****

Volume Two (2) Applicant’s Offer

|  |
| --- |
| Tender for Provision of Insurance Services |

Invitation to Tender

Closing time and date for return of submission:

**12:00 hrs on 12/04/2023**

|  |
| --- |
| Name of Applicant: |

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted.

RETURN EMAIL ADDRESS

[tenders@camborne-tc.gov.uk](mailto:tenders@camborne-tc.gov.uk)

|  |
| --- |
| Contents |

Contents

[1. General Notes 3](#_Toc108185944)

[2. Selection Questionnaire 3](#_Toc108185945)

[3. Specification 9](#_Toc108185946)

[4. Quality Criteria 10](#_Toc108185947)

[5. Price Schedule 14](#_Toc108185948)

[Price Validity Period 14](#_Toc108185949)

[6. Certificates and Declarations 15](#_Toc108185950)

[Conditions of Tender 15](#_Toc108185951)

[Pricing Schedule Declaration 15](#_Toc108185952)

[Certificate of Undertaking and Absence of Collusion or Canvassing 16](#_Toc108185953)

[Certificate of Confidentiality 17](#_Toc108185954)

[Commercially Sensitive Information 17](#_Toc108185955)

[Conflict of Interest 17](#_Toc108185956)

## General Notes

This document should be read in conjunction with the supporting information contained within “Volume 1 - Instructions and Conditions of Tender” and associated documents also referenced.

This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately and all information required submitting a compliant tender is done ahead of submitting any final response.

* 1. **Selection Questionnaire**

**Notes for completion**

1. The “Council” 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 Council 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 sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Council 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 Council will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. 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.

The Council 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 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 Council is under a legal or regulatory obligation to make such a disclosure.

|  |  |  |  |
| --- | --- | --- | --- |
| **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) | Please mark ‘X’ in the relevant box to indicate your trading status | 1. a public limited company |  |
| 1. a limited company |  |
| 1. a limited liability partnership |  |
| 1. other partnership |  |
| 1. sole trader |  |
| 1. other (please specify) |  |
| 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? |  | |
| 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? |  | |
| 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) | Please mark ‘X’ in the relevant box to indicate whether any of the following classifications apply to you | 1. Voluntary, Community and Social Enterprise (VCSE) |  |
| 1. Sheltered workshop |  |
| 1. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? |  | |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate (Please enter N/A if not applicable) | | |
| Name: |  | |
| Date of birth: |  | |
| Nationality: |  | |
| Country, state or part of the UK where the PSC usually lives: |  | |
| Service address: |  | |
| The date they became a PSC in relation to the company (for existing companies the 06 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 |  | |
| 1.1(o) | Details of immediate parent company (Please enter N/A if not applicable) | | |
| 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): |  | |
| 1.1(p) | Details of ultimate parent company (Please enter N/A if not applicable) | | |
| 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 note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the Persons of Significant 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?  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. | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
|  |  |
| 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 Council 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 [web page](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). |  | |
| **Please indicate your answer by marking ‘X’ in the relevant box.** | |
|  | **Yes** | **No** |
| Participation in a criminal organisation  If Yes please provide details at 2.1(b) |  |  |
| Corruption  If Yes please provide details at 2.1(b) |  |  |
| Fraud  If Yes please provide details at 2.1(b) |  |  |
| Terrorist offences or offences linked to terrorist activities  If Yes please provide details at 2.1(b) |  |  |
| Money laundering or terrorist financing  If Yes please provide details at 2.1(b) |  |  |
| Child labour and other forms of trafficking in human beings  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? |  |  |
| 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 Council 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.** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 3: Selection questions** | | | |
| **Section 1** | **Additional questions** | | |
| **Question number** | **Question** | **Response** | |
| **3.1** | **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(Please indicate your answer by marking ‘X’ in the relevant box): | | **Yes** | **No** |
| Employer’s (Compulsory) Liability Insurance = £5m | |  |  |
| Public Liability Insurance = £10m | |  |  |
| Professional Indemnity Insurance = £2m | |  |  |
| \* 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. | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2** | **Project Specific Questions** | | |
| **3.2** | **Insurance Credit Rating** | **Yes** | **No** |
| Please self-certify your organisation holds AM Best rating of BBB+ or equivalent | |  |  |

## Specification

**Core Requirements**

* 1. This section sets out the requirements for the actual Tender and responses will be evaluated in line with the Award Criteria. The Applicant attention is further made to the support and guidance details as set out in “Volume 1”.
  2. The Council is seeking an insurance provider for the provision of range of insurance products. The current levels of cover, limits and liabilities along with related excesses are set out in the accompanying spreadsheet to this tender.
  3. In addition to provision of insurance products the insurance provider is required to provide claims handling services as well as advisory services in relation to risk.
  4. The appointed supplier would have a working knowledge and experience of support in a comparable public sector setting, such as supporting Town Council(s), and / or Local Government and be able to bring this knowledge and experiences to the benefit of the Council.

**Service Levels, Standards and Service Availability**

* 1. For claims specific matters the Supplier shall provide accessible contact during office hours (Monday to Friday 09:00 hrs to 17:00 hrs) as a minimum, with also means of contact out of hours for emergency matters.
  2. For general specific ad hoc queries:

1. Acknowledgement by end of next working day.
2. Substantive response within 7 working days.
3. Where it is considered that further research is required to support providing a substantive response, Supplier would be required to inform within 3 working days as to situation and an estimated timeframe around response (typically would seek to ensure a full response is provided by no later than 10 working days or as agreed between the Council and the Supplier).
   1. For advisory support on a specific project, the Council would seek a formal estimate which considers the likely nature of the needs required and complexity.
   2. In the case of urgent matters (for example consideration on suspension / misconduct) an initial response within 24 hours would be required.
   3. The Supplier to ensure key personnel remain suitably qualified and experienced professional(s) who can provide technical and specialised advice and support on a broad variety of situations.
   4. The Supplier will be responsible for providing access to the Council a key point of contact or service desk.

## Quality Criteria

|  |  |
| --- | --- |
| **COVER - Requirement:** | **Response:** |
| Cover provided to meet (as a minimum) the specification in this tender documentation and accompanying spreadsheet. Variations To existing cover: Please indicate where your quote varies to the requirements. Unless you declare variation in the spreadsheet - the Council will assume your bid includes all cover and services requested.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would meet the cover (as a minimum) and be deemed a “pass”. A “fail” would be deemed as a response where this is declared as a “no” and / or where in setting out any variations it is clear that the cover is detrimental and below existing cover standards. | Yes / No |
| **COVER - Method Statement** | |
| Applicants must submit a full contract certain policy with their Tender; detailing the full range of cover, policy conditions, warranties, exclusions, extension and limitations.  Differences in cover may include but not be limited to:   * areas where your policy or service will extend the cover or enhance the service you will be providing, or * areas where your policy will not provide cover that is as extensive as that currently enjoyed by the Council, or * where your service will not meet the levels currently enjoyed by the Council, or * any other area within the document where there is need for negotiations regarding procedures and protocols that may affect the Council’s decision-making process (e.g. issues regarding involvement of Council departments in claims handling)   All Applicants are required to include a document which compares the cover they are offering against the cover being requested  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would clearly demonstrate the benefits of the cover arrangements being proposed.  It would clearly set out the strengths and characteristics of the cover provided and how these would apply to the Council and the services provided to support the policy.  Any limitations would be clearly documented and clear in how these would be applied, where there are limitations then they would not be fundamentally to the overall policy and / or service coverage that would be provided. | |
| Response: | |

**Claims Handling**

|  |  |
| --- | --- |
| **Requirement:** | **Response:** |
| Claims handling included within the premium quoted  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would meet the requirement for claims handling included within the premiums quoted and be deemed a “pass”. A “fail” would be deemed as a response where this is declared as a “no”. | Yes / No |
| It is a condition of the contract that the Applicant shall agree to allowing the Council, or its representative, free and unencumbered access to any files relating to claims and the management of claims made under any insurance policies underwritten by the Supplier on behalf of the Council. Access shall be granted within 14 days of the Council having notified the insurer of its request. Notification shall be given in writing to the Applicant by the Council.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would meet the requirement for free and unencumbered access to files as stated above and be deemed a “pass”. A “fail” would be deemed as a response where this is declared as a “no”. | Yes / No |

|  |
| --- |
| **Claims Handling and Customer Care Method Statement** |
| Please outline below your approach to claims handling and customer care. Your response should be concise and indicate as a minimum:-   * Agreement to claims handling limits requested * How you would manage day to day queries * Response times * Comment on resource management * Commitment to a consistent claims handling methodology * Availability of online claims data * Please indicate the point at which claim within deducible must be notified * Service standards * Performance Quality measures and control * If you will allow a third party claims handler (in addition to the Council) to handle claims within excess * Online access to claims information * Notification period to the Council upon closure of individual claims at point of closure * Provision of one single point of contact for underwriting queries * Details of your complaints and resolution process   **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would clearly demonstrate an effective, efficient and customer focused approach to claims handling. An approach where the customer is clear on expected standards of service from the supplier and performance and quality is both monitored but also acted upon where standards are not being met. |
| Response: |

**Advisory Support and Contract Engagement**

|  |
| --- |
| **Advisory Support and Contract Engagement Method Statement** |
| Please submit details to demonstrate the approach you would bring to this contract in providing the Council with advisory support in areas such as operational risk management, claims defensibility and other similar services which will jointly reduce exposure risk which may be available at no additional cost to the Council.  To gain marks for these services you must clearly articulate what you will provide during the contract period within the Additional Value section. Your response should be limited to the service, the relevance and the benefit this will provide to the organisation. Risk Management Support should be provided within the price quoted. This support should be over and above work required by underwriters to better understand the risk they are accepting.  Please include in your response:   * + Number of Risk Management days to be supplied per annum   + Attendance at risk management related meetings   + Confirmation on whether you offer a low claims rebate (please supply wording)   **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would clearly indicate an understanding of the requirements as set out and what is necessary at the respective stages of contract management and administration to deliver successfully quality outcomes for clients.  A strong response would clearly evidence you understand the role and support which the appointed Supplier would be expected to undertake, to deliver effective relevant advisory support to the Council. This would include details on who the account manager is and how this relationship is handled.  The response would provide detail on how the team would operate and provide assurance and confidence that the assembled team around how that team is set up robustly from a insurance and commercial / contractual basis.  This experience, knowledge and expertise would also look to demonstrate a clear connection to work on similar contracts and settings and how this would benefit this contract, ideally with experience of working within public sector local government |
| Response: |

## Price Schedule

* 1. Applicants are required to complete the Schedule 1 - Price. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT. If there is no charge for an item, please state none.
  2. Any retained work will be based on the fee scale for all consultants as set out in the Price Schedule 1.
  3. The fee proposal should include all members of the proposed team.
  4. Payments to be made on completion of satisfactory sign off in respect of advice provided based on Schedule 1 – Price.

## Price Validity Period

* 1. As a minimum, all prices submitted must remain fixed and firm for twelve (12) months from date of Contract commencement. In support of this, please detail exactly how long your prices will remain fixed and firm for.

**Price Review Proposals**

* 1. The Council does not expect the Applicant to implement any price increases throughout the life of this Contract.
  2. **Certificates and Declarations**

**Conditions of Tender**

|  |  |
| --- | --- |
| **CONDITIONS OF TENDER** | |
| **Reference number and Title of Contract:** Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant’s Offer | |
| 1. | By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment.  I/We fully accept the terms and conditions of contract for the provision of goods/works/services |
| 2. | Having examined the tender documents for the provision of the above goods/works/services, we offer to provide the said goods/works/services in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 5 of this Bid. |
| 3. | The Authority does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as tendered for separately. |
| 4. | I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (*or perform the services*), on such terms and conditions and in accordance with such specifications *(if any)*, as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract. |

**Pricing Schedule Declaration**

I/We offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

**Certificate of Undertaking and Absence of Collusion or Canvassing**

|  |
| --- |
| **CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING** |
| The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply. |
| Box A – Consortium  I/We the undersigned do hereby certify that:-   1. the consortium’s tender is bona fide and intended to be competitive; 2. the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made; 3. the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 4. the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract. 5. the consortium has not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium’s behalf has done or will do such an act. 6. I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender. |
| Box B – Single Body and/or Individual  I/We the undersigned do hereby certify that:-   1. My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person; 2. I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 3. I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted; 4. I/we have not offered to pay or give any sum of money 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 for the said work any act or thing of the nature specified and described above. 5. I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act. 6. I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender. |

**Certificate of Confidentiality**

|  |
| --- |
| **CERTIFICATE OF CONFIDENTIALITY** |
| I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.  It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise. |

**Commercially Sensitive Information**

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid. I declare that I wish the following information to be designated as Commercially Sensitive.

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

|  |
| --- |
|  |

**Conflict of Interest**

|  |
| --- |
| **CERTIFICATE OF CONFLICT OF INTEREST** |
| I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest): |
| I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators. |

**Signatures**

|  |  |
| --- | --- |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* | |