



### INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

#### **Introduction**

- 1 These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Sarah Kearns or Julie Bywater, the School Business Managers in writing at King Athelstan Primary School, Villiers Road, Kingston Upon Thames KT1 3AR, [bursar@kingathelstan.rbksch.org](mailto:bursar@kingathelstan.rbksch.org) or by telephone on 0208 546 8210 if you have any doubts as to what is required or if you have difficulty in providing the information requested. Pre-tender negotiations are **not** allowed. The bid should be presented in the format outlined in Document 7.

#### **Contract Period**

- 2 The contract is to be for a period of 3 years with a possible extension of 2 years (to be extended annually) starting 1<sup>st</sup> September 2021.

#### **Incomplete Tender**

- 3 Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

#### **Returning Tenders**

- 4 Please send a printed copy of your tender to the school and also an electronic copy to [bursar@kingathelstan.rbksch.org](mailto:bursar@kingathelstan.rbksch.org). The school will send a confirmation of receipt of via email. Tenders must be received by 9am 08/06/2021.

#### **Receipt of Tenders**

- 5 Tenders will be received up to the time and date stated. Those received before the due date will be retained until then. All tenders will be evaluated after 9am 09/06/2021. It is the responsibility of the tenderer to ensure that their tender is delivered no later than the appointed time.

#### **Acceptance of Tenders**

- 6 By issuing this invitation the School is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

#### **Inducements**

- 7 Offering an inducement of any kind in relation to obtaining this or any other contract with the School will disqualify your tender from being considered and may constitute a criminal offence.

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## Confidentiality of Tenders

- 8 Please note the following requirements, you must not:
- Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
  - Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
  - Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

## Costs and Expenses

- 9 You will **not** be entitled to claim from the School any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

## Debriefing

- 10 Following the award of contract, a letter will be sent to unsuccessful bidders.

## Evaluation Criteria

- 11 The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.
- 12 Your capability to perform the contract will be evaluated using selection and award criteria set out in Document 5.

## Freedom of Information

- 13 The School is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the School may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the School should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

## Tender Period

- 14 Due to the intensive evaluation process, the School requires tenders to remain valid for the period specified in Document 7.

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## **Basis of the Contract**

- 15 A contract will be draw up between the successful tenderer and the School with terms and conditions to be agreed, the specification in Document 2 will form part of the contract.

## **Personnel Security Standard**

- 16 The successful contractor will need to assure the School that staff supplied under the contract including its own staff and those of sub-contractors who need unsupervised access to the School's assets including but not limited to premises, IT equipment and classified information meet required Enhanced Disclosure Barring Standards (DBS) including a Children's Barred list check.