



STRATFORD-ON-AVON DISTRICT COUNCIL

INVITATION TO TENDER (ITT)

Hotel and Guest House Accommodation Framework Agreement

Project Reference: SDC – HGHFA24

Closing date for receipt of the Tender: 24 April 2024, 12.00 Noon

It is recommended, but not mandatory, that Tenderers submit their tender return and upload their document no less than 90 minutes prior to the closing time shown in the documents.

The proposed timetable is subject to change and is provided by way of guidance only. The Council reserves to right to amend this timetable at its absolute discretion at any time during the tendering process. However, the deadline is binding unless the Council advises otherwise – Tenderers must comply with these deadlines which will be strictly enforced.

Key Event	Date
ITT (Invitation To Tender) Publication	28/02/24
Deadline for receipt of clarification questions from Applicants for Tenders	10/04/24
Deadline for authority to respond to clarification questions	15/04/24
Deadline for receipt of completed Tender returns including documentation required.	24/04/24, 12 noon
Notification of Evaluation result (followed by standstill of 10 days)	W/c 13/05/24
Expected date of Award of Contract (depends on completion of standstill)	w/c 27/05/24
Agreement commences	W/c 27/05/24

CONTENTS LIST

	Page Number
Invitation to Tender Document	
1. Information to Tenderers	4-4
2. Instructions to Tender	4-5
3. Conditions of Tender	5-6
4. Evaluation	7-8

The tender documents are:

1. Specification and Appendix A Terms of Residence Guest House/ Hotel House Rules
2. Return Document
3. Mandatory Declarations
4. Framework Agreement

1. Information for Tenderers

Stratford-on-Avon District lies at the heart of England in the county of Warwickshire. The Council has duties under homeless legislation and this tender is to assist the Council with fulfilling their legal obligations.

2. Instructions to Tender

General Requirements

Tenderers are invited to submit a tender return to apply to go on the Hotel and Guest House Accommodation Framework ("the Contract").

The Council's detailed requirements are defined in Appendix 1 'Specification'.

This Invitation to Tender ("ITT") has been prepared by Stratford-on-Avon District Council ("The Council") for sole use by those Tendering for this Contract ("Tenderers"), their professional advisers, and other parties essential to preparing the Tender for the Contract.

The information contained in this ITT and all subsequent information and documents available on the website pursuant to this procurement must be treated as confidential and must not be disclosed to any third party. This ITT is made available on condition that its contents (including the fact that the Tenderer has received this ITT) is kept confidential by the Tenderer and is not copied, reproduced, distributed, or passed to any other person at any time, except for the purpose of enabling the Tenderer to submit a Tender.

No warranties or opinions as to the accuracy or completeness of any information provided in, or which accompanies, this ITT or otherwise or as to the powers and/or status of the Council shall be given at any stage by the Council and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by the Council. Any person considering making a decision to enter into contractual relationships with the Council or any other person on the basis of the information provided by or on behalf of the Council must make their own investigations and form their own opinion in relation to the status, completeness, and accuracy of all such information and in relation to the status and/or powers of the Council.

Your attention is drawn to the fact that, by issuing this ITT, the Council is in no way committed to awarding any Contract and reserves the right to cancel the Tendering process at any point for any reason. The Council shall not be liable for any costs resulting from any cancellation of this

Tendering process nor for any other costs incurred by those expressing an interest in or Tendering for this contract opportunity. You are deemed to fully understand the process that the Council is required to follow under relevant UK legislation, particularly in relation to the Public Contracts Regulations 2015 (PCR 2015).

Duration of the Contract

The Tenderers must pass the tender process to be accepted onto the Framework. They must sign a Framework Agreement which will only come into force on the date it is completed and any call-off contracts may not be awarded until the Framework Agreement with the tenderer has been completed. The call-off contracts for rooms in hotels or guest houses will specify what is required and must be delivered by no later than the date on which the tenderer has specified they can deliver it. The Framework Agreement will be for a period of four years.

Procurement Process

The Council has adopted the Open procurement process.

3. Conditions of Tender

Tender Return

Tenderers are required to submit tenders electronically. Tenders must be submitted by completing the tender return questionnaire on the website and pressing submit before the tender deadline of 24 April 2024 at 12 noon.

Tenderers are required to attach the following documents to the tender return questionnaire by the tender deadline of 24 April 2024 at 12 noon.

You are required to provide:

- Signed Mandatory Declarations
- Documentary evidence of financial and economic standing if up to date accounts/financial statements are not available on the Companies House website (please see Section 4.1 of the tender return)
- Equal Opportunity Policy (if available but it is not compulsory to provide, please see Section 5.5 of the tender return)
- Health and Safety Policy (see Section 5.6a of the tender return)
- DBS check for proprietor(s) and any other staff who come into contact with children or vulnerable adults (please see Section 7.2 of the tender return).
- Completed Fire Risk Assessment Checklist (page 31-36 of 'A guide to making your small paying-guest-accommodation safe from fire')

[Making your small paying guest accommodation safe from fire - GOV.UK \(www.gov.uk\)](https://www.gov.uk) or Fire Safety Inspection Report

- If in Section 5.5(b), your organisation has been the subject of a formal investigation on the grounds of alleged unlawful discrimination, you are required to provide *on a separate sheet the nature of the investigation, the outcome, and what steps your organisation has taken as a result of that finding or investigation.*

Where documentation has not been received, the Council reserve the right to make enquires about this.

If a tenderer has not provided the above information, it may, depending on the information omitted and reasons for omission, be placed onto the Framework but the Council will be unable to issue call-off contracts for bookings with that Tenderer's hotel or guest house until the required information has been provided.

You must not submit your tender by post, by hand, by email or by fax.

The Council does not undertake to accept any Tender.

The Council shall not be responsible for or pay any expenses incurred by any tenderer in the preparation of the Tender.

Any person submitting a Tender shall not disclose any information appertaining to his Tender to any other party both prior to submitting the Tender and during the period it is held open for acceptance which shall be for a period of eight weeks from the date of the Tender.

Prices

The rates shall allow for all general risks, liabilities and obligations.

All prices will be shown exclusive of VAT.

Prices will be fixed and firm from the date the Tender is submitted and for the duration of the Framework Agreement. This does not apply to any mini-competitions held under the terms of the Framework Agreement.

Tenders shall be for a fixed sum in sterling and no Tender will be considered in which the amount is indefinite or calculable only by reference to offers.

Form of Framework Agreement

The Framework Agreement will be in substantially the form of the draft agreement that has been uploaded to the website. There will be no negotiation of the terms of the Framework Agreement.

4. Evaluation

Evaluation Criteria

The Council will evaluate submissions based on mandatory pass/fail criteria and according to the criteria and weightings detailed below:

Price	100%
-------	------

'Price' refers to the total cost of the contract being offered.

Description of Scoring Methods	
Pass/Fail	If the tender does not satisfy the required criteria, the Tenderer is eliminated from the procurement

Price Evaluation

Please note that the Council will be assessing Price by reference to the Pricing Schedule.

You must provide the price information in the format of the Pricing Schedule issued.

Evaluation

All applicants that pass the mandatory criteria will be approved to go on the Framework Agreement subject to satisfactory premises inspection by the Council's Private Sector Housing Team. Where premises inspections identify issues that must be rectified, no Tenderer will be placed on the Framework until those issues have been remedied.

Please note that premises inspection is a key element of the procurement and Tenderers who do not allow premises inspections will be eliminated from the procurement.

Abnormally Low Tenders

Notwithstanding the scoring methodology referred to above, Tenderers are advised that the Council will scrutinise very carefully any Tender that contains a price which appears very low (having regard, amongst other things, to the Prices submitted in the other Tenders received). The Council reserves the right to disregard/reject any tender that is abnormally low.

Detailed Evaluation Criteria

High Level Criteria	Overall weighting	Category	Sub-Criteria	Sub-Criteria %	Scoring Method
Return Document					
Section 3.1-3.4	Pass/Fail		Mandatory Grounds for Exclusion	n/a	Pass/Fail
Section 3.5-3.10			Discretionary Grounds for Exclusion	n/a	Pass/Fail
Section 4			Economic & Financial Standing	n/a	Pass/Fail
Section 5			Assurance Checks	n/a	Pass/Fail
Section 6			Mandatory Pricing Criteria	n/a	Pass/Fail
Section 7			Mandatory Criteria	n/a	Pass/Fail
Pricing Schedule	100%			100	Price
TOTAL	100%			100	