**VOLUME TWO – APPLICANTS OFFER (2)**

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| **Reference Number: LIS001-24****Contract for: Flat Roof Replacement for Newquay Library** |

Closing time and date for return of submission:

**12:00 (Noon) – 6/12/2024**

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| **Name of Applicant:**  |

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted.

## General Notes

This document should be read in conjunction with the supporting information contained within Volume 1 “Invitation to Tender - Background Information, Instructions and Conditions of Tender” and associated documents also referenced.

This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately, and all information required to submit a compliant tender is done ahead of submitting any final response.

## Suitability Assessment

**Notes for completion**

1. The “Authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this Suitability Assessment i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The Authority recognises that arrangements set out in section 1.2 of the standard Suitability Assessment, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The Authority 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 regulations, or pursuant to an order of the court or demand made by any competent authority or body where the Authority is under a legal or regulatory obligation to make such a disclosure.

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| **Part 1: Potential supplier information**Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration. |
| **Section 1** | **Potential supplier information** |  |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential suppliersubmitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Please mark ‘X’ in the relevant box to indicate your trading status | 1. a public limited company
 |  |
| 1. a limited company
 |  |
| 1. a limited liability partnership
 |  |
| 1. other partnership
 |  |
| 1. sole trader
 |  |
| 1. other (please specify)
 |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? |  |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? |  |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Please mark ‘X’ in the relevant box to indicate whether any of the following classifications apply to you | 1. Voluntary, Community and Social Enterprise (VCSE)
 |  |
| 1. Small or Medium Enterprise (SME)
 |  |
| 1. Sheltered workshop
 |  |
| 1. Public service mutual
 |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? |  |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate (Please enter N/A if not applicable) |
| Name: |  |
| Date of birth: |  |
| Nationality: |  |
| Country, state or part of the UK where the PSC usually lives: |  |
| Service address: |  |
| The date they became a PSC in relation to the company (for existing companies the 06 April 2016 should be used): |  |
| Which conditions for being a PSC are met: |  |
| Over 25% up to (and including) 50% |  |
| More than 50% and less than 75% |  |
| 75% or more |  |
| 1.1(o) | Details of immediate parent company (Please enter N/A if not applicable) |
| Full name of the immediate parent company: |  |
| Registered office address (if applicable): |  |
| Registration number (if applicable): |  |
| Head office DUNS number (if applicable): |  |
| Head office VAT number (if applicable): |  |
| 1.1(p) | Details of ultimate parent company (Please enter N/A if not applicable) |
| Full name of the ultimate parent company: |  |
| Registered office address (if applicable): |  |
| Registration number (if applicable): |  |
| Head office DUNS number (if applicable): |  |
| Head office VAT number (if applicable): |  |

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| **Please provide the following information about your approach to this procurement.** |
| **Section 1** | **Bidding model** |  |
| **Question number** | **Question** | **Response** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators?If **yes**, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If **no**, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 1. | **Please indicate your answer by marking ‘X’ in the relevant box.** |
| **Yes** | **No** |
|  |  |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | **Yes** | **No** |
|  |  |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. |
| Name: |  |
| Registered address: |  |
| Trading status: |  |
| Company registration number: |  |
| Head Office DUNS number (if applicable): |  |
| Registered VAT number: |  |
| Type of organisation: |  |
| SME (Yes/No): |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables: |  |
| The approximate % of contractual obligations assigned to each sub-contractor: |  |
| **Contact details and declaration** |
| I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.I understand that the information will be used in to assess my organisation’s suitability to be invited to participate further in this procurement.I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.I am aware of the consequences of serious misrepresentation. |
| **Section 1** | **Contact details and declaration** |  |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |   |
| **Part 2: Suitability Questions** |
| **Section 2** | **Technical and professional ability** |
| **Question number** | **Question** | **Response** |
|  | Provide a reference of a contract of similar scope and budget to that being proposed in the Specification |
| Name of customer organisation |  |
| Point of contact in the organisation |  |
| Position in the organisation |  |
| E-mail address |  |
| Contract Start date |  |
| Contract completion date |  |
| Estimated contract value |  |
| **Section 3** | **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 = £5 Million |  |  |
| Public Liability Insurance = £10 Million |  |  |
| \* 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. |  |  |
| **Section 4** | **Health and safety** |
| (Please indicate your answer by marking ‘X’ in the relevant box): | **Yes** | **No** |
| Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.  |  |  |
| 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 3 years? If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.  |  |  |
| If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? |  |  |

## Specification

This project relates to the flat roof replacement for Newquay Library, Newquay, TR7 2BJ.

The project comprises of replacement of the flat roof to Newquay Library. The building consists of two floors, a ground level which predominately houses the Library and One Stop Shop service and a first floor which has a number of offices, one of which is occupied by the Newquay Business Improvement District.

It is important to note that the works should have minimal disruption to the services provided by Newquay library and other users of the building. Additionally there should be minimal impact on the surrounding businesses with noise and disruption kept

The contractor must work collaboratively with The Council and the professional team to deliver the construction works on time, within budget and to a high standard in a safe manner with minimal disruption to the public and surrounding businesses. The tender documents comprise of the following:-

* Volume One (1) Background information, Instructions and Conditions of Tender
* Volume Two (2) Applicant’s Offer

Architectural Information:

* Contract Preliminaries
* Detailed Specification of Works
* Photograhs
* Roof Drawings
* Pre Construction Information

## Pass / Fail Questions

Please note, in completion of the bid submission around quality questions, we would be expecting to see the tenderer bring out the detail of the whole core team (irrespective of level of input anticipated and their roles, experiences and capabilities, and what they would bring to support in the delivery of this project – but with a clear focus on the key members of the proposed team that would be engaged.

The below are pass fail questions, and in the event that you answer “no” to any of the questions then we will not evaluate your tender any further and will not be able to contract with you.

The below are pass fail questions, and in the event that you answer “no” to any of the questions then we will not evaluate your tender any further and will not be able to contract with you.

|  |  |
| --- | --- |
| **PASS / FAIL QUESTIONS – Confirmation that Tender is submitted on the following understanding:** | **Please delete as appropriate** |
| You will contracting under JCT Form of Tender – Minor Works Contract | YES / NO |
| You will act as Principal Contractor for the duration of the works as set out by the Constrution Design Management (CDM) Regulations. | YES / NO |

## Method Statements (award questions)

The tenderer will be required to submit responses to the below method statements.

|  |  |  |
| --- | --- | --- |
|  | **Construction Methodology**The Applicant shall provide a method statement detailing how it proposes to meet the specification, pre-construction health and safety requirements. The Applicant shall demonstrate its approach to managing Contracts on time and to budget. | 30% |
|  | What does a strong response look like?The bidder should structure the method statement clearly, addressing each requirement with specific, relevant examples and details considering the following:1. Introduction: Overview of Approach* Stating your understanding of the project specifications and health and safety requirements.
* Include a brief summary of your experience and expertise in managing similar projects, highlighting any special skills or certifications in health and safety and how this would be applied to this contract.

2. Method Statement for Meeting SpecificationsDescribe the technical approach to meeting the specification. This should include:* + Resource Allocation: Outline the specific team roles and responsibilities, highlighting any specialised personnel involved.
	+ Quality Control Measures: Detail the procedures to ensure work meets the required standards throughout each project stage.

3. Pre-Construction Health and Safety RequirementsProvide a detailed plan for managing health and safety, emphasising:* + - Risk Assessments: Outline how potential risks will be identified, evaluated, and mitigated before and during construction.
* Compliance with Safety Regulations: Show familiarity with relevant health and safety regulations and how these will be incorporated.
* Site Inductions and Training: Describe induction processes and ongoing safety training to ensure all personnel understand safety protocols.
* Emergency Response Procedures: Explain protocols for emergencies, including evacuation plans, incident reporting, and first-aid arrangements.

Include any previous successful project examples that showcase the bidder’s ability to manage complex programs efficiently, meeting milestones despite constraints or challenges. |  |
| Response:  |
|  | **Programme**Provide a detailed construction and commentary around the proposed programme, key milestones, constraints, risks, etc. | 15% |
|  | What a strong response looks like?To write a strong response to this part of the criteria, you should include a detailed construction plan that breaks down the program into clear, actionable steps, while explaining how key milestones will be met and what measures are in place to handle constraints and risks. Consider the following: 1. Detailed Construction ProgramProgram Outline: Present a step-by-step overview of the construction stages from mobilisation to project completion. This section should cover:* Mobilisation Phase: Outline initial site setup and access arrangements.
* Main Construction Phases: Break down the main stages of construction.
* Completion and Handover: Explain final inspections, quality checks, and the handover process to the Council.

Key Milestones: * List specific milestones and timelines to mark progress and completion of significant stages.

2. Commentary on ConstraintsSite-Specific Constraints: Detail constraints like site access limitations, nearby traffic or pedestrian areas, or restrictions due to proximity to sensitive locations (e.g. residential housing).Resource Constraints: Explain how availability of materials and labour will be managed, including contingency plans for supplier delays.Environmental Constraints: Outline considerations for environmental impact, such as noise restrictions, waste disposal, and working hours limitations.3. Risk Assessment Risk Identification: Provide a list of major potential risks identified, such as:* Weather-Related Delays: Especially relevant for certain climates or seasons.
* Supply Chain Disruptions: Potential delays in material procurement.
* Health and Safety Incidents: Any construction-specific risks, with emphasis on pre-construction health and safety.

4. Key Milestones: Monitoring and AdjustmentsTracking Progress: Outline the methods to track milestones and overall project health, such as:* Progress Reports: Bi-weekly reports tracking milestone completion and highlighting any issues.
* Contingency Planning: Explain any contingency measures in place should milestones face delays. These might include overtime work or re-sequencing tasks to avoid bottlenecks.

Include any previous successful project examples that showcase the bidder’s ability to manage complex programs efficiently, meeting milestones despite constraints or challenges. |  |
| Response:  |
|  | **Project Team**Please provide details of the project delivery team, their roles, and specifically how their experience of working on similar projects and how lessons learnt by the team will ensure the successful delivery of this project. Include reference to; construction, liaison, handover and management of the defects period. Include in your response a copy of the CV of the Project Manager and any other key personnel | 15% |
|  | What a strong response looks like?To write a strong response you should provide a clear, organised overview of the project delivery team, emphasising each member's relevant experience, roles, and specific responsibilities within the project. Each team member’s contributions should be highlighted, particularly where past experience and lessons learned can add value. The response should also demonstrate the team’s strengths in construction, liaison, handover, and defect period management.1. Introduction: Overview of Project Delivery TeamTeam Composition and Structure: Begin by introducing the team and its structure, summarising the collective experience, and any unique skills or qualifications that make the team well-suited for this project.2. Project Delivery Team and Roles* Roles: Outline the various different roles of your project team and their respective responsibilities, including who will undertake the general oversight of the construction timeline, budget, safety protocols, and quality assurance.
* Experience: Provide details of your teams previous experience managing similar projects, specifying any relevant certifications and expertise in managing complex or large-scale construction.
* CV: Attach CV’s for key personnel within your team showcasing qualifications, past projects, and specific achievements

By providing this structured and detailed approach, along with CVs of the Project Manager and key personnel, the bidder can effectively communicate a clear, experience-driven strategy for project delivery. This gives evaluators confidence in the team’s ability to handle all aspects of the project efficiently and successfully. |  |
| Response:  |

## Price Schedule

Please insert your proposed prices in the table below inclusive of all costs including labour and materials and any discounts, making reference to accompanying specifications.

Cost quoted to exclude VAT.

|  |
| --- |
| **Re-roofing:** Installation at Newquay Library |
|  |  | **A** | **B** | **C** | **D** |
| **Item No.** | **Description** | **Quantity** | **Unit of Measure** | **Unit Price** | **Total****A x C** |
| 1 | Scaffolding / access | 1 | Sum |  |  |
| 2 | Removal and preparation works, including disposal of all waste items | 1 | Sum |  |  |
| 3 | New roofing and all associated works – Roof 1 | 1 | Sum |  |  |
| 4 | New roofing and all associated works – Roof 2 | 1 | Sum |  |  |
| 5 | New roofing and all associated works – Roof 3 | 1 | Sum |  |  |
| 6 | Provisional sum –  |  | Sum |  | **£5,000** |
| 7 | Other costs - Contractor to state below: |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Tender Total (sum of column D): |  |

**Proposed** Payment Schedule

* Substantial completion 95%
* 3 Month retention 5%

No additional costs will be considered by the Council(s) unless these are clearly stated in the pricing schedule response.

## Price Validity Period

As a minimum, all prices submitted must remain fixed and firm for the period contract.

## Pricing Schedule Declaration

I/We 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 *(in block capitals)*:  |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* |
| 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).* |

## Certificates

##  Conditions of Tender

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| **Newquay Town Council****CONDITIONS OF TENDER** |
| **Reference number and Title of Contract:** 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. | By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment.[ ]  I/We fully accept the terms and conditions of contract for the provision of services |
| 2. | Having examined the tender documents for the provision of the above services, we offer to provide the said services in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 1.6 of this Bid. |
| 3. | The Authority 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. | I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (*or perform the services*), on such terms and conditions and in accordance with such specifications *(if any)*, as are contained or incorporated in the Invitation to Tender and Applicants Offer. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, 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 *(in block capitals)*:  |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* |
| *\*(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 they sign or are employed).* |

##  Suitability Assessment Declaration

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| **CERTIFICATE OF COMPLETING SUITABILITY ASSESSMENT** |
| I/we declare that to the best of my knowledge the answers submitted in the Suitability Assessment are correct. I/we understand that the information will be used in the evaluation process to assess my organisations suitability to tender for the Authority’s requirement. Should the Council discover any discrepancies or that I have been dishonest with the answers this will result in the organisation to which I have completed this quotation for, being rejected from the tender process or if awarded a Contract will have the Contract terminated with immediate effect and no cost incurred to the Council. Signature is mandatory, failure to do so will result in your bid being deemed non-compliant which will result in your bid being disqualified from this tendering process.  |
| Signed\*:  | Date:  |
| Name *(in block capitals)*:  |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* |
| *\*(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 they sign or are employed).* |

##  Certificate of Undertaking and Absence of Collusion or Canvassing

|  |
| --- |
| **CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING** |
| The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply. |
| Box A – ConsortiumI/We the undersigned do hereby certify that:- 1. the consortium’s tender is bona fide and intended to be competitive;
2. the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made;
3. the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the 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;
4. the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract.
5. the consortium has 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 the consortium or acting on the consortium’s behalf has done or will do such an act.
6. I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender.
 |
| Box B – Single Body and/or IndividualI/We the undersigned do hereby certify that:-1. 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;
2. 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;
3. 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;
4. I/we have not offered to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the nature specified and described above.
5. 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.
6. I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender.
 |
| Signed\*:  | Date:  |
| Name *(in block capitals)*:  |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* |
| *\*(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 they signs or are employed).* |

##  Certificate of Confidentiality

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| **CERTIFICATE OF CONFIDENTIALITY** |
| 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 *(in block capitals)*:  |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* |
| *\*(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 they signs or are employed).* |

##  Commercially Sensitive Information

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid.

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 FOIA) or Environmental Information Regulations (EIR) is:

|  |
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|  |

##  Conflict of Interest

|  |
| --- |
| **CERTIFICATE OF CONFLICT OF INTEREST** |
| 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 *(in block capitals)*:  |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* |
| *\*(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 they sign or are employed).* |