**A logo with a unicorn and a shield

Description automatically generated**

**Contract for:**

**Enabling and building stabilisation works at**

**Bassett Centre Refurbishment, Camborne**

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| Volume 2 Applicant’s Offer  Invitation to Tender  This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted. |

Closing time/date for return of submission: **12:00 (Noon) 25/10/2024**

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| --- |
| Name of Applicant: |

Please return electronically to: [tenders@camborne-tc.gov.uk](mailto:tenders@camborne-tc.gov.uk)

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| Contents |

[Section 1 – General Notes 3](#_Toc176602051)

[Section 2 - Selection Questionnaire. 6](#_Toc176602052)

[Section 3 - Price Schedule 19](#_Toc176602053)

[**Price Validity Period** 19](#_Toc176602054)

[**Price Review Proposals** 19](#_Toc176602055)

[**Contract Renewal** 19](#_Toc176602056)

[Section 4 - Certificates and Declarations 20](#_Toc176602057)

[**Conditions of Tender** 20](#_Toc176602058)

[**Pricing Schedule Declaration** 20](#_Toc176602059)

[**Certificate of Undertaking and Absence of Collusion or Canvassing** 21](#_Toc176602060)

[**Certificate of Confidentiality** 22](#_Toc176602061)

[**Commercially Sensitive Information** 22](#_Toc176602062)

[**Conflict of Interest** 22](#_Toc176602063)

[**Annex D - Exclusion Grounds: Public Procurement** (for information only) 23](#_Toc176602064)

# Section 1 – General Notes

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

1. The Supplier Questionnaire (SQ) template includes a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply. If any of the grounds for exclusion do apply, there is an opportunity to explain any measures you have taken to demonstrate your reliability notwithstanding the existence of a ground for exclusion (we call this self-cleaning).
2. We require all the organisations that form part of your bidding group / consortium and each subcontractor that you are relying on to meet the selection criteria to provide a completed part 1 and part 2. This means that where you are joining a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Subcontractors that you rely on to meet the selection criteria, must also complete a self-declaration (although subcontractors that are not relied upon do not need to complete the self-declaration). When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

1. The procurement documents will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group/consortium or you intend to use subcontractors, you should complete all of the selection questions on behalf of the group/consortium and / or any subcontractors.
2. If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another supplier.

**Consequences of misrepresentation**

1. If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years.
2. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Notes for completion 1.**

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 standard Selection Questionnaire 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 Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and / or use of subcontractors, 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 and part 2 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. **Note for Contracting Authorities: The following paragraph should be included for Contracting Authorities in scope of PPN 01/22**. The authority may decline to consider bids (or otherwise exclude from participating in the procurement) from suppliers who are constituted or organised under the law of Russia or Belarus, or whose ‘Persons of Significant Control’ information states Russia or Belarus as the place of residency, unless the supplier (or any member of their supply chain they rely on to deliver the contract):

● is registered in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement; and / or

● has significant business operations in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement.

1. For part 1 and part 2 every member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
2. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:

● members of your administrative, management or supervisory board;

● entities and persons who have powers of representation, decision or control.

You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.

The second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control.

Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, providing one composite response and declaration.

1. 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.
2. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in Schedule 1 of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, read the terms and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

# Section 2 - Selection Questionnaire.

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| **Part 1: Your information and the bidding model.** |
| You must answer all questions in parts 1 and 2, and you must answer all questions in part 3 as well. |
| Contracting Authorities to change this instruction if all members of the group or required to submit a completed part 3. Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2. |

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| **Section 1** | **Your Information** |  |
| **Question no:** | **Question** | **Response** |
| 1.1(a) | Name (if registered, please give the registered name) |  |
| 1.1(b) – (i) | Registered address (if applicable) or head office address |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status  a) - public limited company  b) - private limited company  c) - limited liability partnership  d) - other partnership  e) - sole trader  f) - third sector  g) - other (please specify your trading status) |  |
| 1.1(d) | Date of registration (if applicable) or date of formation |  |
| 1.1(e) | Registration number (company, partnership, charity, etc if applicable) |  |
| 1.1(f) | Registered VAT number. |  |
| 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the country where your organisation is established? | Yes ▢  No ▢  N/A ▢ |
| 1.1(g) - (ii) | If you responded yes to 1.1(g) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide  - the website address,  - issuing body  - reference number. |  |
| 1.1(h) - (i) | For procurements for services only, is it a legal requirement in the country where you are established for you to:  a) possess a particular authorisation, or  b) be a member of a particular organisation, to provide the requirements specified in this procurement? | Yes ▢  No ▢ |
| 1.1(h) - (ii) | If you responded yes to 1.1(h) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. |  |
| 1.1(i) | Relevant classifications (state whether you fall within one of these, and if so which one)  a) Voluntary Community Social  Enterprise (VCSE).  b) Sheltered Workshop.  c) Public service mutual. |  |
| 1.1(j) | Are you a Small, Medium or Micro Enterprise (SME)24? | Yes ▢  No ▢ |
| 1.1 (k) | Details of Persons with Significant Control (PSC) 25 26 , where appropriate 27 :  Name  Date of birth  Nationality  Country, state or part of the UK where the PSC usually lives  Service address  The date he or she became a PSC in relation to the company  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  (Please enter N/A if not applicable) |  |
| 24 See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>  25 UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register and must file the PSC information with the central public register at Companies House. See PSC guidance. Overseas bidders are required to provide equivalent information.  26 It is possible to decline to consider bids from Russian or Belarusian suppliers in certain circumstances. For suppliers  who are constituted or organised under the law of Russia or Belarus or their ‘Persons of Significant Control’ information  states Russia or Belarus as the place of residency, the supplier’s bid can be discounted. See PPN 01/22 for further guidance.  27 Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. | | |
| 1.1(l) | Details of your immediate parent  company:  - Full name of immediate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  Please enter N/A if not applicable) |  |
| 1.1(m) | Details of ultimate parent company:  - Full name of ultimate parent  company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  (Please enter N/A if not applicable) |  |
| ***Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above).*** | | |

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| **Please provide the following information about your approach to this procurement:** | | |
| **Bidding Model** | | |
| **Question no:** | **Question** | **Response** |
| 1.2 | Please indicate if you are bidding as a single supplier or as part of a group or consortium?  If you are bidding as a single supplier, please go to Q 1.3.  If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:  a) The name of the group / consortium.  b) The proposed structure of the group / consortium, including the legal structure where applicable.  c) The name of the lead member in the group / consortium.  d) Your role in the group / consortium (e.g. lead member, consortium member, subcontractor).  e) If you are the lead member in the group / consortium, whether you are relying on other consortium members to meet the selection criteria  (i.e. are you relying on other consortium members for economic and technical standing and / or technical and professional ability?) and, if so, which criteria you are relying on them for |  |
| 1.3 | If you are proposing to use subcontractors / a supply chain, please provide the details for each one 28  - Name  - Registration number  - Registered or head office address,  - Trading status  a. Public limited company  b. Private limited company  c. Limited liability partnership  d. Other partnership  e. Sole trader  f. Third sector  g. Other (please specify your trading status)  - Registered VAT number  - SME (Yes / No)  - The role each subcontractor will take in providing the works and / or supplies e.g. key deliverables – if known  - The approximate % of contractual obligations assigned to each subcontractor, if known  - Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and / or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |
| 28 This applies to all supply chain members and / or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. | | |

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| **Part 2: Exclusion Grounds** | | | | |
| Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2. | | | | |
| **Section 2** | **Grounds for mandatory exclusion** | | | |
| **Question:** | **Question** | | | **Response** |
| 2.1(a) | Within the past five years, anywhere in the world, have you or any person who:  ● is a member of the supplier’s administrative, management or supervisory body or  ● has powers of representation,  decision or control in the supplier 29  ● been convicted of any of the offences within the summary below and listed in full in Annex D? | | |  |
|  | Participation in a criminal organisation. | | | Yes ▢  No ▢ |
|  | Corruption. | | | Yes ▢  No ▢ |
|  | Terrorist offences or offences linked to terrorist activities. | | | Yes ▢  No ▢ |
|  | Money laundering or terrorist financing. | | | Yes ▢  No ▢ |
|  | Child labour and other forms of trafficking in human beings. | | | Yes ▢  No ▢ |
|  | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | | | Yes ▢  No ▢ |
|  | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | | | Yes ▢  No ▢ |
| 2.1 ( b ) | If you have answered yes to any part of questions 2.1(a), please provide further details, including:  ● date of conviction and the jurisdiction,  ● which of the grounds listed the conviction was for,  ● the reasons for conviction,  ● the identity of who has been convicted.  If the relevant documentation is available electronically, please provide:  ● the web address,  ● issuing authority,  ● precise reference of the documents | | |  |
| 2.1(c) | If answered yes to any part of the question above, please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self-cleaning). | | |  |
| **Section 3** | | **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions** | | |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex D, and should be referred to before completing these questions. | | | | |
| **Question no:** | | **Question** | **Response** | |
| 3.1(a) | | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK. If documentation is available electronically, please provide:  ● the web address,  ● issuing authority,  ● precise reference of the documents | Yes ▢  No ▢ | |
| 3.1(b) | | If you have answered no to 3.1(a), please  provide further details including the  following:  ● country concerned  ● what is the amount concerned  ● how the breach was established, i.e. through a judicial or administrative decision or by other means  ● if the breach has been established through a judicial or administrative decision, please provide the date of the decision  ● if the breach has been established by other means please specify the means |  | |
| 3.2 | | Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/ or fines. | Yes ▢  No ▢ | |
| Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions | | | | |

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| **Section 4** | **Grounds for Discretionary Exclusion** | |
| The detailed grounds for discretionary exclusion of an organisation are set out in Annex D, and should be referred to before completing these questions. | | |
| **Question no:** | **Question** | **Response** |
| 4.1 | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in Annex D applied to you? |  |
| 4.1(a) | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. See Annex D. | Yes ▢  No ▢ |
| 4.1(b) | Breach of social law obligations? | Yes ▢  No ▢ |
| 4.1(c) | Breach of labour law obligations? | Yes ▢  No ▢ |
| 4.1(d) | Bankruptcy or subject of insolvency? | Yes ▢  No ▢ |
| 4.1(e) | Guilty of grave professional misconduct? | Yes ▢  No ▢ |
| 4.1(f) | Distortion of competition? | Yes ▢  No ▢ |
| 4.1(g) | Conflict of interest? | Yes ▢  No ▢ |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes ▢  No ▢ |
| 4.1(i) | Prior performance issues? | Yes ▢  No ▢ |
| 4.1(j) | Do any of the following statements apply to you? |  |
| 4.1(j) - (i) | You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. | Yes ▢  No ▢ |
| 4.1(j) - (ii) | You have withheld such information. | Yes ▢  No ▢ |
| 4.1(j) - (iii) | You are not able, without delay, to submit documents if / when required under Regulation 59. | Yes ▢  No ▢ |
| 4.1(j) - (iv) | You have undertaken to unduly influence the decision making-process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to the negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ▢  No ▢ |
| 4.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million. If you are a relevant commercial organisation, please  ● confirm that you have published a statement as required by Section 54 of the Modern Slavery Act.  ● confirm that the statement complies with the requirements of Section 54 | Yes ▢  No ▢  Yes ▢  No ▢ |
|  | If you have answered YES to any of the questions in 4.1, or NO to questions in 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning) |  |

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| **Part 3: Selection Questions** | | |
| **~~Section 5~~** | **~~Economic and Financial Standing~~** | |
| **~~Question no:~~** | **~~Question~~** | **~~Response~~** |
| ~~5.1~~ | ~~If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:~~  ~~● the web address~~  ~~● issuing authority~~  ~~● precise reference of the documents~~ |  |
| ~~5.2~~ | ~~If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).~~  ~~Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).~~ |  |
| ~~5.3~~  ~~5.3(a)~~  ~~5.3(b)~~ | ~~If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.~~  ~~A statement of your annual turnover, Profit and Loss Account / Income statement, Balance Sheet / statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.~~  ~~Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and / or the bank, charity accruals accounts or an alternative means of demonstrating financial status).~~ |  |
| ~~5.4~~ | ~~Where we have specified a minimum level of economic and financial standing and / or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out.~~ | ~~Yes ▢~~  ~~No ▢~~ |
| ~~5.5~~ | ~~Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required~~ |  |

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| **Section 6** | **Technical and Professional Ability** |
| **Question no:** | **Question** |
| 6.1 | **Relevant experience and contract examples**  Please provide examples where their company, and specifically the Project team proposed, have demonstrated the successful delivery of similar Projects during the past 5 years (ideally using a Single Stage Traditional procurement route, but examples of other relevant Projects including other Single Stage Projects, or other traditionally procured Projects would be acceptable). 3 examples should be provided. Limited to one side of A4 for each example excluding images, the following Project information should include but not be limited to:   * Project location and Client * Project description, Form of Contract and GIA * Project budget * Project outturn cost (construction cost) * Construction programme (weeks) and completion date * Which individuals from the proposed team for this Project were involved in these past Projects and their specific roles * 2 Project images * Demonstrable experience of providing sustainability & social value within similar projects and settings   For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium / particular Member / subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).  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 main intended provider(s) or subcontractor(s) who will deliver the contract.  **For each contract, please provide the following information**  If you cannot provide examples see question 6.2 |

|  |  |  |  |
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|  | Contract 1 | Contract 2 | Contract 3 |
| Name of customer organisation who signed the contract |  |  |  |
| Name of supplier who signed the contract |  |  |  |
| Point of contact in the customer’s organisation. |  |  |  |
| Position in the customer’s organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract. |  |  |  |
| Contract Start date. |  |  |  |
| Contract completion date. |  |  |  |
| Estimated contract value |  |  |  |

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| 6.2 | If you cannot provide at least one example for questions 6.1, in no more than [500] words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
| 6.3 | Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).  The description should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes). |

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| **Section 7** | **Additional Questions including Project Specific Questions** | |
| **Question no:** | **Question** | **Response** |
| 7.1 | Insurance Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £5m    Public and Product Liability Insurance = £10m  Professional Indemnity Insurance = £2m  \*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf | Yes ▢  No ▢  Yes ▢  No ▢  Yes ▢  No ▢ |
| 7.2 | **Data protection – NOT USED** |  |
| 7.3 | **Health and Safety** | |
| 7.3(a) | Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than [500] words. | |
| 7.3(b) |  | |
| 7.4(a), (b), (c) | NOT USED | |
| **PUBLIC SECTOR CONTRACTS ONLY – Requirement under the Public Contracts Regulations 2015 (Regulation 113)** | | |
| 7.5 | Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain. | Yes ▢  No ▢  PASS / FAIL |
| 7.6 | NOT USED |  |
| 7.7 | NOT USED |  |
| 7.8 | NOT USED |  |
| 7.9 | NOT USED |  |
| 7.10 | NOT USED |  |
| 7.11 | NOT USED |  |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

I declare that, upon request and without delay, I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability 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.

Signature (electronic is acceptable)

Date

**Contact details of those making the declaration**

|  |  |
| --- | --- |
|  | Response |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

# Section 3 - Price Schedule

Applicants are required to complete the Pricing Schedule. These costs will form the basis of the Bid submission.

All prices shall be stated in pounds sterling and inclusive of VAT.

If there is no charge for an item, please state none.

**Price Validity Period**

As a minimum, all prices submitted must remain fixed and firm for twelve (12) months from date of Contract commencement. In support of this, please detail exactly how long your prices will remain fixed and firm for.

**Price Review Proposals**

The Royal Institute of Cornwall does not expect the Applicant to implement any price increases throughout the life of this Contract and would conversely look to explore ways of reducing costs throughout its duration. The Applicant’s signature will be assumed to be an acceptance of this condition.

**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 Authority in writing.

# Section 4 - Certificates and Declarations

**Conditions of Tender**

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| **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 document | |
| 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 goods/works/services |
| 2. | Having examined the tender documents for the provision of the above goods/works/services, we offer to provide the said goods/works/services in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 5 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. 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. |

**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.

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

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| **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 – Consortium  I/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 Individual  I/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. |

**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. |

**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.

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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**

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| **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. |

**Signatures**

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| 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).* | |

**Annex D - Exclusion Grounds: Public Procurement** (for information only)

**Mandatory Exclusion Grounds**

Listed in Public Contract Regulations 2015 (as amended) R57(1), (2) and (3) and the Public Contract Directives 2014/24/EU Article 57(1).

Participation in a criminal organisation

❖ Participation offence as defined by section 45 of the Serious Crime Act 2015

❖ Conspiracy within the meaning of:

● section 1 or 1A of the Criminal Law Act 1977; or

● article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983,

where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime.

**Corruption**

❖ Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

❖ The common law offence of bribery;

❖ Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983.

**Terrorist offences or offences linked to terrorist activities**

❖ Any offence:

● listed in section 41 of the Counter Terrorism Act 2008;

● listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;

● under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points.

**Money laundering or terrorist financing**

❖ Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

❖ An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.

**Child labour and other forms of trafficking human beings**

❖ An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

❖ An offence under section 59A of the Sexual Offences Act 2003 ❖ An offence under section 71 of the Coroners and Justice Act 2009;

❖ An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994

❖ An offence under section 1, 2 or section 4 of the Modern Slavery Act 2015.

**Non-payment of tax and social security contributions**

❖ Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

❖ Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

● HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or

● a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;

● a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established.

**Other offences**

❖ Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland.

❖ Any other offence within the meaning of Article 57(1) of the Directive created after 26 th February 2015 in England, Wales or Northern Ireland.

**Discretionary Exclusions Grounds**

Listed in Public Contract Regulations 2015 (as amended) R57(8) and the Public Contract Directives 2014/24/EU Article 57(4).

**Obligations in the field of environment, social and labour law.**

■ Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including, but not limited to, the following:-

● In the last 3 years, where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body).

● In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.

● In the last three years, where the organisation has been convicted of a breach of the Health and Safety legislation.

● In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK). ● Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;

● Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;

● Where the organisation has been in breach of the National Minimum Wage Act 1998.

**Bankruptcy, insolvency**

■ Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State.

**Grave professional misconduct**

■ Guilty of grave professional misconduct

**Distortion of competition**

■ Entered into agreements with other economic operators aimed at distorting competition.

**Conflict of interest**

■ Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

**Been involved in the preparation of the procurement procedure.**

■ Advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure.

**Prior performance issues**

■ Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.

**Misrepresentation and undue influence**

■ The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award, or withheld such information or is not able to submit supporting documents required under regulation 59.

**Breach of obligations relating to the payment of taxes or social security contributions.**

■ The contracting authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

**Additional grounds**

ANNEX X Extract from Public Procurement Directive 2014/24/EU LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —

● ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise; ● ILO Convention 98 on the Right to Organise and Collective Bargaining;

● ILO Convention 29 on Forced Labour;

● ILO Convention 105 on the Abolition of Forced Labour;

● ILO Convention 138 on Minimum Age;

● ILO Convention 111 on Discrimination (Employment and Occupation);

● ILO Convention 100 on Equal Remuneration;

● ILO Convention 182 on Worst Forms of Child Labour;

● Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;

● Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);

● Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)

● Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

**Consequences of misrepresentation**

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

● The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;

● The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.

● If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).

● If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).