



E-Factor Group Ltd

Cleaning Contract

1st October 2024 to 30th September 2025

&

1st October 2024 to 30th September 2026

Invitation to Tender

Client Profile

E-Factor Group is a not for profit business support organisation that aims to inspire and encourage enterprise across Grimsby, Immingham, and Cleethorpes.

The business provides support and encouragement to individuals who believe that self-employment and enterprise offer them real opportunities to achieve personal dreams and aspirations. Additionally, we provide business advice and support the operating SME's across the North East Lincolnshire region.

This service may be part funded by European Structural and Investment Funding (ESIF).

Tender Details

We invite you to tender for the cleaning contract for E-Factor properties as detailed in the attached "Cleaning Schedule and Specifications. PDF" document, for a period of 1 year and 1&2 years. The contract will commence on 1st October 2024.

You are to include for the supply of all necessary cleaning materials and all cleaning equipment.

If required, you should visit the sites to make yourself aware of the layouts and requirements of each site as lack of understanding will not be accepted as a reason for changed prices. Please contact Emma Cox on 01472 252780, who will make the necessary arrangements.

It is the tenders' responsibility to establish any TUPE requirements from the existing cleaning company that may arise with the award of this contract. The contact number for TUPE information is Paige Daniels 01472 476212 or email paige@ecobrite.co.uk.

The successful contractor will be responsible for the security of the sites, setting the burglar alarms, ensuring all door & window grates are locked and locking the premises as you leave unless other E-Factor staff are present when you leave.

You should include in your tender, information regarding recruitment and vetting procedures for all staff who will attend site. This should include reference to any and all checks and processes carried out to ensure trustworthy and reliable staff, particularly with reference to security. The winner tenderer will be required to provide evidence of vetting of staff.

Conditions of quote

- Please complete and return by email along with your quote the '**Pricing summary and bona fide tender declaration**' in **Appendix A**.
- Please complete and return by email along with your quote the '**Declaration of Interest**' in **Appendix B**.
- Contracts should be for a term of 1 year and not subject to auto-renewal at the end of the contract as a new tender will be prepared at that time.
- We would look to pay on a monthly basis.

- You must obtain written approval from E-Factor Group Ltd, prior to any publicity that you would like to use regarding this service.

Process and Timetable

- a) Invitations Published Monday 29th July 2024.
- b) Tender Close 5pm, September 6th September 2024.**
- c) Tender reviewed and evaluated by Monday 16th September 2024.
- d) Unsuccessful tenderers advised in writing Friday 20th September 2024.
- e) Contract award Tuesday 1st October 2024.**
- f) Contract to run to 30th September 2025.**

Please note that all the dates referred to above are currently anticipated and may be subject to change.

Undertaking of Confidentiality

E-Factor Group Ltd undertakes to use reasonable endeavours to hold confidential, any information provided by you in your tender submission, subject to its obligations under law, including the Freedom of Information Acts. Should you wish any of the information supplied by you in your submission not to be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify the reasons for its sensitivity. E-Factor Group Ltd will consult with you about this sensitive information before making a decision on any Freedom of Information request received. If no information is identified as sensitive, with supporting reasons, then it is likely to be released in response to an FOI request.

Tender Submission

You should submit your e-mail prices to emma.cox@e-factor.co.uk by **Friday 6th September 2024 before 5pm** and your tender prices should be valid for the period up to 27th September 2024, to allow our selection to be evaluated and approved by our board and to allow a 10 working day challenge period following notification of unsuccessful tenders.

Our selection will be based upon overall annual costs.

If you have any queries please contact Emma Cox, Property & Facilities Management Coordinator by email at emma.cox@e-factor.co.uk.

Appendix A: Pricing summary and bona fide tender declaration

I/We offer to provide the services as outlined in the Invitation to Tender for E-Factor Group Limited, Prince Albert Gardens, Grimsby.

I/We understand that **E-Factor Group** is not obliged to accept the lowest or any tender.

I/We give below:

A detailed proposal against your schedule with completed individual pricing against the items on the attached spreadsheet.

Sensitivity of Price with the Tender

Value for Money will be primarily judged on the Provider's price and registration status.

Legally binding declaration

In submitting a tender, including the Pricing Schedules for these works, **E-Factor Group** deems the tenderer to have agreed to be legally bound by the following declaration:

Recognising the principle that the essence of selective tendering is that the employer receives bona fide competitive tenders from all firms tendering, we certify that we will submit such tender, and that we will not fix or adjust the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we will not do at any time before the date for this tender to be submitted, any of the following acts:

1. Communicate to any person other than the person calling for our tender the amount or approximate amount of the proposed tender.
2. Enter into any agreement with or arrange for any other person to refrain from tendering, or indicate the amount of any tender to be submitted.
3. Reward, or promise to reward, any person for performing or causing any of the actions or effects described in 1 or 2 above.

In this declaration, the word 'person' includes any persons, bodies or associations, corporate or incorporate; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signature: _____ Date: _____

For and on behalf of: _____

Address: _____

Parent Company: _____

Address: _____

Appendix B: Declaration of Interest

I/We.....of..... declare below my/our interests in respect of the tender submitted.

Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection.</i>
Have you or any member of your staff working on this project had any previous employment (staff or contractor) with E-Factor Group Limited.	
Do you have a financial interest in E-Factor Group Limited?	
Are you a member of any professional bodies, special interest groups or mutual support organisations that are linked to E-Factor Group Limited?	
Do you have any investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests with E-Factor Group Limited?	
Have you/your Company offered any gifts or hospitality to any staff members of E-Factor Group Limited in the last twelve months and was it declined or accepted?	
Are you aware of any other conflicts that are not covered by the above?	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on any change in supplier or sub-contractor for the duration of this tender.

Signature: _____ Date: _____

Company Name: _____

Position: _____

Original copies of this document to be kept with tender returns or quotes by E-Factor Group Limited Team and made available for audit by request to the Managing Director.