

itt_29717 – Human Albumin and Human Anti-D Immunoglobulin

Last Name & First Name	Date and Time
Laura Boyle	20/12/2016 13:51:21 – Time Zone: GMT + 0:00

Owned by	Division	Department
Laura Boyle	Pharma	

Project information

Project Code	Project Title	Project Reference
project_18274	Human Albumin and Human Anti-D Immunoglobulin	CM/PHS/14/5438

Overview

ITT Code	ITT Title
itt_29717	Human Albumin and Human Anti-D Immunoglobulin
ITT Description	
Invitation to offer for NHS National Framework Agreement for the supply of Human Albumin and Human Anti-D Immunoglobulin Offer reference number: CM/PHS/14/5438 Period of framework agreement: 1st April 2017 to 31st March 2018 with options to extend up to a further 36 months	
Status	
To be Published	
Type of Supplier Access	
ITT Open to All Suppliers	
Estimated Value of Contract	
Hide Value from Suppliers:	
Yes	
Currency:	
GBP	
Test ITT	
No	
Allow Suppliers to Respond by Consortium	
Yes	

ITT Attributes

ITT Type
Typology with contract duration

Additional Information

Section	Section Description
Contract information	Contract information
Label Description Response	
Contract duration	* Contract duration 1st April 2017 to 31st March 2018 with options to extend up to a further 36 months

Date & Time Settings

Options for Viewing Responses	Visibility of Evaluation Group Comments During Evaluation
Sealed (sequential opening)	Blind Behaviour
Automatic Publication	Automatic Publication Date
No	
End Date for Supplier Clarification Messages	End Time for Supplier Clarification Messages
24/01/2017	13:00
Closing Date	Closing Time (hh:mm)
31/01/2017	13:00
Number of Hours before Closing Time to block Expressions of Interest	
0	

Date & Time Information

ITT Latest Change-Date	ITT Latest Change-Time (hh:mm)
20/12/2016	13:31:09

Envelopes

Qualification Envelope	Yes
Technical Envelope	No
Commercial Envelope	No

Awarding Strategy

Supplier Response Ranking	
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Use this area for sharing attachments with Suppliers. Files in this area will be made visible to Suppliers on publication of the ITT. Supplier downloading of individual files may be monitored, allowing you to verify the date & time at which each Supplier has viewed each file.

Path	Description	Folder Size
Top Level (0)		
The Directory is empty		

Attachments Visible Only to Buyers

Path	Description	Folder Size
Top Level (0)		
The Directory is empty		

Suppliers

No Suppliers Listed

Qualification Questionnaire

Allow general attachments in Supplier responses?
Allowed

Qualification Questionnaire: 1.1 Standard Selection Questionnaire – Potential supplier Information

Question	Description
1.1.1 Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2	The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion, (see Note 3 below at 1.1.5). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).
1.1.2 Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2	A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors 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.
1.1.3 Supplier Selection Questions: Part 3	The procurement document 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 sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors. If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.
1.1.4 Supplier Selection Questions: Part 3, Consequences of misrepresentation	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. 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.
1.1.5 Note 3	For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf .

Qualification Questionnaire: 1.2 Notes for completion

Question	Description
1.2.1 Note	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.

1.2.2	Note	"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.
1.2.3	Note	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.
1.2.4	Note	The authority recognises that arrangements set out in section 1.4 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 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.
1.2.5	Note	For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
1.2.6	Note	At the contracting authorities discretion, all sub-contractors may be required to complete Part 1 and Part 2, see PCR2015 regulations 71 (8)-(9).
1.2.7	Note	For answers to Part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.
1.2.8	Note	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.

Qualification Questionnaire: 1.3 Part 1 – Potential supplier Information

	Question	Description	
1.3.1	Note	Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.	
	Question	Description	Question Type
1.3.2	SQ-1.1(a)	* Full name of the potential supplier submitting the information	Text
1.3.3	SQ-1.1(b) – (i)	Registered office address (if applicable)	Text
1.3.4	SQ-1.1(b) – (ii)	Registered website address (if applicable)	Text
1.3.5	SQ-1.1(c)	* Trading status	Options List
1.3.6	SQ-1.1(c) – (other)	If 'other', please specify your trading status	Text
1.3.7	SQ-1.1(d)	* Date of registration in country of origin	Date
1.3.8	SQ-1.1(e)	Company registration number (if applicable)	Text
1.3.9	SQ-1.1(f)	Charity registration number (if applicable)	Text
1.3.10	SQ-1.1(g)	Head office DUNS number (if applicable)	Text
1.3.11	SQ-1.1(h)	* Registered VAT number	Text
1.3.12	SQ-1.1(i) – (i)	* If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Options List
1.3.13	SQ-1.1(i) – (ii)	If you responded yes to SQ-1.1(i) – (i), please provide the relevant details, including the registration number(s).	Text
1.3.14	SQ-1.1(j) – (i)	* Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Options List
1.3.15	SQ-1.1(j) – (ii)	If you responded yes to SQ-1.1(j) – (i), please provide additional details of what is required and confirmation that you have complied with this.	Text
1.3.16	SQ-1.1(k)	* Trading name(s) that will be used if successful in this procurement	Text
1.3.17	SQ-1.1(l)	* Relevant classifications (state whether you fall within one of these, and if so which one)	Multi Choice Options List
1.3.18	SQ-1.1(m)	* Are you a Small, Medium or Micro Enterprise (SME)? See Note 5 below at 1.3.19	Options List
	Question	Description	
1.3.19	Note 5	See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figuresanalysis/sme-definition/	
	Question	Description	Question Type
1.3.20	SQ-1.1(n)	* Details of Persons of Significant Control (PSC), where appropriate: (see Note 6 below at 1.3.24) – 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 (for existing companies the 6 April 2016 should be used); – Which conditions for being a PSC are met; – Over 25% up to (and including) 50%, – More than 50% and less than 75%, – 75% or more (see Note 7 below at 1.3.25) (Please enter N/A if not applicable)	Text

1.3.21	SQ-1.1(o) Details	<ul style="list-style-type: none"> * Details of immediate parent company: <ul style="list-style-type: none"> – Full name of the immediate parent company – Registered office address (if applicable) – Registration number (if applicable) – Head office DUNS number (if applicable) – Head office VAT number (if applicable) (Please enter N/A if not applicable)	Text
1.3.22	SQ-1.1(p)	<ul style="list-style-type: none"> * Details of ultimate parent company: <ul style="list-style-type: none"> – Full name of the ultimate parent company – Registered office address (if applicable) – Registration number (if applicable) – Head office DUNS number (if applicable) – Head office VAT number (if applicable) (Please enter N/A if not applicable)	Text
	Question	Description	
1.3.23	Note	Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.	
1.3.24	Note 6	UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance.	
1.3.25	Note 7	Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.	

Qualification Questionnaire: 1.4 Part 1 – Bidding model

	Question	Description	
1.4.1	Note	Please provide the following information about your approach to this procurement:	
	Question	Description	Question Type
1.4.2	SQ-1.2(a) – (i)	<ul style="list-style-type: none"> * Are you bidding as the lead contact for a group of economic operators? If yes, please provide details listed in questions SQ-1.2(a)–(ii), (a)–(iii) and to SQ-1.2(b)–(i), (b)–(ii), SQ-1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at SQ-1.2(a)–(ii) for reference purposes, and complete SQ-1.3, Section 2 and 3.	Options List
1.4.3	SQ-1.2(a) – (ii)	Name of group of economic operators (if applicable)	Text
1.4.4	SQ-1.2(a) – (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	Text
1.4.5	SQ-1.2(b) – (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Options List
1.4.6	SQ-1.2(b) – (ii)	If you responded yes to SQ-1.2(b)–(i) please provide additional details for each sub-contractor as an attachment referencing this question number. Details to include name, registered address, trading status, company registration number, head office DUNS number (if applicable), registered VAT number, type of organisation, SME (Yes/No), the role each sub-contractor will take in providing the works and/or supplies e.g. key deliverables and the approximate % of contractual obligations assigned to each sub-contractor. We may ask them to complete this form as well.	Attachment

Qualification Questionnaire: 1.5 Part 1 – Declaration

	Question	Description	Question Type
1.5.1	Declaration	<ul style="list-style-type: none"> * I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate. I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement. I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section. I am aware of the consequences of serious misrepresentation.	Options List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.6 Part 1 – Contact details

	Question	Description	Question Type
1.6.1	SQ-1.3(a)	* Contact name	Text
1.6.2	SQ-1.3(b)	* Name of organisation	Text
1.6.3	SQ-1.3(c)	* Role in organisation	Text
1.6.4	SQ-1.3(d)	* Phone number	Text
1.6.5	SQ-1.3(d) (ii)	Mobile number (if applicable)	Text
1.6.6	SQ-1.3(e)	* E-mail address	Text
1.6.7	SQ-1.3(f)	* Postal address	Text

Qualification Questionnaire: 1.7 Part 2 – Grounds for mandatory exclusion

	Question	Description	
1.7.1	Note	Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.	
1.7.2	Regulations 57(1) and (2)	The detailed grounds for mandatory exclusion of an organisation are set out on the below web page at 1.7.3, which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed at the web page below at 1.7.3.	
1.7.3	URL	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf	
	Question	Description	Question Type
1.7.4	SQ-2.1(a).1	* Conviction for Participation in a criminal organisation.	Options List (with response causing Supplier exclusion)
1.7.5	SQ-2.1(a).2	* Conviction for Corruption.	Options List (with response causing Supplier exclusion)
1.7.6	SQ-2.1(a).3	* Conviction for Fraud.	Options List (with response causing Supplier exclusion)
1.7.7	SQ-2.1(a).4	* Conviction for Terrorist offences or offences linked to terrorist activities	Options List (with response causing Supplier exclusion)
1.7.8	SQ-2.1(a).5	* Conviction for Money laundering or terrorist financing	Options List (with response causing Supplier exclusion)
1.7.9	SQ-2.1(a).6	* Conviction for Child labour and other forms of trafficking in human beings	Options List (with response causing Supplier exclusion)
1.7.10	SQ-2.1(b)	If you have answered yes to question SQ-2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, 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.	Text
1.7.11	SQ-2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Text
1.7.12	SQ-2.3(a)	* Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Options List (with response causing Supplier exclusion)
1.7.13	SQ-2.3(b)	If you have answered yes to question SQ-2.3(a), please provide further details. Please also confirm 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.	Text
	Question	Description	
1.7.14	Note	Please Note: The 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.	

Qualification Questionnaire: 1.8 Part 2 – Grounds for discretionary exclusion

	Question	Description	
1.8.1	Regulation 57(8)	The detailed grounds for discretionary exclusion of an organisation are set out on the below web page, which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
1.8.2	URL	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf	
	Question	Description	Question Type
1.8.3	SQ-3.1(a)	* Breach of environmental obligations?	Options List
1.8.4	SQ-3.1 (b)	* Breach of social obligations?	Options List
1.8.5	SQ-3.1 (c)	* Breach of labour law obligations?	Options List
1.8.6	SQ-3.1(d)	* 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?	Options List

1.8.7	SQ-3.1(e)	* Guilty of grave professional misconduct?	Options List
1.8.8	SQ-3.1(f)	* Entered into agreements with other economic operators aimed at distorting competition?	Options List
1.8.9	SQ-3.1(g)	* Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Options List
1.8.10	SQ-3.1(h)	* Been involved in the preparation of the procurement procedure?	Options List
1.8.11	SQ-3.1(i)	* 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?	Options List
1.8.12	SQ-3.1(j) – (i)	* The organisation is 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.	Options List
1.8.13	SQ-3.1(j) – (ii)	* The organisation has withheld such information.	Options List
1.8.14	SQ-3.1(j) – (iii)	* The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Options List
1.8.15	SQ-3.1(j) – (iv)	* 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 to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Options List
1.8.16	SQ-3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Text

Qualification Questionnaire: 1.9 Part 3: Selection Questions – Economic and Financial Standing

	Question	Description	Question Type
1.9.1	SQ-4.1	* Are you able to provide a copy of your audited accounts for the last two years, if requested?	Options List
1.9.2	SQ-4.1(a-c)	If no, can you provide one of the following: (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Options List

Qualification Questionnaire: 1.10 Part 3: Selection Questions – Group

	Question	Description	Question Type
1.10.1	Note	If you have indicated in the Selection Questionnaire question SQ-1.2 that you are part of a wider group, please provide further details below	
1.10.2	SQ-5(a)	Name of organisation	Text
1.10.3	SQ-5(b)	Relationship to the Supplier completing these questions	Text
1.10.4	SQ-5.1	Are you able to provide parent company accounts if requested to at a later stage?	Options List
1.10.5	SQ-5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Options List
1.10.6	SQ-5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Options List

Qualification Questionnaire: 1.11 Part 3: Selection Questions – Modern Slavery Act 2015

	Question	Description	Question Type
1.11.1	SQ-7.1	* Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Options List
1.11.2	SQ-7.2	If you have answered yes to question SQ-7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Options List
1.11.3	SQ-7.2(a)	If you have answered yes to question SQ-7.2, please provide the relevant URL	Text
1.11.4	SQ-7.2(b)	If you have answered no to question SQ-7.2, please provide an explanation	Text

Qualification Questionnaire: 1.12 Additional Questions – Insurance

	Question	Description	Question Type
1.12.1	Note	Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.	
1.12.2	SQ-8.1	* Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £5m Public Liability Insurance = £5m Professional Indemnity Insurance = £5m Product Liability Insurance = £5m *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	Options List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.13 Appendices

	Question	Description	Question Type
1.13.1	Appendices	If you need to submit any additional information to complete your response to the above questions, please include it here as part of a single, zipped attachment response. Please ensure each appendix is clearly marked to indicate the SQ question number.	Attachment

Qualification Questionnaire: 1.14 Form of offer

	Question	Description	Question Type
1.14.1	Mandatory requirement	Please note that agreement to the Form of Offer in the attachments requires completion of the boxes below:	
1.14.2	Name of Authorised Officer	* Please enter name of duly authorised officer of the company agreeing to the Form of Offer	Text
1.14.3	Company position of above Authorised Officer	* Please insert the position of above duly authorised officer	Text
1.14.4	Agreement to the provisions in the Form of Offer	* Please select yes to confirm that the above named individual is an officer duly authorised by the company, and this officer agrees to the provisions in the Form of offer	Yes/No Value

Qualification Questionnaire: 1.15 Return of signed framework agreement

	Question	Description	Question Type
1.15.1	Return	* Is the signed, dated framework agreement to be returned to your Registered address as detailed at reference 1.3.3?	Yes/No Value
1.15.2	Address for return	If you have answered No to the above, please provide the address the signed, dated framework agreement should be returned to:	Text

Qualification Questionnaire: 1.16 Quality control technical sheet

	Question	Description	Question Type
1.16.1	PharmaQC	* All items must be registered on PharmaQC by the tender closing date of 31.01.2017 at 13:00 hours. Please confirm that you have entered your information on PharmaQC.	Yes/No Value