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| **Invitation to Tender** **Deadline for responses: 17:00hrs on 4th June 2020****Responses to be sent by email to**: BJustham@Heartwoodskills.org |

**Refurbishment of Whitehills Social Club, including electrics, groundworks, refit of kitchen & toilets and general decorating to provide premises for the provision of Alternative Education for children who have been temporarily excluded from school**

**26/05/2020**

**Section 1. Introduction**

Heartwood Skills is an award-winning company which exists to transform the life chances of vulnerable young people at risk of exclusion from schools.

We work with vulnerable young people who without intervention are likely to drift into crime and a lifetime on benefits. Our aim is to help get these vulnerable young people back on track by building their skills in leadership, communication, teamwork and resilience and reducing the risk of them leaving school without any formal qualifications. We also support the teachers and other staff working with them through training and run group enrichment days to benefit the wider school community.

We have run a successful pilot with children at risk of being excluded in schools across the North East.

We know there is a real need to deliver Alternative Education for young people who have been excluded from school and this would give us a unique selling point for local schools. To do this we need out own premises and have secured Whitehills Social Club in Chester le Street, which is critical in allowing us to deliver Alternative Education outside school.

The project would be the redevelopment of these premises, to allow us to deliver our programmes and work with the young people away from the school environment.

We expect the contract to run for around a month

**Section 2. Tender Background and Service/Works Requirements**

We require one supplier to carry out all of the works, they of course can use sub- contractors if this is required. They will need to be able to provide a full refurbishment to the building which will include electrical works, groundworks, the building of kitchen area, refurb of toilets and classroom facilities, along with general decorating of the building.

**Section 3. Instructions for responding to this ITT**

**Tender Submission**

Heartwood Skills invites prospective applicants to respond to this invitation by sending a clear and concise tender set out in sections as described below. Please follow all instructions carefully as any submissions which are incomplete or do not comply with all requirements may be rejected.

For example, this could include the following and would be tailored to the tender requirements:

* Ability to meet the requirements (inc resource)
* Pricing schedule / cost breakdown

**Responses are to be submitted to** BJustham@Heartwoodskills.org **no later than 17:00 hrs on 4th June 2020 Tenders received after this deadline will not be evaluated.**

Heartwood Skills will not reimburse any costs incurred by tenderers in connection with the preparation and submission of their responses to this tender and reserves the right to reject tenders which are not submitted in accordance with the instructions given in the tender documentation.

Heartwood Skills reserves the right to cancel the tender process at any point. Automotive & Electrical Services Ltd is neither liable for any costs resulting from cancellation of this process nor for any costs incurred by any person or organisation taking part in the tender process.

**IMPORTANT**. Heartwood Skillsrequires its suppliers to meet certain criteria, for example regarding insurance.

**Tenderers should therefore sign and return the Supplier Declaration in Section 6 of this document and include copies of current insurance certificates / schedules.**

**The Certification against Collusive Tendering and Canvassing (section 7) should also be signed and returned**.

Successful applicants will be invited to agree and sign a standard contract with Heartwood Skills

**Section 4. Procurement Process Timetable**

The key outputs and milestones below provide a framework that the successful bidder will be expected to follow. (ensure a reasonable period to allow submission)

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| **Key dates** | **Project Deadline** |
| ITT advertised  | 26/05/2020 |
| Expression of interest deadline | 30/05/2020 |
| ITT documentation issued | 01/06/2020 |
| Clarification questions to be submitted by | 02/06/2020 |
| Clarification responses sent to all bidders | 03/06/2020 |
| Tender return date and time | 04/06/2020:17:00hrs |
| Evaluation completed | 08/06/2020 |
| Notification of results  | 09/06/2020 |
| Contract awarded | 10/06/2020 |

Clarification questions will be grouped together, and any relevant clarifications made during the Tender process will be communicated to all bidders involved in the process along with (where appropriate) the nature of the enquiry. Please note that Heartwood Skills has no obligation to answer questions posed.

Tenders received after the deadline will be rejected unless there are exceptional circumstances. In such a case, consideration of that Tender will be at the sole discretion of Heartwood Skills.

**Section 5. Evaluation/ selection criteria**

Outline theevaluation criteria and the weighting given to each.

Heartwood Skills will evaluate all correctly submitted and eligible tenders with a view to selecting the most economically advantegeous.

Tender submissions will be evaluated against the criteria below:

* Ability to meet the requirements (inc resource) 50%
* Pricing 50%

Heartwood Skills intends to shortlist from initial tenders received based and those parties will be asked to present their tender to the evaluation panel with further clarification sought where deemed necessary. Short listing will be based on those scoring the highest against the above evaluation criteria.

**Section6. Supplier Declaration**

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| I declare that to the best of my knowledge the answers submitted in the tender response are correct. I understand that the information will be used in the process to assess my organisation’s suitability to deliver services/works outlined in Section 2 of the ITT to Heartwood Skills. I understand that Heartwood Skills may reject this tender submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. |
| **DECLARATION COMPLETED BY** |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Date: |  |
| Contact number:Email: |  |
| Professional Indemnity Insurance (please provide details of insurer and level of cover) |  |
| Public Liability Insurance (please provide details of insurer and level of cover)  |  |
| Employers Liability Insurance (please provide details of insurer and level of cover).  |  |
| You may also wish to ask about eg financial information of the organisation, data protection, quality assurance, health & safety, environmental management, equality and diversity policy, references. |  |
| Signature: (for electronic submissions, please type name or provide an e-signature) |  |

**Section 7. Certification against Collusive Tendering and Canvassing**

Dear Sir/Madam,

Tender for: Heartwood Skills

To enable authenticity, transparency and competitive tenders, it is Heartwood Skills policy that all received tenders must be made within competition rules and regulations.

In recognition of this, I/we certify that this is a bona fide Tender; intended to be competitive and that we have not fixed nor adjusted the amount of the tender as a result of any agreement or arrangement with any other person or company.

I/We further certify that we have not done, and we undertake that we will not do any of the following acts:

1. Communicate with a person, other than the person calling for this Tender, the amount or approximate amount of the proposed Tender.
2. Enter into any agreement or arrangement with any other person that he or she shall refrain from Tendering or as to the amount of any Tender to be submitted.
3. Offer to pay, give or agree 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 have done in relation to any other Tender or proposed Tender for the requirement any act of the sort described above.
4. Canvass any person, or affiliated persons of Heartwood Skils with regards to the enclosed tender and subsequent evaluation process or award.

In this certification, the word ‘person’ includes any person and or body or association, corporate or otherwise. The words ‘agreement or arrangement’ include any such transaction, formal or informal, whether legally binding or not.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised to sign on and behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix XXXX**

Standard contract terms and conditions