



# INVITATION TO TENDER

## General Information

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#### The District Councils' Requirements

- Part A            Project Brief and Specification
- Part B            Instructions to Bidders
- Appendix A      Contract Terms and Conditions (specific to this Tender)

#### Bidder's Response – Tender Document

- Part C            Form of Tender/Method Statements

Please note the bidder must complete all Part C documents and return by the end date and time.

## **1. Introduction**

- Thank you for expressing an interest in our contract. The Council buys all types of goods and services and spends approximately £70million per year on outsourced contracts.
- As a public authority, the Council is subject to the highest professional standards and public scrutiny. Contracts are competitively let and for bidders to secure work with the Council they need to comply with the instructions when bidding for a contract.
- Details of these instructions relating to this tender can be found in Part A - Section 2 Instructions for Bidders.

### **1.1. Who is Cambridge District Council?**

- Cambridge is one of five districts within the county of Cambridgeshire, and is bordered on all sides by the mainly rural South Cambridgeshire district. It covers an area of 40.7 km<sup>2</sup> with a population of approximately 130,000 residents and was awarded City status in 1951. The City is accessible via the M11, A14, A10 and A428. The city council's headquarters in the Guildhall.
- More information on Cambridge District Council can be found at <https://www.cambridge.gov.uk/>
- Any questions regarding this procurement should be directed to the Project Manager who is detailed in Part A –Project Brief and Specification.

### **1.2. Electronic Tendering**

- The Council uses electronic tendering (LGSS e-Sourcing Portal) as part of this tender process. This will require bidders to submit their completed tender (Part C documents) through the LGSS e-Sourcing Portal.
- All correspondence relating to this tender exercise must be directed through the LGSS e-Sourcing Portal.
- Should you encounter any technical problems with the use of the tender portal then please contact: the LGSS e-Sourcing Portal provider (PROACTIS):
- Email: ProContractSuppliers@proactis.com Telephone: 0330 005 0352. This facility is available Monday to Friday, 09:00 to 17:30 Alternatively you may use the electronic ticket logging system which can be found at: <http://proactis.kayako.com/procontractv3/Core/Default/Index>