



Maintenance Contract – Footpath and Grass/Hedge/Shrub Cutting

PART B: Below Threshold Tender Response Document

THIS DOCUMENT IS TO BE COMPLETED BY THE SUPPLIER
AND SUBMITTED TO CLERK@PERRANZABULOE-PC.GOV.UK

Closing date for submission of Tender

Noon on **3/12/2025**

NAME OF SUPPLIER:

Company Registration No:

CONTENTS

This is Part B for completion by the Supplier and return to the Authority in accordance with the instructions given in the Invitation to Tender Document (Part A).

PART B

SECTION 1 – PROCUREMENT SPECIFIC QUESTIONNAIRE (STAGE ONE)	3
Introduction	3
Other points to note	4
Consequences of misrepresentation	4
SECTION 2 – AWARD CONSIDERATIONS (STAGE TWO)	12
Pass / Fail Questions	12
Method Statements	12
Pricing (Stage two)	17
Pricing Breakdown	17
Supplementary Information	17
SECTION 3 – DECLARATIONS	18
Freedom of Information exclusion schedule	18
Commercially sensitive information	18
Tender Declaration	19

SECTION 1 – PROCUREMENT SPECIFIC QUESTIONNAIRE (STAGE ONE)

Introduction

- 1.1. Public procurement is governed by regulations to ensure that procurement delivers value for money, competition, transparency and integrity.
- 1.2. The Procurement Specific Questionnaire (PSQ) has been designed to help contracting authorities ensure that suppliers share the right information when participating in a procurement. This is separate from the formal tender submission (on how the supplier proposes to meet the tender requirements). The PSQ consists of three parts:
- 1.3. **Part 1 - confirmation of core supplier information:** suppliers participating in procurements will now be expected to register on a central digital platform (CDP). Suppliers can submit their core supplier information and, where a procurement opportunity arises, share this information with the contracting authority via the CDP. It is free to use and will mean suppliers should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The CDP is available at <https://www.gov.uk/find-tender>. Part 1 provides confirmation that suppliers have taken these steps.
- 1.4. **Part 2 - additional exclusions information:** procurement legislation provides for an 'exclusion regime' and a published 'debarment' list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). Suppliers must submit their own (and their connected persons¹) exclusions information via the CDP. This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.
- 1.5. As part of a procurement, a supplier will need to also share additional exclusions information for any suppliers that they are relying on to meet the procurement's conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are 'associated persons' and their exclusions information must be shared with the contracting authority.
- 1.6. In addition to the sub-contractors who are being relied on to meet the conditions of participation (who are associated persons), suppliers will need to share an exhaustive list of all their intended sub-contractors, which will be checked against the debarment list.
- 1.7. If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders.

¹ Connected persons are persons who exercise (or have a right to exercise) significant influence or control over the supplier and those over which the supplier exercises (or has the right to exercise) significant influence or control. This includes majority shareholders, directors and shadow directors, parent and subsidiary companies and predecessor companies. The majority of the exclusion grounds state that they apply to the supplier or a connected person of the supplier.

- 1.8. **Part 3 - conditions of participation:** contracting authorities may set conditions of participation which a supplier must satisfy in order to be awarded a public contract. They can relate to the supplier's legal and financial capacity or their technical ability.
- 1.9. Some of the information requested in the PSQ will be for information purposes only. Other information will be assessed by the contracting authority. This might include a pass or fail mechanism, or a threshold which the supplier must meet. Under certain procurement processes, a contracting authority might use the information shared via the PSQ as part of a selection process to limit the number of participating suppliers. For example, inviting the five suppliers that submitted the highest scoring responses. Where this is the case, the contracting authority will outline the maximum number of suppliers, and the criteria used to select the limited number of suppliers, in their tender notice (section 20(4)(a) of the Procurement Act and regulation 19(2)(d) of the Procurement Regulations 2024).
- 1.10. Suppliers should note that contracting authorities have legislative duties to publish certain information which relate to the supplier in their contract award notices. This information includes, but is not limited to:
- details of the winning supplier's associated persons
 - details of the winning supplier's connected person information
 - for certain procurements over £5 million, details of unsuccessful bidders
- 1.11. Where a Supplier is unsure or requires any clarification, they should check with the contracting authority.

Other points to note.

- 1.12. The PSQ template includes a self-declaration, made by you (the Supplier).
- 1.13. Exclusion grounds are set out in Schedule 6 (mandatory) and Schedule 7 (discretionary) of the Procurement Act 2023.

Consequences of misrepresentation

- 1.14. If you seriously misrepresent any factual information in filling in the PSQ, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

No.	Question
Preliminary questions	
Q.1.	What is your company name? (supplier name or individual trading name) [Insert name]
Q.2.	<i>Please ensure you are registered on the Government <u>central digital platform</u> (CDP). (Procurement Regulations 2024 – Regulation 6)</i> What is your central digital platform <u>unique identifier</u> (Procurement Regulations 2024 – Regulation 2024)? [Insert unique identifier]
Q.3.	Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium. If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide: - the name of the group/consortium - the proposed structure of the group/consortium, including the legal structure where applicable - the name of the lead member in the group/consortium - your role in the group/consortium (e.g. lead member, consortium member, sub-contractor) [Insert information]
Q.4.	Are you on the Government <u>debarment list</u> (Procurement Act 2023 - Regulation 62)? ☐ Yes ☐ No [If yes, insert details]
Part 1 – confirmation of core supplier information	
Q.5.	You must submit up-to-date core supplier information on the CDP and share this information with us via the CDP (either a share code or PDF download). This includes: - basic information - economic and financial standing information - connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies) - exclusion grounds information Please confirm you have shared this information with us.

	[Insert reference / file name]
Part 2 – additional exclusions information	
Part 2A – associated persons	
Q.6.	Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor). The conditions of participation are outlined in Part 3. If so, please complete Q7, Q8 & Q9 (otherwise Q7, Q8 & Q9 are not applicable). ☐ Yes (See Q7, 8 & 9) ☐ No (Go to Q10)
Q.7.	For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy. [Insert name of supplier and brief description and role]
Q.8.	For each associated person, you must confirm they are registered on the CDP and have shared with us their information (either a share code or PDF download): a. basic information b. economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity) c. connected person information d. exclusion grounds information [Insert name of supplier and reference / file name]
Q.9.	Are any of your associated persons on the debarment list? ☐ Yes ☐ No [If yes, insert details]

Part 2B – list of all intended sub-contractors

Q.10.	Please provide: - a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain) - their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number, charity number, VAT registration number, or equivalent - a brief description of their intended role in the performance of the contract If you are not intending to sub-contract the performance of all or part of the contract, then this question and Q11 are not applicable. If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders. [Insert name of supplier – unique identifier – brief description] [Insert name of supplier – unique identifier – brief description]
Q.11.	Please confirm if any intended sub-contractor is on the debarment list. The debarment list can be found here https://www.gov.uk/guidance/procurement-review-unit#debarment-list ☐ Yes (confirmed) ☐ No (not confirmed) [If yes, insert sub-contractor(s) name and provide details]

Part 3 – Questions relating to conditions of participation

Part 3A – standard questions

Financial capacity

Q.12.	Financial Capacity Conditions of Participation
Q.12.1	[Please confirm if documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide: - the web address - issuing authority - precise reference of the documents

Q.12.2	If documentary evidence of economic and financial standing is not available electronically, please confirm you can provide a copy of your detailed accounts for the last three years (audited if required by law). (Also, if applicable, for any other person or entity on whom you are relying on to meet the criteria relating to financial standing, which would also require detailed accounts for the last two years)].
	☐ Yes (confirmed) ☐ No (not confirmed) ☐ N/A
Q.12.3	If you are not able to provide a response to the above questions (13.1 and 13.2), can you confirm you would be able to provide the following, a statement of your annual turnover; Profit and Loss Account/Income statement; Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position. Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).
	☐ Yes (confirmed) ☐ No (not confirmed) ☐ N/A
Q.12.4	Where the Authority have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.
	☐ Yes (confirmed) ☐ No (not confirmed)
Q.12.5	Are you relying on another supplier to act as a guarantor? If so, please provide their name and evidence of their economic and financial standing. [Insert Yes or No] [If yes, insert reference / file name]

Q.13.	Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below: a. Employer's (Compulsory) Liability Insurance* = £5m b. Public Liability (inc. Product) Insurance = £10m c. Professional Indemnity Insurance = £2m d. Product Liability Insurance = £2m *There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: www.hse.gov.uk/pubns/hse39.pdf.
	☐ Yes (confirmed) ☐ No (not confirmed) [Insert details of your insurances already in place] [Insert details of your insurances which would be obtained following contract award (including information on how you will obtain this insurance – e.g. a quote)]

Technical ability

Q.14	Relevant experience and contract examples Please provide details of up to three contracts to meet conditions of participation relating to technical ability set out in the relevant notice or procurement documents, in any combination from either the public or private sectors (which may include samples of grant-funded work). Where this procurement is for goods or services, the examples must be from the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided. For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a special purpose vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the special purpose vehicle or sub-contractors (three examples are not required from each member). If you cannot provide at least one example of previous contracts, please provide an explanation for this and how you meet the conditions of participation relating to technical ability.			
		Contract 1	Contract 2	Contract 3
	Organisation name			
	Point of contact in the organisation			

Position in the organisation			
Email address			
Description of Contract (including brief summary of Goods / Services or Works provided)			
Contract start date			
Contract completion date			
Estimated contract value			
If you cannot provide at least one example of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.			

Q.15.	Experience of sub-contractor management Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) (which may be the intended sub-contractor(s) for this procurement or any others used previously). The description should include the procedures you use to ensure performance of the contract.
	[Insert information]
Q.16	Health and safety Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the contract (including risks from the use of contractors, where relevant) Please use no more than 500 words.
	[Insert information]

CONFIRMATION: I confirm that:

- to the best of my knowledge the answers submitted and information contained in this document are complete, accurate and not misleading
- upon request and without delay I will provide any additional information requested of us
- I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement
- I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement

Question	Response
Signature (electronic is acceptable)	
Date	
Contact name	
Role in organisation	
Phone number	
E-mail address	
Organisation name	
Postal address	

SECTION 2 – AWARD CONSIDERATIONS (STAGE TWO)

- 2.1. Suppliers must provide method statements in response to the questions below, to describe how they comply with the requirements as set out in this RFQ.

Pass/Fail Questions

- 2.2. Suppliers must provide a response to the compliance with the below Pass/Fail questions. Suppliers should note that this section will be assessed on a Pass/Fail basis. Therefore, if a Supplier cannot or is unwilling to answer 'Yes', their Tender will be deemed non-compliant and will be excluded from further consideration. Suppliers should confirm by deleting the inappropriate answer.

ADD QUESTIONS AS REQUIRED: I confirm I/we comply with all elements of this requirement.	YES / NO
Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission.	

Method Statements

- 2.3. Suppliers are required to respond to all of the method statements.
- 2.4. Supporting information should be presented in the same order and should be referenced to the relevant method statement question. Supporting information which is not referenced will not be considered. Where word limits are applicable to a question these do not include the supporting information itself (certificates etc) however, references to any supporting material will be counted within the reply. Diagrams, pictures and charts embedded into the method statement response may include words but only to the extent that those words are necessary to enable the Evaluation Panel to understand or interpret the diagram, picture etc. Words contained within diagrams, pictures etc. will be disregarded for the purpose of the evaluation of a Supplier's substantive response to the method statement. Referenced documentation and diagrams, pictures etc should only support an answer by its presence and not provide the answer by its content. Where word limits are applicable to a question, any words found to be over the limit shall not be evaluated.
- 2.5. In order not to make this document too lengthy and unwieldy the response boxes are currently at minimum size; Suppliers should expand the box to accommodate their response as needed. Suppliers are advised that their response should be detailed but

concise, responding to the question as succinctly as possible.

- 2.6. When answering the method statement questions Suppliers must make sure that they answer what is being asked. Anything that is not directly relevant to the particular method statement question should not be included.
- 2.7. Suppliers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses.
- 2.8. Each method statement will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference to responses or information provided elsewhere in your Tender submission.
- 2.9. Suppliers should refer to the of the Invitation to Tender Document (Part A) as a reminder of the evaluation criteria, weightings and how they are applied for each of the method statement questions.

Method Statement	Quality – Methodology and Workplan
2.10.	Please detail the methodology and processes that will be used to mobilise and ensure efficient delivery of the project aims and outputs.
2.11.	Please outline in your response; but not be limited to:
2.12.	A detailed plan outlining your approach to the project including timescales for the planned activity;
2.13.	An outline of potential risks and how you would mitigate these;
2.14.	Any additional components that should be considered as part of the project.
	"What a strong response looks like?", e.g.
2.15.	A strong response would provide relevant details of key tasks / activities to successfully mobilise to deliver the project, with timelines / key milestones and clarity on how these tasks / activities are to be completed.
2.16.	Key and relevant risks will be identified with clear means of mitigation to these risks and details on how these are to be managed.
2.17.	A strong response would also highlight pertinent and relevant other considerations which will need to be considered as part of the successful mobilisation
Supplier Response:	

Method Statement	Quality – Management and Communication
2.18.	Please detail your processes procedures for managing this project and provide details of how you will maintain effective communication with the Authority throughout its duration.
2.19.	Please outline in your response; but not be limited to:
2.20.	Project management;
2.21.	Performance and risk management;
2.22.	Methods of communication with the council and frequency;
2.23.	Complaints and escalation procedures.
2.24.	A strong response would include the project management structure, including project manager, supervisors, and supporting staff. Explanation on how the works will be planned, including work schedules, milestones, and deadlines. Describe how progress will be tracked and reported to the Council. Identify potential risks (e.g., staff absence, equipment failure, weather) and mitigation strategies. Describe backup plans to maintain delivery and quality under unexpected circumstances. Show commitment to clear, timely, and documented communication. Include methods for incorporating Council feedback into ongoing work. Describe how complaints will be logged, investigated, and resolved. Commit to specific timeframes for acknowledgment and resolution.
Supplier Response:	

Method Statement	Quality - Staff and Resources
2.25.	Please provide details of the calibre of staff you intend to deploy on the project and the resources and materials to be used.
2.26.	In responding to this question your answer should include, but not be limited to:
2.27.	The amount of relevant experience, knowledge and qualifications for each individual who will be working on this project. Please give examples of their experience working on similar projects;
2.28.	Demonstration of how the resources you are planning to deploy on the contract are adequate to meet your proposed delivery plan;
2.29.	How staff will be kept up-to-date on key matters during the work contract ensuring that advice given represents good practice;
2.30.	How you intend to provide continuity and quality over the period of the works in the event of planned and unplanned absence.
2.31.	A strong response would include a team list with names, roles and responsibilities, including qualifications, professional accreditations and relevant training. Describe the equipment, tools and materials planned for use and how these resources match the

proposed delivery plan. Also contingency arrangements. Explain your processes for keeping staff up to date on regulations, best practice and project-specific matters.

Supplier Response:

Method Statement

Quality – Standards of Finish

- 2.32. Please provide details of the standards you will work to for: footpaths (cleanliness, grass encroachment, edge definition), grass cutting (height, evenness, avoidance of scalping/missed areas, edge finishing), hedge trimming (uniform height/width, clean cuts, debris removal), shrub maintenance (form, plant health, litter/weed control). Please provide details of your procedures for:
- 2.33. Please provide details of your procedures for removing litter/debris prior to maintenance works, grass cutting techniques and equipment used to achieve an even, consistent cut, hedge and shrub trimming methods, including how you achieve clean and uniform finishes and collection, disposal, or mulching of arisings.
- 2.34. A good response would clearly define standards that the Council can expect (e.g. grass cut to 23-35mm), footpaths cleared to full width, inspection and sign off procedures to ensure standards are met at every visit. Demonstrate how litter and arisings are managed.

Supplier Response:

Method Statement

Quality – Environmental Practices

- 2.35. **Waste Management**
- 2.36. All green waste (grass, hedge trimmings) will be collected, segregated, and either composted or sent to an approved green-waste recycling facility.
- 2.37. Minimal use of landfill disposal.
- 2.38. **Protection of Flora & Fauna**
- 2.39. Pre-works inspection to identify nesting birds, pollinator habitats, or protected species.
- 2.40. Hedge cutting will be scheduled outside of the bird nesting season (March–August) unless an ecological survey confirms no active nests.
- 2.41. No cutting of wildflower or pollinator areas during peak flowering periods unless specified.
- 2.42. **Minimising Chemical Use**

- 2.43. Avoid chemical herbicides/pesticides; prioritise manual or mechanical methods.
- 2.44. If chemical use is unavoidable (only in the case of Japanese Knotweed), only approved low-impact products will be applied following COSHH guidelines.
- 2.45. **Noise & Air Pollution Control**
- 2.46. Use of low-emission or electric-powered equipment wherever feasible to reduce noise and carbon footprint.
- 2.47. All equipment maintained regularly to manufacturer's standards for efficiency.
- 2.48. **Water Protection**
- 2.49. Care taken to prevent fuel/oil spills from machinery. Spill kits available at all times.
- 2.50. No disposal of green waste or chemicals near drains or watercourses.
- 2.51. A strong response would include reference to UK/EU regulations (e.g. Wildlife & Countryside Act, Environmental Protection Act, PPC's Environment and Sustainability Policy). Show knowledge of nesting seasons, pollinator protection, and biodiversity action plans. KPIs (e.g., percentage of waste recycled, CO₂ reduction targets). Commitment to annual environmental improvement reviews. Use of electric or battery-powered equipment. On-site composting or mulching to return nutrients to the soil.

Supplier Response:

BELOW THRESHOLD INVITATION TO TENDER

Pricing (Stage two)

2.52. Please provide details of your costs to undertake the requirements as set out in this RFQ.

2.53. Prices must be exclusive of VAT.

Having examined the Tender Pack, we offer to supply the Contract in conformity therewith for the prices set out below, **total** quoted price for the term of the contract is as follows

£

_____pounds_____pence (Also
enter amount above in words)

Pricing Breakdown

Please provide a breakdown of this total cost:

1. Footpaths
2. Grass cutting, hedge and shrubs

Supplementary Information

2.54. Please provide in the box below any further information you feel necessary to support your pricing schedule which you have not provided elsewhere. This could be any additional information that is relevant, a summary of any assumptions made, or any statements to support the information provided in the pricing schedule above.

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BELOW THRESHOLD INVITATION TO TENDER

SECTION 3 – DECLARATIONS

- 3.1. The Suppliers' attention is drawn to the Terms and Conditions of the Contract.
- 3.2. This Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.

Freedom of Information exclusion schedule

- 3.3. The Suppliers should state here which items of information (if any) supplied by them in their Tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Suppliers should state why they consider the information to be confidential or commercially sensitive.
- 3.4. Disclosure of information is at the sole discretion of the authority.

Commercially sensitive information

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

--

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004 is:

--

BELOW THRESHOLD INVITATION TO TENDER

Tender Declaration

By uploading the submission I/We certify that:

The information supplied is accurate to the best of my/our knowledge and understanding.

I/We will provide the Contract at the price provided in my/our Tender.

The price provided in my/our Tender will not be subject to any increase otherwise than as determined in accordance with the Contract.

Unless and until a formal agreement is prepared and executed, the Tender Pack, our Tender, together with your written acceptance shall constitute a binding contract between us and we acknowledge that we shall be liable for costs in the event that we do not honour our obligations in accordance with our Tender and your subsequent acceptance thereof.

This is a bona fide Tender, and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person.

I/we will not communicate to a person other than the person calling for those Tenders the amount or approximate amount set out in the Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary or required for the preparation of the Tender.

To the best of my/our knowledge and belief, no person or persons who is a Authority or, Officer, Servant or Agent of the Authority has any direct or indirect interest in or connection with the Supplier.

I/we have not and will not canvass or solicit any Member, Officer or Employee of the Council in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.

I/We understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Authority to cancel any contract currently in force and will result in my/our exclusion from the Tender exercise.

I/We agree that the insertion by me/us of any conditions qualifying this Tender or any unauthorised alteration to any of the Tender Pack shall not affect the Agreement and may cause the Tender to be rejected;

I/We agree that this Tender shall remain open to be accepted or not by the Authority and shall not be withdrawn for a period of 6 months from this date.

Signed	
Name of Signatory	
Role (e.g. Owner / Director)	
Name of Organisation	
Date	

BELOW THRESHOLD INVITATION TO TENDER

APPENDIX 1 – SUBMISSION CHECKLIST

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.

To ensure your Tender submission is evaluated properly, the Authority needs to have a complete response from you.

Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.

Please tick the appropriate box where you have completed the section.

CHECKLIST:	
Please also ensure that you have:	Y / N
Declaration of compliance with the specification	
Completed all sections of the Supplier Suitability Questionnaire <i>(Your Tender will be non-compliant if you have not completed this schedule)</i>	
Answered all questions Pass / Fail questions <i>(Your Tender will be non-compliant if you have not completed this schedule)</i>	
Completed the Pricing Schedule in full as directed. <i>(Your Tender will be non-compliant if you have not completed this schedule)</i>	
Completed the Freedom of Information Exclusion Schedule and signed the supporting declarations.	