

The Highland Council

HC/D&I/TS/2019 – Provision of Trades Services Framework Agreement 2019

Responses to Questions and Areas of Clarification – Form 04 - 05/08/2019

	Question/Clarification	Date Received	Response
1.	<p>I've read your Q&A document. Please can you expand on the answer to question 5, thus:</p> <p>5) What are the threshold values for jobs? Reactive works – will be directly awarded up to the value of £50,000.</p> <p>What I would like to know please is if a company (such as ours) only does reactive work, where invoice value is usually £5000 or less, and never remotely near £50K; are we still required to complete this ITT in order to still receive works orders? If we do still need to complete this ITT, would you consider providing a "rough guide" for small companies in the same position as us as to what parts of the ITT we need to complete, and what parts it is acceptable to put n/a as the answer.</p>	30/07/2019	<p>To be awarded Works Orders, suppliers must be on the Framework Agreement. In order to get onto the Framework Agreement the supplier must complete and submit all the documents as required in the Invitation to Tender.</p> <p>The £50k figure is a maximum estimate of possible Works before the Council would action a mini-competition.</p> <p>Typical values of Works Orders will not be this high.</p> <p>Once on the Framework, Direct Awarded Works Orders shall be made in accordance with the ITT on paragraph 21.</p> <p>Suppliers are to complete the ESPD in the Qualification Response -all questions where applicable, Technical Evaluation - answering all the Technical Questions in the download and then uploading it again and the Commercial – Completing all Rates for all Trades and areas that they wish to be considered for.</p>
2.	<p>1.69 Part 4B: Economic and Financial Standing - Section of Standardised Questions</p> <p>Under this section the first question asks for web address etc of where relevant documents can be accessed but I am not clear what web addresses / documents are required under this section, can you advise please? Thanks</p>	31/07/2019	<p>This would be web address for the evidences required in the Contract Notice. This also reiterated at point 1.69.2 e.g. Insurances.</p>
3.	1.69 Part 4B: Economic and	31/07/2019	CHAS is not considered to be

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	<p>Financial Standing - Section of Standardised Questions</p> <p>Under 4B 5.3 we are asked to provide links to evidence insurance. Would it be acceptable to provide a link to our CHAS registration again here? CHAS registration is only given once evidence of insurance has been provided.</p>		<p>Proof of Insurances. The Insurances that the Council have requested in the Contract Notice stand firm and must be in place for the Commencement of the Framework. If evidence of Insurances cannot be provided, any Tenderers considered suitable for the Framework will not be included. Evidence of insurance must be seen prior to the Framework commencement. Tenderers can include this in their tender submission.</p>
4.	<p>I am going through the ITT document and have lots of "little" questions. I called Inverness Business Gateway who directed me to the PCS helpdesk number 0800 069 8630. This 0800 number told me that they were not the people I needed to speak to, and I needed to put enquiries through this messaging system. Please can you provide further clarification on whom I need to contact with queries as I progress through this form?</p> <p>My questions are as simple as for Name do I put "My name", or "Name of Business"; and on the section 1.9 about official lists and certification, does CHAS registration count as the sort of "certification" you mean here?</p> <p>There is a question in this section about references - one does not provide references for CHAS registration, it is more about H&S processes and paperwork, so what do I put here?</p> <p>There is a subsequent question asking if this registration covers all requirements in this ITT - I don't know, how do I find out? Is there</p>	31/07/2019	<p>If you are referring to section 1.4.3 this is the name of the Organisation.</p> <p>In general for any "non-technical" questions, tenderers should refer to the Supplier Journey – ESPD page http://www.supplierjourney.scot/european-single-procurement-document-espdc</p> <p>Any specific queries can be asked at the Supplier Development Programme – contact page https://www.sdpscotland.co.uk/about/contact/</p> <p>Yes. Please include CHAS registration here.</p> <p>This Section is largely about providing details on your CHAS Registration. If a question is not relevant you can state not applicable.</p> <p>The Requirements for the ITT are listed in the Contract Notice. Please refer to Section III: Legal, Economic, Financial and</p>

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	<p>anyone who can check my form before I submit it? Business Gateway did not think it was them. We are a small one person business, and Highland Council are our main client, so I do want to ensure I submit this correctly, but as yet have been unable to find out whom I can access to ensure I am providing information correctly.</p> <p>Am I supposed to email every wee question to you and await a response? Is there no phone helpline, or face to face support?</p>		<p>Technical Information. The CHAS and/or SSIP information can be listed here. The Minimum Requirements from the Contract Notice is answered at 1.1.8. Prior to Award to the Framework, The Council will contact those identified as suitable for inclusion onto the framework and ask for verifications.</p> <p>As above.</p>
5.	<p>1.72 Part 4C: Technicians and Technical Bodies - Section of Standardised Questions</p> <p>under this section there is a part at the top which says the procurer should enter details but this hasn't been done. Should I ignore this section? Our CHAS accreditation includes a check on technical qualifications and sources of expertise. If I do not ignore this section, should I put in details of our CHAS registration again? thank you</p>	31/07/2019	<p>Please refer to Tenderer Query Form No 3 You would not be penalised for adding CHAS information twice.</p>
6.	<p>Are electronic signatures acceptable on the Certificate of Bona fide Tendering etc</p>	05/08/2019	<p>The Council's preference is that this is a hand written signature. However an electronic signature is acceptable. A typed signature will not be accepted.</p>
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