

Cavity Insulation Guarantee Agency Invitation to Tender for Remediation Contractor Call Off Framework



Date: 01.10.2018

1 Overview of “CIGA” Cavity Insulation Guarantee Agency

- 1.1 The Cavity Insulation Guarantee Agency is an independent body that provides 25 year guarantees for Cavity Wall Insulation fitted by registered installers in the UK and Channel islands. Our vision statement and values are available for download [here](#). The standard Guarantee covers traditionally constructed residential property, although a CIGA Commercial Guarantee is also available to owners of qualifying non residential property.

The Government regards cavity wall insulation as the most effective energy savings measure that most people can carry out on their homes and a major contributor to reducing emissions of carbon dioxide, the main greenhouse gas. The Cavity Insulation Guarantee Agency was established in 1995 after consultation with the Government’s Energy, Environment and Waste Directorate (a division of DETR) to provide householders with an independent, uniform and dependable guarantee covering defects in materials and workmanship.

Independent research carried out for the Department of the Environment, Transport and the Regions (DETR) has confirmed that cavity wall insulation is a very reliable process. Problems are therefore extremely rare, but if they do occur, CIGA has the expertise to ensure that they are swiftly rectified.

All members installers of CIGA are assessed for competence and must follow the technical guidance for the material used and fully comply with CIGA rules of membership, Rules of Membership Supplement and CIGA Best Practice Guidance. Installation of Cavity Wall Insulation is subject to quality assurance audits and members monitored to ensure compliance with System Designer installation specifications. It is however recognised that problems do occur and in such circumstances CIGA need to ensure its members (and CIGA) respond effectively to remedy any issues resulting from failures in Cavity Wall Insulation.

CIGA also operates and administers the Cavity Wall Insulation Self Certification scheme (CWISC) in association with the British Board of Agrément. The scheme provides homeowners with the comfort of knowing that work by registered contractors complies with the requirements of the Building regulations.

2 Introduction and Background to the Project / Programme

- 2.1 CIGA are offering suppliers the opportunity to join a call off framework for the provision of remediation and extraction services in support of claims against CIGA guarantee. Successful tenderers will be entered onto the framework and as such eligible to receive and respond to “e” tenders issued by CIGA from time to time. The framework will be established for a 3 year period and open to new entrants on a once yearly basis or more frequently should CIGA require. Entry onto the framework does not provide any guarantee of subsequent work. CIGA is looking to create a framework from which any approved Company can apply to quote for work providing the criteria set is adhered to. The work may include:

- Cavity Wall Work:
 - Full or partial cavity wall clearance
 - Full or partial re-injection
 - Vent remediation
 - Making good post cavity cleaning

- Fitting cavity barriers
- Cavity wall overspill repair
- Any associated cavity wall insulation related works
- Inspection Services:
 - Technical Inspection Services
 - Chartered Surveyor
- Remediation works
 - Pointing brickwork
 - Finishing works
 - Plaster remediation
 - Painting and Decorating
 - Kitchen removal, repair and replacement
 - Sub floor repair and replacement
 - Timber treatment
 - External render works
 - Electrical and Plumbing repairs
 - Floor coverings
 - Joinery works
 - Control of hazardous materials and substances (eg asbestos)
 - Wall and Floor tiling
 - Drylining
 - Building survey work
 - Specialist damp treatment

The above list is not intended to be exhaustive and other works will be required from time to time.

2.2 The successful contractors will be entered onto a framework and will be invited to quote on detailed scopes of works. CIGA envisage that several contractors will be offered to quote for the work based upon cost, geographic location, continued maintenance of CIGAs quality requirements and mobilisation times, with the most successful quote receiving conformation to proceed.

2.3 The purpose and scope of this ITT and supporting documents is to explain in further detail the requirements of CIGA and the procurement process for submitting a tender proposal.

3. Tender Conditions and Contractual Requirements

This section of the ITT sets out CIGA's contracting requirements, general policy requirements, and the general tender conditions relating to this procurement process ("**Procurement Process**").

3.1 Contracting requirements

3.1.1 The contracting authority is CIGA and is independent of all other organisations.

3.1.2 The appointed contractors will be required to deliver the contractual agreement as required to fulfil CIGA's commitment to the guarantee.

3.1.3 Successful tenderers will be entered onto the framework and a call off contract will be issued which recognises admission onto the framework but provides no future guarantee of work.

3.1.4 The Contract awarded will be for a duration of 3 years from the date of award with opportunities open to new entrants on an annual basis (or as required by CIGA from time to time) for the remaining life of the framework. CIGA will reserve the right to extend the contractor framework for a further 2 x 12 month periods.

- 3.1.5 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this ITT by the Clarification Deadline (as defined below in the Timescales section of this ITT). Following such clarification requests, CIGA may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.
- 3.1.6 CIGA is under no obligation to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Tender Response Deadline (as defined below in the Timescales section of this ITT). Any proposed amendments that are received from a potential supplier as part of its tender response shall entitle CIGA to reject that tender response and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

- 3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will ensure that they comply with all applicable laws, codes of practice, statutory guidance, CIGA published guidance or best practice, and applicable Customer Organisation policies relevant to the goods and/or services being supplied

3.3 General tender conditions (“Tender Conditions”)

- 3.3.1 Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this ITT and its Appendices. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this ITT.
- 3.3.2 Third party verifications – Your tender response is submitted on the basis that you consent to CIGA carrying out all necessary actions to verify the information that you have provided, and the analysis of your tender response being undertaken by one or more third parties commissioned by CIGA for such purposes.
- 3.3.3 Information provided to potential suppliers – Information that is supplied to potential suppliers as part of this Procurement Process is supplied in good faith. The information contained in the ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but CIGA will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.
- 3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify CIGA promptly of any perceived ambiguity, inconsistency or omission in this ITT and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.
- 3.3.5 Amendments to the ITT – At any time prior to the Tender Response Deadline, CIGA may amend the ITT. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Tender Response Deadline shall be at the discretion of CIGA and can be extended. Your tender response must comply with any amendment made by the Customer Organisation in accordance with this paragraph 3.3.5 or it may be rejected.
- 3.3.6 Compliance of tender response submission – Any goods and/or services offered should be on the basis of and strictly in accordance with the ITT (including, without limitation, any specification of the Customer Organisation’s requirements, these Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by CIGA as part of this Procurement Process.

- 3.3.7 Format of tender response submission – Tender responses must comprise the relevant documents specified by CIGA and completed in all areas and in the format as detailed by CIGA in Appendix 1 (Supplier Questionnaire). Any documents requested by CIGA must be completed in full. It is, therefore, important that you read the ITT carefully before completing and submitting your tender response.
- 3.3.8 Modifications to tender response documents once submitted – You may modify your tender response prior to the Tender Response Deadline by giving written notice to CIGA. Any modification should be clear and submitted as a complete new tender response in accordance with Appendix 2 (Supplier Questionnaire) and these Tender Conditions.
- 3.3.9 Rejection of tender responses or other documents – A tender response or any other document requested by CIGA may be rejected which:
- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
 - contains hand written amendments which have not been initialled by the authorised signatory;
 - does not reflect and confirm full and unconditional compliance with all of the documents issued by CIGA forming part of the ITT;
 - contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by CIGA in any way;
 - is not submitted in a manner consistent with the provisions set out in this ITT;
 - is received after the Tender Response Deadline.
- 3.3.10 Disqualification – If you breach these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this ITT, and/or in any supporting documents, entitling CIGA to reject a tender response apply and/or if you or your appointed advisers attempt:
- to inappropriately influence this Procurement Process;
 - to fix or set the price for goods or services;
 - to enter into an arrangement with any other party that such party shall refrain from submitting a tender response;
 - to enter into any arrangement with any other party (other than another party that forms part of your consortium) as to the prices submitted;
 - to collude in any other way;
 - to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
 - to obtain information from any of the employees, agents or advisors of CIGA concerning this Procurement Process (other than as set out in these Tender Conditions) or from another potential supplier or another tender response
- CIGA shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition below, by participating in this Procurement Process you accept that CIGA shall have no liability to a disqualified potential supplier in these circumstances.
- 3.3.11 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from CIGA any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.
- 3.3.12 Rights to cancel or vary this Procurement Process - By issuing this ITT, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, CIGA is not bound in any way to enter any contractual or other arrangement with you or any

other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this ITT however CIGA reserves the right to terminate, suspend, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all potential supplier in writing. Subject to the "Liability" Tender Condition below CIGA will have no liability for any losses, costs or expenses caused to you as a result of such termination, suspension, amendment or variation.

- 3.3.13 Sub-contractors - It is a specific requirement that all ITT entering in this framework agreement will not use any sub-contractors without prior consent of CIGA, and only staff employed by the sub-contractor will be used to carry out any assigned works. If it is found that sub-contractors have been used without CIGA's consent, the contract will be terminated immediately without warning or notice.
- 3.3.14 Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of CIGA in relation to fraud or in other circumstances where CIGA's liability may not be limited under any applicable law.

4. Confidentiality and Information Governance

- 4.1 All information supplied to you by CIGA, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.
- 4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless CIGA has given express written consent to the relevant communication, this extends to the use of the CIGA brand.
- 4.3 This ITT and its accompanying documents shall remain the property of CIGA and must be returned on demand.
- 4.4 All information received in connection with this tender application will be treated in the strictest confidence with the exception of 4.6 below.
- 4.5 CIGA has no obligations under the Freedom of Information Act 2000 ("FOIA"), should applicants have obligations under the act relevant to this contract they should disclose them.
- 4.6 You should be aware of CIGA's obligations and responsibilities under the Disclosure Obligations to disclose information held by CIGA. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by CIGA under the Disclosure Obligations, unless CIGA decides that one of the statutory exemptions under the EIR applies.
- 4.7 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with CIGA's instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on CIGA's behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

5. Tender Validity

- 5.1 Your tender response must remain open for acceptance by the Customer Organisation for a period of 60 days from the Tender Response Deadline. A tender response not valid for this period may be rejected by CIGA.

6. Payment and Invoicing

- 6.1 CIGA will pay correctly addressed and undisputed invoices within 30 days from date of receipt in accordance with the requirements of the Contract. An undisputed invoice will include:
- All required paperwork, documentation, reports and photographs (date and time stamped) at point of completion of works.
 - CIGA's reference number / Purchase Order number / authorisation.
 - Addressed to: Director of Finance, CIGA, CIGA House, 3 Vimy Court, Vimy Road, Leighton Buzzard, Bedfordshire, LU7 1FG.
 - Provide comprehensive evidence that all remediation is completed to the highest achievable standard, in line with all CIGA's requirements (to include physical (eg sub contractor invoice) or photographic evidence of supporting costs such as access platforms at point of use).
 - Comply with specified CIGA reporting templates
 - Be in accordance with the agreed scope and quote for works (unless any additional expenditure has been formally agreed with CIGA)
 - If a complaint is raised by the customer from completed works within the 30 day payment terms, the payment is then in dispute and will only be paid 30 days after any completed remedial works.
- 6.2 CIGA will automatically hold a 15% retention on all works over £10,000 for a period of 90 days in order to allow evaluation of works. Initial invoices are to be charged without the retention amount and a further invoice submitted after 90 days or at the request of CIGA.
- 6.3 Invoices will be paid subject to Construction Industry Scheme (CIS) deductions where applicable

7. Specification

CIGA requires a framework of qualified contractors who can undertake work on behalf of CIGA in order to meet the obligations under the guarantee. Framework applicants will be expected to provide evidence that they can undertake specified works to a standard acceptable to CIGA that is both repeatable and subject to risk based audit.

The Supplier Questionnaire at Appendix 1 is to be completed by all applicants regardless of the scope of works they wish to apply for. It is intended to assist CIGA to gain an understanding of the robustness of the company business and operational approach to: Customer Services, safety, quality, training and development of the workforce and importantly, ability to represent CIGA and the Cavity Wall Insulation to the highest professional standards at all times.

The supplier questionnaire includes a number of mandatory questions which will be judged as pass or fail, these are indicated in the Appendix.

For clarity CIGA is looking for a range of skills and services which include but are not limited to:

- Cavity Wall Work:
 - Full or partial cavity wall clearance
 - Full or partial re-injection
 - Vent remediation
 - Making good post cavity cleaning
 - Fitting cavity barriers

- Cavity wall overspill repair
- Any associated cavity wall insulation related works
- Inspection Services:
 - Technical Inspection Services
 - Chartered Surveyor
- Remediation works
 - Pointing brickwork
 - Finishing works
 - Plaster remediation
 - Painting and Decorating
 - Kitchen removal, repair and replacement
 - Sub floor repair and replacement
 - Timber treatment
 - External render works
 - Electrical and Plumbing repairs
 - Floor coverings
 - Joinery works
 - Control of hazardous materials and substances (eg asbestos)
 - Wall and Floor tiling
 - Drylining
 - Building survey work
 - Specialist damp treatment

It is important to provide detailed information and/or appropriate documents ensuring any evidence required as part of the response is set out clearly

8. Mandatory Requirements / Constraints

- 8.1 As part of your tender response, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in CIGA's specification forming part of this ITT. A failure to comply with one or more mandatory requirements or constraints shall entitle CIGA to reject a tender response in full.

9. Key background documents and further information

- 9.1 Further relevant background documents / information is available for reference by potential suppliers at the following [link](#) CIGA's expectation is that tender respondents fully comply with CIGAs Safety Policy, Best Practice Guides, Complaints Handling process and Rules of Membership as applicable.

10. Timescales

- 10.1 Subject to any changes notified to potential contractors in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

Activity	Date
Issue of Contract Notice / availability of ITT documents	01 October 2018
Deadline for clarification questions (Clarification Deadline)	12 November 2018
Customer Organisation to respond to clarification questions	16th November 2018
Deadline for submission of ITT responses by potential suppliers (Tender Response Deadline)	30 November (12 noon)
Award decision	10 December 2018
Framework successful notification to preferred suppliers	10 December 2018
Tendering under new framework arrangements	10 December 2018

11 Instructions for Responding

11.1 Tenderers are required to complete the tender response Appendices under:

- Appendix 1 – Supplier Questionnaire
- Appendix 2 – Works and Geographical Location Table
- Appendix 3 – Indicative Pricing Table
- Appendix 4 - Tender Declaration:
 - Supplier Form of Tender
 - Certificate of Non Collusion and Non Canvassing
 - Conflict of Interest Declaration

Failure to complete any element will result in the tender being spoiled.

11.2 The following requirements should be complied with when submitting your response to this ITT:

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses will be rejected by CIGA.
- Please ensure that information provided as part of its response is of sufficient quality and detail that an informed assessment of it can be made by CIGA.
- Do not submit any additional supporting documentation with your ITT response except where specifically requested to do so as part of this ITT. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval from CIGA).
- All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
- Unless otherwise stated as part of this ITT or its Appendices, all tender responses should be in the format of the relevant Customer Organisation requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as ‘or equivalent’ – you must demonstrate such equivalence as part of your tender response.
- Any deliberate alteration of a CIGA requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that requirements as mentioned.
- Responses should concise, unambiguous, and should directly address the requirement stated.
- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

12 Clarification Requests

12.1 All clarification requests should be submitted to dawn.harper@ciga.co.uk by the Clarification Deadline, as set out in the Timescales section of this ITT. CIGA is under no obligation to respond to clarification requests received after the Clarification Deadline.

12.2 Any clarification requests should clearly reference the appropriate paragraph in the ITT documentation and, to the extent possible, should be aggregated rather than sent individually.

12.3 CIGA reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If CIGA considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to CIGA responding to all potential suppliers.

12.4 CIGA may at any time request further information from potential suppliers to verify or clarify any aspects of

their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to CIGA by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

13 Evaluation Criteria

13.1 You will have your tender response evaluated as set out below:

Section 1: Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders responses correctly completed with all relevant information being provided may proceed to Section 2. Any tender responses not correctly completed in accordance with the requirements of this ITT and/or containing omissions will be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.

Section 2: If a bidder succeeds in passing Section 1 of the questionnaire, then it will have its detailed tender response to Section 2 evaluated in accordance with the evaluation methodology set out below.

13.2 Award Criteria – Responses from potential suppliers will be assessed to determine the pricing is in accordance with CIGA’s expectations and not significantly outside the median of other potential suppliers, whilst fully meeting CIGA’s quality criteria.

The following weightings will be applied:

Criteria	Weighting
Quality	[30]%
Skills Base/Availability	[20]%
Pricing Comparison	[50]%

13.3 Scoring Model – Tender responses will be subject to an initial review at the start of Section 2 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by CIGA for all criteria using the following scoring model:

Points	Interpretation
10	Excellent Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good Overall the response demonstrates that the bidder meets all areas of the requirement and provides all the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidder’s failure to provide all information at the level of detail requested.
5	Adequate Overall the response demonstrates that the bidder meets all areas of the requirement, but not all the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.

3	Poor	The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable	The response is non-compliant with the requirements of the ITT and/or no response has been provided.

- 13.4 Pricing Comparison – Indicative pricing should be submitted in pounds sterling and exclusive of Value Added Taxation (VAT). Indicative pricing should be submitted in Appendix 3 for each work area which you wish to apply. Whilst these prices are not binding for any future work, significant deviations from these prices in quotations will be challenged by CIGA, and consistent significant deviations may result in the contractor being removed from the Framework.
- 13.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.
- 13.6 Access to the Framework – Compliant tenderers who score in excess of the CIGA benchmark score will be entered onto the framework and afforded the opportunity to compete for future works.

14 Tender Submission

- 14.1 Tenders are to be returned to dawn.harper@ciga.co.uk or by post to Head of Remediation and Certification, CIGA House, 3 Vimy Court, Vimy Road, Leighton Buzzard, Bedfordshire, LU7 1FG. Tenders are to be received by no later than 12 noon on the 30 November 2017 marked for the attention of Head of Remediation and Certification.

Appendices

List of Appendices forming part of this ITT

Appendix 1 – Supplier Questionnaire

Section 1 of the supplier questionnaire includes a series of mandatory pass/fail questions which must be answered positively before proceeding with the tender

Section 2 of the supplier questionnaire provides the opportunity for respondents to detail their approach to underpinning requirements of the tender, explaining business ethos, approach to quality and skills and main methods of working.

Appendix 2 – Works and Geographic Availability

The works and geographic availability table should be completed indicating the type of work tenderers can and would wish to tender for along with areas in which they can operate. Evidence of competence will be evaluated through responses to the Supplier Questionnaire

Appendix 3 – Indicative Pricing Table

The indicative pricing table should be completed in pounds sterling and exclusive of Value Added Taxation (VAT) and detail the indicative price charged based upon units specified. When tendering for work in a geographical area, tenderers will be expected to breakout costs associated with travel and subsistence from the overall tender for works. The petrol and subsistence columns should be completed to provide an indication of overall cost of delivery.

Appendix 4 - Tender Declaration

The following declarations are to be reviewed and signed by the appropriate authorised person

- Supplier Form of Tender
- Certificate of Non Collusion and Non Canvassing
- Conflict of Interest Declaration