Appendix 1
Statement of Requirements Response Document for Top Customer (OS Brand Sentiment Survey)

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**Introduction**

Accompanying this ITT is a Statement of Requirements (SOR). The SOR seeks to detail OS requirements relating to this tender and also classifies each requirement in terms of its relative importance to OS.

1 As mentioned above, the SOR sets out the specific requirements relating to each of the products and services required by OS. It is envisaged that the relevant sections of the SOR will be included in any Contract.

2 Participants are therefore required to review the SOR and are required to complete and submit the SOR Response Template. If the SOR Response Template is not completed according to these instructions, the Tender will be deemed non- compliant and may at OS’s sole discretion be rejected.

3 In completing the SOR Response Template Participants must provide one response to the requirements

4 OS intend that the contract as set out in Schedule 2 (in the ITT) will be used although the exact form of the contract, and minor terms in it, may vary depending on post tender clarification. It must be noted that this contract will not be substantially altered.

**Part 1 Commercial Statement of Requirements**

OS’s requirements are set out in this section Part 1 (Commercial Statement of Requirements) and it has allocated each of the criteria an overall weighting reflecting its relative importance to OS. Responses to the requirements in this part either have a ‘pass/fail’ indicator or the response will have marks allocated against the question.

**All questions have an equal weighting. The total marks value of this section is 30 Marks.**

**All questions are mandatory. Failure to provide a complete response to any question could led to disqualification of the submission. We reserve the right to discontinue any submission from our evaluation which highlights that the Participant is not compliant with current legislation and regulations. If a fraudulent answer is given to any question, again OS reserves the right discontinue the Participant from the evaluation process. If a contract has been awarded then OS reserves the right to terminate the contract.**

**Identity of Contracting Party**

Participants must provide full details of the Contracting Party with whom OS would contract should their bid be accepted. Details must include the name of the Party(s), full contact details and the legal status of the Contracting Party(s). If it is your intention to form a consortium please provide full details of those companies who you are combining with to form a consortia or those who will be supporting you in the delivery of the contract where you will be acting as prime contractor in Annex 1 of this response document.

Potential Supplier Information

1.1(a) Full name of the potential Participant submitting the information: Click or tap here to enter text.

1.1(b)-(i) Registered office address (if applicable): Click or tap here to enter text.

1.1(b)-(ii) Registered website address (if applicable): Click or tap here to enter text.

1.1(c) Trading status:

[ ]  public limited company

[ ]  limited company

[ ]  limited liability partnership

[ ]  other partnership

[ ]  sole trader

[ ]  third sector

[ ]  other (please specify your trading status): Click or tap here to enter text.

1.1(d) Date of registration in country of origin: Click or tap here to enter text.

1.1(e) Company registration number (if applicable): Click or tap here to enter text.

1.1(f) Charity registration number (if applicable): Click or tap here to enter text.

1.1(g) Head office DUNS number (if applicable): Click or tap here to enter text.

1.1(h) Registered VAT number: Click or tap here to enter text.

1.1(i)-(i) If applicable, is your organisation registered with an appropriate professional or trade register(s) in the member state where it is established?

[ ]  Yes

[ ]  No

[ ]  N/A

1.1(i)-(ii) If you responded yes to 1.1(i) (i), please provide the relevant details, including the membership number(s):

Click or tap here to enter text.

1.1(j)-(i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?

[ ]  Yes

[ ]  No

1.1(j)-(ii) If you responded yes to 1.1(j) (i), please provide additional details of what is required and confirmation that you have complied with this:

1.1(j) Trading name(s) that will be used if successful in this procurement: Click or tap here to enter text.

1.1(l) Relevant classifications (state whether you fall within one of these, and if so which one):

[ ]  Voluntary Community Social Enterprise (**VCSE**)

[ ]  Sheltered Workshop

[ ]  Public service mutual

1.1(k) Are you a Small, Medium or Micro Enterprise[[1]](#footnote-1) (**SME**)?

[ ]  Yes

[ ]  No

1.1(l) Details of Persons of Significant Control[[2]](#footnote-2) (**PSC**), where appropriate:

*Please enter N/A here if not applicable:*

* Name: Click or tap here to enter text.
* Date of birth: Click or tap here to enter text.
* Nationality:
* Country, state or part of the UK where the PSC usually lives:
* Service address: Click or tap here to enter text.
* The date he or she they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used): Click or tap here to enter text.

Which conditions for being a PSC are met:

[ ]  Over 25% up to (and including) 50% share;

[ ]  More than 50% and less than 75% share;

[ ]  75% share or more.[[3]](#footnote-3)

1.1(m) Details of parent company:

* Full name of the immediate parent company: Click or tap here to enter text.
* Registered office address (if applicable): Click or tap here to enter text.
* Registration number (if applicable): Click or tap here to enter text.
* Head office DUNS number (if applicable): Click or tap here to enter text.
* Head office VAT number (if applicable): Click or tap here to enter text.

Please enter N/A if not applicable

**Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.**

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

Bidding Model

1.2(a)-(i) Are you bidding as the lead contact for a group of economic operators?

[ ]  Yes

[ ]  No

If yes, please provide details listed in questions 1.2(a)-(ii), (a)-(iii) and to 1.2(b)-(i), (b)-(ii), 1.3, Section 2 and 3.

If no, and you are a supporting bidder please provide the name of your group at 1.2(a)-(ii) for reference purposes, and complete 1.3, Section 2 and 3.

1.2(a)-(ii) Name of group of economic operators (if applicable):

1.2(a)-(iii) Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure:

1.2(b)-(i) Are you proposing to use sub-contractors to undertake any of the work on this project?

[ ]  Yes

[ ]  No

1.2(b)-(ii) If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Registered address: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Trading status: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Company registration number: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Head Office DUNS number (if applicable): | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Registered VAT number: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Type of organisation: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| SME: | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| The approximate % of contractual obligations assigned to each sub-contractor | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

1.3(a) Contact name: Click or tap here to enter text.

1.3(b) Name of organisation: Click or tap here to enter text.

1.3(c) Role in organisation: Click or tap here to enter text.

1.3(d) Phone number: Click or tap here to enter text.

1.3(e) E-mail address: Click or tap here to enter text.

1.3(f) Postal address: Click or tap here to enter text.

1.3(g) Signature (electronic is acceptable): Click or tap here to enter text.

1.3(h) Date: Click or tap here to enter text.

**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.

Grounds for mandatory exclusion

2.1(a) Regulations 57(1) and (2)

The detailed grounds for mandatory exclusion of an organisation are set out on this webpage (<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>) or at Appendix 1, 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>) or at Appendix 1.

* Participation in a criminal organisation:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Corruption:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Fraud:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Terrorist offences or offences linked to terrorist activities:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Money laundering or terrorist financing:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Child labour and other forms of trafficking in human beings:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

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.

Click or tap here to enter text.

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 ☐

2.2(a) Regulation 57(3)

Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?

Yes ☐

No ☐

2.2(b) If you have answered yes to question 2.2(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.

**Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.**

Grounds for discretionary exclusion

Regulation 57 (8)

The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>) or at Appendix 2, which should be referred to before completing these questions.

Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.

3.1(a) Breach of environmental obligations?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1 (b) Breach of social obligations?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1 (c) Breach of labour law obligations?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(d) Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(e) Guilty of grave professional misconduct?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(f) Entered into agreements with other economic operators aimed at distorting competition?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(g) Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(h) Been involved in the preparation of the procurement procedure?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(i) Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(j) Please answer the following statements

3.1(j)-(i) The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(j)-(ii) The organisation has withheld such information.

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(j)-(iii) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(j)-(iv) The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

Yes ☐ (if yes please provide details at 3.2)

No ☐

If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)

Click or tap here to enter text.

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

Economic and Financial Standing

Is your organisation financially solvent and expected to be financially solvent within a years’ time?

Yes ☐

No ☐

Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015

Are you a relevant commercial organisation as defined by section 54 (*Transparency in supply chains etc.*) of the Modern Slavery Act 2015 (**the Act**)?

Yes ☐

No ☐

If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?

Yes ☐

No ☐

Please provide an explanation: Click or tap here to enter text.

Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions may be required to provide evidence of this if they are successful at contract award stage.

Insurance

1. 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:

Yes ☐

No ☐

* Employer’s (Compulsory) Liability Insurance = £10,000,000
* Public Liability Insurance = £5,00,000
* Professional Indemnity Insurance = £2,00,000

Please note 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.

Health and Safety

7.1 Has the Participant got a written health and safety at work policy legislation that complies with current legislation?

[ ]  Yes [ ]  No

## Has the Participant been prosecuted under any relevant health and safety legislation in the last five (5) years?

[ ]  Yes [ ]  No

If the response is ‘Yes’ please provide details of the incident and what corrective action has been put in place. If the answer is ‘No’ then please state this in the response box below.

|  |
| --- |
| Response:       FOR INFORMATION ONLY |

Has the Participant been issued with an Improvement or Prohibition Notice under any relevant health and safety legislation in the last five (5) years?

[ ]  Yes [ ]  No

If the response is ‘yes’ please provide details in the response box and detail any corrective actions that have been put in place as a result. If the answer is ‘No’ please state as such in the response box below.

|  |
| --- |
| Response:       FOR INFORMATION ONLY |

Environmental

In the last three (3) years, has any court or tribunal made any findings, or has the Participant been the subject of any formal investigation for breach of environmental legislation?

[ ]  Yes [ ]  No

Quality Assurance

Quality Assurance of OS branded products and services are important to us. Please provide details and any supporting evidence or accreditation of how any Quality Management Systems (**QMS**) or procedures are used within your business to ensure quality of delivery of services provided (for example ISO 9001)?

|  |
| --- |
| Response:       10 MARKS AVAILABLE |

Equality and Diversity

Does the Participant have an equality and diversity policy and procedures in place to comply with current equality and diversity legislation?

[ ]  Yes [ ]  No

Business Continuity

Does the Participant have a Business Continuity Management System (**BCMS**) in place?

[ ]  Yes [ ]  No

If ‘Yes’. is the BCMS system either accredited or certified for example, ISO 22301 or equivalent if so please provide copies of the certificates. Please provide details and any supporting evidence of how any BCMS procedures and systems are used within your business to ensure quality of delivery of services provided? Your response should include at what stages in service delivery is the BCMS is used and how the processes are monitored. Your supporting evidence must include copies of any reports, meetings and management information used to ensure the integrity of the BCMS and where there have been instances of failure, evidence of how corrective action was identified and deployed.

|  |
| --- |
| Response:       FOR INFORMATION ONLY |

Within the last three years have there been any occasions when your business operation has been disrupted and if so, please include in your response evidence and details of the business continuity response, including any reports and documentation that supported the action taken, any implementation and test plans that were used.

[ ]  Yes [ ]  No

|  |
| --- |
| Response:       5 MARKS AVAILBLE  |

Please detail the strategy your organisation has in place for ensuring continuity of supply from your critical suppliers? Please provide any evidence that will support your response. For example, copies of any contractual agreements or arrangements that you have, to ensure continuity of supply copies of any market reports or analysis that you use to identify and support your strategy and how these plans are exercised regularly.

|  |
| --- |
| Response:       5 MARKS AVAILABLE |

Please provide details (name and company position) of the individual responsible for Business Continuity within your organisation?

|  |
| --- |
| Response:       FOR INFORMATION ONLY |

In the event of a disruption, who would be the person responsible for managing your company’s response if different from the person responsible for Business Continuity within your organisation?

|  |
| --- |
| Response:       FOR INFORMATION ONLY |

Please describe your strategy for ensuring that the services required in this tender will continue to be delivered in the event of a disruption affecting your business. Please include details in respect of alternative facilities, replacement equipment and management of human resources. In your response please provide evidence of agreements that will ensure availability of facilities and equipment, including rental and or lease agreements with your suppliers, and agreements with recruitment agencies or companies who would source qualified staff on your behalf.

|  |
| --- |
| Response:       5 MARKS AVAILABLE |

In the event of a disruption, what would be the trigger point for you to contact OS? Please provide details of your approach, including timeframes, escalation procedures and measures undertaken culminating in contact being made with OS. The response must provide evidence such as processes or plans that demonstrate a clear plan of action from the start of the incident to the decision to contact OS and supporting documentation that you would use.

|  |
| --- |
| Response:       5 MARKS AVAILABLE |

Contractual Issues

Is there any material pending or threatened litigation or other legal proceedings connected with similar projects against the Participant and/or any of its named supply chain members (sub-contractors) that may affect delivery of this project?

[ ]  Yes [ ]  No

Does the Participant have a written anti-bribery policy or any evidence supporting zero tolerance to bribery?

[ ]  Yes [ ]  No

If ‘Yes’ and are successful for this tender, you may be asked to provide, a copy of your anti-bribery policy or any other evidence of how you communicate zero tolerance to bribery to your staff.

**Part 2 Security Statement of Requirements**

# Security Non-Functional Requirements

The Participant must complete all ‘Security Non-Functional Requirements’ questions, which are in excel format in Annex 5. The Participant must include all supporting documents and certificates, where appropriate.

**All questions have an equal weighting. The total marks value of this section is 35 Marks.**

**All questions are mandatory. Failure to provide a complete response to any question could led to disqualification of the submission. We reserve the right to discontinue any submission from our evaluation which highlights that the Participant is not compliant with current legislation and regulations. If a fraudulent answer is given to any question, again OS reserves the right discontinue the Participant from the evaluation process. If a contract has been awarded then OS reserves the right to terminate the contract.**

**Part 3 Technical Statement of Requirements**

Responses to the requirements in this section have marks allocated against the question. The total marks value of this section is **200 Marks**. All questions are mandatory.

Selection Criteria

Understanding of the Brief (section 9.6.1 of the ITT)

The participate should respond to each point, demonstrating that they have a reasonable understanding of Ordnance Survey, the geospatial market, and what the study is trying to achieve.

|  |
| --- |
| Response:       15 MARKS AVAILABLE |

Research expertise and experience (section 9.6.2 of the ITT)

The participant must demonstrate their experience and expertise in

* Designing structured qualitative brand and sentiment research tracking studies
* Expertise and experience in reaching hard to reach audiences, and obtaining B2B interviews

The Participant should provide examples of how these services have been provided to other organisations.

|  |
| --- |
| Response:       20 MARKS AVAILABLE |

Research design (section 9.6.3 of the ITT)

The participant must clearly demonstrate their approach and methodology, and show how they would deliver the research design. The research design should meet all the objectives of the brief.

The Participant response should propose a question structure and style, and make recommendations for how to tailor reporting and questioning by respondent type. Please provide up to three (3) case study examples to support the response from similar types of project work.

|  |
| --- |
| Response:       45 MARKS AVAILABLE |

Deliverables (section 9.6.4 of the ITT)

The participant should outline the key deliverables that will be provided as standard as part of the ITT (as stated in section 9.5), as well as highlighting any deliverables in addition to stated requirements Please provide clear explanation of the services and evidence of previous reports and summaries that would be produced using the data captured. Please provide information on examples of previous work done, to summarise results and demonstrate types of analysis typically provided.

|  |
| --- |
| Response:       40 MARKS AVAILABLE |

Contract Management & Service Levels

The participant must detail the processes and procedures they will use to ensure effective internal and external contract management that will be applied to ensure the successful delivery of this contract. The Participant’s management team will be responsible for the following requirements:

* Set up and management of the project
* Reporting findings to OS (when required)
* Nominated and dedicated Account Manager
* Procedures for communication regarding service failures.

15.1 Please provide documentation to show how you will support the delivery of the above-mentioned requirements i.e. structure charts, account management, etc.

The Participant response should outline roles and responsibilities for end to end delivery of the project (e.g. day to day queries and support contact; personnel responsible for overall management of the project (including research design); and who would be delivering the presentations. In addition, for each key personnel a profile should be provided showing their research experience, length of time in role, qualifications, and any other relevant information. The quality of the account team will be considered when rating this response.

|  |
| --- |
| Response:       35 MARKS AVAILABLE  |

# Service delivery demonstration

As part of their response Participants must provide example reporting, particularly how it will meet the need for company profiling.

|  |
| --- |
| Response:       20 MARKS AVAILABLE  |

Service Timeline (section 9.6.6 of the ITT)

A detailed timeline should be provided that clearly identify actions and processes assigned to each party to take the project from set up to completion. In assessing the response OS will consider the feasibility of timings, the level of detail, and the speed of delivery. This should be provided as a gantt chart.

|  |
| --- |
| Response:       25 MARKS AVAILABLE |

**Part 3 Pricing**

The total marks value of this section is **30** Marksbased on the total price as explained below.

Pricing

The Agreement will be for a two (2) year term from the commencement date.

The pricing should be based on sample size of 60 (20 Government, 20 Commercial and 20 Customer) for both Year 1 and Year 2. These are indicative sample sizes, as the exact number of interviews is expected to vary year on year (potentially increasing/decreasing) depending on objectives for the year. A section of the survey should remain flexible to respond to topical issues occurring over the course of the year.

The pricing must include;

|  |  |  |
| --- | --- | --- |
|  | **Year 1** | **Year 2** |
| Set up costs (Questionnaire design/refresh, recruitment, screening) |  |  |
| Price per phone interview |  |  |
| Incentives |  |  |
| Analysis and report/presentation creation |  |  |
| Face to face presentation (including travel & expenses) |  |  |
| Company summaries, verbatim reports, and tables |  |  |
| Total cost |  |  |
| **Total cost for the 2-year period** |  |
| Any additional deliverables (outlined in the proposal) |  |  |

All travel and expensive must be included in the total price.

OS would only expect to pay for the actual number of interviews completed. Costs should include travel and expenses.

Participants will be scored onthe total cost for the 2-year period.

Participants are welcome to submit additional pricing models/deliverables that they consider would be appropriate for OS’s evaluation, but these will not be marked.

the Participant identified as the overall lowest total price for Year 1 and 2 combined will be awarded 100% of the marks available depending; and

other Participants will receive a percentage of the marks available on a pro-rata basis which will be calculated as follows:

*(****Lowest price*** *divided by* ***Participants price****) multiplied by the* ***Marks available*** *= the* ***Participants Weighted Score***

1. Consortium / Sub-contractors

Please add any supporting documentation in relation to Section 1.2 of this Response Document, in this Annex 1 or label separate documents as relevant to Annex 1.

1. Tax Compliance

Please add any supporting documentation in relation to Section 2.3 of this Response Document, in this Annex 2, or label separate documents as relevant to Annex 2.

1. Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR)

I declare that I wish the information below to be considered as Exemptions to the FOIA or EIR, to apply with regard to the following within the application document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question Number** | **Description of Information** | **Potential Implications of Disclosure** | **Time Period that such Information remains commercially sensitive** | **Exemption which Participant considers to apply under FOIA or EIR** |
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Note: Please ensure that the person who is responsible in respect of FOIA or EIR signs the schedule.

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| **Signature** |   |
| **On Behalf of** |   |
| **Name** |   |
| **Title** |   |
| **Date** |   |
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1. Certificate of Non-canvassing and Non-collusion

In recognition of the principle that the essence of selective tendering is that OS shall receive bona fide competitive Tenders from all those tendering.

WE CERTIFY THAT:

1 the Tender submitted is a bona fide tender intended to be competitive;

2 that we have not nor any person employed by us or acting on our behalf has:

2.1 canvassed or solicited any member, officer or employee of OS in connection with the Tender submitted or the award of the Contract; and

2.2 fixed or adjusted the amount of the Tender with any third party (or solicit any third party to fix or adjust their tender); and

2.3 communicated details of our Tender to any third party, other than OS or, where the Tender is submitted on behalf of a consortium, to other consortium members; and

2.4 prevented or dissuaded any third party from tendering; and

2.5 promised, offered, given, requested or accepted any advantage or inducement or consideration directly or indirectly to any third party in connection with the Tender.

3 we will not nor any person employed by us or acting on our behalf will at any time undertake any of the acts in paragraph 2 above.

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| --- | --- |
| **Signature** |   |
| **On Behalf of** |   |
| **Name** |   |
| **Title** |   |
| **Date** |   |
|  |  |

1. Security Non Functional Requirements

The participate must complete the attached spreadsheet, including any supporting documentation in relation to Section 13 of this Response Document, in (Annex 6), or label separate documents as relevant to Annex 6.



1. Tender Compliance Checklist

The following documents / supporting evidence to be included with the fully completed Response Document, includes:

[ ]  Annex 1 Consortium / Sub-contractors (if relevant)

[ ]  Annex 2 Tax Compliance (if relevant):

[ ]  Annex 3 Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR)

[ ]  Annex 4 Certificate of Non-canvassing and Non-collusion

[ ]  Annex 5 Security Non Functional Requirements

Participants Evidence including:

* Financial Statements
* Insurance Certificates
* Health & Safety Policy including evidence of accreditation (ISO 18001 or equivalent)
* Environmental Management System including evidence of any accreditation (ISO 14001 or equivalent)
* Quality System process including evidence of accreditation (ISO 9001 or similar)
* Business Continuity Plan (ISO 22301 or equivalent)
* Equality & Diversity – supporting information and evidence
1. See definition of SME: <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance: <https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships> [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
4. See Action Note 8/16 Updated Standard Selection Questionnaire (<https://www.gov.uk/government/collections/procurement-policy-notes>) [↑](#footnote-ref-4)