

**CROYDON COLLEGE**

**Subcontract Requirement**

**for the delivery of**

**Adult Education Budget in Non Devolved Areas**

**28 February 2020 – 31 July 2020**

**TENDER APPLICATION FORM**

**Tender Ref: CC-AEB-2019/20-01**

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**About this form**

This form should be used to apply for the contract for the delivery of Subcontracted AEB Provision in Non Devolved Areas on behalf of Croydon College.

You must submit your application by **10th February 2020 @ 12:00 noon**.

Please email your completed version of this form, alongside the Achievement and Planning Spreadsheet and any supporting documents, to [tenders@croydon.ac.uk](mailto:tenders@croydon.ac.uk) with the subject line: **Tender Submission – Subcontracting – CC-AEB-2019/20-01**

The form is made up of 7 sections:

**Section 1** – requires some basic contact information so we can get in touch with you about your application

**Section 2** – requires evidence of relevant registrations

**Section 3** – requires you to submit your policies

**Section 4** – requires evidence of financial and company standing

**Section 5** – requires information on the quality of your programme delivery to date

**Section 6** – requires you to provide a description of your proposed delivery

**Section 7** – requires authorised signatures of a declaration and two certificates

**All questions** must be answered for your application to be assessed.

Where you do not have the document or do not know the answer please write “Not available” – do not leave any fields blank.

Please **do not** exceed the word count for each question (where specified).

**SECTION 1 – CONTACT INFORMATION**

Responses to this section are not included in the scoring of your application but please provide accurate data to ensure that we can get in touch with you.

**Scoring method: Not Scored**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Requirement** | **Response** | **Check\*** |
| 1 | Organisation name |  |  |
| 2 | Organisation address |  |  |
| 3 | Organisation website address |  |  |
| 4 | Contact name |  |  |
| 5 | Contact job role |  |  |
| 6 | Contact e-mail |  |  |
| 7 | Contact telephone number |  |  |

\* Grey boxes are for office use only; applicants are kindly asked not to write in them.

**SECTION 2 – REGISTRATIONS**

**Scoring**

P/F (Pass / Fail) for each document provided / not provided.

Any fail on mandatory registrations will disqualify the applicant from consideration.

Contents score (1 to 4): For details of the scoring method for this section please refer to section 8 of the Tender Specification and Guidance document.

Where you do not have a response, please write an explanation of what you use as an alternative. Please do not exceed 100 words for each explanation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Requirement** | **Response\*** | **Submitted Y/N\*\*** | **P/F** |
| 1. **Mandatory registrations** | | | | |
| 1 | What is your UKPRN number? |  |  |  |
| 2 | ROTO\*\*\* (Register of Training Organisations) registration:   1. Are you registered on ROTO? 2. If yes please provide details e.g. a web link to the most recent document. |  |  |  |
|  | 1. Are you registered as a Supplier on the Government procurement platform   <https://www.gov.uk/contracts-finder>?  b. If yes please provide evidence (a web link or a screenshot of your registration page). |  |  |  |
| 3 | Awarding body registration   1. Provide your centre number(s) for all awarding bodies whose qualifications are included in your delivery proposal 2. Attach Direct Claim certificate, for both the awarding body and (if appropriate) for individual qualifications included in your delivery proposal |  |  |  |
| 4 | Insurance   1. Confirm values of your insurance:   Employers Liability  Public Liability  Professional Indemnity / Directors  Other   1. Attach current insurance certificates |  |  |  |
| 5 | Attach your current Matrix certificate |  |  |  |
| 6 | 1. Is your company currently registered as Active on the Companies House database? 2. Provide your Company’s Registration Number on the Companies’ House database 3. Attach Companies House Registration Certificate   OR If not registered, attach evidence explaining why your organisation is exempt from the Companies House Registration requirement. |  |  |  |
| 1. **Additional registrations** | | | | |
| 7 | Does your organisation have any other recognised quality management certification or awards e.g. IIP, ISO9001, TEF, TQS etc.?  If yes please attach certificate(s). |  |  |  |
| 8 | Is your company registered for VAT?  If yes:   1. Provide VAT Registration number 2. Attach VAT registration certificate   If no:   1. Provide an explanation / evidence why you are exempt. |  |  |  |
| 9 | Does your organisation have a URN number? If yes please provide it. |  |  |  |

\* Where you are unable to provide a document, please write an explanation in the Response box (100 words max.).

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\*\*\* Croydon College will only subcontract to providers who are registered on the ESFA’s Register of Training Organisations, regardless of the intended value of the contract with the College.

|  |  |
| --- | --- |
| **Section 2 Result\*\*** | |
| Mandatory P/F |  |
| Additional P/F |  |
| Score (1 to 4) |  |

**SECTION 3 – POLICIES**

**Scoring**

P/F (Pass / Fail) for each document provided / not provided.

Any fail on mandatory registrations will disqualify the applicant from consideration.

Contents score (1 to 4): For details of the scoring method for this section please refer to section 8 of the Tender Specification and Guidance document.

Where you do not have a response, please write an explanation of what you use as an alternative. Please do not exceed 100 words for each explanation.

Where “Serious issues summary” is requested under “b.”, please also attach an anonymised summary of any serious issues relating to the area covered by the policy that occurred in the past 3 years, and how these were rectified; 100 words maximum for each summary. If no serious issues occurred please write “none” in the response box.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Requirement (Mandatory)** | **Attached\*** | **Submitted Y/N\*\*** | **P/F** | **Content**  **Score** |
| 1 | a. Health & Safety at Work Policy, including RIDDOR policy  b. Serious issues summary |  |  |  |  |
| 2 | a. Equality and Diversity Policy  b. Serious issues summary |  |  |  |  |
| 3 | 1. Prevent policy 2. Evidence of Prevent training delivered to your staff 3. Serious issues summary |  |  |  |  |
| 4 | 1. Safeguarding Children and Vulnerable Adults Policy 2. Serious issues summary |  |  |  |  |
| 5 | a. DBS policy  b. Serious issues summary |  |  |  |  |
| 6 | 1. Data Protection Policy 2. Serious issues summary |  |  |  |  |
| 7 | a. ALS Policy  b. Serious issues summary |  |  |  |  |
| 8 | a. Complaints policy  b. Serious issues summary; please include serious complaints or allegations by your learners, employees or other relevant parties, against your organisation lodged with or with an external third party. |  |  |  |  |
| 9 | a. Modern Slavery Statement  b. Serious issues summary |  |  |  |  |
| 10 | Sustainability policy |  |  |  |  |

\* Where you are unable to provide a document, please write an explanation in the Response box (100 words max.).

\*\* Grey boxes are for office use only; applicants are kindly asked not to write in them.

\*\*\* All sections must be Pass, otherwise application is disqualified

|  |  |
| --- | --- |
| **Section 3 Result\*\*** | |
| Mandatory P/F |  |
| Average score (1 to 4) |  |

(Score rounded to nearest whole No.)

**SECTION 4 – FINANCIAL AND COMPANY STANDING**

Please note that in addition to checking the information and documents submitted for this section, the College will do a credit check.

**Scoring**

P/F (Pass / Fail) for each document provided / not provided.

Any fail on mandatory registrations will disqualify the applicant from consideration.

Contents score (1 to 4): For details of the scoring method for this section please refer to section 8 of the Tender Specification and Guidance document.

Where you do not have a response, please write an explanation of what you use as an alternative. Please do not exceed 100 words for each explanation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Requirement** | **Response** | **Submitted Y/N\*\*** | **P/F** | **Content**  **Score** |
| 1. **Mandatory** | | | | | |
| 1 | 1. Do you deliver, of have you previously delivered programmes as a subcontractor on behalf of Further Education colleges? 2. If yes, please confirm for 2018/19 & 19/20:   - total of funding received from FE colleges,  - total number of learners delivered to  - number of colleges with whom you had contracts | Yes / No  2018/19   |  |  |  | | --- | --- | --- | | funding | learners | No. of colleges | |  |  |  |   2019/20   |  |  |  | | --- | --- | --- | | funding | learners | No. of colleges | |  |  |  | |  |  |  |
| 2 | 1. Please provide contact details for two organisations on whose behalf you delivered subcontracted provision with funding stream, learning aims and volume as close or higher to the present tender delivery proposal as possible. 2. If not available, provide an explanation |  |  |  |  |
| 3 | 1. What is your current financial health? 2. Is, or was in the past 3 years, your financial health rated as Inadequate? If yes please provide details and the relevant report. |  |  |  |  |
| 1. **Standard (i.e. must be answered fully but a poor or missing response will not automatically disqualify the applicant from consideration)** | | | | | |
| 3 | 1. Do you hold, or have you held, any direct contracts with funding bodies e.g. ESFA? 2. If yes, please confirm 2018/19 “total” and “2019/20 “to date” details in terms of total funding value, total learner numbers and total of funding bodies. |  |  |  |  |
| 4 | 1. Have you had any contracts terminated for poor performance in the last three years or any contracts where damages have been claimed by the contracting partner? 2. If yes please attach further information. |  |  |  |  |
| 5 | 1. Have you, in the past 3 years, received funds for training that you subsequently did not deliver? 2. If yes please attach further information |  |  |  |  |
| 6 | Please identify types of funding received to support activities in the last 3 years (delete as appropriate)   1. ESFA 16-18 2. ESFA Adult education budget 3. ESF 4. JCP 5. Local Authority 6. OfS / HEFCE 7. Other |  |  |  |  |
| 7 | Attach accounts for the past 2 years  Or, if unavailable, a statement of your turnover, profit and loss account and cash flows for the past 2 years of trading |  |  |  |  |
| 8 | 1. Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year? 2. If no please attach further information |  |  |  |  |
| 9 | 1. Has your organisation met all its obligations to pay its creditors and staff during the past year? 2. If no please attach further information |  |  |  |  |
| 10. Do any of the following apply to your organisation or any of the directors/partners? | | | | | |
| 10a | a. Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, a subject to relevant proceeding?  Has your organisation passed a resolution, or is it in the process of passing a resolution in the next 6 months (or the course has made an order) to wind up or liquidate the company, or have administrators been appointed or are in the process to be appointed in the next 6 months? |  |  |  |  |
| 10b | Has been convicted of a criminal offence related to business or professional conduct? |  |  |  |  |
| 10c | Has committed an act of gross misconduct in the case of business? |  |  |  |  |
| 10d | Has not fulfilled obligations related to pay of social security obligations |  |  |  |  |
| 10e | Has not fulfilled obligations related to payment of taxes |  |  |  |  |
| 10f | Is guilty of serious misrepresentation in supplying information |  |  |  |  |
| 10g | Is not in possession of relevant licences or membership of an appropriate organisation where required in law |  |  |  |  |
| 10h | Is, or was in the past, on the Disqualified Directors list as reported by the Companies House website? (If yes please specify dates and reason). |  |  |  |  |
| 10i | Are there, to your knowledge, any circumstances (for example, do you and the College have common directors or ownership) which might lead to an actual or perceived conflict of interest? |  |  |  |  |
| 10j | Does your organisation have, or has had at any point in the past 3 years, an above-average risk warning from a credit agency? |  |  |  |  |
| 10k | Are your latest statutory accounts overdue, or were your statutory accounts overdue at any point in the past 3 years? |  |  |  |  |
| 10l | Has, in the past 3 years, an allegation of fraud been made against your organisation? |  |  |  |  |
| 10m | Does your organisation, or any of its directors, or any other person who has powers of representation, decision or control of you as the applicant, fall into any of the “criteria for rejection of organisations seeking funding, set out in the Public Contracts Regulations 2015”, as specified in Section 6 to 16 of the SFA document “Funding higher-risk organisations and subcontractors”?  Before answering this question, all applicants are requested to refer to the document above, available on web link:  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/599126/Funding_Higher_Risk_Organisations_and_Subcontractors_March_2017.pdf> |  |  |  |  |
| 11 | If the answer is yes to any of the above please give brief details including actions undertaken to remedy the situation |  |  |  |  |
| 12 | Attach your latest external financial audit report. (If unavailable attach an explanation why and attach latest internal financial audit report). |  |  |  |  |
| 13 | Attach your latest external funding audit report (student existence and eligibility).  (If unavailable attach an explanation why and attach latest internal funding audit report). |  |  |  |  |
| 14 | Attach your Strategic / Annual Business Plan |  |  |  |  |
| 15 | Attach your Contingency Plan; this must include planning for learners in the event that you need to withdraw from the subcontract arrangements or go into liquidation or administration |  |  |  |  |
| 16 | Confirm that you will not use ESFA funding, if awarded to you by the College through the present contract, to make bids for, or claims from, any European funding on your own behalf or on the College’s behalf, and that you will not use payments made as match funding toe ESF co-financing projects. |  |  |  |  |

\* Where you are unable to provide a document, please write an explanation in the Response box (100 words max.).

\*\* Grey boxes are for office use only; applicants are kindly asked not to write in them.

\*\*\* All sections under Mandatory Criteria must be Pass, otherwise application is disqualified

|  |  |
| --- | --- |
| **Section 4 Result\*\*** | |
| Mandatory P/F |  |
| Standard P/F |  |
| Average score (1 to 4) |  |

(Score rounded to nearest whole No.)

**SECTION 5 – QUALITY OF DELIVERY**

**Scoring**

P/F (Pass / Fail) for each document provided / not provided.

Any fail on mandatory registrations will disqualify the applicant from consideration.

Contents score (1 to 4): For details of the scoring method for this section please refer to section 8 of the Tender Specification and Guidance document.

Where you do not have a response, please write an explanation of what you use as an alternative. Please do not exceed 100 words for each explanation unless indicated otherwise i.e. 200 words.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Requirement** | **Response** | **Submitted Y/N\*\*** | **P/F** | **Content**  **Score** |
| 1. **Mandatory** | | | | | |
| 1 | Attach the completed Achievement and Planning Spreadsheet. *(Please do not amend, delete nor add any headings when completing it).*  Ensure that you provide 18/19 achievement data for all qualifications that you have included in the 19/20 proposal. |  |  |  |  |
| 1. **Standard (i.e. must be answered fully but a poor or missing response will not automatically disqualify the applicant from consideration)** | | | | | |
| 2 | Attach:   1. 2018/19 SAR 2. 2019/20 QiP 3. Unless included in the SAR and QiP, describe how you ensure that you assess your performance against Ofsted’s Common Inspection Framework. |  |  |  |  |
| 3 | a. Attach latest EV reports for all qualifications included in the delivery proposal.  b. If not available explain why |  |  |  |  |
| 4 | a. Do you currently have, or did you have in the past 3 years, a sanction or sanctions imposed on the delivery of any of your programmes by an awarding organisation?  b. If yes please provide details |  |  |  |  |
| 5 | a. Attach your Quality Handbook or provide a website link.  b. If not available, provide a description of systems and procedures that you have in place to promote quality and continuous improvements (200 words max.) |  |  |  |  |
| 6 | Attach your IV policy / process or provide a website link or link to Quality Handbook section. |  |  |  |  |
| 7 | Describe your systems for tracking learner progress against ILPs and what intervention is undertaken where progress does not meet profile (either a summary of 200 words or attach an existing policy, website link or link to Quality Handbook section). |  |  |  |  |
| 8 | a. Attach your latest Ofsted report.  b. If unavailable, attach any other latest report by an external body that refers to your provision; e.g. an Ofsted report for one of your Lead providers, or a self assessment report by one of your Leads, that refers to the quality of provision delivered by you on the Lead’s behalf.  c. If neither is available, please provide a summary explanation (100 words). |  |  |  |  |
| 9 | a. In the last 5 years, has any part of provision delivered by your organisation been granted, or contributed towards, an inadequate Ofsted grade awarded to your organisation or a lead partner on whose behalf you deliver subcontracted provision?  b. If yes please provide details. |  |  |  |  |
| 10 | a. How do you ensure that you manage the quality of delivery specifically as a subcontractor to ensure that the quality of delivery is sufficient to meet your Lead partner’s requirements? (Please attach either a summary – 200 words max. – or a relevant company policy if available).  b. Have you met achievement targets for all of your subcontracted provision in 2018/19? If not, please provide a summary of reasons and remedial action in going forward (100 words max.). |  |  |  |  |
| 11 | Attach evidence of information and guidance systems (e.g. a Learner Handbook, IAG policy and process or a summary of 200 words). |  |  |  |  |
| 12 | Attach evidence to demonstrate how you ensure and monitor that your staff are suitable qualified to provide publicly funded education and training (e.g. a Staff Recruitment and Development policy, or 200 word summary, etc.) |  |  |  |  |
| 13 | Attach three examples (100 words maximum in total) on how you acted on learner feedback in 2018/19 – unless this is already included in your SAR submitted under Point 2. |  |  |  |  |

\* Where you are unable to provide a document, please write an explanation in the Response box (100 / 200 words max.).

\*\* Grey boxes are for office use only; applicants are kindly asked not to write in them.

\*\*\* All sections under Mandatory Criteria must be Pass, otherwise application is disqualified

|  |  |
| --- | --- |
| **Section 5 Result\*\*** | |
| Mandatory P/F |  |
| Standard P/F |  |
| Average score (1 to 4) |  |

(Score rounded to nearest whole No.)

**SECTION 6 – DELIVERY PROPOSAL**

**Scoring**

P/F (Pass / Fail) for each document provided / not provided.

Any fail on mandatory registrations will disqualify the applicant from consideration.

Contents score (1 to 4): For details of the scoring method for this section please refer to section 8 of the Tender Specification and Guidance document.

Where you do not have a response, please write an explanation of what you use as an alternative. Please do not exceed 100 words for each explanation unless indicated otherwise i.e. 200 words.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Requirement** | **Response** | **Submitted Y/N\*\*** | **P/F** | **Content**  **Score** |
| 1. **Mandatory**  * The College expects proposals to be submitted for the full £475,000 of AEB classroom delivery, i.e. learners must be aged 19+ and on classroom or distance learning courses but no apprenticeships. * The College reserves the right to subcontract the whole amount to one applicant or to split the subcontract among two or more applicants and / or to subcontract to a value lower than the full amount advertised. * Therefore, proposals for lower amounts will be accepted for consideration provided they are for a minimum of 50% of the total funding value. The applicant’s inability to deliver the whole contract may affect scoring. * Any qualifications included in the 19/20 delivery proposal for which 18/19 achievement data has not been provided will be excluded from consideration. If such an exclusion takes the proposal below the threshold of 50% of the contract value the applicant will be excluded from consideration. | | | | | |
| 1 | Attach the completed Achievement and Planning Spreadsheet (this is the same document as already referenced in Section 5.1).  *(Please do not amend, delete nor add any headings when completing it).*  Ensure that for any qualifications that you have included in the 19/20 proposal, you have provided 18/19 achievement data. |  |  |  |  |
| 1. **Standard (i.e. must be answered fully but a poor or missing response will not automatically disqualify the applicant from consideration)** | | | | | |
| 2 | a. How will you recruit learners to fulfil the contract? Please describe your marketing and sign up process (200 words max.).  b. Attach a delivery plan that includes, as a minimum:   * Monthly recruitment learner numbers * A list of target post code areas of the learners that you anticipate delivering to (to enable us to check that these are not in devolved grant areas and within a 50-mile radius off CR9 1DX). * Target group specifics if applicable (Employed, Unemployed, working in particular industrial sector)   Format: Word or Excel, max. one A4 page  c. If you intend to deliver beyond the 50-mile radius, provide a risk assessment of how you will ensure continuity of learning, if the College W/Ds the contract due to lack of compliance or other reasons such as your organisation financial difficulties. |  |  |  |  |
| 3 | Describe the induction process that you will use for the delivery if awarded the contract.  This is to include but is not limited to:  a. Information provided to learners, including how you will inform them about the subcontracting arrangements, about the College’s and your roles and responsibilities as Lead and Subcontractor relating to the delivery of the learning for the present proposal  b. Induction delivery mode (face to face, online, telephone)  c. Estimated proportion of learners for each induction delivery mode  d. How you will inform the College as your Lead provider in advance of planned inductions, to enable the College to plan and deliver observations – please cover every induction delivery mode |  |  |  |  |
| 4 | Provide an organisation chart, including the management & delivery staff that will be involved in the delivery |  |  |  |  |
| 5 | Confirm the nature of employment of the staff who will be delivering the contract, i.e. will they be employed by your organisation, self employed etc. |  |  |  |  |
| 6 | Provide CVs for staff who will be involved in delivery & evidence of checking that the staff are qualified to deliver the qual  It is acceptable to mark TBC if new teachers will be hired if contract awarded (specify qual). |  |  |  |  |
| 7 | Attach a summary list of the staff who will manage and/or deliver the learning aims in your delivery proposal; include details of their relevant qualifications, evidence of DBS checks (dates) and of Prevent training; for assessors and tutors who will deliver the learning aims, also include details of which learning aims they will deliver (so that these can be checked against their qualifications). |  |  |  |  |
| 8 | When allocating staff to the delivery of the intended contract with Croydon College, how will you ensure that they will have appropriate skills, qualifications and experience to manage and deliver the education and training to learners for the learning aims included in the contract? |  |  |  |  |
| 9 | Describe the process for collecting and acting on learner feedback |  |  |  |  |
| 10 | Attach a description of resources that you will use for the delivery of the qualifications, and how you will ensure that their quality is appropriate for the programme delivery (200 words or an existing policy / document or a website link) |  |  |  |  |
| 11 | What performance measures would you put into place for this contract and why? 200 words max. |  |  |  |  |
| 12 | How and how frequently will you report learner, course and timetable information back to the College to enable it exercise its audit, quality and safeguarding monitoring duties in compliance with ESFA regulations? |  |  |  |  |
| 13 | How will you ensure that you enable the College to monitor your delivery as subcontractor, to ensure its compliance with audit and quality requirements that require it to have control over you as subcontractor and monitor the quality of education and training provided by you as subcontractor? |  |  |  |  |
| 1. **Ability to Deliver the Specific Goods or Services Required**   The College is looking for evidence that in the event of a contract being awarded, your organisation will be able to submit the following documentation whilst delivering the programme(s) as required:   * Accurate and completed enrolment forms and learning agreements for individual students * Confirmations of the documentation that has been seen and checked to confirm eligibility for funding * Delivery of appropriate number of guided learning hours * Register of attendance for each course, or evidence of on-line activities for distance learning provision * Copy of achievement certificate for individual students * Invoice to claim fees, monthly * Completed pro forma showing examination entries, by group * Completed pro forma showing examination results, by group   To satisfy this requirement, please provide explanations and / or submit examples demonstrating that your documents and processes relating to the items above are compliant with the relevant funding, audit and MIS requirements.  If examples are provided, please ensure that they are redacted to exclude any personal or sensitive information | | | | | |
| 14 | Processes and procedures for collecting, recording and submitting data to the College and awarding bodies, including evidence that the processes and procedures are GDPR-compliant (200 words max.). |  |  |  |  |
| 15 | Processes and procedures for checking data to ensure that it is correct and accurate (200 words max.). |  |  |  |  |
| 16 | Processes and procedures for ensuring timeliness of data processing and returns (200 words max.). |  |  |  |  |
| 17 | Any other strong examples to demonstrate the Ability to Deliver criteria outlined at the start of Section C (3 extra documents max.) |  |  |  |  |

\* Where you are unable to provide a document, please write an explanation in the Response box (100 / 200 words max.).

\*\* Grey boxes are for office use only; applicants are kindly asked not to write in them.

\*\*\* All sections under Mandatory Criteria must be Pass, otherwise application is disqualified

|  |  |
| --- | --- |
| **Section 6 Result\*\*** | |
| Mandatory P/F |  |
| Standard P/F |  |
| Ability to Deliver P/F |  |
| Average score (1 to 4) |  |

(Score rounded to nearest whole No.)

**For office use only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Weighting** | **Average Score as a whole number** | **Weighted score** |
| **1 Contact Information** | Not scored | N/A | N/A |
| **2 Registrations** | 10% |  |  |
| **3 Policies** | 10% |  |  |
| **4 Financial and company standing** | 20% |  |  |
| **5 Quality of Delivery** | 30% |  |  |
| **6 Delivery proposal** | 30% |  |  |
| **7 Declaration and certificates** | Not scored | N/A | N/A |
|  |  | **Total** |  |
|  |  | **Grade:**   * **Excellent** * **Good** * **Adequate** * **Poor** |  |
|  |  | **Offer Y/N** |  |

**SECTION 7 – DECLARATION AND CERTIFICATES**

**7a. DECLARATION OF ACCURACY AND COMPLETENESS**

This document must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer, and returned with your completed questionnaire.

Tender for the supply of:

Adult Education Budget in Non Devolved Areas

28th February 2020 – 31st July 2020

Croydon College

College Road

CROYDON

CR9 1DX

**Declaration:**

I/We certify that the information supplied in this application is complete and accurate to the best of my/our knowledge and belief.

I/We understand that it is a criminal offence punishable by fine or imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. Any such action would empower the College to cancel any contract in force.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Position |  |
| For and on behalf of (company name) |  |
| Date |  |

# 7b. COLLUSIVE TENDERING CERTIFICATE

This document must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer, and returned with your completed questionnaire.

Tender for the supply of:

Adult Education Budget in Non Devolved Areas

28th February 2020 – 31st July 2020

Croydon College

College Road

CROYDON

CR9 1DX

The essence of selective tendering is that the Croydon College shall receive bona fide competitive tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that:

(a) I/We have not entered into, nor know of, any agreement or arrangement with any other person that is intended to, or will have the effect of, preventing, restricting, or distorting the competitiveness of this tender process; and

(b) I/We am/are not aware of any investigations or pending investigations by the Office of Fair Trading, or other relevant body, into suspected anti-competitive behaviour affecting this tender process or my/our business in general.

I/We also certify that I/we have not done and undertake that I/we will not do at any time any of the following acts:

(a) communicating to a person other than Croydon College the amount or approximate amount of my/our proposed tender (other than in confidence in order to obtain quotations necessary for the preparation of the tender for insurance); or

(b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; or

(c) offering or agreeing to pay or to give or paying any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the services any act or omission.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Position |  |
| For and on behalf of (company name) |  |
| Date |  |

# 7c. CANVASSING CERTIFICATE

This document must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer, and returned with your completed questionnaire.

Tender for the supply of:

Adult Education Budget in Non Devolved Areas

28th February 2020 – 31st July 2020

Croydon College

College Road

CROYDON

CR9 1DX

I/We hereby certify that I/we have not canvassed or solicited any Member, officer or employee of Croydon College in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of Croydon College in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf will do any such act.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Position |  |
| For and on behalf of (company name) |  |
| Date |  |