

Annex D - Tender Response Template

Part 1: Supplier Information

1.1 Organisation Details

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.

	Question	Response
1.1 (a)	Full name of the supplier submitting the information	
1.1 (b)	Registered office address (if applicable)	
1.1 (c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) 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)	Head office DUNS number (if applicable)	
1.1 (g)	Registered VAT number	
1.1 (h)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? If yes, please provide details including the registration number(s).	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1 (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? If yes, please provide additional details of what is required and confirmation you have complied with this.	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (j)	Trading name(s) that will be used if successful in this procurement	

1.1 (k)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (l)	<p>Details of Persons of Significant Control (PSC), where appropriate²:</p> <ul style="list-style-type: none"> - 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 	
1.1 (m)	<p>Details of immediate parent company if applicable:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) 	
1.1 (n)	<p>Details of ultimate parent company if applicable:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) 	

¹ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

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.

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

1.1 (o)	<p>Please confirm whether you already have, or can commit to obtain prior to the commencement of the contract, the levels of insurance indicated:</p> <p>Employer's (Compulsory) Liability Insurance = £10,000,000 per claim.</p> <p>Public Liability Insurance = £5,000,000 per claim.</p> <p>Professional Indemnity Insurance = £10,000,000 per claim.</p>	
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Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

1.2 Procurement Approach

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

	Question	Response
1.2 (a)– (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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.	

1.3 Contact details and Declaration

I declare that:

- I am submitting an official Tender in Response to the Invitation to Tender (ITT) for a Safeguards Information Management and Reporting System (SIMRS).
- I, or another representative assisting with this Tender, have read, in their entirety, the ITT document and provided Annexes.
- I, and my represented company, agree to all terms & conditions outlined in the ITT.
- All provided information/evidence within this Tender is accurate to the best of my knowledge and that I, or other company representatives, have undertaken sufficient checks to ensure the accuracy of provided information/evidence.
- The proposed Tender schedule includes a SIMRS minimum viable product solution that would meet all mandatory requirements by the Project Completion date of 31st December 2018.
- upon request and without delay I will provide the certificates or documentary evidence referred to in this document.
- I, and my represented company, agree to this Tender being assessed using the outlined selection process and evaluation criteria provided with the ITT.
- 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.
- I, and my represented company, confirm that no collusion, bribery or anti-competitive behaviour was involved in the development of this tender response.
- I, and my represented company, confirm that the costing's included within this tender have not been fixed or adjusted inappropriately in collusion with any other party.
- Any commercially sensitive, confidential or other protective markings relating to this Tender have been appropriately identified at the top and bottom of every page.
- I, and my represented company, have never been convicted of:
 - Conspiracy within the meaning of section 1 or 1a of the Criminal Law Act 1977 or article 9 or 9a of the Criminal Attempts and Conspiracy Order 1983 where the conspiracy relates to participation in a criminal organisation as defined in article 2 of Council Framework Decision 2008/841/JHA

- Corruption with the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 where the offence relates to active corruption.
- Bribery, where the offence relates to active corruption, within the meaning of section 1 or 6 of the Bribery Act 2010.
- Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union.
- Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002.
- An offence in connection with the proceeds of criminal conduct within the meaning of section 93A-C of the Criminal Justice Act 1988 or articles 45-47 of the Proceeds of Crime Order 1996.
- An offence in connection with the proceeds of drug trafficking within the meaning of sections 49-51 of the Drug Trafficking Act 1994.
- Any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.

Please provide Y/N to the follow questions. Y answers do not guarantee disqualification, but the ONR reserves the right to contact you for further information and to disqualify suppliers on these grounds.

Is any of the following true of your represented organisation:

- (a) being an individual, is a person in respect of whom a debt relief order has been made, is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order, or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state. **Response: Y/N**
- (b) being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate. **Response: Y/N**
- (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002, has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state. **Response: Y/N**
- (d) Has been convicted of a criminal offence relating to the conduct of the business or profession. **Response: Y/N**

- (e) Has committed an act of grave misconduct in the course of the business or profession. **Response: Y/N**
- (f) Has failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the UK or of the relevant State in which the company is established. **Response: Y/N**
- (g) Has failed to fulfil obligations relating to the payment of taxes under the law of any part of the UK or of the relevant State in which the company is established. **Response: Y/N**
- (h) Has been found guilty of serious misrepresentation in providing any information required of the company under Regulation 23 of the Public Contracts Regulations 2006. **Response: Y/N**

	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: Tender Response

2	INVITATION TO TENDER - RESPONSE
2a	Please provide an executive summary regarding your proposed solution.
	Response
2b	Please provide details regarding the design of your proposed solution, including methodology and approach.
	Response
2c	Please provide details of your planned delivery including detailed timescales, identification of the critical path and highlighted milestones.
	Response
2d	Please provide details of governance / a relationship liaison plan.
	Response
2e	Please provide details regarding how security, as identified in Annex C, will be addressed.
	Response
2f	Please provide details of a data migration plan.
	Response
2g	Please provide draft details for a system specification.
	Response
2h	Please provide Technical Design details as requested in the SIMRS ITT section 8.4.10.
	Response
2i	Please provide details regarding any provider requirements, as specified in the SIMRS ITT section 8.4.11.
	Response
2j	Please provide details regarding the 2 year support, maintenance and future development proposal.
	Response
2k	Please provide details regarding the handover process and how IP rights would be managed.
	Response
2l	Please provide details of future operating system requirements.
	Response
2m	Please provide details of any identified risks with your solution/delivery and how these would be managed.

	Response
2n	Please provide details of your proposed working arrangements and mobilisation.
	Response
2o	Please provide details of the resource you plan to deploy on this SIMRS work. CV's can be attached and is encouraged.
	Response
Please describe how you will meet the following requirements as detailed in the SIMRS ITT Annex A Requirements document.	
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NF2	
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3	REFERENCES AND CASE STUDIES		
3.1	<p>Bidders should provide references of where their organisation has delivered similar services for other clients.</p> <p>Please provide details of up to three contracts from either or both the public or private sector, that demonstrate delivery of a requirement similar to ONR'S requirement. The customer contact should be prepared to speak to ONR to confirm the accuracy of the information provided below.</p>		
	Reference 1	Reference 2	Reference 3
Customer/Organisation (name):			
Customer contact name and phone number:			
What services did you provide? (max 250 words per reference)			
Date contract awarded:			
Contract reference:			
Value of contract:			
Date contract was completed:			
3.2	Have you had any contracts terminated for poor performance in the last three years, or any contract where damages have been claimed by the contracting authority? If yes, please give details.		

4	COSTS	
4.1	Cost for SIMRS solution meeting minimum viable product by end of December 2018.	
4.2	Cost for 2 year support, maintenance and future development.	
4.3	Cost for SIMRS meeting all requirements (including all desirable requirements) by end of December 2018. <i>Optional</i>	
4.4	Please provide a full breakdown of all costs for providing the required services, taking note of the requested cost breakdowns in the ITT pack provided. Please also indicate what day rates and numbers of personnel were used to calculate the above 4.1-4.3 costs.	

5	ONR STANDARD TERMS AND CONDITIONS OF CONTRACT
	<p>Bidders must complete either Part A or B of this Declaration. Failure to do so may invalidate your tender. Continuation sheets may be used.</p> <p>The ONR terms and conditions of contract for the provision of services, attached to this Invitation to Tender as Schedule D, shall form part of and apply to any Contract which may arise.</p> <p>However, Office for Nuclear Regulation's intention is to reach mutual agreement over terms and conditions of contract before award of contract. Negotiations after award of contract will only take place with the express agreement of the Office for Nuclear Regulation.</p> <p>NB: Please note that clause 20 in relation to Publication are non-negotiable.</p>
	<p>A) Declaration of Acceptance</p> <p>I confirm that our organisation has studied the Office for Nuclear Regulation (ONR) Terms and Conditions of Contract for the <i>Provision of Services</i> and hereby agree to be bound by such terms and conditions of contract.</p> <p>Name of Organisation.....</p> <p>Signature.....</p> <p>Name in Capitals.....</p> <p>Position.....</p> <p>Date.....</p>
	<p>B) Request for Clarification / Amendment / Deletion</p> <p>I confirm that our organisation has studied the ONR Terms and Conditions of Contract for the <i>Provision of Services</i> and we request clarification / amendment / deletion of the clauses listed below.</p> <p>Name of Organisation.....</p> <p>Signature.....</p> <p>Name in Capitals.....</p> <p>Position.....</p> <p>Date.....</p>
	<p>Clause No.</p> <p>Nature of Enquiry</p>