disruption for Service Users at The Look Out Discovery Centre when undertaking work on an exhibit.

Response [Maximum 400 words]

5.2 Please confirm that you will be able to offer a compatible replacement exhibit if an item is out of action long term.

Please give 3 examples of the types of exhibit that you can offer.

Response [Maximum 200 words per exhibit]

6 Contract Monitoring

6.1 Please confirm that, if awarded the contract, you would be able to attend 6 monthly review meetings with the Council and please provide an overview your dispute procedure.

Response (maximum 200 words)

6.2 Please provide a summary for the last 6 months showing your performance against key targets, for example target v. actual response and fix times.

Response (maximum 400 words)

6.3 Please detail proposed service credits for failure to meet key performance indicators, including but not limited to

- Monthly visit missed in entirety
- Monthly visit delayed by more than 7 days
- Repairs effected within 14 days
- Temporary replacements within 24hrs

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Response

7 Business Continuity

7.1 Does your organisation have a Business Continuity, Disaster Recovery or Risk Management plan?

Briefly describe what key actions your organisation will take to ensure continued provision to customers should there be a major event; for example, should there be adverse weather or a pandemic flu which results in loss of staff, or a fire or utility failure resulting in loss of your building.

Response [Maximum 300 words]

8 Health Safety

8.1 Does the relevant section of your organisation hold a recognised health and safety management systems certificate, for example OHSAS 18001 or equivalent?

If **“Yes”**, enclose a copy of the certificate.

If **“No”**, please briefly describe what arrangements you have made to manage Health and Safety within your organisation.

Response [Maximum 200 words]

8.2 Have you been the subject of any Improvement or Prohibition Notice or prosecution or been a defendant in any case brought under Health and Safety legislation within the last three years? If **“Yes”**, please provide details

Response [Maximum 200 words]

8.3 What measures would you have in place to ensure the safety of members of the public when working on exhibit at The Look Out Discovery Centre?

Response [Maximum 200 words]

9 Safeguarding

9.1 How will you ensure the safeguarding of children and vulnerable adults whilst operating on site?

Response [Maximum 200 words]

10 Environmental Management

10.1.1 Does the relevant section of your organisation hold a recognised environmental

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management systems certificate, for example ISO 14001 or equivalent?
If **“Yes”**, please enclose a copy of the certificate.
If **“No”**, please describe any actions your organisation currently undertakes to demonstrate a responsible attitude towards environmental management.

Response [Maximum 200 words]

10.2 Please detail the steps that you would take to limit the carbon footprint in delivering this service, please detail any other relevant environmental protection procedures that you will put in place for example, waste disposal.

Response [Maximum 200 words]

11 Insurance

11.1 Provide details of your Public Liability Insurance policy. The Council requires a minimum of £10 million public liability cover. Please enclose a copy of your insurance certificate.

Response [Maximum 200 words]

11.2 Please provide a copy of your Employer’s Liability Insurance certificate. The Council requires a minimum of £10m cover.

Response

11.3 Please provide details of any Product Liability and Professional Indemnity Insurance that your organisation holds. The Council may further clarify requirements following tender submission.

Response

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SCHEDULE 3 – References

<p>Please provide details of up to three contracts from either or both the public or private sector, that are relevant to the Authority’s requirement. Contracts for the supply of goods or services should have been performed during the past <u>three</u> years. Works contracts may be from the past <u>five</u> years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them).</p>				
		Contract 1	Contract 2	Contract 3
1.	Customer Organisation (name):			
2.	Customer contact name, phone number and email			
3.	Contract start date Contract completion date Contract Value			
4.	Brief description of one of the above contracts (max 400 words) including evidence as to your technical capability in this market.			
<p>If you cannot provide at least one example, please briefly explain why (100 words max)</p> <p>Response</p>				

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In the last three years, have you had any contracts:

- i. That have incurred contract penalties, default notices or payment of liquidated damages?
- ii. Terminated by the client earlier than originally intended due to poor performance?
- iii. Where you have withdrawn from the contract either before or after the award of contract?

If Yes to any of the above, please give details and explain what has been rectified in order to avoid this situation arising in the future.

[Response](#)

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SCHEDULE 4 – Pricing Schedule

1. The Price

You will need to provide details of the Cost breakdown, based on the total amount per annum for this service in the table below:

	2013- 2014	2014-2015	2015-2016
Operational costs (Staffing and delivery)	Response	Response	Response
Total			

Total Contract Price (should be 2013-16)	£
---	-------------

The initial price shall remain fixed until March 31st 2016 in accordance with the clauses in 'Price and Payment' of the Terms and Conditions of contract.

Thereafter they may be adjusted annually by agreement between the parties but subject to an over riding maximum adjustment representing the rise in the CPI.

Organisation

Signature

Name

Position in organisation

Date

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SCHEDULE 5 – Specification Compliance Statement

Section	Subject	Compliant		If no, state why and propose alternative. (Use additional sheet(s) if necessary)
		Yes	No	
1.	Introduction			
2.	Maintenance of exhibits			
3.	Opening times and access times			
4.	Health and Safety			
5	Ways of Working			
6	Facilities provided by the Council			
7	Key Performance Indicators			
8	Current Condition of Exhibits			
9	Agree to terms of Appendix E			

NB Significantly non-compliant bids may be rejected.

Signature:

Name:

Position:

Organisation:

Date:

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SCHEDULE 6 – Conditions of Contract Compliance Statement

Clause	Subject	Compliant		If no, state why and propose alternative. (Use additional sheet(s) if necessary)
		Yes	No	
1.1	Contract terms as per link			

NB Significantly non-compliant bids may be rejected.

Signature:

Name:

Position:

Organisation:

Date:

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SCHEDULE 7 – Freedom of Information Act 2000 - Schedule of Reserved Information:

Reserved Information	When available for disclosure	Relevant Section of Act	Reason
Tender responses (excl sensitive tender information)	After award of contract	Section 43(2) and/or section 36	Commercial confidentiality and prejudice to the effective conduct of public affairs.
Sensitive tender information received from bidder (e.g. price information)	When no longer sensitive	Section 43(2) and/or section 36 (EIR regulation 12(5))	Sensitive information should not be released. Commercial confidentiality and prejudice to the effective conduct of public affairs.
Information obtained from suppliers and not generally available (future product information, research plans, financial details)	When no longer sensitive	Section 41 (EIR regulation 12(5))	The information will generally have been specifically requested by the authority and supplied with a reasonable expectation it will not be made public. Otherwise, companies may refuse to divulge the information, to the probable detriment of the public interest.
Price breakdown/information	When no longer sensitive	Section 43(2) (EIR regulation 12(5))	
CV's and reference site information	Until exemption does not apply	Section 40 and/or 41 (EIR regulation 12(5) and/or regulation 13)	Personal information or information supplied to the bidder in confidence
Information relating to contract negotiation	When no longer sensitive	Section 43(2) and/or section 36	

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I have read the accompanying "Guidance to Tenderers on Freedom of Information Act 2000: Access to information about or arising under contracts". The above table has been completed in accordance with these guidelines and I have reasonably designated this information as confidential. I understand that the Council will not accept a blanket disclaimer

Name **Job Title**..... **Organisation**.....

Signed..... **Date**.....

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SCHEDULE 8 – Tender Checklist

Please tick checklist to indicate that copies of all relevant documents are enclosed.

<i>Section</i>	<i>Required Documents</i>	<i>Document enclosed Yes/No</i>	<i>Comments</i>
1	Specification Questions		
	Equalities Opportunities Policy		
2	Terms and Insurance		
	Copy of Public Liability Insurance certificate		
	Copy of Employers Liability Insurance certificate		
	Copy of Product Liability Insurance certificate		
	Copy of Professional Indemnity Insurance certificate		
	Schedules		
1	Organisation Information		
2	Method Statement		
3	References		
4	Pricing Schedule		
5	Specification Compliance Statement		
6	Conditions of Contract Compliance Statement		
7	Schedule of Reserved Information (this document)		
8	Tender Checklist		
9	Form of Tender		
10	Current Exhibits Condition		
	Other – Please List		

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SCHEDULE 9 – Form of Tender

I/We, the undersigned, having examined the Conditions of Contract, Specification and all other Tender Documents, hereby offer to supply the goods/undertake the services required, in accordance with the tender documents for prices detailed in the Pricing Schedule.

I/We understand that the Council is not bound to accept the lowest or any tender received.

This tender remains open for acceptance for 90 days from the date fixed for the submission of tenders in the Invitation to Tender.

I/we agree that the essence of selective tendering is that the Council shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, I/we warrant that this is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the price tendered by, or under or in accordance with any agreement or arrangement with any other tenderer. I/ we furthermore warrant that no approaches have been made to any other tenderers for the purpose of obtaining or influencing their tender prices or any other details of their bid. I/ we also warrant that I/we have not and will not before the award of any contract for the work:

- (i)(a) communicate to any person other than the Council the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- (b) enter into any agreement or arrangement with any person that they shall refrain from tendering, or that they shall withdraw any tender once offered or vary the amount of any tender to be submitted;
- (ii) pay, give or offer to pay or give any sum of money or other 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 work, any act or thing of the sort described at (i)(a) or (b) above.

Unless and until a formal agreement is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us.

Signature

(please use non black ink)

Name

Job Title

Organisation

Address

☎ Telephone No.(s)

Email

Date

ORGANISATION NAME:
TBC

Maintenance of Science &
Nature Exhibits at The Look Out
Discovery Centre



DATE: 6th December 2012

INVITATION TO TENDER

SCHEDULE 10 – Existing Exhibits Condition

Exhibit Name	Comments on Condition
Light and Colour Zone	
Colour Takeaway	
Coloured Shadows	
Light Harp	
Light Table	
Magic Wand	
Optimusic	
Plasma Sphere	
Real Image	
Shadow Box	
Through the Looking Glass	
Whirlwind	
Walkway to seminar room	
Moldwyn	
Woodland and Water Zone	
Camp Fire Puzzle	
Design-a-Tree	
Forest Food Chain	
Identi-Tree	
It's a Tree's Life	
Leaf Cutter Ants	
Leaf Rubbing	
Mole Hole and Wormery	
Pond Predator Prey	
Squeeze It Up 1	
Squeeze It Up 2	
Stream	
Vortex	
WYSIWYG	
Forces and Movement Zone	
Activity Centre	
Animate It	
Arch Bridge	
Bernoulli Blower	
Energy House	
Giant Keyboard	
Gravity Well	
Heave Ho	
Hot Air Balloon	
Hydrogen Rocket	
It All Adds Up	
Orb	

ORGANISATION NAME:
TBC

Maintenance of Science &
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Discovery Centre



DATE: 6th December 2012

INVITATION TO TENDER

Orbits	
Paper Chromatography	
Roll Up Hill	
Slow Bubbles	
Solly Robot Owl	
Tin Sort	
Wobbly Bridge	
Sound and Communication Zone	
4x4	
Air Cannon	
Bucket Radio	
Cola Crate	
Crazy Paving	
Echo Tube	
Flipping Image	
Force Fields	
Key Hole Cross	
3D Noughts and Crosses	
Packing Parcels	
Pharaoh's Pyramid	
Pick-up Points	
Pipes of Pan	
Powers of Ten	
Pyramid of Davros	
Pyramid Piles	
Pythagoras Puzzle	
Resonant Bowl	
Soma Cube	
Tower of Brahma	
Video Telescope	
Whisper Dishes	
Body and Perception Zone	
Ames Window	
Balancing Broomsticks	
Batak	
Beat Your Heart	
Blacker Than Black	
Body Builder	
Circuits Table	
Crank Power	
Crazy Crane	
Digit	
Flying Mirror	
Geochron	
Hologram (multiplex)	
How Many Like Me	
Human Battery	
Motion and Camouflage	

ORGANISATION NAME:
TBC

DATE: 6th December 2012

**Maintenance of Science &
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INVITATION TO TENDER

Pull Yourself Together	
Recycling Exhibit	
Seeing Is Deceiving	
Squirtual Reality	
Stereo Image	
Thermochromic	
Touch Toe Test	
Translating T's	
Treasure Chest	
RECEPTION	
Plasma Sphere	
Star lab	