



Invitation to Tender

**Understanding employers' views and practices in
providing employee support from mid-life through to
retirement**

Deadline for Tender Submissions:

10am Tuesday, 24 April 2018



The Centre for Ageing Better received £50 million from the Big Lottery Fund in January 2015 in the form of an endowment to enable it to identify what works in the ageing sector by bridging the gap between research, evidence and practice.

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1. About us

We are the **Centre for Ageing Better**, an independent charitable foundation. We want a society where everyone enjoys a good later life.

We believe that more people living longer represents a huge opportunity for society. But changes are needed so more people enjoy good health, are financially secure, are socially connected and have a purpose in later life.

We bring about change for people in later life today and for future generations. Practical solutions, research about what works best, and people's own insight are all sources that we draw on to help make this change. We share this information and support others to act on it. We also try out new approaches to improving later lives.

We are funded by an endowment from the Big Lottery Fund. We are part of the network of What Works organisations that promote the better use of evidence.

1.1 Our work

We work on a range of topics that matter to people as they enter later life and that evidence shows are important:

- Being in fulfilling work
- Living in a suitable home and neighbourhood
- Managing major life changes
- Contributing to communities
- Keeping physically active
- Taking a local approach to ageing
- Harnessing the benefits of digital

We have used the results of a major study we undertook with people in later life – Later Life in 2015 – alongside existing research and the views of other organisations working in the field, to identify areas that are key to achieving our vision. We want more people in future to say:

I feel prepared for later life

- I feel confident managing major life changes
- I have made plans for my later life
- I have the skills I need for later life

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I am active and connected

- I am in fulfilling work and/or I am making a contribution to my community
- I have regular social contact with other people and some close relationships
- I keep physically and mentally healthy and active

I feel in control

- I live in a suitable home and neighbourhood
- I have care, support and services that help me live my life

I live in an age-friendly community

We also want more people to live in an age friendly community – [Greater Manchester](#) is the first of our partners taking a local approach to ageing better.

We bring about change by:

- Commissioning others to bring together the evidence on a topic, evaluate current practice and develop and test new approaches.
- Influencing national and local decision makers by communicating the changes that are needed to the system in order to improve later life.
- Sharing knowledge on the best evidence and ways of implementing it, including bringing people together to learn from each other.

1.2 Innovation and adoption

We try out new approaches to improving later lives. Where we find evidence that promising solutions really make a difference, we support others to adopt and sustain these ways of working. We do this by:

- Listening to people's experiences and using these to inform the design of new approaches
- Developing and testing new ideas with the potential to improve people's lives
- Supporting others to adopt proven approaches and implement them at scale, in order to reach as many people as possible
- Bringing together organisations to learn from each other and share good practice.

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2. Background to this Invitation to Tender (ITT)

NOTE:

- This Invitation to Tender (“ITT”) is available to download on the Ageing Better website and is open to any **bidder** submitting a proposal for the Contract (hereinafter referred to as the “**Contract**”) before the stated deadline.
- Although this ITT is not subject to the [Public Contracts Regulations 2015](#), Bidders are reminded that Ageing Better will conduct the process in accordance with the key EU principles of transparency, non-discrimination and equal treatment.
- Any clarification questions should be sent to responses@ageing-better.org.uk by 5pm Thursday, 12 April 2018.

We are interested in finding out more about what employers are currently doing for employees from mid-life to retirement age to support them to:

- a) Think about and/or plan for the future/later life.
- b) Maintain or improve their wellbeing

We define support quite broadly to include specific interventions, courses, coaching, peer support, and information, advice and guidance in written form or through signposting to other services. In terms of part a), planning, we are particularly interested in support that looks beyond finances. In terms of part b), maintaining or improving wellbeing, we are particularly interested in courses, coaching and training offers. These may be offered universally to all employees rather than just those who are older.

As well as getting a broad picture of what level and types of support are currently offered, we want to find out what the motivations and barriers are for offering this support.

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3. Contract overview

3.1 Scope of the contract

We expect the project to answer the following three questions:

1. What kinds of support are employers currently offering to mid-life or older workers, to help them plan for the future/later life or support their well-being?
 - a. How is this support described and marketed?
 - b. When is it offered?
 - c. What does it include?
 - d. How is it delivered and by whom?
 - e. How much do they spend on such support?
2. Why are employers offering such support (or not)?
 - a. What are the perceived benefits? (include in prompts: role of unions & 3rd parties)
 - b. What are the barriers to offering this (or more of this) support?
 - c. What interest is there in providing such support from those who currently don't and what would convince them of the value of doing so?
3. What opportunities are there to promote further uptake of support in the workplace that specifically promotes resilience and well-being, or helps people prepare for the future/ later life?

We envisage that the individual or team conducting this project will be able to identify and reach key personnel in large employers (HR directors or equivalent), as well as a few external support providers (e.g. private training companies). **Ageing Better will not be able to provide these contacts.** We anticipate that the answers to the questions above are best achieved through qualitative interviews and we would expect circa 30 interviews to be undertaken. Sampling should ensure a range of employers (e.g. public/private, different sectors, different locations) but we expect the focus to be large employers. We are also interested in a mix of employers in terms of those who provide such support, and those that don't.

We expect the project to take a maximum of two months to complete, with a proposed start of early May. Organisations bidding for this contract should outline the costs to deliver the project successfully, and bids will be judged on value for money.

3.2 Aims and objectives

Through this project we aim to get a general sense of what kinds of support are being offered by large employers, what the benefits to these employers might be, and why some employers are not offering anything at all/small amounts of support. This will enable us to have broad understanding of the range of activity being undertaken and how we may influence employers to increase their activity. We do not expect this project to get a detailed sense of overall market demand.

By the end of this project we would expect that the questions set out in section 3.1 will be answered in the form of a written report, and that we will have had the chance to engage critically with the successful bidder to inform our future influencing strategy based on the findings.

3.3 Outcomes/Deliverables

The following outputs are expected:

- Report summarising findings and answer questions set out in section 3.1
- Presentation to Ageing Better, with chance to critically appraise findings and inform future strategy

3.4 Contract term

We expect the project to take approximately two months to complete.

3.5 Budget

Costs in the Pricing Document should be presented exclusive of VAT. Bidders should state whether or not they will apply VAT to the total Contract value. Ageing Better intends to award a Contract for services, on the basis of this Specification and Invitation to Tender. As such, it is our understanding that VAT is applicable, regardless of the successful Bidder's VAT status. Ageing Better recommends that Bidders should seek independent advice if they do not intend to apply VAT. Ageing Better will not make any additional provision to the agreed Contract value in order to cover VAT liabilities, if these costs are not included in the original Pricing Document.

4. Invitation to Tender evaluation criteria

Bids for the Contract for shall be evaluated based on the criteria set out below to determine the most economically advantageous tender. Ageing Better has allocated a maximum weighting for each criterion as follows:

Criteria	Weighting
<p>1. Experience and skills of the project team</p> <p>Please evidence the experience and skills of individual members of the team in terms of:</p> <ul style="list-style-type: none"> - Successfully engaging and consulting large employers and providers on workforce or learning and development issues. - Using insights to identify trends and opportunities - Making strategic recommendations - Understanding of the topic area 	30%
<p>2. Approach</p> <p>Please provide details of the approach you will take to answer the questions set out in section 3.1.</p>	30%
<p>3. Project management</p> <p>Please identify risks to achieving the stated outcomes and objectives, and your proposals for mitigating them. Please also provide a detailed timeline for activity.</p>	10%
<p>4. Price</p> <p>Please provide your proposed cost for delivery of the contract. This shall be broken down to show the cost of each individual milestone, the proposed number of days allocated to the contract, the day rates of each allocated staff member, and any applicable expenses. All costs are to be stated exclusive of VAT, and confirmation if VAT is applicable</p>	30%
Total	100%

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4.1 Scoring

Criteria 1 to 5 shall be scored on a scale of 0 to 10 by reference to the following scoring guide:

Score	Description
9-10	Exceptional. Demonstrates strengths, no errors, weaknesses or omissions and exceeds expectations in some or all respects.
7-8	Good. The standard of response fully meets expectations.
5-6	Satisfactory. The response is acceptable but with some minor reservations.
3-4	Poor. The response is deficient in certain areas where the details of relevant response require the reviewer to make certain assumptions.
1-2	Very Poor. The response is deficient in the majority of areas where the details of relevant response require the reviewer to make frequent assumptions.
0	Rejected. Response is unacceptable or non-existent, or there is a failure to properly address any issue.

Criterion 5 is weighted at 30%. The Bidder that submits the Lowest Bid Total shall receive the maximum score of 30%. All other Bidders' Bid Totals shall be evaluated using the following formula:

$$\frac{\text{Lowest Bid Total}}{\text{Bidder's Bid Total}} \times 30$$

If a Bidder is successful in its bid for the Contract, then the Pricing Document it submitted as part of its bid will be referenced in the Contract it enters into with Ageing Better and will be used in calculating the amount payable to the successful Bidder under the Contract.

5. Bid return and Tender evaluation process

5.1 Enquiries and communication

During the Invitation to Tender stage, Bidders may submit questions and requests for Clarification or further information. Bidders should note the following procedure for obtaining further information or Clarification on matters arising during the Invitation to Tender stage:

- Bidders shall address their questions and requests for Clarification or further information via e-mail to: responses@ageing-better.org.uk;
- On receipt of a request for Clarification or further information, Ageing Better may, at its sole discretion, endeavour to respond to the Bidder and provide such Bidder with any additional information to which Ageing Better has access, but Ageing Better shall not be obliged to comply with any such request and does not accept any liability or responsibility for failure to provide any such information (and absence of a response from Ageing Better shall not entitle a Bidder to make any particular assumptions about the matters sought to be clarified);
- Except as stated below, all questions and requests for Clarification or further information and the corresponding responses, will be circulated by Ageing Better to all Bidders;
- When submitting a question or request for Clarification or further information, Bidders should indicate if they believe the question or request for Clarification or further information is commercially confidential to them and should not therefore be shared with other Bidders. Any such question or request for Clarification or further information should be marked 'Confidential – not to be circulated to other Bidders';
- If Ageing Better considers that, in the interests of open and fair competition, it is unable to respond to the question or request for Clarification or further information on a confidential basis, it will inform the Bidder who has submitted it. The Bidder must as soon as practicable thereafter request that either the query be withdrawn or treated as not confidential;
- All questions or requests for Clarification or further information must be submitted by 5pm on Thursday, 12 April at the latest. Requests/questions received after this time will not be responded to by Ageing Better.

5.2 Amendments to the Invitation to Tender

Ageing Better reserves the right to issue amendments or modifications to this Invitation to Tender during the Invitation to Tender stage. These will be issued to all Bidders simultaneously and bids will be assumed to take account of any such modifications and amendments.

5.3 Procedure for the submission of bids

Bidders shall submit one electronic copy Invitation to Tender by no later than 24 April, 10am via e-mail to: responses@ageing-better.org.uk

The Invitation to Tender return shall state the following title: **‘Understanding employers’ views and practices in providing employee support from mid-life through to retirement’**

We will acknowledge receipt of all bids.

Please provide your response to this Invitation to Tender by completing the required documents. Please do not provide separate or different types or formats of documents unless specifically requested to do so.

Please note that any stated limits on length of responses set out in the Invitation to Tender must be strictly adhered to. Any question response exceeding the stated limit will be disregarded beyond that limit. Unless specifically requested to do so, please do not include or upload any standard marketing or promotional material within your answer as this will be disregarded.

Supporting information (appendices, attachments etc.) should be presented in the same order as, and should be referenced to, the relevant question.

Late submissions will not be accepted.

Bidders are strongly recommended not to leave their Invitation to Tender submission to the last minute. Ageing Better will not be held liable for failures to submit an Invitation to Tender on time due to technical issues reported less than 24 hours before the submission deadline.

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5.4 Content of bids

All bids must consist of the following items/documents:

- Confirmation of acceptance of the Conditions of Purchase as set out at Appendix 1;
- A completed Written Return, specifying how the Bidder will carry out the Services to be provided under the Contract, as set out at Appendix 2
- A copy of the Form of Tender as set out as Appendix 3 signed by the authorised signatory submitting the bid on behalf of the Bidder;
- A completed Anti-Collusion Certificate as set out at Appendix 4, signed by the authorised signatory submitting the bid on behalf of the Bidder;
- A completed Non-Canvassing Certificate as set out as Appendix 5, signed by the authorised signatory submitting the bid on behalf of the Bidder.

5.5 Evaluation of bids

- Bids will be checked initially for compliance with this Invitation to Tender and for completeness. Bids that are not substantially complete and/or compliant with this Invitation to Tender may be rejected;
- During the evaluation period, Ageing Better reserve the right to call for further information/clarifications from Bidders to assist it in its consideration of their bids. Note that Ageing Better reserve the right to adjust the scoring of a Bidder's bid if information is established during clarifications that fundamentally changes any tendered proposal.
- Ageing Better reserve the option to invite Bidders to attend an interview at Ageing Better's offices to further explain their bid proposals. The provisional dates for these interviews are shown in Section 7 (Timetable) of this Invitation to Tender. The dates, times and venues of the interviews (if held) will be confirmed with Bidders under separate cover;
- The purpose of the Bidder interview is to allow Ageing Better to achieve a more rounded appreciation of Bidders' proposals. Note that Ageing Better reserve the right to adjust the scoring of a Bidder's bid if information is established during the interview that fundamentally changes any tendered proposal.

6. Important notices for bidders

6.1 Confidentiality

Subject to the exceptions referred to below, the information in this Invitation to Tender is made available by Ageing Better on condition that Bidders shall:

- at all times treat such information as confidential;
- not disclose, copy, reproduce, distribute or pass the information to any other third person or allow any of these things to happen; and
- not use the information for any purpose other than for the purpose of making (or deciding whether to make) a bid for the Contract.

Notwithstanding the conditions referred to above, Bidders may disclose, distribute or pass information to another person if:

- it is done for the sole purpose of enabling a bid to be made and the person receiving the information undertakes in writing to keep the information confidential on the same terms as set out in this Invitation to Tender; or
- Ageing Better gives its prior written consent in relation to such disclosure, distribution or passing of information.

Ageing Better may disclose any information relating to the bids to its directors, officers, employees, agents or advisers. Ageing Better also reserve the right to disseminate information that is materially relevant to the Contract to all Bidders, even if the information has only been requested by one Bidder. Ageing Better will act reasonably as regards the protection of commercially sensitive information relating to the Bidder.

6.2 Accuracy of information and liability of Ageing Better and its advisers

The information contained in this Invitation to Tender has been prepared by Ageing Better in good faith but does not purport to be comprehensive or to have been independently verified. Ageing Better does not accept any liability or responsibility for the adequacy, accuracy or completeness of, or makes any representation or warranty (express or implied) with respect to the information contained in the Invitation to Tender or with respect to any

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written or oral information made or to be made available to any Bidder or its professional advisors and any liability therefore is hereby expressly disclaimed.

Bidders considering entering into a contractual relationship with Ageing Better should make their own enquiries and investigations of Ageing Better's requirements. The subject matter of this Invitation to Tender shall only have contractual effect when it is contained in the express terms of an executed agreement.

Nothing in this Invitation to Tender is, or should be, relied upon as a promise or representation as to the future and Ageing Better does not undertake to provide Bidders with access to any additional information or to update the information in this Invitation to Tender or to correct any inaccuracies that may become apparent. Ageing Better reserve the right, without prior notice, to change the procedures outlined in this Invitation to Tender or to terminate discussions and the delivery of information at any time before entering into the Contract.

6.3 Anti-collusion

Any Bidder who, in connection with the competition for the selection of Bidders for the Contract:

- Fixes or adjusts its bid by or in accordance with any agreement or arrangement with any other Bidder;
- Enters into any agreement or arrangement with any other Bidder to refrain from making a bid or to alter, in any way, the content of any bid to be submitted;
- Causes or induces any person to enter into any such agreement as referred to above or to inform any other Bidder of the content of any other bid for the Contract;
- Offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any persons for doing or having done or causing or having caused to be done any act or omission in relation to any other bid or proposed bid for the Contract; or
- Communicates to any person (outside its consortium, its professional and financial advisers other than Ageing Better or any person duly appointed by Ageing Better) the content of its proposed bid, will be disqualified (without prejudice to any other civil remedies available to Ageing Better and without prejudice to any criminal liability that such conduct by a Bidder may attract) from further participation in the competition for the Contract. Bidders are required to return with their bid the Anti-Collusion Certificate set out at Appendix 4.

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6.4 Non-canvassing

Any Bidder who, in connection with its bid for the Contract:

- offers an inducement, fee or award to any representative of Ageing Better or any person acting as an adviser to Ageing Better in connection with the selection of Bidders for the Contract; or
- does anything which would constitute a breach of the Bribery Act 2010, will be disqualified (without prejudice to any other civil remedies available to Ageing Better and without prejudice to any criminal liability that such conduct by a Bidder may attract) from further participation in the competition for the Contract. Bidders are required to return with their bid the Non-Canvassing Certificate set out at Appendix 5.

6.5 Copyright

The copyright in this Invitation to Tender is vested in Ageing Better and may not be reproduced, copied or stored in any medium without the prior written consent of Ageing Better. This Invitation to Tender and any document issued to Bidders supplemental to it shall remain the property of Ageing Better and shall be returned upon demand.

6.6 Confidentiality

Bidders shall not undertake (or permit to be undertaken) at any time, whether at this stage or after conclusion of the Contract, any publicity activity with any section of the media in relation to the Contract other than with the prior written consent of Ageing Better (in relation to the form and content of the proposed publicity).

6.7 Ageing Better's right to reject bids

Notwithstanding anything else stated in this Invitation to Tender, the issue of this Invitation to Tender in no way commits Ageing Better to enter into the Contract or any other agreement whatsoever. Ageing Better is not bound to accept any bid and reserve the right to accept any bid either in whole or in part.

Ageing Better reserve the right to reject any or all of the responses received and discontinue the bidding process and/or reject any incomplete or incorrectly completed responses.

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Bids will be checked initially for compliance with the requirements of this Invitation to Tender and for completeness. Clarification may be sought from Bidders in order to determine if a bid is complete and compliant. Bids that are not substantially complete and/or compliant with the requirements of this Invitation to Tender may be rejected.

6.8 Time

Ageing Better reserve the right, in its absolute discretion to amend the timetable or extend any time period in this Invitation to Tender.

6.9 Bid costs and loss of profits

Bidders shall bear their own costs and in no circumstances whatsoever shall Ageing Better become liable for any bidding costs, nor shall Ageing Better be liable for any loss of profits, loss of Contracts or other costs or losses suffered or incurred by a Bidder as a result of that Bidder not being awarded one or more Contracts pursuant to this procurement process. Ageing Better shall similarly not be liable in the event that the procurement process is cancelled, whatever the reason.

7. Timetable

The indicative timetable for the procurement process is as set out below:

Stage	Date
Issue ITT document	4 th April
Deadline for clarification questions	12 th April 5pm
Response to clarification questions published	17 th April
Deadline for bid submission	24 th April 10am
Bid evaluation completion	26 th April
Interviews	1 st May
Notification of Result	3 rd May
Inception	10 th May

Ageing Better reserves the right to amend the above timetable.

Appendix 1: Conditions of Contract

Please download and sign the Conditions of Contract on our website [here](#).

Appendix 2 – Written Return

The Written Return is separated into a number of Sections and questions to provide Bidders with clarity on the overall requirements of Ageing Better in relation to the quality measures used to evaluate all bids.

Each Section is linked to the Evaluation Criteria detailed in Section 4 of this ITT document. The Section weightings are shown in each Section heading

Each element of each question shall be scored on a scale of 0 to 10 by reference to the scoring guide detailed in Section 4 of this ITT document:

Bidders shall note that there is a 3,000 word limit for the whole written return (excluding CVs and the general information table).

Section 0 – General Information

1	Bidder name	Insert details
2	Registered address	Insert details
3	Name of person completing the Invitation to Tender	Insert details
4	Telephone number	Insert details
5	E-mail address	Insert details
6	Company status (e.g. Ltd, Plc, sole trader, Charity, Community Benefit Society, etc.)	Insert details
7	VAT registration number	Insert details
8	Company registration number and/or charity number	Insert details
9	Date of incorporation	Insert details
10	Please provide the organisation name, contact details and a brief description of 2 contracts of a similar nature which demonstrate the Bidder’s experience in relation to Ageing Better’s requirements. Any Contract award will be subject to a satisfactory reference being provided by one or both of the named companies.	
	Insert details	

NOTE TO BIDDERS

Upon identifying the successful Bidder, Ageing Better may seek further evidence to determine the Bidder's ability to perform the Contract prior to awarding the Contract. If the Bidder is unable to provide the further evidence required, Ageing Better reserves the right to withdraw the Bidder's successful Bidder status.

Section 1	Weighting
Experience of engaging employers	20%
Please evidence your experience of successfully engaging large employers in work of a similar nature, detailing the quality, experience and technical skills of the delivery team who will deliver against this contract.	
Bidder's Response	

Section 2	Weighting
Approach	20%
Please provide details of the approach you will take to answer the questions set out in section 3.1.	
Bidder's Response	

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Section 3	Weighting
Understanding of topic area	10%
Please demonstrate your understanding of the topic area.	
Bidder's Response	

Section 4	Weighting
Project management	20%
Please identify risks to achieving the stated outcomes and objectives, and your proposals for mitigating them. Please also provide a detailed timeline for activity.	
Bidder's Response	

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Section 5	Weighting
Price	30%
<p>Please provide your proposed cost for delivery of the contract. This shall be broken down to show the cost of each individual milestone, the proposed number of days allocated to the contract, the day rates of each allocated staff member, and any applicable expenses. This should also indicate how many days each team member will be doing on each task. All costs are to be stated exclusive of VAT, and confirmation if VAT is applicable.</p>	
Bidder's Response	

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Appendix 3 – Form of Tender

To: Centre for Ageing Better

Re: **Insert Contract Name** (the “Contract”)

Dear Sirs

1. Having examined the Invitation to Tender and having satisfied ourselves as to all other matters relevant thereto, we confirm our tender for the Contract.
2. We enclose our tender, and confirm that these comprise all of the documents required to be submitted in accordance with the matters set out in the Invitation to Tender. We acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Tender.
3. We hereby unconditionally and irrevocably offer to provide the Services requested to be provided and performed under the Invitation to Tender in accordance with the Contract and at no greater rates or prices than the rates or prices stated in the Pricing Document.
4. We confirm that we are fully conversant with all the Invitation to Tender documentation and that this tender is submitted strictly in accordance with the Invitation to Tender.
5. We agree that this tender shall remain open to be accepted or not by Ageing Better and shall not be withdrawn for a period of twelve (12) months from the deadline for receipt of tenders as set out in the Invitation to Tender, or such longer period as may be agreed with Ageing Better.
6. We undertake to execute the Contract for the proper and complete fulfilment of the Services required or any part or parts thereof, as you may in your absolute discretion award to us.
7. We agree that we shall commence and undertake the Services required when instructed to do so pursuant to the terms of the Contract.
8. We certify that the details of this tender and the Invitation to Tender documentation

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have not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person or organisation.

- 9. We acknowledge that Ageing Better is not bound to accept the lowest or any tender it may receive, and reserve the right at its absolute discretion to accept or not to accept any tender submitted.
- 10. We certify that we have full power and authority to enter into the Contract and to carry out the Services, and that this is a bona fide tender.
- 11. We confirm that in submitting our tender, we have satisfied ourselves as to the accuracy and completeness of the information we require in order to do so (including that contained in the Invitation to Tender).

Total Price for this Tender

£.....

in words

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of:
(name of Bidder) _____

Date: _____

Appendix 4 – Anti-Collusion Certificate

To: **Centre for Ageing Better**

Re: **Insert Contract Name** (the “Contract”)

The essence of the public procurement process is that Ageing Better shall receive *bona fide* competitive tenders from all Bidders. In recognition of this principle we hereby certify that this is a *bona fide* bid, intended to be competitive, and that we have not fixed or adjusted the bid by or under or in accordance with any agreement or arrangement with any other Bidder (other than a member of our own consortium). We have not and insofar as we are aware neither have any of our employees, contractors, advisers, agents, officers or subcontractors:

1. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of any bid or the conditions on which any bid is made; or
2. Informed any other person, other than the person calling for this bid, of the content of the bid, except where the disclosure was necessary for the preparation of the bid for insurance, for performance bonds and/or Contract guarantee bonds or for professional advice required for the preparation of the bid; or
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraph (1) and (2) above; or
4. Committed any offence under the Bribery Act 2010; or
5. Offered or agreed to pay or give any sum of money, inducement 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 bid or proposed bid any act or omission; or
6. Canvassed any other persons referred to in paragraph (1) above in connection with the Contract; or
7. Contacted any officer of Ageing Better about any aspect of the Contract except in a manner permitted by the Invitation to Tender.

Invitation to Tender for understanding employers’ views and practices in providing employee support from mid-life through to retirement

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs (1) to (7) above before the hour and date specified for the return of the bid nor (in the event of the bid being accepted) shall we do so while the resulting Contract continues in force between us (or our successors in title) and Ageing Better.

In this certificate

The word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of:
(name of Bidder) _____

Date: _____

Appendix 5 – Non-Canvassing Certificate

To: Centre for Ageing Better

Re: **Insert Contract Name** (the “Contract”)

Non-Canvassing Certificate

I/we hereby certify that I/we have not canvassed or solicited any officer or employee of Ageing Better in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we hereby further undertake that I/we will not in the future canvass or solicit any officer or employee of Ageing Better in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of:
(name of Bidder) _____

Date: _____