Form of Tender

For the provision of

Waste Compliance

|  |  |  |
| --- | --- | --- |
| Published Date: | 21 October 2020 |  |
| Return Date: | 23 November 2020 |  |
| Return Time: | 12:00hrs GMT |  |

1. Quality Assessment Responses

Quality Assessment Instructions

Written responses should be written in English and describe clearly and concisely how you would fulfil the requirements laid out in the specification (Section 4 of the Invitation to Tender Document). Please relate all responses to the specification provided. The responses will be evaluated as demonstrated in the Invitation to Tender document, Section 3.

For each response, please ensure that no more material is provided than is required to answer the question. In particular, please avoid the following:

* + - * 1. additional information outside the scope of the question;
        2. details about your company that have not been requested and don't add clarity to the response;
        3. 'Sales Pitch' information.
        4. Stating that your organisation meets a requirements without any explanation as to how

For each written question, please ensure that no more material is provided than any limit stated in the question (for written responses this includes pictures / photographs and should use Ariel font size 12)

Please submit this document in the format of **Microsoft** **Word** and not as a PDF, or other alternative format.

Additional appendices or attachments, unless specifically requested in the Quality assessment Questions section, **will not be considered** as part of the submission, and will not count towards the score awarded for any element.

|  |  |
| --- | --- |
| Contact Details | Response |
| Name of Potential Provider |  |
| Contact name within Organisation |  |
| Role in Organisation |  |
| Phone Number |  |
| Email Address |  |

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| --- | --- |
| Question 1 | Implementation |
| Requirement | Please demonstrate how your company’s approach and process to the implementation and mobilisation for this contract will ensure successful continuity of this provision. Word Count: max 1000words |
| Evaluation Guidance and Criteria | Responses should include but not be limited to:  * Identifying key stages * Identifying critical tasks * How you intend to meet all deadlines for this service * Your response should include your company’s detailed implementation plan |
| Your response: |  |
| Question 2 | Quality |
| Requirement | Please detail how you intend to maintain high quality standards ensuring that data is accurate. Word Count: max 1500 words |
| Evaluation Guidance and Criteria | Responses should include but not be limited to:  * Data quality assurances * Internal processes in place * ISOs * Reporting mechanisms * Measures in place to ensure that compliance to any future changes in the relevant regulations and reporting are met. |
| Your response: |  |
| Question 3 | Resources |
| Requirement | Please demonstrate how your company will manage the working relationship with SCCL. Word Count: max 1500 words |
| Evaluation Guidance and Criteria | Responses should include but not be limited to:  * Dedicated account manager * Customer service support * Contract review meetings * Escalation procedure |
| Your response: |  |
| Question 4 | Billing |
| Requirement | Please demonstrate how your company will demonstrate ‘reasonable’ changes to the prices for Part 2 of the service. Word Count: max 1500 |
| Evaluation Guidance and Criteria | Responses should include but not limited to:  * Historic pricing * How market is assessed to determine the market fluctuations and what will be provided to SCCL to verify the reasonable price changes |
| Your Response: |  |
| Question 5 | Social Value |
| Requirement | Please demonstrate how your company will support with the Social Value aspects Word Count: max 1000 words |
| Evaluation Guidance and Criteria | Responses should include but not be limited to:  * Regular staff training * Reduction of carbon footprint * Supporting local charities |
| Your response: |  |

1. Priced Offer

Please use the tables below to provide a breakdown of your price for the delivery

of this service.

* Prices quoted must be fully inclusive of all costs (exc. VAT).
* All costs should be provided in this section to fulfil the requirement as outlined in

Section 4 in the ‘Invitation to Tender’ document. Costs that appear elsewhere in the

proposal, but are not included in this section, will be presumed to have been waived.

**Part 1**

|  |  |
| --- | --- |
| Scheme membership fee 2021 |  |
| EA Registration fee 2021 |  |
| Data consultancy services 2021 |  |
| Other costs (please list if any) |  |
| **Total for 2021** | **£** |
| **Total for a 3- year contract** | **£** |

**The prices are fixed for a 3-year contract.**

In Contract Years 2 and 3, if the number of products sold by SCCL increases by greater than 5% of those shown in Appendices 1-3, then the fees given for Part 1 may increase by the full percentage increase in sales up to a maximum of a 5 % price increase on fees. For instance, if the number of products sold by SCCL increases by 6 %, then the price will increase by 1%, if the number of products sold increases by 7% then the price will rise by 2% etc up to the cap of a 5% increase in fees.

If the number of products sold by SCCL decreases by greater than 5% of those shown in Appendices 1-3, then the fees given for Part 1 shall also decrease by the full percentage decrease in sales.

**Part 2**

SCCL forecast obligation for the calendar are as follows (this is for indicative purposes):

Please complete the table below, providing the prices for the first quarter in 2021 (starting in January).

|  |  |  |
| --- | --- | --- |
| **Material** | **Obligation (Tonnes)** | **£ and pence per PRN/one tonne of material** |
| Paper | 2,232 |  |
| Glass | 3 |  |
| Aluminium | 8 |  |
| Steel | 71 |  |
| Plastic | 736 |  |
| Wood | 1 |  |
| Recycling (General) | 247 |  |
| Recovery | 286 |  |
| Other costs (if any, please list) |  |  |
| **Total cost for Q1 (fixed price)** | | **£** |
| **Total annual estimation based on historical tonnage data and all other costs associated with this service (including fixed cost for Q1)** | | **£** |

SCCL understands the fees will vary depending on market conditions and volumes. The provider will be required to submit, at least 2 weeks before the end of each quarter, any ‘’reasonable’’ changes to the prices submitted above. These must be accordingly to the market fluctuations and relevant proofs must be provided and accepted by SCCL.

1. Selection Questionnaire

**Part 1: Potential supplier Information**

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.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 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 in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 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? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 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? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - 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. [[3]](#footnote-3)  (Please enter N/A if not applicable) |  |
| 1.1(o) | 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) |  |
| 1.1(p) | 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 suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 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. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 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 |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

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.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

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.

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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 on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 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. |  |
| 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) | Yes ☐  No ☐ |
| 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? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 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. |  |

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.

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| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 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? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 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? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  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.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  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. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 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) |  |

**Part 3: Selection Questions**[[4]](#footnote-4)

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| **Section 4** | **Economic and Financial Standing** | | |
|  | Question | Response | |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | Yes ☐  No ☐ |
| (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. | | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes ☐  No ☐ |
|  | (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). | | Yes ☐  No ☐ |
| **4.2** | 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 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | |
| **Name of organisation** | |  |
| **Relationship to the Supplier completing these questions** | |  |

|  |  |  |
| --- | --- | --- |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

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| **Section 6** | **Technical and Professional Ability** |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts 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.  Consortia bids should provide relevant examples of where the consortium has 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 Special Purpose Vehicle (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 sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

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| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence 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 or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
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| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **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")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide the relevant url …  No ☐  Please provide an explanation |

**8. Additional Questions**

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.

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| --- | --- |
| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| a. | 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:  Y/N  Employer’s (Compulsory) Liability Insurance = £5mln  Public Liability Insurance = £5mln  \*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. |

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| **8.1** | **Packaging Compliance Scheme Public Register** |
| a. | Please self- certify whether you are registered under Packaging Compliance Scheme Public Register within Environment Agency  Yes/No  An evidence may be requested. |

1. Non- Collusion and Canvassing Certificate

TO: Supply Chain Coordination Limited (SCCL)

**Potential Provider Non-Collusion and Canvassing Certificate**

1. The essence of the procurement process is that SCCL shall receive bona fide competitive Tenders from all Potential Providers. In recognition of this principle we hereby certify that this is a bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender or the rates or prices quoted by or under or in accordance with any agreement or arrangement with any other Potential Provider.
2. We also certify that we have not done, and to the best of our knowledge neither has any member of our Group of Economic Operators or Sub-Contractors done, any of the following acts:
   1. entered into any agreement with any other person with the aim of preventing Tenders being made or as to the fixing or adjusting of the amount of any Tender or the conditions on which any Tender is made;
   2. informed any other person, other than the person calling for Tenders, of the amount or the approximate amount of the Tender, except where the disclosure, in confidence, of the amount of the Tender was essential to obtain quotations necessary for the preparation of the Tender for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the Tender;
   3. caused or induced any person to enter into such an agreement as is mentioned in paragraphs 2.1 and 2.2 above or to inform us of the amount or the approximate amount of any rival Tender;
   4. disclosed any actual or potential conflict of interest that may arise from participating in the Procurement;
   5. contravened the Bribery Act 2010 or any other applicable anti-bribery or anti-money laundering laws and/or regulations;
   6. offered or agreed to pay or give or actually paid or given 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 Tender or proposed Tender, any act or omission;
   7. canvassed any members, directors, officers, employees, agents or advisers of SCCL in connection with this Procurement and that no person employed by me/us or acting on my/our behalf or advised me/us has done any such act; or
   8. contacted any officer of SCCL about any aspect of the Tender in a manner not permitted by the ITT including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Potential Provider of such officer for the purpose of the Tender or for soliciting information in connection with the Procurement.
3. We also undertake that we will not do and shall not procure the doing of any of the acts mentioned in paragraphs 1 and 2 above before the hour and date specified for the return of the Tender nor (in the event of the Tender being accepted) shall we do so while the resulting contract continues in force between us (or our successors in title) and SCCL.
4. 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.
5. **An authorised signatory, in their own name, on behalf of the Potential Provider and each of the other members of their Group of Economic Operators and each Sub-Contractor, must sign a copy of this declaration.**
6. I hereby declare that I am authorised by the under mentioned Potential Provider to supply the information given above and that, at the date of signing, the information given is a true and accurate record.

|  |  |
| --- | --- |
| **Organisation's name** |  |
| **Signatory’s name** |  |
| **Signed** |  |
| **Position** |  |
| **Date** |  |

1. Form of Tender

Having examined the proposed Contract comprising enclosed in the ITT, we do hereby Tender against the requirements, and the Conditions of Contract of the proposed Contract.

1. We undertake to keep the Tender open for acceptance by the Authority for a period of one hundred and eighty **(90) days** from the deadline for receipt of Tenders.
2. In submitting this tender, I confirm that:
   1. I and any named sub-contractors and all members of our group of economic operators accept and shall comply with the Terms of Participation; and
   2. I accept the Conditions of Contract set out in the GCF Standard Short Form for the Supply of Goods and Services.
3. We agree that the Authority may disclose the Contractor's information/documentation (submitted to the Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
4. Unless and until the Potential Provider and the Authority have executed a formal agreement, the Authority's acceptance of this Tender with all its enclosures shall not constitute a binding contract between us. We understand that you are not bound to accept the lowest price, or any, Tender.

|  |  |
| --- | --- |
| Organisation's name |  |
| Signatory’s name |  |
| Signed |  |
| Position |  |
| Date |  |

By completing this Declaration and submitting your Tender, you have agreed that the statements in this Form of Tender are correct.

1. Conflict of Interest
2. Potential Providers have a continuing duty to notify the Authority of any actual or potential conflicts of interest in respect of itself, its named sub-contractors and / or consortia members. Potential Providers are advised to review carefully their (and their named sub-contractors’ /consortia members’) prior and/or current involvement with the Authority and to identify any such conflicts. For example, a potential conflict may arise where a key person (those individuals who have power to influence a competitive bid) has any relatives in senior positions within the Authority.
3. Please describe any actual or potential conflicts of interest that the Potential Provider has identified and how these will be managed\*:

|  |
| --- |
| **Potential Provider Response / Additional commentary** |
| Click here to enter text.  *Guidance to Potential Providers:*  *You should describe in the detail the perceived conflict (how it could be perceived in the context of this procurement) and the measures you will take to mitigate the conflict during the procurement and period of the Contract.* |

**If you DO NOT have any conflicts to declare, please tick this box:**

**\***Potential Providers are reminded that failure to identify material conflicts of interest may lead to rejection of its Tender.

The Authority reserves the right to exclude a Potential Provider from any involvement in this procurement where there is an actual or potential conflict of interest.

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. 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](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
4. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-4)