

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 rejected.

1 General Information

1.1 Procurement Procedure

Alton Town Council is seeking to appoint a Contractor to provide hot and cold drinks and snacks on a one-year contract at a number of key public open space locations. The information submitted within the Applicant's Offer shall be used by the Authority as the means to make a Contract award decision.

1.2 Procurement Timetable

The Authority proposes the following timetable for the award of the Contract(s):

Procurement Stage	Dates
Publication of advertisement	9 th September 2022
Clarification questions to be submitted by	25 th September 2022
Clarification responses to be issued by	30 th September 2022
Bid Deadline	9 th October 2022
Evaluation	10 th October 2022
Intention to award	19 th October 2022
Contract start	1 st November 2022

The Council reserves the right to change the above timetable and Applicants will be notified accordingly if there is a change.

1.3 Council Representatives

Authorised Representative contact details:	Procurement Representative contact details:
Leah Coney -Town Clerk Town Hall, Market Square, Alton, Hampshire GU34 1HD townclerk@alton.gov.uk 01420 83986	Pat Harris - Finance and Administration Manager Town Hall, Market Square, Alton, Hampshire GU34 1HD admin@alton.gov.uk 01420 83986

1.4 Contract Period

12 months from 1st November 2022.

1.5 Insurance Levels

1.5.1 Employer's Liability Insurance

The Council's minimum requirement for Employer's Liability Insurance is £10 million

1.5.2 Professional Indemnity Insurance

The Council's minimum requirement for Professional Indemnity Insurance is £2 million.

1.5.3 Public Liability Insurance

The Council's minimum requirement for Public Liability Insurance is £10 million

2 Selection Questionnaire

2. Background Information

Alton Town Council is seeing bids for a vendor to serve food and drink at the following sites:

Anstey Park - Hot/Cold drinks and Hot/Cold snacks

Public Gardens - Hot/Cold Drinks and Cold snacks

Jubilee Fields - Hot/Cold drinks and Hot/Cold snacks

The site at the Public Gardens specifically excludes hot food due to its proximity to nearby high street outlets.

Tenderers may bid for any of the sites individually or all three.

The contract will be for 12 months from 1st November 2022.

It is at the chosen contractor's discretion as to whether they trade daily or on specified days. Trading is permitted between the hours of 8am to 4pm.

The contractor will have exclusivity in their location for the duration of the contract. (Please be aware that at Anstey Park there are other vendors operating within club/business premises)

The units used to trade must be mobile or temporary in nature and no larger than 10ft by 8ft. It is recommended that units are removed from site when not trading. There are CCTV cameras at each site but only the public gardens is locked overnight so units retained on site would be at the contractors own risk.

Trading at the Public Gardens excludes days when the facilities are hired out by third parties but includes days when the Town Council is hosting events.

Tenderers are advised that whilst the Town Council continues until 1st April 2023 to permit vendors on its open spaces to use petrol/diesel/generators, additional weight in the evaluation process will be given to those demonstrating low carbon practices.

Please note there is no access to electricity or water on any site.

Tenderers are requested to submit an image of their unit with their submission.

Tenderers are requested to submit their price based on the full contract period i.e for 12 months for each site. The chosen contractor will then be invoiced on a quarterly basis in advance.

The appointed contractor will be required to ensure their area is kept free of litter and food waste, removed daily. There is no waste removal service provided by the Council.

The chosen contractor will need to provide their insurance as detailed in 1.5 and evidence of Food Hygiene certification and a current risk assessment prior to commencement on site.

Added Value

The Applicant will be expected to suggest any added value that their offer might be able to bring to the Council. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

3 Selection Questionnaire

Notes for completion

1. "Council" means the public sector contracting body, that is seeking to invite suitable suppliers to participate in this procurement process.
2. "You"/ "Your" or "Supplier" means the body completing these questions **i.e. the legal entity seeking to be invited to the next stage of the process and responsible for the information provided.** The 'Supplier' is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. This Selection Questionnaire has been designed to assess the suitability of a Supplier to deliver the Authority's contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.
4. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.
5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.
6. Please return a completed version of this document in accordance with the Submission requirements.

Verification of Information Provided

7. Whilst reserving the right to request information at any time throughout the procurement process, the Council may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the supplier can meet the specified requirements (such as the questions in section 7 of this Selection Questionnaire relating to Technical and Professional Ability) the Council may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

Sub-contracting arrangements

8. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

9. The Council recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Council indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The Council reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Confidentiality

10. When providing details of contracts in answering section 6 of this Selection Questionnaire (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

11. The Council reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Council any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

12. The 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 the Cabinet Office and/or contracting authorities defined by the Public Contract Regulations.

1. Supplier Information		
1.1 Supplier Details	Answer	
Full name of the Supplier completing the Selection Questionnaire		
Registered company address		
Registered company number		
Date of Incorporation		
Registered VAT number		
Name of parent company (if applicable)		
Please mark 'X' in the relevant box to indicate your trading status	i. a public limited company	
	ii. a limited company	
	iii. a limited liability partnership	
	iv. other partnership	
	v. sole trader	

	vi. other (please specify)	
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1.2 Contact Details

Supplier contact details for enquiries about this Selection Questionnaire

Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

1.3 Licensing and Registration

Please give details (including membership number where applicable) of any professional body the company is registered with.

2. Economic and Financial Standing

Financial Information

4.1	Please provide one of the following to demonstrate your economic/financial standing; Please indicate your answer with an 'X' in the relevant box.	
	a. A copy of the audited accounts for the most recent two years	
	b. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	
	c. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	
	d. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	

4.2	Where the Council has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this Selection Questionnaire, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.	Yes	No
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4.3			
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3. Professional Ability

Relevant experience and contract examples

Please provide details of any contracts awarded for your business and trading history.

4. Additional Selection Questionnaire Modules

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking in the relevant boxes.

a. Project Specific questions to assess Technical and Professional Ability

Further project specific questions relating to the technical and professional ability of the supplier.

Please self-certify against the requirements below (Please indicate your answer by marking in the relevant box):

Does your organisation requires your staff and your sub-contractor's staff to undergo a Disclosure and Barring Service (DBS) check to the standard level.	Yes	No
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Please self-certify that your organisation has a Safeguarding Policy or would be willing to ensure that one is in place upon award of the Framework Agreement that complies with current legislative requirements.	Yes	No
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b. Insurance

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 in the relevant box):

Employer's (Compulsory) Liability Insurance = £10,000,000	Yes	No
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Public Liability Insurance = £10,000,000	Yes	No
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Professional Indemnity Insurance = £2,000,000	Yes	No
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* 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.		
c. Health and Safety		
Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	Yes	No
Declaration		
<p>I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of..... (Insert name of supplier).</p> <p>I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.</p> <p>I also declare that there is no conflict of interest in relation to the Authority's requirement.</p>		
SELECTION QUESTIONNAIRE COMPLETED BY		
Name		
Role in organisation		
Date		

4 Award

4.1 Award Criteria

The following criteria and weightings will be applied in the evaluation of the questions asked of Applicants within this section 4 Award.

Evaluation Criteria Breakdown	Means of Evaluation
Price	40%
Environmental Impact	30%
Aesthetic Impact	25%

Previous Experience in working with local councils	5%

4.2 Scoring Guidelines

The questions asked of Applicants within this section 4 Award shall be scored using the marking system described within this section. Applicants should refer to the Council's minimum requirements to ensure that they meet or exceed the minimum requirements wherever possible.

Applicants should be aware that the responses provided to the questions will be evaluated in such a way that the highest scores will be awarded to Applicants who show innovation, creativity, further relevant details and information that could potentially enhance the Applicant's proposal. It should be noted that to achieve the highest scores available the Applicant must not only meet but exceed the Council's minimum requirements, where these are stated.

All scored question shall be evaluated in accordance with the guidelines below:

Score 0	No response	No response	
Score 1	Extremely Weak	Very poor proposal/response; does not cover the associated requirements, major deficiencies in thinking or detail, significant detail missing, unrealistic or impossible to implement and manage	Weak
Score 2	Very Weak	Poor proposal/response, only partially covers the requirements, deficiencies in thinking or detail apparent, difficult to implement and manage	
Score 3	Weak	Mediocre proposal/response, moderate coverage of the requirements, minor deficiencies either in thinking or detail, problematic to implement and manage	
Score 4	Fair - Below Average	Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it	Fair - Good
Score 5	Fair - Average	Satisfactory proposal/response, would work to deliver all of the Council's requirements to the minimum level	
Score 6	Fair - Above Average	Satisfactory proposal/response, would work to deliver the majority of the Council's requirements to the minimum level with some evidence of where the Applicant could exceed the minimum requirements	
Score 7	Good	Good proposal/response that convinces the Council of its suitability, response slightly exceeds the minimum requirements with a reasonable level of detail	
Score 8	Strong	Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid and provides a great deal of detail	Strong - Excellent

Score 9	Very Strong	Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	
Score 10	Outstanding/Excellent	Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted due to the complete level of detail provided	

5 Project Costs

5.1 Project Costings

Applicants are required to give their bid price on the table below.

Item Number	Description	Price (£)
1	Public Gardens	
2	Anstey Park	
3	Jubilee Fields	
	Total of the prices (excluding VAT)	£

6 Certificates

6.1 Conditions of Tender

ALTON TOWN COUNCIL	
CONDITIONS OF TENDER	
Reference number and Title of Contract: 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.	Tenders are invited for the supply of the goods or services specified or described in the invitation. Tenders with conditions of contract duly completed should be marked with the title of the Contract and returned electronically to: townclerk@alton.gov.uk . Tenders must be returned no later than the specified time and date. Tenders received after the time stated or not properly completed will be disregarded. Facsimile copies will not be accepted.
2.	The Contract shall be subject to the specified terms and Conditions of Contract. Offers by Applicants made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such conditions alone. No alteration must be made to the printed conditions or schedules. Any Tenders bearing such alterations will not be considered.
3.	The Council 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.	To ALTON TOWN COUNCIL	
	I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Council 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 Council, 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.	
	Signed:	Date:
	Name (<i>in block capitals</i>):	
	In the capacity of: (<i>State official position, i.e. Director, Manager, etc.</i>)	

6.2 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.	
Signed*:	Date:
Name (<i>in block capitals</i>):	
In the capacity of: (<i>State official position, i.e. Director, Manager, etc.</i>)	
<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 he/she signs or is employed).</i>	

6.3 Commercially Sensitive Information

I declare that I wish the following information to be designated as Commercially Sensitive.

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The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:

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6.4 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.	
Signed*:	Date:
Name (<i>in block capitals</i>):	
In the capacity of: (<i>State official position, i.e. Director, Manager, etc.</i>)	
<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 he/she signs or is employed).</i>	