

SELECTION CRITERIA AND CONTRACT PRE-CONDITIONS

PROCUREMENT OF AN INQUIRY INFORMATION LINE

This document sets out the information required by the Home Office in order to evaluate the suitability of the tenderer in terms of their capability, capacity and organisational and financial standing to deliver the requirements in accordance with Regulations 23 to 26 of the Public Contract Regulations 2006 (the “Regulations”). It also sets out conditions which must be fulfilled by the preferred tenderer prior to any Contract being awarded. Failure to provide the required information or fulfil the Contract Pre-Conditions may result in disqualification from the procurement.

Tenderers are required to submit the information requested by the due date for tender return in accordance with the procedures set out in paragraph 14 of the ITT Notices and Instructions. The Home Office reserves the right to require a tenderer to provide additional information supplementing or clarifying the information provided. The Home Office may also seek independent financial and market advice to validate information declared.

ORGANISATION AND CONTACT DETAILS

The tenderer must complete and return Form A (attached) with the tender.

SELECTION CRITERIA (see Appendix A of this document [Selection Criteria and Contract Pre-Conditions] for scoring guide)

Economic and Financial Standing (Regulation 24): The Home Office may disqualify any tender that fails to provide evidence of satisfactory financial standing relative to the scale/value of the proposed Contract (or at its absolute discretion to require a financial or parent company guarantee as a pre-condition of contracting). The tenderer (and any Sub-Contractor or consortium member in receipt of over 20% of the contract value) must provide as part of the tender:

- A copy of audited accounts for the most recent two years;
- A statement of turnover, profit & loss account and cash flow for the most recent year of trading;
- A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position; or
- Alternative means of demonstrating financial status if trading for less than a year.

In addition, where there have been major changes in financial position since the documents referenced above were produced, the tenderer must also provide details of those changes.

Technical and Professional Ability (Regulation 25): The Home Office may disqualify any tender that fails to provide evidence of satisfactory experience, in accordance with the published Evaluation

Criteria at Annex F. The tenderer must provide a high level summary of up to two contracts from the past three years from either the public or private sector that evidences this experience (and may include experience of relevant sub-contractors and/or consortium members). Each contract summary, which should be a maximum of two pages of A4, should include the contract start date, end date, contract value and contact details for the tenderer's customer (who should be prepared to speak to the Home Office to confirm the accuracy of the information provided).

Tenderers should also indicate how many staff your organisation (including consortia members or named sub-contractors where appropriate) employ relevant to delivering the requirement mentioned above, and/or how your organisation would increase staff numbers to enable delivery of the requirement.

Grounds for Discretionary Rejection (Regulation 23): The Home Office is entitled to exclude tenderers from participating in a procurement if any of the circumstances described in Regulation 23(4) of the Regulations apply. If any of the circumstances apply (including in relation to any sub-contractor or consortium member) it is possible that your tender might not be accepted.

In the event that any of the circumstances apply, please set out in the tender full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Home Office in considering whether or not you will be able to proceed in the procurement exercise. In order to avoid a tender being submitted and subsequently rejected on any of these grounds it is recommended that you contact the Home Office for advice before submitting a tender. If no issues are raised during the procurement the successful tenderer will be required to sign a statement that none of the circumstances in Regulation 23(4) apply prior to contract award and as a pre-condition of contracting.

Grounds for Mandatory Rejection (Regulation 23): The Home Office is required by law to exclude tenderers from participating in a procurement if any of the circumstances in Regulation 23(1) of the Regulations apply. If any of the circumstances apply (including in relation to any sub-contractor or consortium member) you should contact the Home Office for advice before submitting a tender. The successful tenderer will be required to sign a statement that none of the circumstances in Regulation 23(1) apply prior to contract award and as a pre-condition of contracting.

ADDITIONAL CONTRACT PRE-CONDITIONS

Insurance: The tenderer's attention is drawn to condition A10 of the General Conditions of Contract. Prior to contract award and as a pre-condition of contracting the successful tenderer will be required to provide evidence of:

- employer's liability insurance;
- public liability insurance; and
- professional indemnity.

Capacity: In order to avoid issues of over-dependency, the Home Office would generally not expect annual payments to any supplier in relation to this contract (including sub-contractors and consortium members) to exceed 40% of total turnover. In the event that the tenderer's proposed supply chain or consortium arrangements raise risks or issues in relation to over-dependency the tenderer should make clear in their tender how over-dependency will be avoided. Prior to contract if the Home Office is concerned regarding the level of dependency, the tenderer may be requested by

the Home Office at its absolute discretion to put in place financial or other guarantees as a pre-condition of contracting.

CONDITIONS OF CONTRACT

Environmental Requirements: The attention of the tenderer is drawn to Condition A15 of the General Conditions of Contract.

Equality and Diversity: The attention of the tenderer is drawn to Condition A13 of the General Conditions of Contract.

Health and Safety and Security: The attention of the tenderer is drawn to Condition D10 of the General Conditions of Contract.

Warranties and Representations: The attention of the tenderer is drawn to Condition A3 of the General Conditions of Contract.

FORM A - Organisation and Contact Details

Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted)		
ORGANISATION DETAILS		
Registered office address	Company or charity registration number	
	VAT registration number	
	Name of immediate parent company	
	Name of ultimate parent company	
Type of organisation	i) a public limited co.	
	ii) a limited company	
	iii) a limited liability partnership	
	iii) other partnership	
	iv) sole trader	
	v) other (specify)	

CONTACT DETAILS

Contact details for enquiries about this procurement

Name	
Address	
Post Code	
Country	
Phone	
Mobile	
Email	

Consortia and Sub-Contracting	Your organisation is bidding to deliver the contract itself.	
	Your organisation is bidding in the role of prime contractor and intends to use third parties to deliver some of the contract	
	The potential provider is a consortium.	

If your answer is (b) or (c) please provide details of the composition of the supply chain / percentage shareholding of the consortium, indicating which member of the supply chain / consortium will be responsible for the elements of the requirement. If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should also be provided. Please note the Home Office reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

APPENDIX A - SELECTION CRITERIA SCORING GUIDE

Information Requested	Guidance	Score
Economic and Financial Standing (Regulation 24)	Low risk. Assessed as financially sound for the purposes of this procurement	PASS
	Medium risk. Assessed as a potential risk for the purposes of this procurement, but have confirmed with the tenderer (in clarification) that they are prepared to offer a suitable guarantee	PASS
	High risk. Assessed as a potential risk for the purposes of this procurement and have confirmed with the tenderer (in clarification) that they are not prepared to offer a suitable guarantee	FAIL
	If any of the information is not provided (particularly if there has been a further request) the tenderer should be assessed as a high risk for the purposes of this procurement	FAIL
Technical and Professional	Excellent response. The references provided build a high level of confidence that the tenderer can deliver the requirements through evidence of relevant	PASS

Ability (Regulation 25) Experience and Contract Examples	experience	
	Acceptable response. The references provided confirm that the tenderer can deliver the requirements through evidence of relevant experience	PASS
	Significant reservations. The references provided raise significant reservations that the tenderer can deliver the requirements due to insufficient evidence of relevant experience	FAIL
	Unacceptable. The references provided build very little or no confidence that the tenderer can deliver the requirements due to insufficient evidence of relevant experience	FAIL
Technical and Professional Ability (Regulation 25)	Excellent response. The staff numbers and/or plans to increase staff numbers build a high level of confidence that the tenderer can deliver the requirements	PASS

	Acceptable Response. The staff numbers and/or plans to increase staff numbers confirm that the tenderer can deliver the requirements	PASS
	Unacceptable. The staff numbers and/or plans to increase staff numbers build very little or no confidence that the potential provider can deliver the requirements	FAIL
Grounds for Discretionary Rejection (Regulation 23)	Tenderer confirms that there are grounds for potential discretionary rejection	Refer to Head of Procurement for determination
	Tenderer does not raise any issues in the proposal (note: the tenderer will be required to sign a statement that none of the circumstances in Regulation 23(4) apply prior to contract award and as a pre-condition of contracting)	PASS
Grounds for Mandatory Rejection (Regulation 23)	Tenderer confirms that there are grounds for mandatory rejection	FAIL
	Tenderer does not raise any issues in the proposal (note: the tenderer will be required to sign a statement that none of the circumstances in Regulation 23(1) apply prior to contract award and as a pre-condition of contracting)	PASS