

**Request for quotation (RFQ)**

## Request for quotation for the Provision of

*University of London Institute in Paris (ULIP) Corporate Website*

**To be supplied to the University of London**

|  |  |
| --- | --- |
| Project | *ULIP Website* |
| RFQ Release Date | 10/06/16 |
| Issuer | Rebecca Pouget |
| Tenderer Response Date | 30/06/16 |

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Whilst care and attention has been exercised in the preparation of this document, it remains subject to contract and all warranties whether express or implied by statute, law or otherwise are hereby disclaimed and excluded.

These limitations are not intended to restrict continuing business discussions between University of London and the Supplier.

Any proposal received byUniversity of London is subject to contract.

Contents

[Section A - Introduction and Overview 4](#_Toc453308568)

[1 Introduction 4](#_Toc453308569)

[2 Overview 4](#_Toc453308570)

[Section B – Instructions to Suppliers 5](#_Toc453308571)

[1 General Instructions 5](#_Toc453308572)

[2 Site Visits 5](#_Toc453308573)

[3 Confidentiality 5](#_Toc453308574)

[4 Freedom of Information 6](#_Toc453308575)

[5 Quote Validity 7](#_Toc453308576)

[6 Timescales 7](#_Toc453308577)

[7 University of London Contact Details 8](#_Toc453308578)

[8 Intention to Submit a quote 8](#_Toc453308579)

[9 Preparation of Quote 8](#_Toc453308580)

[10 Submission of quotes 8](#_Toc453308581)

[11 Canvassing 9](#_Toc453308582)

[12 Disclaimers 9](#_Toc453308583)

[13 Collusive Behaviour 9](#_Toc453308584)

[14 No Inducement or Incentive 10](#_Toc453308585)

[15 Acceptance and Award of Contract 10](#_Toc453308586)

[16 Queries Relating to RFQ 10](#_Toc453308587)

[17 Amendments to Quote Documents 11](#_Toc453308588)

[18 Late Quotes 11](#_Toc453308589)

[19 Proposed Clarification Amendments to the Contract by the Tenderer 11](#_Toc453308590)

[20 Modification and Withdrawal 11](#_Toc453308591)

[21 Right to Reject/Disqualify 11](#_Toc453308592)

[22 Right to Cancel, Clarify or Vary the Process 12](#_Toc453308593)

[23 Notification of Award 12](#_Toc453308594)

[Section C – Evaluation Methodology 13](#_Toc453308595)

[1 Introduction 13](#_Toc453308596)

[2 RFQ Evaluation Criteria 13](#_Toc453308597)

[3 Evaluation Process 13](#_Toc453308598)

[4 Award of Contract 13](#_Toc453308599)

[Section D – Specification 14](#_Toc453308600)

[Section E - RFQ Questionnaire 17](#_Toc453308601)

[1 RFQ Questionnaire 17](#_Toc453308602)

[Schedule 5: RFQ Questionnaire 17](#_Toc453308603)

[Table 3 – Part 2: Solution requirements: core functional requirements 22](#_Toc453308604)

[*D = Desirable criterion* 22](#_Toc453308605)

[Section F - Pricing Documents 25](#_Toc453308606)

[Section G – Supplier Information 26](#_Toc453308607)

[1 Supplier details 26](#_Toc453308608)

[2 Financial and legal information 28](#_Toc453308609)

[3 Equality and diversity 31](#_Toc453308610)

[4 Disclosure of Interest 33](#_Toc453308611)

[Schedule 7: RFQ Pricing Assumptions 34](#_Toc453308612)

[Section G – Terms and Conditions / Form of Contract 35](#_Toc453308613)

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# Section A - Introduction and Overview

# Introduction

**University of London (UoL) Background**

* 1. **The University of London is a federal University and is one of the oldest, largest and most diverse universities in the UK (it was granted its first charter in 1836). The teaching is carried by the 19 Colleges and Institutes that comprise the University.** Between the Colleges and Institutes we have over 120,000 students studying over 3700 courses. Not all of our students are actually located in London either: some study at the University of London Institute in Paris and we have over 50,000 students studying by distance and flexible learning in 180 countries with the University of London International Programmes.
  2. Today – as it has been throughout its long history – the University is a family of world-class

institutions, collectively upholding its international reputation of academic distinction in teaching and research.  Its degrees have always been awarded without discrimination on religious, social or sexual grounds. The outstanding achievements of the Colleges and Institutes mean that the University of London degree continues to be internationally recognised for its quality and excellence.

* 1. *Additional general information about UoL can be found at* [*www.london.ac.uk*](http://www.london.ac.uk)
  2. **Project background:** University of London Institute in Paris (ULIP) is a unique, specialist institution, offering the opportunity for study towards a University of London degree from within the heart of this vibrant European city.
  3. Both undergraduate and postgraduate degrees are offered, some of which in collaboration with Queen Mary University of London. Doctoral students also form part of the small but vibrant student community in a prestigious location in central Paris.
  4. Nevertheless – and arguably because of its unique nature – ULIP faces challenges in making itself known to prospective students across the globe. This project is intended to provide the best possible web presence for the Institute to maximise its reach and raise its international profile.

# Overview

2.1 The UoL has issued this RFQ to a selection of suppliers and expects to trade using its own terms and conditions.

2.2 You are invited to submit your proposal for these services in accordance with this RFQ.

* 1. Section B contains the Instructions to Supplier and the conditions of this RFQ.

2.4 Prior to commencing formal evaluation, supplier responses will be checked to ensure they are fully compliant with the conditions of RFQ. Non-compliant responses may be rejected by the University of London. Responses which are deemed by the University of London to be fully compliant will proceed to evaluation. These will be evaluated using the evaluation criteria and weightings detailed in Table 2 of Section C.

2.5 Following evaluation of the compliant quotes and approval of the outcome the University of London intends to appoint a single Supplier to enter into a Contract. However, the University of London reserves the right not to award a Contract as a result of the current procurement process.

# Section B – Instructions to Suppliers

# 1 General Instructions

* 1. These instructions are designed to ensure that all suppliers are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact the University of London Representative – Rebecca Pouget, University of London Institute in Paris, 9-11 rue de Constantine, 75340 Paris, France, Tel: +33 (0) 1 44 11 73 83 / +33 (0) 1 44 11 73 76, [rebecca.pouget@ulip.lon.ac.uk](mailto:laura.mackenzie@careers.lon.ac.uk) if you have any doubt as to what is required or will have difficulty in providing the information requested.
  2. Suppliers should read these instructions carefully before completing the RFQ documentation. Failure to comply with these requirements for completion and submission of the RFQ Response may result in the rejection of the quote.
  3. All material issued in connection with this RFQ shall remain the property of the University of London and shall be used only for the purpose of this procurement exercise. Any due diligence or other information issued to suppliers shall be either returned to the University of London or securely destroyed by the supplier (at the University of London’s option) at the conclusion of the procurement exercise.
  4. The supplier shall nominate a lead supplier and single point of contact, and ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions.
  5. The supplier shall not make contact with any other employee, agent or consultant of the University of London who are in any way connected with this procurement exercise during the period of this procurement exercise, unless instructed otherwise by the University of London Representative.
  6. The University of London shall not be committed to any course of action as a result of:
     + - issuing this RFQ or any invitation to participate in this procurement exercise;
       - an invitation to submit any response in respect of this procurement exercise;
       - communicating with a supplier or a supplier’s representatives or agents in respect of this procurement exercise; or
       - any other communication between the University of London (whether directly or by its agents or representatives) and any other party.
  7. The University of London reserves the right to amend, add to or withdraw all or any part of this RFQ at any time during the procurement exercise. Notification of such an event will be provided to all suppliers.

# **2** **Site Visits**

The appointed supplier will be expected to attend meetings in Paris at least once during the project, and on other occasions the University of London in central London (Senate House, Malet Street, WC1E 7HU), if practical. Much of the communication for the project will be undertaken by phone or video conference.

3 Confidentiality

3.1 Subject to the exceptions referred to in paragraph 3.2, the contents of this RFQ are being made available by the University of London on condition that:

* + 1. Suppliers shall at all times treat the contents of the RFQ and any related documents (together called the ‘Information’) as confidential, save in so far as they are already in the public domain;
    2. Suppliers shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
    3. Suppliers shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a quote;

and

* + 1. Suppliers shall not undertake any publicity activity within any section of the media.
  1. Suppliers may disclose, distribute or pass any of the Information to the Supplier’s advisers, sub-contractors or to another person provided that either:
     1. This is done for the sole purpose of enabling a quote to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Supplier; or
     2. The Supplier obtains the prior written consent of the University of London in relation to such disclosure, distribution or passing of Information; or
     3. The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract arising from it; or
     4. The Supplier is legally required to make such a disclosure
  2. In paragraphs 3.1 and 3.2 above the definition of ‘person’ includes but is not limited to any person, firm, body or association, corporate or incorporate.

3.4 The University of London may disclose detailed information relating to Suppliers to its officers, employees, agents or advisers and the University of London may make any of the Contract documents available for private inspection by its officers, employees, agents or advisers. The University of London also reserves the right to disseminate information that is materially relevant to the procurement to all Suppliers, even if the information has only been requested by one Supplier, subject to the duty to protect each Supplier's commercial confidentiality in relation to its quote (unless there is a requirement for disclosure under the Freedom of Information Act, as explained in paragraphs 4.1 to 4.3 below).

4 Freedom of Information

4.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘FoIA’), the University of London may, acting in accordance with the Secretary of State’s Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the said Act, or the EIR be required to disclose information submitted by the Supplier to the University of London.

* 1. In respect of any information submitted by a Supplier that it considers to be commercially sensitive the Supplier should:

4.2.1 Clearly identify such information as commercially sensitive;

4.2.2 Explain the potential implications of disclosure of such information; and

4.2.3 provide an estimate of the period of time during which the Supplier believes that such information will remain commercially sensitive.

4.3 Where a Supplier identifies information as commercially sensitive, the University of London will endeavour to maintain confidentiality. Suppliers should note, however, that, even where information is identified as commercially sensitive, the University of London may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the University of London is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the University of London cannot guarantee that any information marked ‘confidential’ or “commercially sensitive” will not be disclosed.

4.4 Where a Supplier receives a request for information under the FoIA or the EIR during the procurement process, this should be immediately passed on to the University of London and the Supplier should not attempt to answer the request without first consulting with the University of London.

5 Quote Validity

5.1 Your quote should remain open for acceptance for a period of 90days. A quote valid for a shorter period may be rejected.

6 Timescales

6.1 Set out below is the proposed procurement timetable. This is intended as a guide and whilst the University of London does not intend to depart from the timetable it reserves the right to do so at any stage.

|  |  |
| --- | --- |
| **TABLE 1: PROCUREMENT TIMETABLE** | |
| **DATE** | **STAGE** |
| 10/06/16 | RFQ to be issued via email to selected suppliers by the University of London |
| 15/06/16 | Clarification period opens |
| 21/06/16 | Deadline for Suppliers to confirm receipt of RFQ via email and confirm intention to submit a response |
| 28/06/16 | Clarification period closes |
| 30/06/16 | Closing date and time for receipt by the University of London of Supplier Responses to the RFQ |
| 01/07/16 | Evaluation of RFQ Responses commences |
| 01/07/16 | Supplier shortlisting |
| w/c 04/07/16 | Supplier presentations |
| 08/07/16\* | RFQ recommendation and internal approval to award contract |
| 16/07/16\* | Award of Contract and Letters to Unsuccessful Suppliers |
| 18/07/16 | Commencement Date of Contract |
| 18/07/16 | Implementation of works/services etc |
| October 2016 | Site launch |

Table 1 – Procurement Timetable

\*It is hoped that internal approval leading to contract award might be brought forward, enabling the project commencement date to be brought forward. This will be confirmed to shortlisted suppliers as early as possible.

7 University of London Contact Details

* 1. Unless stated otherwise in these Instructions or in writing from the University of London, all communications from suppliers (including their sub-contractors, consortium members, consultants and advisers) during the period of this procurement exercise must be directed to the designated University of London Representative named in paragraph 1.1 above.
  2. All communications (other than the RFQ Response) should be clearly headed RFQ for Rebecca Pouget and include the name, contact details and position of the person making the communication.
  3. Requests for quote clarifications must be submitted in accordance with the procedure set out in Section B paragraph 16 – Queries Relating to RFQ.

8 Intention to Submit a quote

8.1 Suppliers must acknowledge receipt of the RFQ documentation and indicate whether they intend to submit a quote to the University of London Representative at the email address provided at Section B paragraph 1.1 above no later than 21/06/16.

8.2 In the event that a Supplier does not wish to participate further in this procurement exercise, the Supplier should advise the University of London Representative at the email address provided at Section B paragraph 1.1

9 Preparation of Quote

9.1 Suppliers must obtain for themselves at their own responsibility and expense all information necessary for the preparation of quotes. Suppliers are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their quote and all other stages of the procurement process. Under no circumstances will the University of London, or any of their advisers, be liable for any costs or expenses borne by Suppliers, sub-contractors, or advisers in this process.

9.2 Suppliers are required to complete and provide all information required by the University of London in accordance with the RFQ. Failure to comply may lead the University of London to reject a quote Response.

9.3 The University of London relies on Suppliers' own analysis and review of information provided. Consequently, Suppliers are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their quotes and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement process. By submitting a response, Suppliers are committing to an understanding that they understand the requirement and have sufficiently addressed all aspects of the requirement and information provided and that they have checked all stated details, such as prices, to be correct and as intended at the time of submission.

9.4 Suppliers must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding the RFQ requirementand their quotes, without reliance upon any opinion or other information provided by the University of London or their advisers and representatives. Suppliers should notify the University of London promptly of any perceived ambiguity, inconsistency or omission in this RFQ, any of its associated documents and/or any other information issued to them during the procurement process.

10 Submission of quotes

10.1 Suppliers must submit their quotes as per the instructions below or their quote maybe rejected.

10.2 The University of London may at its own absolute discretion extend the closing date and the time for receipt of quote.

* 1. Any extension granted under Section B paragraph 10.2 will apply to all Suppliers.
  2. Tenderers must submit one electronic **priced** copyof their quote to email address:

[Rebecca.pouget@ulip.lon.ac.uk](mailto:Laura.mackenzie@careers.lon.ac.uk) by 12 noon on 30/06/16 (**“the Deadline”)**

10.5 The quote and any documents accompanying it must be in the English language.

10.6 Price and any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided.

10.7 Quotes will be received any time up to the deadline stated above. Quotes received before this deadline will be unopened until the opening date.

10.8 The University of London does not accept responsibility for the premature opening or mishandling of quotes that are not submitted in accordance with these instructions.

11 Canvassing

11.1 Any Supplier who directly or indirectly canvasses any officer, member, employee, or agent of the University of London or its members concerning the establishment of the Contract or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent or concerning any other Supplier, RFQ or proposed Tender will be disqualified.

12 Disclaimers

12.1 Whilst the information in this RFQ, any due diligence information and supporting documents has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.

12.2 Neither the University of London, nor their advisors, nor their respective directors, officers, members, partners, employees, other staff nor agents:

makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ; or

accepts any responsibility for the information contained in the RFQ or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

12.3 Any persons considering making a decision to enter into contractual relationships with the University of London following receipt of the RFQ should make their own investigations and their own independent assessment of the University of London and its requirements for a ULIP Website and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the RFQ or any other associated documents (including the Schedules) is only authorised to be provided following a query made in accordance with paragraph 16 of this RFQ.

12.4 Any Contract awarded as a result of this RFQ shall be governed by English law.

13 Collusive Behaviour

13.1 Any Supplier who:

1. fixes or adjusts the amount of its quote by or in accordance with any agreement or arrangement with any other party; or
2. communicates to any party other than the University of London the amount or approximate amount of its proposed Quote or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Quote or insurance or any necessary security); or
3. enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Quote; or
4. enters into any agreement or arrangement with any other party as to the amount of any Quote submitted; or
5. offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Quote or proposed Quote, any act or omission, shall (without prejudice to any other civil remedies available to the University of London and without prejudice to any criminal liability which such conduct by a Supplier may attract) be disqualified.

14 No Inducement or Incentive

14.1 The RFQ is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Supplier to submit a Quote or enter into the Contract or any other contractual agreement.

15 Acceptance and Award of Contract

15.1 The Supplier in submitting the Quote undertakes that in the event of the Quote being accepted by the University of London and the University of London confirming in writing such acceptance to the Supplier, the Supplier will within 7days of being called upon to do so by the University of London execute the proposed contract.

16 Queries Relating to RFQ

* 1. All requests for clarification about the requirements or the process of this procurement exercise shall be made in accordance with 16.3 of these Instructions.
  2. The University of London will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time. The University of London has designated a specific window of time to deal with clarification requests from Suppliers.
  3. Clarification requests can be submitted via e-mail only to Rebecca Pouget, email: [rebecca.pouget@ulip.lon.ac.uk](mailto:laura.mackenzie@careers.lon.ac.uk) from 15/06/16.
  4. No further requests for clarifications will be accepted after 28/06/16.
  5. In order to ensure equality of treatment of Suppliers, the University of London intends to publish the questions and clarifications raised by Suppliers together with the University of London’s responses (but not the source of the questions) to all participants on a regular basis.
  6. Suppliers should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if the University of London at its sole discretion does not either; consider the query to be of a commercially confidential nature or one which all Suppliers would potentially benefit from seeing both the query and University of London’s response, the University of London will:
     1. invite the Supplier submitting the query to either declassify the query and allow the query along with the University of London’s response to be circulated to all Suppliers; or
     2. request the Supplier, if it still considers the query to be of a commercially confidential nature, to withdraw the query.

16.7 The University of London reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.

17 Amendments to Quote Documents

* 1. At any time prior to the deadline for the receipt of Quotes, the University of London may modify the RFQ by amendment. Any such amendment will be sent to all prospective Suppliers by email and the University of London may, at its discretion, extend the Deadline for receipt of Quotes.

18 Late Quotes

18.1 Any Quote received after 12 noon on 30/06/16 may be rejected.

19 Proposed Clarification Amendments to the Contract by the Tenderer

* 1. The University of London will not undertake negotiation of the Contract terms and conditions. However, amendments by Tenderers and/or the University of London to clarify its terms will be considered.
  2. The University of London will consider proposed clarification amendments strictly on their merits, and will not be obliged to accept any proposed clarification amendments.
  3. Any proposed clarification amendments to the Contract must be detailed separately on the Proposed Clarification Amendments form included at Schedule 8**,** and returned with the Tenderer’s ITT Response.
  4. On no account will Tenderer’s “Terms of Business” be accepted in lieu of the form of terms and conditions contained in the ITT. The successful Tenderer shall enter into a formal contract to provide a ULIP Website to the University of London in the form and in accordance with the terms and conditions set out in Section G of this RFQ.

20 Modification and Withdrawal

20.1 Suppliers may modify their Quote prior to the Deadline by giving notice to the University of London via electronic submission to the University of London Representative Tina Pask. No Quote may be modified subsequent to the Deadline for receipt, except where the Quote is found to be incorrect due to mathematical error (including clarification and subsequent correction of omissions or duplications) in the pricing information supplied by the bidder. In such instances bidders will be invited to agree to the correction of these mathematical errors. The method of correction will be by a written addendum to the Pricing Document. This addendum will then form part of the Contract.

* 1. Suppliers may withdraw their Quote at any time prior to the Deadline or any other time prior to accepting the offer of a Contract. The notice to withdraw the Quote must be in writing and sent to the University of London representative, Tina Pask.

21 Right to Reject/Disqualify

21.1 The University of London reserves the right to reject or disqualify a Supplier where:

1. the Supplier fails to comply fully with the requirements of this RFQ or is guilty of a serious misrepresentation in supplying any information required in this document; and/or
2. the Supplier is guilty of serious misrepresentation in relation to its Quote; and/or the Quote process; and/or
3. there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Supplier.

22 Right to Cancel, Clarify or Vary the Process

22.1 The University of London reserves the right to:

1. amend the terms and conditions of the RFQ process,
2. cancel the evaluation process at any stage; and/or
3. require the Supplier to clarify its Quote in writing and/or provide additional information. (Failure to respond adequately may result in the Supplier not being selected),

23 Notification of Award

23.1 The University of London will notify the successful Supplier of their appointment in writing.

Section C – Evaluation Methodology

1 Introduction

1.1 The procurement process will be conducted to ensure that suppliers are evaluated fairly to ascertain the most economically advantageous quote.

2 RFQ Evaluation Criteria

2.1 Suppliers Response to the RFQ Questionnaire in Section E, together with pricing information provided in Section F will be evaluated against the criteria, shown in Table 2 below.

2.2 The successful supplier will be the one who, in the opinion of the University of London at the conclusion of the evaluation, offers the most economically advantageous quote.

2.3 Only in exceptional circumstances, will a bid be considered that fails to meet all of the essential requirements as detailed in Section E Schedule 5 RFQ Questionnaire. Please provide the reasoning behind this and alternative solutions via third party providers where applicable.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TABLE 2: EVALUATION CRITERIA FOR CONTRACT AWARD** | | |
| **CRITERION** | | **RFQ REFERENCE AS APPLICABLE** | **PERCENTAGE WEIGHTINGS or PASS/FAIL** |
| Section E Schedule 5 RFQ Questionnaire\* | | Section E | 60% |
| Price | | Section F | 40% |
| Supplier Information | | Section G | Pass / Fail |

3 Evaluation Process

3.1 The evaluation process will feature the following phases:

3.1.1 Phase 1 – Compliance Checks, receipt of quote within deadline is confirmed

3.1.2 Phase 2 – Evaluation and marking of quotes

3.1.3 Phase 3 – Moderation of Scores

3.1.4 Evaluation Report and Recommendation

3.1.5 Approvals

4 Award of Contract

4.1 The University of London will inform all suppliers in writing of the outcome including any intention to award a Contract.

4.2 Unsuccessful suppliers will be able to seek a debriefing in accordance with Section B paragraph 24.

Section D – Specification

Project background and scope

The new website will replace the Institute’s existing website ([ulip.london.ac.uk/](http://ulip.london.ac.uk/)) at the same domain. The new site requires both design and technical development. An ongoing technical support contract would be required for the maintenance and support of the site from the successful agency. The existing secure hosting arrangements with the University of London Computer Centre (ULCC) will be continued. New copy and content (including images and multimedia content) for the site will be supplied by the Institute to replace all existing copy and content. The uploading of this content and ongoing updates will be managed by the Institute.

The existing site is based on Drupal. It is preferred that the CMS for the new site is also based on Drupal – a commonly-used CMS for the corporate websites of the central University of London – or an equivalent open-source CMS.

The ULIP corporate website’s primary purpose is to recruit and engage prospective undergraduate and postgraduate students, and to channel and foster ULIP’s research collaborations. Secondary audiences include the parents and other influencers of prospective students such as teachers, lecturers and careers advisors, academic and other partners, event attendants, the media, and the interested general public.

A primary consideration is the joint branding of a number of degree, event and other academic activity pages (now and in the future) with ULIP’s partner institution, Queen Mary University of London. It is imperative that the website, and particularly the jointly branded pages, clearly reflect the joint partnership on these activities, without undermining the primary ULIP brand and its status as a University of London institute in the context of its corporate website.

ULIP currently offers academic specialisms in French Studies, History, International Relations and Law. There may be future specialisms, for example in Business. The website, therefore, should enable the organisation and prioritization of activities in these subject areas, for example through categorization capability. So that a user with an interest in a specific discipline is able to easily see the full breadth of activity in that area, without having to seek that out by searching through each activity area.

ULIP’s activities includes undergraduate and postgraduate teaching, MPhil/PhD supervision, research, academic and public events (seminars, workshops, conferences, lectures, summer schools) of which a select number are filmed for on-demand viewing, a planned regular podcast series of interviews and comment on French Studies topics from 2016-17, as well as offering academic and related partnership and collaborative opportunities in its areas of expertise, and teaching resources for French language teachers.

The editing and daily maintenance of site content should be as automated as possible due to extremely limited staff resources at the Institute.

Objectives of Project

The following are the objectives that have been set for the website project by its governance body:

* 1. The upgrade of the website from its existing and now redundant and unsupported platform (in Drupal) to a new supported version, thereby greatly reducing its security risks. This upgrade is a significant and required project in itself; combining it with site redevelopment represents a significant saving of cost and staff time.
  2. To greatly improve the structure and back-end editing processes, thereby saving unnecessary staff editing time and stabilising the site.
  3. To greatly improve the user experience, to make the site responsive and easy to access via desktop and mobile devices. The project will also support the development of the site to ensure it is fully compliant with accessibility requirements in line with University policy.
  4. To greatly improve the website design and structure, ensuring that it adequately represents the unique qualities and student experience offered at ULIP, supports the Institute’s expanding programme portfolio and its partnership with QMUL, and supports student recruitment goals. The contribution of the website to achieving ULIP’s business plan objectives over the next five years is crucial.
  5. To improve the site’s SEO capacity, a critical component in achieving ULIP’s student recruitment objectives.
  6. The timing of this project offers ULIP the opportunity to redesign its website in line with new University rebranding visual identity and guidelines.

Design Pointers

The overall objective of the website will be to convey the following messages:

1. ULIP provides a **student-centred environment** - small in a big city, a specialist institution with all of the benefits of the University of London and its partner Queen Mary University of London.
   1. Three-year undergraduate degrees in French Studies (with minors in History, International Relations and Business) alongside one-year master’s degrees in French Studies, Law, and International Relations based in central Paris at a prestigious UK university; a very special experience.
   2. In a beautiful building in central Paris with library, ICT facilities, café, student spaces.
   3. Living and studying in the French capital, opening new horizons, enabling the acquisition of cultural understanding and language learning.
2. **Paris** is a vibrant, exciting city - the location is key.
   1. Compared with London it is accessible, quality of life is higher, it is an easily accessible capital city, ***best student city in the world***
   2. ULIP is bilingual and bicultural, in Paris - sitting on the frontier between an English institution in the French capital, with a focus on the humanities, law and international relations (and business in the future).
   3. Study at ULIP offers students not only the opportunity to acquire near-native French language skills and culture knowledge, but also to develop their confidence, independence and international understanding as students living abroad alongside their formal study.
   4. Paris has specific characteristics as a location for contemporary research – issues of social housing, diversity, the debate around the EU and its enlargement, the environment.
3. **A vibrant academic environment** 
   1. The nature of ULIP’s academic focus means it is inherently **interdisciplinary**: offering connections between Law and Art History, Urban Politics and Translation Studies.
   2. The expertise of the world-renowned University of London, finds a place of connection and contact in this environment.
   3. A strong partnership with Queen Mary University of London, a top 10 UK university.

The University is seeking a site that has the following design characteristics:

* Clean and clear design, enabling users to find information quickly and easily, as shown for example in UCL.AC.UK
* Integrating rich media and other channels in a clean way - such as <http://www.cshss.cam.ac.uk/>
* Use of images to portray the feeling of contemporary and vibrant Paris, and the beauty of the building and its location, such as the use of images by courtauld.ac.uk
* Invoking a purely French feeling, for instance by using *Bandes Dessinées* format, such as bocks with short texts blocked in the upper left and potentially an image in the primary space e.g.

<http://socio-bd.blogspot.fr>

<http://www.citebd.org>

* The design should provide clarity around ULIP’s mission/specialism (to reduce confusion around common misconceptions such as whether the Institute teaches English), its status as a University of London institute and its partnership with Queen Mary University of London

Principal User Audiences

The key users for the site:

1. Prospective Undergraduate students
   1. the site should be peer group oriented; not “corporate”.
   2. Engaging and encourage calls to action
   3. use of images, multimedia, access to peer group information, visual prompts.
   4. It should display both staff and student-generated content; student stories; radio from the student union, uploading a weekly or termly broadcast.
   5. What is the course actually about? Course information, visually engaging, graphics with more information.
2. Prospective Postgraduate Taught and Research students
   1. Research perspective
   2. Academic community and opportunities
   3. Detail of programme of study
3. Prospective student influencers (parents, teachers, careers advisers, lecturers)
   1. Teacher engagement space on homepage - alumni have gone into teaching, so they can have profiles there, key info about the courses, teaching resources.
   2. Parents – a critical audience for the Institute, seeking information on the standard of the courses, career prospects, the value of the degree, and the provision of support, as well as the student community and student experience.
   3. Careers advisors (at sixth forms and universities) – a focused interest in career prospects and opportunities
   4. Lecturers will have an interest in subject specialism, study and research environment, reputation, and unique offering
4. Current UG/PG student – a landing page with clear links to detailed information within the ULIP Virtual Learning Environment, as well as specific information such as term times, graduation ceremony information
5. Other academic institutions with an interest in research collaboration, study abroad, summer school and other institutional links
6. The broader research community
7. Event attendees
8. Project Partners
9. Media and press
10. Alumni

Finally, there are possibly other categories of users, British-based or English-language speaking with an interest in Paris/France, whether general public, journalists, potential partners, language students and so on.

Section E - RFQ Questionnaire

# 1 RFQ Questionnaire

1.1 Table 3 in Schedule 5 below sets out the University of London’s RFQ Questions relating to the requirements of this RFQ. Suppliers should complete the last column with their responses, noting any response requirements such as word limits.

1.2 Requirements marked as Essential are mandatory, solutions unable to meet the mandatory requirements will be disqualified.

1.3 Requirements marked as Desirable are optional, they will still be marked but failure to fulfil the requirement will not be exclusionary.

1.4 Suppliers are required to confirm in their responses to each question where relevant whether the functionality is Standard (out of the box) or whether that functionality is Bespoke i.e. would need consultancy to achieve. Where functionality would be bespoke suppliers are requested to give indicative costs for enabling the functionality.

Schedule 5: RFQ Questionnaire

Table 3

| **Ref** | **REQUIREMENT**  **E = Essential criterion**  **D = Desirable criterion** | **E** | **D** | **RESPONSE**  **Including Standard or Bespoke** |
| --- | --- | --- | --- | --- |
| **Solution Requirements** **– core non-functional** | | | | |
| 1. **Solution security and hosting** | | | | |
| A1. | **Data Protection:** please detail how the solution safeguards personal data, specifically in relation to Directive 95/46/EC, the Data Protection Act (and from May 2018, the General Data Protection Regulations – GDPR) including retention and deletion of data within required DP timeframes. | E |  |  |
| A2. | **Security:** please detail how security is applied within the system ACLs, role-based permissions etc. | E |  |  |
| A3. | **Security:** If necessary for data protection or functional information, the solution must provide secure encrypted web access (e.g. HTTPS/SSL) and secure file transfer (e.g. SCP/SFTP or SSH Tunnel). Please detail any additional security that may apply, especially around system inputs and outputs. | E |  |  |
| A4. | **User categories:** the solution must provide configurable categories of users, to which specified privileges can be added by system administrators who can assign users to specific categories. At least 3 administrators must be able to tailor access levels for individual users where required. | E |  |  |
| A5. | **Access permissions:** the solution should support data security in terms of access restrictions placed on user roles.  Please provide details as to how systems privileges or user profiles are controlled and administrated in the solution. | E |  |  |
| A6. | **User accounts and directory services:**  the solution should allow for minimal points of integration with the institution's systems and Active Directory; please provide details as to how user accounts are setup, configured and maintained within the site. |  | D |  |
| A7. | **Integration:** please give details of the solution’s capabilities around integration. Please provide specific details on any API the system might include and any relevant examples, for example with regard to:   * + an events booking system (which might connect to EventBrite)   + an integrated CRM system as part of the website solution   + to support online applications in the production of an application form document such as a PDF, to feed data into an integrated CRM system as part of the solution, to support application data output as Excel/CSV file | E |  |  |
| A8. | **Access logging:** the solution will trace or log use of the system (e.g. who created or updated an event on the system), accessible to relevant administrators | E |  |  |
| A9. | **System updates (minor):**  Please give details on how minor systems updates are managed securely (security patching, bug fixes etc.).  Please include responsibilities for the application of minor updates (Supplier / Customer) | E |  |  |
| A10. | System updated (major): please give details of how major system updates are managed securely (new versions, significant updates and new standard functionality). Include responsibilities for the application of these updates (supplier/customer). | E |  |  |

| **B. Data transfer, backup and recoverability** | | | | | |
| --- | --- | --- | --- | --- | --- |
| B1. | **Data transfer:** any transfer of enquiry and student data (e.g. via the online application system and enquiry personal data submission form) must be facilitated via an encrypted connection using SCP/SFTP or SSH Tunnel; please outline supported data transfer protocols and state whether the solution allows for data encryption at rest? | E |  |  |

| **C. Solution availability, performance and capacity** | | | | |
| --- | --- | --- | --- | --- |
| C1. | What service level agreement (SLA) is provided in terms of system availability and support requests, response and resolution times? | E |  |  |
| C2. | **Web services integration:** please provide the details of any Web Services integration capabilities the system may support. |  | D |  |
| C3. | **RSS feeds:** please provide the details of any RSS feeds the system can output and what output this would produce (e.g. XML) |  | D |  |
| C4. | **Live search responses:** the search tool should provide results within 2 seconds of starting the search. |  |  |  |
| C5. | **Capacity:** the solution should have the capacity to support 300 simultaneous users at any given time. | E |  |  |
| C6. | **Simultaneous commands:** ability to handle a minimum of 100 user commands at any one time without detrimental effect on overall system performance. | E |  |  |
| C7. | **Instantaneous changes:** the solution should be able to handle instantaneous page changes and be able to send emails instantly. | E |  |  |
| C8. | **File uploads:** ability to upload files to the system in no more than 2 seconds for files of 500KB or less, and no more than 10 seconds for files larger than 500 KB. | E |  |  |

| **D. User accessibility** | | | | | |
| --- | --- | --- | --- | --- | --- |
| D1. | **Accessibility:** the system should be accessible to all eligible to use the system from a web-based interface, confirming to recognised standard such as the Web Content Accessibility Guidelines (WCAG) and W3C standards. | E |  |  |
| D2. | **Responsive Design:** The solution should support access from smart-phone, tablets and other devices, providing an appropriate and usable experience. | E |  |  |
| D3. | **User interface:** functions should be intuitive, user friendly and easy to navigate. | E |  |  |
| D4. | **Design:** The solution must be consistent in design, aesthetics and formatting relevant to core user groups (i.e. formatting for students, employers and administrator groups may differ but be internally consistent) | E |  |  |

| **E** | **E. Reporting/BI** | | | | |
| --- | --- | --- | --- | --- | --- |
| E1. | **Web site reporting:** the solution must provide, as a minimum, business reporting outputs via Excel or csv using selectable parameters; administrators should be able to save reports for future use within the solution. For the online application system, both a file format of the application alongside an Excel or CSV file for selected data would be required. | | E |  |  |
| E2. | **Data reporting:**  the solution will ideally also facilitate secure SQL querying/data connections, and possibly full third party MI/BI integration (e.g. Tableau etc.). | |  | D |  |
| E3. | **Reporting Content:**  Reporting should be available to cover traffic counts, origin or domain names sources of visitors, or other useful information. | | E |  |  |
| E4. | **Google analytics:** The site should be capable of use with Google Analytics to track general traffic and use. | | E |  |  |
| E5. | **Additional User Analytics:** An analytics service – in addition and complementary to Google Analytics – should be provided, or capable of integration – to track individual users’ behaviour; the journeys they take in viewing the site, etc. | | E |  |  |
| 1. **Solution support & development** | | | | | |
| F1. | | **Minimum support requirements:** System should be supported during business hours (France calendar). Calls should be assigned priorities with relevant response times Please confirm response times and indicate resolution times. | E |  |  |
| F2. | | **Customer support:** reliable, efficient and proactive customer support should be available, preferably via phone during business hours.  Please give details of prioritisation for multiple user demands across institutions at peak times. | E |  |  |
| F3. | | **Mode of customer support:** please provide details of what modes of customer service support you offer – i.e. FAQ online, email support, phone support etc. | E |  |  |
| F3.i. | | * Please confirm the physical location of Service Desk and support staff. Please advise if data leaves EEA for support escalation | E |  |  |
| F3.ii | | * Please detail how call logging process works e.g. via phone, email, web portal etc. | E |  |  |
| F3.iii | | * Please detail support call prioritisation and escalation processes | E |  |  |
| F4. | | **SLA contracts:** Please provide an example SLA contract (as an appendix to your quote) as per the costs quoted. | E |  |  |
| F5. | | **SLA compensation arrangements:** Please confirm what compensation UoL will receive for failure to meet the levels set in the service level agreement. Please confirm whether these would be service credits or rebates / discounts. |  | D |  |
| F6. | | **Account management:** please confirm your account management processes, including details of dedicated account manager for UoL sites.  Confirm that review meetings would be held quarterly and SLA reports produced annually as a minimum. | E |  |  |
| F7. | | **Solution Development Roadmap:** please provide the details of your solution development roadmap for the next 24 months. Please include details as to how customers might influence this roadmap and what feedback opportunities forums exist for customers. | E |  |  |
| F8. | | **User group activity:** please provide the details of any solution user groups or forum that may exist, how frequently they interact and any examples of user-driven improvements to the solution arising from the group(s). | E |  |  |
| F9. | | **System upgrades and changes:** where a client requests an additional feature that is subsequently built and implemented, will this be offered to other clients as part of the standard package or at an additional cost? | E |  |  |
| **G. Hand-over and Documentation** | | | | | |
| G1. | | **Training/materials:** please detail thehandover documentation and/or training that you will provide. |  | D |  |
| 1. **Solution Implementation** | | | | | |
| H1. | | **Implementation timescales:** please give a short, example scope of works for the project to install, configure, and test the solution. | E |  |  |
| H2. | | **Implementation plan:** please provide an outline implementation plan for the project, including a breakdown of roles and responsibilities for the installation, configuration and testing of the solution (Supplier / Customer). | E |  |  |
| H3. | | **Admin users have access to a test and live site as part of implementation:** with option to make changes on a test site to view before implementation. |  | D |  |
| H4. | | **Technical skillset requirement:** please provide details of any specific technical assistance and skills required during the implementation phase e.g. Web developer, DBA, etc. | E |  |  |
| H5. | | **Project management methodology:** please detail your project management methodology and confirm what accreditations your company holds | E |  |  |
| H6. | | **QA:** Please provide details of your measures for ensuring quality, details of your quality registrations (if any) for example ISO9001 or equivalent. |  | D |  |
| H7. | | **References:** please provide 2 site references for customers where you have implemented the same or similar solution. Ideally these should be within the Higher Education sector. | E |  |  |
| **I. Additional Questions**  **Also Paris; need for visits, during implementation and/or during live (once a year review, and more regularly if problems arise)** | | | | | |
| I1. | | **Outline project plan:** Please provide an outline plan and expected timeframe for the project from start to completion, including a meeting, contact, communications and reporting plan, and project completion success criteria | E |  |  |
| I3. | | **Client Management:** how many of your clients are Universities?  What is your approach to client management? | E |  |  |
| I4. | | **Customer satisfaction:** please provide information on any customer satisfaction survey results from the last 24 months. |  | D |  |
| I5. | | Please add any software license or subscription terms and conditions as an appendix to your quote submission. | E |  |  |

Table 3 – Part 2: Solution requirements: core functional requirements

***E = Essential criterion***

*D = Desirable criterion*

| **Ref** | **REQUIREMENT** | **E** | **D** | **RESPONSE** |
| --- | --- | --- | --- | --- |
| **Solution Requirements** **– Functional** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Branding and Look and Feel | |  |  |  |
| J1. | The website will have consistent branding throughout | E |  |  |
| J2. | The branding being capable of amendment without undue effort (e.g. by revision of templates) | E |  |  |
| J3. | There will be sections / pages of the website that use joint ULIP and Queen Mary University of London branding | E |  |  |
| Inbound marketing | |  |  |  |
| K1. | The website should be supported by, or capable of being supported by, an inbound marketing system, such as Hubspot that will support CRM activities. | E |  |  |
| K2. | The website should support the ability to hold live Q&A sessions with a number of staff and prospective students, discussion transcriptions, possibly virtual open day software | E |  |  |
| K3. | The website should be capable of personalisation, for instance to present different information and/or styles for different audiences, segments, whether now or in the future. |  | D |  |
| Integration with other services | |  |  |  |
| L1. | Set of quick links to the ULIP Moodle (<http://weblearn.ulip.lon.ac.uk/>) and QMUL, QMPlus service (<http://qmplus.qmul.ac.uk/>) | E |  |  |
| L2. | Careers tagged (see for example <https://www.ucl.ac.uk/careers/jobs/jobsaccordion/tab-eight>) | E |  |  |
| L3. | The solution should include an events listing that integrates easily with an event booking system, whether integral or via an external system such as Eventbrite | E |  |  |
| L4. | The solution should include an online application system, with the ability to export an application form file as well as key data in the form of a Excel/csv file and/or within integrated CRM system. | E |  |  |
| Integration of social media and multimedia | |  |  |  |
| M1. | Integration of multimedia, including podcasts, video content, animation, 360degree imagery of the building.Multimedia content should be easily accessibly, easily shareable. Podcast and film content should be searchable, categorised by series/subject, and supported by selectable automated cross-promotion across the site and via other channels such as social media, the ULIP VLE (Moodle), the Students Union site. Transcription technology may be of interest. | E |  |  |
| M2. | Twitter – showing the latest tweet (not more than 1, by default to maintain space and clarity within the design) | E |  |  |
| M3. | Integration and ease of access to other social media channels: Instagram, Facebook, YouTube etc. | E |  |  |
| Site Navigation and Organization | |  |  |  |
| N1. | The user interface should intuitively guide the visitor to the information they seek, including web accessibility. | E |  |  |
| N2. | A menu or quick links system as a navigation method of the site that is always displayed on each page. | E |  |  |
| N3. | Each section must have a main page where visitors can navigate to the sub items under the sections, but still be able to get back to any of the other main section home pages. | E |  |  |
| N4. | Full site search: there must be search facility, covering all content including user-generated content. | E |  |  |
| Automated Content Management | |  |  |  |
| O1 | The web site content must be easily managed dynamically by non-technical department staff in as simple a method as possible. | E |  |  |
| O2 | The staff will be able to add, change and delete site content without manipulating HTML or scripting code. | E |  |  |
| O3 | Personnel should be able to access designated templates and easily update information in pre-designed formats, including if appropriate databases used to hold and change dynamic information. This includes formatted text, hyper-links, images and other media, as well as providing downloadable documents in Word, Excel, PDF, and other formats. | E |  |  |
| Search Engine Optimization | |  |  |  |
| P1 | The title of each page should be unique to each page and not be longer than 70 characters. | E |  |  |
| P2 | Each content author must have the ability to customize the META-DESCRIPTION and META-KEYWORDS | E |  |  |
| P3 | All page URLs , especially dynamically generated ones, must have friendly URL aliases so that they are picked up by search engines | E |  |  |
| P4 | Semantic HTML should be used and maintained for user-generated content (h1, h2, p, etc.) | E |  |  |
| P5 | For any user-generated content the author should be able to specify ALT text for all images | E |  |  |

# Section F - Pricing Documents

It is anticipated that this project will be paid at milestones based on key acceptance points within the project. Consequently we have laid the pricing table out in the expected payment schedule but please note that project acceptance is solely at the discretion of UoL and that the project will not move onto the next phase until the previous phase is accepted.

Please complete the following table :

|  |  |  |  |
| --- | --- | --- | --- |
| Project | Phase | Price ex-vat | Price inc-vat |
| ULIP website | Sign off of solution design document & scope of works |  |  |
|  | VAT |  |  |
|  | Training as consumed |  |  |
| Licensing or subscription costs p.a. | Annually |  |  |
| Annual software maintenance | Annually |  |  |
| Support contract p.a. or the cost of support on an ad hoc basis | Annually/Daily |  |  |

Please note UoL requires a 2 year contract, longer contract terms will not be considered. Please advise on any costs relevant to the contract end and handover to new supplier, should the decision be taken not to renew the initial contract.

# Section G – Supplier Information

# 1 Supplier details

| **INFORMATION REQUIRED** | **RESPONSE** |
| --- | --- |
| **Full name of your company**  State whether your company is acting as a sole company or as part of a consortium. If acting as part of a consortium, state the names of the other companies involved in the consortium; how long your company has been working with these other companies; and the nature of the services that these companies are providing to the consortium. |  |
| **Registered office and address** |  |
| **Company or charity registration number** |  |
| **VAT registration number** |  |
| **Date of formation (and date of registration in relevant state, if different from each other)** |  |
| **Name & address of immediate parent company** |  |
| **Name & address of ultimate parent company** |  |
| **Type of organisation (e.g. Public Ltd, Sole Trader etc)** |  |
| **Indicate of the principal areas of business activity of your firm** |  |
| **How many persons does your organisation normally employ?** |  |
| **Contact Name for Enquiries related to your response** |  |
| **Contact’s company position** |  |
| **Contact’s email address** |  |
| **Contact’s landline telephone number** |  |
| **Contact’s mobile telephone number** |  |

# 2 Financial and legal information

Please state ‘Yes’ or ‘No’ to each question. It is mandatory in tis RFQ that the questions below are answered positively; if a supplier cannot answer ‘no’ to every question in this section the RFQ they will not be approved. Suppliers should contact the relevant staff member at the University if there are questions regarding the completion of this form.

**Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?**

|  |  |  |
| --- | --- | --- |
| **A** | Conspiracy within the meaning of section 1 of the [Criminal Law Act 1977](http://www.legislation.gov.uk/ukpga/1977/45) where that conspiracy relates to participation in a criminal organisation as defined in [Article 2(1) of Council Joint Action 98/733/JHA (as amended)](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A31998F0733) | Yes  No |
| **B** | Corruption within the meaning of section 1 of the [Bribery Act 2010](http://www.legislation.gov.uk/ukpga/2010/23/contents) | Yes  No |
| **C** | The offence of bribery, where the offence relates to active corruption | Yes  No |
| **D** | Bribery within the meaning of section 1 or 6 of the [Bribery Act 2010](http://www.legislation.gov.uk/ukpga/2010/23/contents) | Yes  No |
| **E** | The offence of cheating the Revenue | Yes  No |
| **F** | The offence of conspiracy to defraud | Yes  No |
| **G** | Fraud or theft within the meaning of the [Theft Act 1968](http://www.legislation.gov.uk/ukpga/1968/60/contents) and the [Theft Act 1978](http://www.legislation.gov.uk/ukpga/1978/31) | Yes  No |
| **H** | Fraudulent trading within the meaning of section 458 of [the Companies Act 1985](http://www.legislation.gov.uk/ukpga/1985/6/contents) or section 993 of the [Companies Act 2006](http://www.legislation.gov.uk/ukpga/2006/46/contents) | Yes  No |
| **I** | Fraudulent evasion within the meaning of section 170 of the [Customs and Excise Management Act 1979](http://www.legislation.gov.uk/ukpga/1979/2/section/139) or section 72 of the [Value Added Tax Act 1994](http://www.legislation.gov.uk/ukpga/1994/23/contents) | Yes  No |
| **J** | Defrauding the Customs within the meaning of the [Customs and Excise Management Act 1979](http://www.legislation.gov.uk/ukpga/1979/2/contents) and the [Value Added Tax Act 1994](http://www.legislation.gov.uk/ukpga/1994/23/contents) | Yes  No |
| **K** | Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the [Theft Act 1968](http://www.legislation.gov.uk/ukpga/1968/60/contents) | Yes  No |
| **L** | Fraud within the meaning of section 2, 3, 4 or 7 of the [Fraud Act 2006](http://www.legislation.gov.uk/ukpga/2006/35/contents) | Yes  No |
| **M** | Money laundering within the meaning of section 340(11) of the [Proceeds of Crime Act 2002](http://www.legislation.gov.uk/ukpga/2002/29/contents) | Yes  No |
| **N** | An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the [Criminal Justice Act 1988](http://www.legislation.gov.uk/ukpga/1988/33/contents) or article 45, 46 or 47 of the [Proceeds of Crime (Northern Ireland) Order 1996](http://www.legislation.gov.uk/nisr/2016/33/made) | Yes  No |
| **O** | An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the [Drug Trafficking Act 1994](http://www.legislation.gov.uk/ukpga/1994/37/part/I) | Yes  No |
| **P** | Any offence that includes non-compliance with the [Immigration, Asylum and Nationality Act 2006](http://www.legislation.gov.uk/ukpga/2006/13/contents), ensuring that your staff are eligible to work in the UK | Yes  No |
| **Q** | An offence under section 2 or section 4 of the [Modern Slavery Act 2015](http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted) | Yes  No |

In the following section, please state ‘Yes’ or ‘No’ to each question below. Suppliers may be excluded from consideration if any of the following apply, though the University may decide to allow suppliers to proceed further. If suppliers cannot answer ‘no’ to every question it is possible that the application might not be accepted. In the event that any of the following do apply, please set out (in a separate document) full details of the relevant incident and any remedial action that was taken. The information provided will be taken into account by the University in considering whether or not a supplier will be able to proceed any further in respect of this procurement exercise.

**Are any of the following true of your business or organisation?**

|  |  |  |
| --- | --- | --- |
| A | Being an individual, is bankrupt or has had a receiving order or administration order or bankruptcy 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 | Yes  No |
| 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 | Yes  No |
| C | Being a company or any other entity within the meaning of section 255 of the [Enterprise Act 2002](http://www.legislation.gov.uk/ukpga/2002/40/contents) 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 | Yes  No |
| D | Has your organisation been convicted of a criminal offence relating to the conduct of your business or profession? | Yes  No |
| E | Has your organisation committed an act of grave misconduct in the course of your business or profession? | Yes  No |
| F | Has your organisation failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established? | Yes  No |
| G | Has your organisation failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established? | Yes  No |

# 3 Equality and diversity

| **INFORMATION REQUIRED** | **RESPONSE** | |
| --- | --- | --- |
| **Yes** | **No** |
| As an employer do you have an equal opportunities or diversity policy which describes your policies and practice not to treat one group of people less favourably than others in relation to decisions to recruit, train or promote employees because of their: |  |  |
| Pregnancy and Maternity |  |  |
| Marriage and Civil Partnership |  |  |
| Race |  |  |
| Sexual Orientation |  |  |
| Gender |  |  |
| Gender Re-assignment |  |  |
| Religion or Belief |  |  |
| Disability |  |  |
| Age |  |  |
| In the last three years has any finding of unlawful discrimination been made against your organisation by an employment or any other court? |  |  |
| In the last three years has your organisation been the subject of a formal investigation on grounds of alleged unlawful discrimination by, for example, Equality and Human Rights Commission (EHRC)? |  |  |
| If the answer to either of the last two questions above was yes, what actions were you required to take as a result of that finding or investigation? |  | |

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# 4 Disclosure of Interest

Please state ‘Yes’ or ‘No’ to each question below. If you answered “yes” to any of the questions in A-C, please identify the pertinent individual(s) and their relationship to your company in the space E, below. If you answered “yes” to D below please provide information in the space E, below.

If suppliers cannot answer ‘no’ to every question the application may not be accepted. In the event that any of the following do apply, please provide full details in space E, including any remedial action that was taken. The information provided will be taken into account by the University in considering whether or not a supplier will be able to proceed any further in respect of this procurement exercise.

|  |  |  |
| --- | --- | --- |
| **A** | Does any member of the University of London Board of Trustees (a “Trustee”) serve as an officer or director of your company? | Yes  No |
| **B** | Does any immediate family member (spouse or dependent child) of a Trustee have an ownership interest in your company? | Yes  No |
| **C** | Does any University of London employee or their immediate family member serve as an officer, director, partner or sole proprietor of your company? | Yes  No |
| **D** | Are you aware of any other circumstances that could constitute a conflict of interest with the University? | Yes  No |
| **E** | In the space below please provide information on the above questions, if required: | |
|  |  | |

Schedule 7: RFQ Pricing Assumptions

### (Assumptions must only be included where these have not been able to be clarified during the clarification period)

|  |  |  |
| --- | --- | --- |
| **Pricing Assumption** | **Implications** | **Clarification attempt made (date of emailed query)** |
|  |  |  |
|  |  |  |
|  |  |  |
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# Section G – Terms and Conditions / Form of Contract

This procurement is to be against UoL’s terms and conditions:



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