

**EPPING TOWN COUNCIL**

**Stonards Hill Recreation Ground Skate Park**

**Tender Documentation**

**June 2021**

**Site photographs as per Appendix 1, showing the existing skate park to be replaced/upgraded.**

**Skate park user aspirations as per Appendix 2.**

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## 1. General Information

### Procurement Procedure

Epping Town Council is seeking to appoint a single Contractor to Design & Build a skatepark facility for the Local Community. The information submitted within the Applicant's Offer shall be used by the Authority as the means to make a Contract award decision.

### Timetable

**The following timetable is proposed:**

Advertisement publicised:

Bid deadline:

Evaluation:

Intention to award announced:

Contract start date:

The Council reserves the right to change the above timetable and Applicants will be notified accordingly if there is a change.

### Contract Period

It is intended that any resultant Contract shall commence as soon after receipt of formal letter of award as may be agreed and is subject to any necessary planning consents and successful funding.

### Insurance Levels

#### Employers Liability Insurance

The requirement for Employer's Liability Insurance is £10million.

#### Professional Indemnity Insurance

The Council's requirement for Professional Indemnity Insurance is £2 million.

#### Public Liability Insurance

The Council's requirement for Public Liability Insurance is £10 million

## 2. Selection Questionnaire

### Background Information

The Community and local young people have teamed up with the Council to raise funds towards a new concrete skatepark that will be designed by the local young people in consultation with the successful Applicant of this Tender and Epping Town Council.

The location of the proposed new skatepark is:

**Stonards Hill recreation ground, Epping, Essex. CM16 6SP**

The outcome of this Tender will be to identify and select a single Contractor to take the Project forward from consultation to a final design and a completed installed concrete skatepark, to suit

the needs of the local young people whilst taking into account a range of ages, abilities and wheels, eg scooters, skateboards and BMX, and also taking account of the site constraints.

This Tender aims to select a Contractor based upon examples of previous work, financial viability, Health & Safety procedures, skills, experience of working with Councils and Community Groups, and expertise to delivering a fully funded project from start to finish within budget.

The Applicant is required to provide value for money, use local suppliers where possible, deliver added value, cause minimum disturbance to the community whilst delivering a durable, well designed concrete skatepark built to a high quality that suits the needs of the local young people and adheres to Epping Town Council's requirements.

The Applicant must include a breakdown of costs for the Project proposal, including;

- consultation and design
- surveys, utilities searches & engineering drawings for construction
- project management (to include H&S and CDM compliance)
- provision of JCT Minor Works 2016 with Contractors Design documentation
- preliminaries
- groundworks & drainage
- steelworks
- concrete
- ancillary items (seating, bins, sign)
- post Installation inspection
- opening event
- any other items (please detail)

The Contractor will be required to run a minimum of two consultation events with local young people on dates to be agreed.

It is planned for the skatepark to be completed and opened **as soon as practically possible** subject to Planning permission being granted and funds being in place.

The Contractor will be required to support the Council with the preparation of documentation for any Planning Application. The Council will submit the application and pay the fees to the Planning Authority. \*Please note: as this is the refurbishment of an existing skate park on Epping Town Council owned land, which will virtually match the current footprint, planning is unlikely to be needed.

The Contractor must not exceed the maximum budget for the project which is

**£ 120,000-£140,000 (excluding VAT)**

### **Added Value**

The Applicant will be expected to suggest any added value that their offer might be able to bring to the Council. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

### **Performance Management**

Applicants should, by way of on-going Contract performance be prepared to produce valuation documentation during the course of the project build at pre-agreed intervals in a format agreed between the Contractor and Epping Town Council.

### 3. Selection Questionnaire

1. "Council" means the public sector contracting body, that is seeking to invite suitable suppliers to participate in this procurement process.
2. "You"/ "Your" or "Supplier" means the body completing these questions i.e. **the legal entity seeking to be invited to the next stage of the process and responsible for the information provided.** The 'Supplier' is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. This Selection Questionnaire has been designed to assess the suitability of a Supplier to deliver the Authority's contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.
4. **Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.**
5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.
6. Please return a completed version of this document in accordance with the Submission requirements.
7. Whilst reserving the right to request information at any time throughout the procurement process, the Council may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the supplier can meet the specified requirements (such as the questions in section 7 of this Selection Questionnaire relating to Technical and Professional Ability) the Council may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.
8. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
9. The Council recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Council indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The Council reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.
10. When providing details of contracts in answering section 6 of this Selection Questionnaire (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

11. The Council reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6.

12. The Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contract Regulations.

#### 4. The supplier/tenderer

1. Supplier Information		
1.1 Supplier Details	Answer	
Full name of the Supplier completing the Selection Questionnaire		
Registered company address		
Registered company number		
Date of Incorporation		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	i. a public limited company	
	ii. a limited company	
	iii. a limited liability partnership	
	iv. other partnership	
	v. sole trader	
	vi. other (please specify)	
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i. Voluntary, Community and Social Enterprise (VCSE)	
	ii. Small or Medium	

	Enterprise (SME) <sup>1</sup>	
	iii. Sheltered workshop	
	iv. Public service mutual	

## 1.2 Bidding Model

Please mark 'X' in the relevant box to indicate whether you are;

i. Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	
ii. Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	
iii. Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	

## 1.3 Contact Details

Supplier contact details for enquiries about this Selection Questionnaire

Name	
Postal address	
Country	
Phone	
Mobile	

<sup>1</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

E-mail			
<b>1.4 Licensing and Registration</b>			
Registration with a professional body		Please indicate your answer by marking 'X' in the relevant box.	
		Yes	No
If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).		If Yes, please provide the registration number in this box.	
Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?			
		If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this.	
<b><u>Conflicts of interest</u></b>			
<p>In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.</p> <p>Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Council, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Supplier.</p>			
<b>2. Financial Circumstances</b>			
<b>Financial Information</b>			
2.1	Please provide one of the following to demonstrate your economic/financial standing; Please indicate your answer with an 'X' in the relevant box.		
	a. A copy of the audited accounts for the most recent two years		
	b. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).		
	(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)? If so, who?		

	Name of the organisation	N/A		
	Relationship to the Supplier completing the Selection Questionnaire	N/A		
	Are the related accounts available on request?			
<b>3. Technical and Professional Ability</b>				
<b>Relevant experience and contract examples</b>				
<p>Please provide details of up to <u>three</u> contracts, in any combination from either the public or private sector, that are relevant to the Council's requirement. Contracts for supplies or services should have been performed during the past <u>five</u> years. The named customer contact provided should be prepared to provide written evidence to the Council to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p>				
		Contract 1	Contract 2	Contract 3
3.1	Name of customer organisation			
3.2	Point of contact in customer organisation Position in the organisation E-mail address			
3.3	Contract start date Contract completion date Contract Value			
3.4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.			
3.5 If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.				



#### 4. Additional Selection Questionnaire

##### a. Project Specific questions to assess Technical and Professional Ability

Further project specific questions relating to the technical and professional ability of the supplier.

Please self-certify against the requirements below (Please indicate your answer by marking 'X' in the relevant box):

Yes

No

Does your organisation require your staff and your sub-contractor's staff to undergo a Disclosure and Barring Service (DBS) check to the standard level?

Please self-certify that your organisation has a Safeguarding Policy or would be willing to ensure that one is in place upon award of the Framework Agreement that complies with current legislative requirements.

##### b. Insurance

Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below (Please indicate your answer by marking 'X' in the relevant box):

Yes

No

Employer's (Compulsory) Liability Insurance = £10,000,000

Public Liability Insurance = £10,000,000

Professional Indemnity Insurance = £2,000,000

\* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

##### c. Compliance with Equality Legislation

In the last five years, has any finding of unlawful discrimination been made against anyone within your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?

- In the last five years, has your organisation had a complaint upheld on grounds or alleged unlawful discrimination?
- If you have answered "yes" to one or both of the questions in this module, please provide details.
- If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.

If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?

##### d. Environmental Management

Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last five years by any environmental regulator or authority (including local authority)?		
If your answer to this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.		
The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 5 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.		
If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?		
<b>e. Health and Safety</b>		
Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.		
<ul style="list-style-type: none"> <li>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 5 years?</li> </ul> If yes, please give details and details of any remedial action or changes to procedures you have made as a result.		
<ul style="list-style-type: none"> <li>The Council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent future occurrences?</li> </ul>		
If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?		
<b>f. Quality</b>		
Please self-certify that your organisation holds a quality certificate such as ISO9001 (or equivalent) or a policy that attests to your organisations' approach to quality management.		
If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to them?		
<b>Declaration</b>		
I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of:  _____		



## 5. Awarding of contract

### Award Criteria

The following criteria and weightings will be applied in the evaluation of the questions asked of Applicants.

Evaluation Criteria Breakdown		Means of Evaluation	
		Sub Criteria	Main Criteria
Method Statements			100%
Approach	10%		
Quality	50%		
Previous Project Experience	15%		
Management and Communication	10%		
Programme	5%		
Budget management	10%		

#### a. Scoring Guidelines

The questions asked of applicants shall be scored using the marking system described within this section.

Applicants should be aware that the responses provided to the questions will be evaluated in such a way that the highest scores will be awarded to applicants who show innovation, creativity, further relevant details and information that could potentially enhance the Applicant's proposal.

All scored questions shall be evaluated in accordance with the guidelines below:

<b>Score 0</b>	No response	No response	
<b>Score 1</b>	Extremely Weak	Very poor proposal/response; does not cover the associated requirements, major deficiencies in thinking or detail, significant detail missing, unrealistic or impossible to implement and manage	<b>Weak</b>
<b>Score 2</b>	Very Weak	Poor proposal/response, only partially covers the requirements, deficiencies in thinking or detail apparent, difficult to implement and manage	
<b>Score 3</b>	Weak	Mediocre proposal/response, moderate coverage of the requirements, minor deficiencies either in thinking or detail, problematic to implement and manage	
<b>Score 4</b>	Fair - Below Average	Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it	<b>Fair - Good</b>

<b>Score 5</b>	Fair - Average	Satisfactory proposal/response, would work to deliver all of the Council's requirements to the minimum level	
<b>Score 6</b>	Fair - Above Average	Satisfactory proposal/response, would work to deliver the majority of the Council's requirements to the minimum level with some evidence of where the Applicant could exceed the minimum requirements	
<b>Score 7</b>	Good	Good proposal/response that convinces the Council of its suitability, response slightly exceeds the minimum requirements with a reasonable level of detail	
<b>Score 8</b>	Strong	Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid and provides a great deal of detail	<b>Strong - Excellent</b>
<b>Score 9</b>	Very Strong	Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	
<b>Score 10</b>	Outstanding/ Excellent	Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted due to the complete level of detail provided	

**b. Award Questions**

Question Number	Question
<b>Approach (10%)</b>	
5.1	The Applicant shall provide a method statement detailing how it would plan, manage and deliver the Project .
<p><b>Council's minimum requirements:</b> Please note that the Council is looking for evidence of the applicant's previous experience in relation to managing and delivering projects of a similar nature to that required here, as well as detail of how that experience will be used during the delivery of this Contract. The Council is also looking for evidence of the applicant's previous experience of working collaboratively with key stakeholders and engaging in consultation with young people and where that experience will be used during the delivery of this Contract.</p>	
<b>Response:.</b>	
<b>Quality (50%)</b>	
5.2	The Applicant shall provide a method statement detailing how it proposes to deliver a high quality skatepark that delivers the young people's aspirations on time, within budget, within any relevant planning constraints at competitive construction rates.

**Council's minimum requirements:** Please note that the Council is looking for evidence that the applicant has an understanding of managing key stakeholder's expectations within a particular budget envelope. The Council requires a warranty against the concrete structure of a minimum of 15 years.

**Response:**

#### Previous Project Experience (15%)

5.3

The project examples provided as part of the Selection Questions will be used to assess this question.

**Council's minimum requirements:** The Council is looking for relevant project examples which demonstrate the applicants' track history of successful delivery.

**Response:**

#### Management and Communication (10%)

5.4

The Applicant shall provide details of the project team that will be involved in the delivery of this Contract.

**Council's minimum requirements:** Please note that the Council is looking for the appropriateness of the project team to meet the requirements of the Project, details of their previous experience of working together as a team, the project management structures that will be in place and the means by which they will communicate with the Council and key stakeholders throughout the the Contract.

**Response:**

#### Programme (5%)

5.5

The applicant shall provide an outline plan for delivering the Project requirements.

**Council's minimum requirements:** Please note that the Council is looking for the submission of a realistic programme and completeness of services offered.

**Response:**

Budget Management (10%)	
5.6	The applicant shall describe its proposed approach to managing the budget, working with the Council and Eligible Users to manage any potential cost overruns and reporting cost information to the Council. The applicant must be mindful of the fact that the allocated budget for this Project is £120,000 excl VAT, which must not be exceeded.
<b>Council's minimum requirements:</b> Please note that the Council is looking for a Contractor that is willing to work with the Council to manage the costs of the project within the allocated budget.	
<b>Response:</b>	

**c. Project Costings**

Applicants must note the total maximum Project budget of **£120,000-£140,000** pounds excluding Value Added Tax or which the Contractor must provide the Project in its entirety.

Applicants are required to give a breakdown of the costs at section 0 Activity Schedule below that would be allocated to each Project task required as against the total Project budget, including as a guide;

- consultation and design (min 2 meetings)
- surveys, utilities searches & engineering drawings for construction
- project management (to include H&S and CDM compliance)
- provision of JCT Minor Works 2016 with Contractors Design documentation
- preliminaries
- groundworks & drainage
- steelworks
- concrete
- ancillary items (seating, bins, sign)
- post Installation inspection
- opening event
- any other items (please detail)

The Applicant may include additional lines within the Activity Schedule as required. The Contractor will not exceed the rates quoted within its Bid at any time during the Contract. Please note that this information will not be scored as part of the procurement process.

**d. Activity Schedule**

Item Number	Description	Price (£)
1	Consultation and design post tender	

2	Provision of JCT contracts and services of Principal Designer		
3	Engineers site visit, topo survey, CAT scan, trial hole and set stations, utilities searches		
4	Drawings/Design Access Statement & Application for Planning		
5	Suite of Engineering drawings for construction		
6	Support with Planning Application documentation		
7	Project Management/H&S/RAMS & CDM Compliance		
8	Prelims – insurances, access, safety signage, heras, plant hire, welfare & store		
9	24 hr monitored CCTV with audio (5 weeks)		
10	Transport, fuel & skips		
11	Set out to Engineers stations		
12	Site Clearance, Groundworks & Drainage		
13	Steelworks – installation of galvanised framework, copings & rails		
13	Concrete – platforms, transitions and floors		
14	Ancillary items (seating/bins/safety sign		
15	Landscaping – perimeter bunding & seeding		
16	Clear site, reinstate and handover		
17	RoSPA Post Installation Inspection		
18	Opening event		
	<b>Total of the prices (excluding VAT)</b>		<b>£XXX,000</b>



## 6. Price Review Framework

### a. Price Validity Period

As a minimum, all prices submitted must remain fixed from date of Contract commencement until the project is complete.

### Price Review Proposals

The Council does not expect the Applicant to implement any price increases throughout the life of this Contract. The Applicant's signature at section Pricing Schedule Declaration will be assumed to be an acceptance of this condition. Applicant's whose price review proposal differs from the Council's expectations under this Price Review Proposals must state their proposal below.

Price Review Proposal if different from above: N/A
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### b. Contract Renewal

No Contract once awarded shall be renewed at a higher rate than agreed between the parties through this price review framework or through any other such agreement as submitted to and approved by the Council in writing.

### c. Pricing Schedule Declaration

offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

Signed*:	Date:
Name ( <i>in block capitals</i> ):	
In the capacity of:  ( <i>State official position, i.e. Director, Manager, etc.</i> )	
Organisation name and postal address:	
Telephone No:	Fax No:
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).	

## 7. Certificates

### a. Conditions of Tender

<b style="color: red;">EPPING TOWN COUNCIL</b>  <b>CONDITIONS OF TENDER</b>	
<b>Reference number and Title of Contract:</b> Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant's Offer	
1.	Tenders are invited for the supply of the goods or services specified or described in the invitation. Tenders with conditions of contract duly completed should be marked with the title of the Contract and returned electronically to: <b style="color: red;">info@eppingtowncouncil.gov.uk</b> Tenders must be returned no later than the specified time and date. Tenders received after the time stated or not properly completed will be disregarded. Facsimile copies will not be accepted.
2.	The Contract shall be subject to the specified terms and Conditions of Contract. Offers by Applicants made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such conditions alone. No alteration must be made to the printed conditions or schedules. Any Tenders bearing such alterations will not be considered.
3.	The Council does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as Tendered for separately.
4.	<b style="color: red;">To EPPING TOWN COUNCIL</b>  I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Council of my/our Tender either in whole or in part, to supply ( <i>or perform the services</i> ), on such terms and conditions and in accordance with such specifications ( <i>if any</i> ), as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Council, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract.
Signed*:	Date:
Name ( <i>in block capitals</i> ):	
In the capacity of:  ( <i>State official position, i.e. Director, Manager, etc.</i> )	
<i>*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).</i>	

**b. Certificate of Undertaking and Absence of Collusion or Canvassing**

<b>CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING</b>	
The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion.	
Single Body and/or Individual I/We the undersigned do hereby certify that:-	
<ul style="list-style-type: none"><li>(a) My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person;</li><li>(b) I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender;</li><li>(c) I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted;</li><li>(d) I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.</li><li>(e) I/we further undertake that I/we will not do any of the acts mentioned in (b) and (c) above before the hour and date specified for the return of the Tender.</li></ul>	
Signed*:	Date:
Name <i>(in block capitals)</i> :	
In the capacity of: <i>(State official position, i.e. Director, Manager, etc</i>	
* <i>(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).</i>	

**c. Certificate of Confidentiality**

<b>CERTIFICATE OF CONFIDENTIALITY</b>	
I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.	
It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise.	
Signed*:	Date:
Name <i>(in block capitals)</i> :	
In the capacity of: <i>(State official position, i.e. Director, Manager, etc.)</i>	
* <i>(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).</i>	

**d. Commercially Sensitive Information**

I declare that I wish the following information to be designated as Commercially Sensitive.

--

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:

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**e. Conflict of Interest**

<b>CERTIFICATE OF CONFLICT OF INTEREST</b>	
I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest):	
I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.	
Signed*:	Date:
Name <i>(in block capitals)</i> :	
In the capacity of: <i>(State official position, i.e. Director, Manager, etc.)</i>	
* <i>(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).</i>	