**INVITATION TO TENDER**

**(OPEN PROCEDURE)**

**FOR**

**Social Media Management Platform**

Annex D-E-F

(For Completion by Bidders and Returned)

Ref: 229288

The National Museum of the Royal Navy

HMS Naval Base (PP66)

Portsmouth

PO1 3NH

**ISSUE: 004**

Table of Contents

[Section 1 3](#_Toc133933921)

[Key Tendering Activities 3](#_Toc133933922)

[Tender Evaluation Criteria 5](#_Toc133933923)

[Annex D 6](#_Toc133933924)

[TENDER SUBMISSION DOCUMENT 6](#_Toc133933925)

[Supplier Selection Questionnaire 6](#_Toc133933926)

[1. Response to Quality Evaluation Criteria 24](#_Toc133933927)

[2. Response to Commercial Evaluation Criteria 27](#_Toc133933928)

[Annex E 29](#_Toc133933929)

[Form of Tender 29](#_Toc133933930)

[Annex F 30](#_Toc133933931)

[Certificate of Non-Collusion 30](#_Toc133933932)

Section 1

Key Tendering Activities

2.1 **Tender Milestone Dates**

The envisaged key milestones for the tender are shown in the table below.

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| --- | --- | --- |
| **No** | **Event** | **Date** |
| 1 | Issue of ITT | Friday 28th April 2023 |
| 2 | Final date for Clarification Questions/Requests for additional information | Midday (1200)  Monday 22nd May 2023 |
| **3** | **Submission Deadline for Return of Tenders** | **Midday (1200)**  **Tuesday 6th June 2023** |
| 4 | Desktop Evaluation of tenders | Week Commencing  5th June 2023 |
| 5 | Post-Submission Interviews | Week Commencing  12th June 2023 |
| 6 | Award notice issues | Estimated Week Commencing 12th June 2023 |
| 7 | Commencement of contract  (after 10-day mandatory standstill) | Earliest Week Commencing  26th June 2023 |

**2.2 Clarification Questions**

2.2.1 The National Museum of the Royal Navy will automatically copy clarification questions and answers to all Tenderers, removing the names of those who have raised the clarification questions.

2.2.2 If you wish the NMRN to treat the clarification as confidential and not issue the response to all Tenderers, you must state this when submitting the clarification question and provide justification. If in the opinion of the NMRN, the clarification is not confidential, the NMRN will inform the Tenderer, who will have an opportunity to withdraw the question. If the clarification question is not withdrawn, the response will be issued to all Tenderers.

2.3 Submission of Tender Documents

2.3.1 The National Museum of the Royal Navy may, in its own absolute discretion extend the deadline for receipt of tenders and in such circumstances the NMRN will notify all Tenderers of any change.

2.3.2 Your completed response should be submitted by the due date and time required:

Date: Tuesday 6th June 2023

Time: 12:00 Midday

Responses should be submitted in an electronic format addressed to: [tenders@nmrn.org.uk](mailto:tenders@nmrn.org.uk).

Please ensure your submission has been received by keeping a copy of the automatically generated read receipt from the mailbox. If a submission is undeliverable for any reason, you will need to supply evidence in order that submissions can be considered.

PLEASE NOTE THIS EMAIL IS DIFFERENT TO THE CLARIFICATIONS AND CORRESPONDENCE EMAIL DURING THE TENDER PROCESS.

2.3.3 It is the sole responsibility of the Tenderer to deliver their response as specified and to ensure that their response has been received. It is suggested that this may achieved by setting either a Delivery Receipt or a Read Receipt.

2.3.4 The NMRN takes no responsibility for identifying any clerical errors or misunderstanding in any tenders submitted. Tenderers must therefore ensure that the content of any Tender submitted is complete and accurate.

2.3.6 All tender submissions that are made by email must be DKIM compliant (<http://www.dkim.org>), otherwise the NMRN IT Security settings may potentially block emails or submissions if they are not compliant.

2.3.7 If you have received no response from the NMRN regarding your tender submission after 1-2 days (excluding weekends) please email [procurement@nmrn.org.uk](mailto:procurement@nmrn.org.uk) or call; *02392891370 Ext: 2042* to speak to the Procurement Officer. Please leave a voicemail if the call is unable to be answered.

2.3.8 Late responses will not be accepted.

Tender Evaluation Criteria

B.1 The Tender Evaluation criteria for this ITT is defined as follows:

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| **Criteria** | | **Area Weighting** |
| **QUALITY Overall Weighting: 60%** | | |
| 1 | Criteria 1  Able to demonstrate the proposed system and that it meets all of the specifications outlined   * Provide screen grabs, links to videos if required or similar examples of your product. | 20% |
| 2 | Criteria 2  GDPR compliant | 10% |
| 3 | Criteria 3  Demonstrable experience of delivering similar systems to budget and within the industry | 10% |
| 4 | Criteria 4  Understanding of the brief | 10% |
| 5 | Criteria 5  Accessibility and ease of use of the proposed systems reporting requirements | 10% |
| **PRICE Overall Weighting: 40%** | | |
| 6 | Price | 40% |
| **TOTAL** | | **100%** |

Annex D

TENDER SUBMISSION DOCUMENT

Supplier Selection Questionnaire

**Social Media Management Platform**

**229288**

**Open Procedure**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.

2. “You” / “Your” refers to the potential supplier completing this 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. 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.

6. 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; secondly, 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.

7. 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.

8. 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.

9. 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 or phone 0345 010 3503.

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| **Part 1 – Your Information and the Bidding Model** | | |
| You must answer all questions in parts 1 and 2. If you are the supplier, you must answer all  questions in part 3 as well.  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.  Yes  No  N/A | | |
| **Section 1** | **Potential Supplier 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:   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. 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  Member State where your organisation is established? | Yes  No  N/A |
| **1.1 (g) - (ii)** | If you responded yes to 1.1(h) - (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  N/A |
| **1.1 (h) - (ii)** | If you responded yes to 1.1(j) - (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)** | Are you a Small, Medium or Micro Enterprise (SME[[1]](#footnote-1))? | Yes  No |
| **1.1 (j)** | Details of Persons of Significant Control (PSC[[2]](#footnote-2)), where appropriate[[3]](#footnote-3):   * 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 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.   (Please enter N/A if not applicable) |  |
| **1.1 (l)** | Details of immediate parent company:   * 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) |  |

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| **1.1 (m)** | Details of ultimate parent company:   * 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) |  |
| **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: | | |
| **Section 1** | **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 |  |

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| **1.3** | If you are proposing to use subcontractors please provide the details for each subcontractor[[4]](#footnote-4).   * + 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? |  |
| **1.4** | **Lots**  Where applicable, please tell us which lot(s) you wish to bid for? |  |

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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 no.** | **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, * been convicted of any of the offences within the summary below and listed in full on the webpage[[5]](#footnote-5)? | |
|  | Participation in a criminal organisation. | Yes  No |
| Corruption. | Yes  No |
| Fraud. | 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 |

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| **2.1(b)** | If you have answered yes to any part of question 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 you have 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). |  |

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| **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 on this webpage[[6]](#footnote-6), 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. |  |

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| **3.1(c)** | 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 on this webpage[[7]](#footnote-7) 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 on the webpage applied to you? | Yes  No |
| **4.1(a)** | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. See webpage. | 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)** | Bankrupt or is the 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 |

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| **4.1(j)**  **4.1(j) - (i)** | Do any of the following statements apply to you ?  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. | 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 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 and any guidance issued under Section 54. | Yes  No  Yes  No |
| **4.3** | If your latest published statement is available electronically please provide:   * the web address, * precise reference of the documents |  |
| **4.4** | If you have answered YES to any of the questions in 4.1, or NO to question 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** |

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| **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 |
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| **Section 6** | **Technical and Professional Ability** | | |
| **Question no.** | **Question** | | **Response** |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  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/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 7.2 | | |
| **Contract 1** | | | |
| 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 | |  | |
| **Contract 2** | | | |
| 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 | |  | |
| **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 | |  | |
| **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 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 = £5,000,000  Public Liability Insurance = £5,000,000  Professional Indemnity Insurance = £N/A  Product Liability Insurance = £1,000,000  Please note the insurance cover values shall not be less than the amounts detailed above for each and every claim.  \* 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.  See the Health and Safety Executive website for more information:  <http://www.hse.gov.uk/pubns/hse39.pdf> | | Yes  No  Yes  No  Yes  No  Yes  No |
| **7.2** | **Data protection** | | |
| **7.2(a)** | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | | Yes  No |
| **7.2(b)** | Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:   * to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; * to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data; * to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable; * to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place); * to maintain records of personal data processing activities; and   to regularly test, assess and evaluate the effectiveness of the above measures. | | |
|  | | |
| **7.3** | **Health and Safety**  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.**  Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate on comparable projects, for both:   * your organisation * all your supply chain members involved in the production or supply of steel | | |
|  | | |
| **7.5** | **Requirement under the Public Contracts Regulations 2015 (Regulation 113)**  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** | **Public and Private Sector Contracts**  (a) Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts for each of the two previous six month reporting periods. This should include the percentage of invoices paid within each of the following categories:   1. within 30 days 2. in 31 to 60 days 3. in 61 days or more 4. due but not paid by the last date for payment under agreed contractual terms.   It is acceptable to cross refer to information that has previously been submitted to Government or other bodies or is publicly available (provided  it covers the required reporting periods), including data published in accordance with the Reporting on Payment Practices and Performance Regulations 2017. If you do wish to cross refer, please provide details and/or insert link(s).  (b) If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why.  (c) If you are unable to demonstrate that ≥95% of invoices payable to your  supply chain on all contracts have been paid within 60 days of the receipt of the invoice in at least one of the last two six months reporting periods please provide an action plan for improvement which includes (as a minimum) the following:   * Identification of the primary causes of failure to pay:   + 95% of all supply chain invoices within 60 days; and   + if relevant under question 6.4(b), all invoices within agreed terms. * Actions to address each of these causes. * A mechanism for and commitment to regular reporting on progress to the bidder’s audit committee (or equivalent). * A plan signed off by your director * Plan published on its website (this can be a shorter, summary plan).   If you have an existing action plan prepared for a different purpose, it is acceptable to attach this but it should contain the above features  **Note: if you are required to submit an action plan under question 6.4(c), this action plan must also set out steps to address your payment within agreed terms, in order to achieve a pass for question 7.4 (c).** |  | |
|  |  | | |
| **7.10** | **Tackling Modern Slavery in Supply Chains**  Where the supplier is a commercial organisation subject to Section 54 of the Modern Slavery Act 2015, contracting authorities should set appropriate selection criteria and methodology by which to assess compliance.  As compliance with the Modern Slavery Act is only relevant to UK bidders, criteria can be broadened to relate to non-UK bidders by asking them to provide a link to published modern slavery statements in their own jurisdiction or where these are not required, to a relevant company document containing the same type/level of information.  A pass/fail selection criterion may be set that either:   * the bidder must have complied with the requirements contained within Section 54 of the Modern Slavery Act 2015 and associated guidance including information relating to:  1. the organisation’s structure, its business and its supply chains; 2. its policies in relation to slavery and human trafficking; 3. its due diligence processes in relation to slavery and human trafficking in its business and supply chains; 4. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk; 5. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, 6. measured against such performance indicators as it considers appropriate; 7. the training and capacity building about slavery and human trafficking available to its staff; or  * where the bidder is a non-UK supplier, the bidder must have provided a link to an equivalent statement or document which demonstrates information relating to a-f above.   Alternatively, if neither of the above are met, but the bidder provides a satisfactory explanation and assurances that either requirement will be met before contract award, this will be sufficient to pass the selection criterion but will be verified prior to contract award. | | |
|  | | |

|  |
| --- |
| **Section 8: Additional Information**  The NMRN may request additional information from suppliers in relation to the tender. |

|  |  |  |
| --- | --- | --- |
| **8.1** | **Credit Rating** | |
| **Question no.** | **Question** | **Response** |
| **a.** | A minimum **Experian** credit rating of **65** is required for this contract.  Please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes  No |
| If **Yes**, please confirm that evidence will be provided upon request. | Yes  N/A |

1. Response to Quality Evaluation Criteria

2.1 Technical/Quality Evaluation Criteria

Tenderers must use the template below for their response to quality evaluation criteria.

Images may be used- but all wording will count towards word limit.

|  |  |
| --- | --- |
| **Criterion 1** | **Please provide, detail and explain….**  Demonstrate the proposed system and that it meets all of the specifications outlined  Provide screen grabs, links to videos if required or similar examples of your product. |
| Response  [1,500-word limit] |  |

|  |  |
| --- | --- |
| **Criterion 2** | **Please provide, detail and explain….**  **GDPR compliant** |
| Response  [1,000-word limit] |  |

|  |  |
| --- | --- |
| **Criterion 3** | **Please provide, detail and explain….**  **Demonstrable experience of delivering similar systems to budget and within the industry** |
| Response  [1,500-word limit] |  |

|  |  |
| --- | --- |
| **Criterion 4** | **Please provide, detail and explain….**  **Understanding of the Brief** |
| Response  [1,500-word limit] |  |

|  |  |
| --- | --- |
| **Criterion 5** | **Please provide, detail and explain….**  **Accessibility and ease of use of the proposed systems reporting requirements** |
| Response  [1000-word limit] |  |

2.2 Past Performance

|  |  |
| --- | --- |
| Please confirm whether or not your organisation, consortium members have:   * Defaulted on the delivery of a contract within the last 3 years (goods and services) or 5 years (works) * Had a contract cancelled, or not renewed, for failure to perform within the last 3 years (goods and services) or 5 years (works   If any of the above applies, please provide an explanation of the action you have taken to prevent a re-occurrence  **Guidance** – *The buyer will use the information to determine whether you have a successful record of delivery.* |  |

1. Response to Commercial Evaluation Criteria

3.1. Contractual Information

3.1.1 **Please confirm whether you accept the terms and conditions of the Contract in their current form and without any amendments. See Annex C?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | ☐ | **No** | ☐ |

A Yes response will score a Pass, and a No response will score a Fail

3.1.2 Full legal name, address and website of the Potential Provider in whose name the tender will be submitted (the Prime or Single Supplier):

|  |  |
| --- | --- |
| **Company Name** |  |
| **Address from which the contract will be delivered** |  |
| **Town/City** |  |
| **Postcode** |  |
| **Country** |  |
| **Website** |  |

3.1.3 Name, position, telephone number and email address of the main contact for this project:

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
| **Email Address** |  |

3.1.4 Current legal status of Potential Provider (e.g. partnership, private limited company, etc.)

|  |  |
| --- | --- |
|  | **Please tick one box** |
| **Sole Trader** |  |
| **Partnership** |  |
| **Public Limited Company** |  |
| **Private Limited Company** |  |
| **Public Sector (including Registered Charities, NDPBs, Housing Associations)** |  |
| **Other (*please state)*** |  |

3.1.5 Date and place of formation of the Potential Provider and, if applicable, registration under the Companies Act 2006[[8]](#footnote-8). Please provide copies of Certificates of Incorporation (where appropriate) and any changes of name, registered office and principal place of business.

|  |  |
| --- | --- |
| **Date of Formation** |  |
| **Place of Formation** |  |
| **Date of Registration** |  |
| **Company Registration Number** |  |
| **Certificates enclosed** |  |
| **Registered VAT Number** |  |
| **Registered Office** |  |
| **Principal Place of business** |  |

3.2. Pricing Information

3.2.1. Please provide your pricing proposal including the fee, payment dates, resource allocation team members throughout the project, costs per work item, timescales and invoicing periods. Please provide this as a separate attachment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note that **Pricing Proposals** should be completed in full and must be signed by a person properly authorised to do so on behalf of the bidding organisation

Annex E

Form of Tender

**To: National Museum of the Royal Navy (As NMRN Operations)**

**Dear Sir/Madam**

**TENDER FOR:**

I/We the undersigned, hereby Tender and offer to perform the Contract, details of which was set out in the ITT supplied to me/us for the purpose of Tendering for the Contract and agree to do so in accordance with the terms of the ITT.

I/We confirm that I/We will provide the Contract at the price provided in my/our Tender. I/We confirm that the price provided in my/our Tender will not be subject to any increase otherwise than as determined in accordance with the Contract.

I/We confirm that this Tender will remain valid and open for acceptance without variation for at least 90 days from the Closing Date for the receipt of Tenders.

I/We confirm that we agree the Contract and undertake that in the event of our Tender being accepted to execute the Contract (subject to any minor amendments which have been accepted by the NMRN) within four (4) weeks from the date on which I/we receive notification that our Tender is successful.

**I/We confirm that attached to this Tender are the following:**

* **Completed Supplier Questionnaire (Annex D, Section 1)**
* **Completed Response to Quality Evaluation Criteria (Annex D, Section 2)**
* **Completed Response to Commercial Evaluation Criteria (Annex D, Section 3)**
* **Completed Certificate of Non-Collusion (Annex F)**

I/We confirm that the information supplied to you and forming part of this Tender, including, for the avoidance of doubt, any information supplied to you as part of my/our initial expression of interest in Tendering, was true when made and remains true and accurate in all respects.

I/We understand that any false representations, including but not limited to, changes to forms, could result in this Tender being rejected or subsequent contract termination.

I/We confirm and undertake that if any information supplied becomes untrue or misleading that I/We will notify you immediately and will update such information as is required.

I/We confirm acceptance of the terms and conditions provided in Annex C without amendment and agree to be bound by such Contract should the NMRN elect to accept my/our Tender.

|  |  |
| --- | --- |
| Signed |  |
| Name |  |
| Position in Organisation |  |
| Duly authorised to sign tenders for and on behalf of [Name] |  |
| Registered Address |  |
| Nationality of Company |  |
| Date |  |

Annex F

Certificate of Non-Collusion

**TO: NMRN Operations**

**RE:**

The essence of the public procurement process is that the NMRN shall receive bona fide competitive tenders from all Tenderers. We, the undersigned, hereby certify that this is a bona fide bid and (except as authorised in the Invitation to Tender) we have not, and insofar as we are aware neither has any of our (or any of our proposed sub-Tenderer’s) officers, employees, servants or agents:

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 the amount 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 amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bit was necessary to obtain quotations 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 (a) above or to inform us of the amount or the approximate amount of any rival bid for the Contract; or
4. Committed an offence under any applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to 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 for the works any act or omission; or
6. Canvassed any other persons referred to in paragraph (a) above in connection with the Contract; or
7. Contacted any officer of NMRN or their agents about any aspect of the contract including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Tenderer of such officer or agent for the purposes of the Framework Contract or for soliciting information in connection with the Contract.

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 or 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(s) continue in force between us (or our successors in title) and NMRN.

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 |  |
| Name |  |
| Position in Organisation |  |
| For and behalf of |  |
| Date |  |

1. See definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/smedefinition\_En [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. 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. [↑](#footnote-ref-4)
5. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/5511

   30/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-5)
6. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/5511

   30/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-6)
7. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/5511

   30/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-7)
8. Potential Providers established outside the United Kingdom may provide equivalent information. For a list of acceptable equivalent information, please refer to Regulation 23(7) of the Public Contracts Regulations 2006. [↑](#footnote-ref-8)