

# INVITATION TO TENDER LETTER

**MONTSERRAT CHILDREN'S SOCIETY**

**LOOKOUT, MONTSERRAT, MSR1250**

Dear Invitee

## **INVITATION TO TENDER (ITT) for The Coordination and Facilitation of the Montserrat Children's Society (MCS) Summer School Program**

- 1 Your organisation along with others is invited to offer a tender for provision of the above, to the specification outlined in the attached documents. Enclosed are:
  - Document 1 Instructions and information on the tendering procedures.
  - Document 2 Specification of the Requirement.
  - Document 3 Declaration and information to be provided by tenderer.
- 2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
- 3 **One** copy of your tender must be received by **The President, Margaret Ainsworth, General Post Office, Brades, MSR1110, Montserrat. Montserrat** no later than **April 29, 2019**. Late tenders will **not** be considered.
- 4 Please contact the President or Vice President of the Montserrat Children's Society (**MCS**) if you have any questions about the tendering procedure. The enclosed Document 1, also contains details for providing you with further information or clarification of the **MCS'** requirements.

Additionally, the **MCS** undertakes to arrange suitable premises for the Summer School, and to assist with transportation for the children who need it.

I look forward to your response.

Yours sincerely

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### DOCUMENT 1

#### INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

- 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. The **MCS** will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time. In order to satisfy query requests, the **MCS** has designated a specific personnel to deal with clarification requests from Bidders. Please contact:

President, Margaret Ainsworth at **496-3612**

Vice President, Catherine Dorsett at **496-1835**

Please note that pre-tender negotiations are not allowed.

#### Contract Period

- 2 The contract is to be for a period of **Six (6) Weeks**, from ...**July 22, 2019**... To... **August 30, 2019**.

#### Administrative Compliance

- 1 Bidders must submit all the documents requested in the ITT. This includes security plan, safeguarding policy and Police certificates.
- 3 Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

#### Submission of Bids

- 4 Tenders should be submitted manually. The **MCS** will send a confirmation of receipt of bid via email.

Manuscript bids including envelopes and packages must bear no reference to the tenderer by name. Tenders must be delivered by the .....day of .....**MCS** may, at its own discretion, extend the closing date and the time for receipt of submissions.

#### Receipt of Tenders

- 5 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

#### Acceptance of Tenders

- 6 By issuing this invitation the **MCS** 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.

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### Inducements

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

### 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 **MCS** 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 the contract, debriefing will be included in the letter 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 Freedom of Information

- 13 The **MCS** is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the **MCS** 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

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marked 'confidential' or equivalent by the **MCS** 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.

### Basis of the Contract

- 15 The specification in Document 2, and the terms and conditions in Document 3, together with any special requirements, will form the basis of the contract between the successful tenderer and the **MCS**.

### Format of Bids

- 18 Tenderers should present their proposals in the following format:

**Section 1 Table of Contents**

**Section 2 Management Summary**

**Section 3 Meeting the Specification**

**Section 4 Cost and Charging Arrangements**

**Section 5 Declarations, Undertakings and Attachments** (see Document 4)

### Conclusions

- 19 Whilst every endeavour has been made to give tenderers an accurate description of the **MCS** requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

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### DOCUMENT 2

#### 1 Introduction/Background

The MCS has run the Summer School for children aged 4-7 for four years and is now required to invite tenders for the scheme in order to ensure fairness, transparency and an equal opportunity to all those persons who might wish to provide the service in 2019.

#### 2 Purpose

The MCS' Annual Summer School is designed to provide education, recreation and security for approximately fifty (50) children aged 4-7 during the Schools' Summer Holidays. The MCS wants to ensure by all means possible that **every** child is catered for in a safe and protected fun and learning environment.

#### 3 Management Information

The successful tenderer will be asked to provide management information to meet the needs of the Summer School Program. The minimum information needs are: (1) Name and contact information of who is in Charge; (2) names and contact information of Assistants; (3) how many persons make up the management team? Qualification(s) experience of assistants/staff, ratio of staff to children and proposed use of volunteers if any. **(NOTE: ALL ADULTS IN CONTACT WITH CHILDREN MUST GET A CHARACTER CERTIFICATE FROM THE ROYAL MONTSERRAT POLICE SERVICE)**

#### 4 Objectives of the MCS Summer School Program

By the end of the Summer School Program, each child should have made progress in:

- a) Developing their reading, writing and numeracy skills
- b) Developing their communication skills with their peers and adults
- c) Developing relationships with their peers through play, sharing and negotiation
- d) Developing practical (fine motor) skills such as throwing and catching a ball, using scissors, using pencils and crayons
- e) Gaining a greater understanding of their environment and their community (*like where they live, who are their parents and guardians*)

#### 5 Security

Tenders must include a security plan that explains how they will ensure that the children attending Summer School and personal data will be protected.

#### 6 Financial Evaluation

- 6.0 Where the contract price is agreed between the MCS and the successful tenderer, any personal amounts (*i.e. transportation, meals*) will not be paid by the MCS.

A cost statement must be submitted including the total contract bid value and all costs incurred. This includes staff costs, educational materials, and cleaning.

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Additionally, proposed activities to include a weekly timetable. Activities must include a mix of educational and recreational activities; including indoor and outdoor play and should indicate how these activities relate to the stated objectives.

### 8 Child Safeguarding

8.1 At no time should any sexual internet content be accessed from any device at the premises hosting the Programme for the duration of the contracted service.

Evidence of such will lead to the immediate termination of the contract.

### 9. The successful Tenderer will be required to:-

- a) Maintain a database of parent/guardian of each child, their contact detail and mailing address
- b) Maintain a daily register of attendance of each child
- c) Maintain information about any special needs of each child, to include health, dietary, allergic, etc
- d) Provide a comprehensive Report to the Executive Committee immediately following the end of the MCS Summer School Program, to include a typed and verbal report, detailing numbers in attendance, in what ways and to what extent the objectives have been achieved; making recommendations as to how to best enhance the program for maximum benefit to the children.

### 10. Award of Contract

The MCS will inform the successful Bidder through an award of Contract at the end of the evaluation. Unsuccessful Bidders will also be notified at the same time.

### 11. Scoring (50 Marks)

Scores will be based on:

- a) Operational Management Arrangement (**10 marks**)
- b) Proposed Time Table (**10 marks**)
- c) Staffing levels, *-who they are and any volunteers-* (**10 marks**)
- d) Safeguarding policy and security plans (**10 marks**)
- e) Clean-up plans (**10 marks**)

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**DOCUMENT 3**

**DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER**

Declarations

- 1 ..... (Name of tenderer) declares that I/we accept the **MCS**' standard terms and conditions included at Document 3 as the basis of the contract; and
  
- 2 declare that we have not communicated to any other party the amount or approximate amount of the tender price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this tender. The tender price has not been fixed nor adjusted in collusion with any third party, and
  
- 3 declare that I/we are not entitled to claim from the **MCS** any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful.

signed on behalf of the Tenderer .....

**Undertaking**

The **MCS** requires all tenderers to make full and frank disclosure to the **MCS** in the form of a signed undertaking in respect of any or all of the following:

- a) any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings;
  
- b) any convictions for a criminal offence committed by the tenderer (or being a company, by its officers or any representative of the company);
  
- c) any acts of grave misconduct committed by the tenderer (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business;
  
- d) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of Social Security contributions; and
  
- e) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of taxes.

**NOTE:-**

The Montserrat Children's Society (MCS) will arrange premises. Some play/educational materials may also be provided by MCS, but Bidders' requirements should be included for ease of reference and comparison.