



School Minor Works Programme 2022 – Brindishe Lee Windows

Method Statements

Capital Programme Delivery Team

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May 2021

This document is to be completed in accordance with the Invitation and Instructions for Tendering for receipt, via the London Tenders Portal, with all relevant documentation by no later than **noon on Wednesday 8th June 2022.**



Lewisham

Name of Organisation: _____

School Minor Works Programme 2022 – Brindishe Lee Windows

Method Statements

1. LIST OF METHOD STATEMENTS REQUIRED

- 1.1 The Council requires Method Statements to be given so that an evaluation process can be completed. This is how the Council will assess the quality of the Service which the Tenderer is going to provide, and the successful Tenderer will have to provide the Service in the way set out in their Method Statements, once they have been agreed with the Council.
- 1.2 It is important that the Method Statements you provide are clear, concise and detailed in full. Explain your methodologies, processes, and time frames and cost calculations, where appropriate.
- 1.3 The Method Statements cover these main areas:
 - MS1 Project Management
 - MS2 Technical Ability
 - MS3 Health & Safety
 - MS4 Social Value
- 1.4 The Method Statements set out on the following pages are the particular areas the Council wishes to see covered. Your Method Statements should be provided on the following sheets provided, and should be completed using Arial font, minimum of font size 11.
- 1.5 As the questions and issues within each statement are essential to the evaluation process, please ensure that they are all answered. If they are not, your tender bid will not be considered further and will be deemed non-compliant.
- 1.6 If separate attachments are included, to supplement your Method Statements, please clearly mark which Method Statements they refer to.



Lewisham

Name of Organisation: _____

MS1 Project Management

(15 %)

Please describe how you will manage the project during each phase (from pre-start to post-completion), including how you will ensure:

- It is delivered on time (please provide Gantt chart or similar to support response),
- Costs are controlled,
- The quality of works undertaken are delivered to the highest standard possible

(Your response should be no more than 1,000 words. Charts, graphs and diagrams can be included in addition to page limit.)

Minimum score of 6 is required for MS1



Lewisham

Name of Organisation: _____

MS2 Technical Ability

(15 %)

Please provide a statement on each staff member who will be working on this project, highlighting their relevant experience, qualifications and competencies.

Please also include:

- A structure chart (highlighting the main point of contact for the Council)
- Details of your complaint escalation procedure.

(Your response should be no more than 1,500 words. Charts, graphs and diagrams can be included in addition to page limit.)

Minimum score of 6 is required for MS2



Lewisham

Name of Organisation: _____

MS3 Health & Safety

(10 %)

Please describe your Health & Safety procedures and how you would ensure that all staff and customers would remain safe during both the design and construction phases.

Please ensure your response considers your responsibilities under the Construction (Design and Management) Regulations (CDM).

(Your response should be no more than 1,000 words.)

Minimum score of 5 is required for MS3



Lewisham

Name of Organisation: _____



Lewisham

Name of Organisation: _____

MS4 Social Value

(10 %)

Social Value is the additional economic, social and environmental benefits that can be created when the Council procures an external service or contractor to deliver works.

The Social Value Monitoring Tool (see the '*Appendix 1 – Social Value Monitoring*' document) sets out the Council's key performance indicators for measuring how well a contract performs against its 4 social value objectives, see below:

1. Employment, Skills & Economy
2. Creating a greener Lewisham
3. Training Lewisham's future
4. Making Lewisham healthier

Using the KPIs in the Social Value Monitoring Tool, please state which KPIs (and how many of each) you will deliver as part of your social value contribution, and how this will be achieved.

(Your response should be no more than 1,000 words.)

Minimum score of 5 is required for MS4



Lewisham

Name of Organisation: _____

Signed for Tenderer:

Signature	Print name(s) in full	Position held by each signatory (in the case of a company)

Dated this _____ day of _____ 20__

Full name of Organisation _____

Address for correspondence _____



Lewisham

Name of Organisation: _____

Registered Address _____

(If different from above) _____

Telephone No _____

Fax No _____

E-mail address _____

State whether sole proprietor YES/NO* (delete as appropriate)

In case of partnership the full names and address of each partner:

Name	Address