A bright yellow square with a white border

AI-generated content may be incorrect.

**Transforming Cornwall Museum**

**and Art Gallery Tender**

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| **PART B: Above Threshold Tender**  **Response Document** |

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| **THIS DOCUMENT IS TO BE COMPLETED BY THE SUPPLIER** **AND SUBMITTED TO** [**enquiries@cornwallmuseum.org**](mailto:enquiries@cornwallmuseum.org) |

**Closing date for submission of Tender**

**12:00hrs on 22/09/2025**

|  |
| --- |
| **NAME OF SUPPLIER:**  **Company Registration No:** |

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This is the Above Threshold Tender Response Document (Part B) for completion by the Supplier and return to the Authority in accordance with the instructions given in the Invitation to Tender Document (Part A).

**PART B**

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| --- | --- |
| COMPLIANCE WITH THE SPECIFICATION: I confirm I / we comply with all elements of the requirement and specification as outlined the Specification Document and within the other documents that comprise the Tender Pack. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission. | |
|  | |

**SECTION 1 – PROCUREMENT SPECIFIC QUESTIONNAIRE (Stage ONE)**

Introduction

* 1. In line with funding requirements Cornwall Museum & Art Gallery (formerly Royal Cornwall Museum) is looking to ensure that procurement delivers value for money, competition, transparency and integrity.
  2. The Procurement Specific Questionnaire (PSQ) has been designed to help contracting authorities ensure that suppliers share the right information when participating in a procurement. This is separate from the formal tender submission (on how the supplier proposes to meet the tender requirements). The PSQ consists of three parts:
  3. **Part 1 - confirmation of core supplier information**: suppliers participating in procurements will now be expected to register on a central digital platform (CDP). Suppliers can submit their core supplier information and, where a procurement opportunity arises, share this information with the contracting authority via the CDP. It is free to use and will mean suppliers should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The CDP is available at <https://www.gov.uk/find-tender>. Part 1 provides confirmation that suppliers have taken these steps.
  4. **Part 2 - additional exclusions information**: procurement legislation provides for an ‘exclusion regime’ and a published ‘debarment’ list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). Suppliers must submit their own (and their connected persons[[1]](#footnote-2)) exclusions information via the CDP. This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.
  5. As part of a procurement, a supplier will need to also share additional exclusions information for any suppliers that they are relying on to meet the procurement’s conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are ‘associated persons’ and their exclusions information must be shared with the contracting authority.
  6. In addition to the sub-contractors who are being relied on to meet the conditions of participation (who are associated persons), suppliers will need to share an exhaustive list of all their intended sub-contractors, which will be checked against the debarment list.
  7. If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders.
  8. **Part 3 - conditions of participation**: contracting authorities may set conditions of participation which a supplier must satisfy in order to be awarded a public contract. They can relate to the supplier’s legal and financial capacity or their technical ability.
  9. Some of the information requested in the PSQ will be for information purposes only. Other information will be assessed by the contracting authority. This might include a pass or fail mechanism, or a threshold which the supplier must meet. Under certain procurement processes, a contracting authority might use the information shared via the PSQ as part of a selection process to limit the number of participating suppliers. For example, inviting the five suppliers that submitted the highest scoring responses. Where this is the case, the contracting authority will outline the maximum number of suppliers, and the criteria used to select the limited number of suppliers, in their tender notice (section 20(4)(a) of the Procurement Act and regulation 19(2)(d) of the Procurement Regulations 2024).
  10. Suppliers should note that contracting authorities have legislative duties to publish certain information which relate to the supplier in their contract award notices. This information includes, but is not limited to:
* details of the winning supplier’s associated persons
* details of the winning supplier’s connected person information
* for certain procurements over £5 million, details of unsuccessful bidders
  1. Where a supplier is unsure or requires any clarification, they should check with the contracting authority.

Other points to note.

* 1. The PSQ template within this document includes a self-declaration, made by you (the supplier).
  2. Exclusion grounds are set out in [Schedule 6](https://www.legislation.gov.uk/ukpga/2023/54/schedule/6) (mandatory) and [Schedule 7](https://www.legislation.gov.uk/ukpga/2023/54/schedule/7) (discretionary) of the Procurement Act 2023.

Consequences of misrepresentation

* 1. If you seriously misrepresent any factual information in filling in the PSQ, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

|  |  |
| --- | --- |
| **No.** | **Question** |
|  | **Preliminary questions** |
| Q.1. | What is your company name? (supplier name or individual trading name) |
| **Insert name** |
| Q.2. | *Please ensure you are registered on the Government* [*central digital platform*](https://www.legislation.gov.uk/ukdsi/2024/9780348259728/regulation/6) *(CDP).* (Procurement Regulations 2024 – Regulation 6)  What is your central digital platform [unique identifier](https://www.legislation.gov.uk/ukdsi/2024/9780348259728/regulation/8) (Procurement Regulations 2024 – Regulation 2024)? |
| **Insert unique identifier** |
| Q.3. | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.  If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide:   1. the name of the group/consortium 2. the proposed structure of the group/consortium, including the legal structure where applicable 3. the name of the lead member in the group/consortium 4. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor) |
| **Insert information** |
| Q.4. | **Where applicable** Please confirm which lot(s) you wish to bid for? |
| **Insert details** |
| Q.5. | Are you on the Government [debarment list](https://www.legislation.gov.uk/ukpga/2023/54/section/62) (Procurement Act 2023 - Regulation 62)? |
| Yes  No  **If yes, insert details** |
| **Part 1 – confirmation of core supplier information** | |
| Q.6. | You must submit up-to-date core supplier information on the CDP and share this information with us via the CDP (either a share code or PDF download). This includes:   1. basic information 2. economic and financial standing information 3. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies) 4. exclusion grounds information   Please confirm you have shared this information with us. |
| **Insert reference / file name** |
| **Part 2 – additional exclusions information** | |
| **Part 2A – associated persons** | |
| Q.7. | Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor). The conditions of participation are outlined in Part 3. If so, please complete **Q8, Q9 & Q10** (otherwise **Q8, Q9 & Q10** are not applicable). |
| Yes (See Q8, 9 & 10)  No |
| Q.8. | For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy. |
| **Insert name of supplier and brief description and role** |
| Q.9. | For each associated person, you must confirm they are registered on the CDP and have shared with us their information (either a share code or PDF download):   1. basic information 2. economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity) 3. connected person information 4. exclusion grounds information |
| **Insert name of supplier and reference / file name** |
| Q.10. | Are any of your associated persons on the debarment list? |
| Yes  No  **If yes, insert details** |
| **Part 2B – list of all intended sub-contractors** | |
| Q.11. | Please provide:   1. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain) 2. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number, charity number, VAT registration number, or equivalent 3. a brief description of their intended role in the performance of the contract   If you are not intending to sub-contract the performance of all or part of the contract, then this **question and Q12** are not applicable.  If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders. |
| **Insert name of supplier – unique identifier – brief description** |
| Q.12. | Please confirm if any intended sub-contractor is on the debarment list.  The debarment list can be found here insert link |
| Yes (confirmed)  No (not confirmed)  **If yes, insert sub-contractor(s) name and provide details** |
| **Part 3 – Questions relating to conditions of participation** | |
| **Part 3A – standard questions** | |
| **Financial capacity** | |
| Q.13. | Not used. |
| Q.14. | Not used~~.~~ |
| Q.15. | Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below:   1. Employer’s (Compulsory) Liability Insurance\* = £5m 2. Public Liability (inc. Product) Insurance = £10m 3. Professional Indemnity Insurance = £2m   \*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: [www.hse.gov.uk/pubns/hse39.pdf](http://www.hse.gov.uk/pubns/hse39.pdf). |
| Yes (confirmed)  No (not confirmed)  **Insert details of your insurances already in place**  **Insert details of your insurances which would be obtained following contract award (including information on how you will obtain this insurance – e.g. a quote)** |
| **Legal capacity** | |
| Q.16. | Not used. |
| Q.17. | Not used. |
| **Technical ability** | |
| Q.18 | Not used. |
|  |
| Q.19. | **Experience of sub-contractor management**  Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) (which may be the intended sub-contractor(s) for this procurement, or any others used previously). The description should include the procedures you use to ensure performance of the contract. |
| **Insert information** |
| Q.20. | Not used. |
| **Insert information** |
| Q.21. | **Health and safety**  Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the contract (including risks from the use of contractors, where relevant)  Please use no more than 500 words. |
| **Insert information** |

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| **No.** | Health and Safety –in accordance with CAS (Common Assessment Standards)  WORKS ONLY |
| Q.22. | Not used. |

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| **No.** | | Environmental Management in accordance with CAS |
| Q.23 | Not used. | |

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| **No.** | | Quality Management in accordance with CAS (Common Assessment Standards) (WORKS ONLY) |
| Q.23 | Not used. | |

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| **CONFIRMATION:** I confirm that:   * to the best of my knowledge the answers submitted and information contained in this document are complete, accurate and not misleading * upon request and without delay I will provide any additional information requested of us * I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement * I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement | |
| **Question** | **Response** |
| Signature (electronic is acceptable) |  |
| Date |  |
| Contact name |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Organisation name |  |
| Postal address |  |

**SECTION 2 –** **AWARD Criteria (Stage two)**

* 1. Suppliers must provide method statements in response to the questions below, to describe how the comply with the requirements as set out in this ITT.

Pass / Fail Questions

* 1. Suppliers must provide a response to the compliance with the below Pass / Fail questions. Suppliers should note that this section will be assessed on a Pass / Fail basis. Therefore, if a Supplier cannot or is unwilling to answer ‘Yes’, their Tender will be deemed non-compliant and will be excluded from further consideration. Suppliers should confirm by deleting the inappropriate answer.

|  |  |
| --- | --- |
| Confirmation of RIBA Chartered status (or equivalent and relevant professional qualification): I confirm I / we comply with all elements of this requirement. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission. | |
|  | |

|  |  |
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| Confirmation as Lead Consultant to act as Principal Designer status under CDM Regulations: I confirm I / we comply with all elements of this requirement. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission. | |
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| **Confirmation of acceptance to contracting under the stated terms of Contract**: I confirm I / we comply with all elements of this requirement. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission. | |
|  | |

Method Statements

* 1. Suppliers are required to respond to all the method statements.
  2. Supporting information should be presented in the same order and should be referenced to the relevant method statement question. Supporting information which is not referenced will not be considered. Where word limits are applicable to a question these do not include the supporting information itself (certificates etc) however, references to any supporting material will be counted within the reply. Diagrams, pictures and charts embedded into the method statement response may include words but only to the extent that those words are necessary to enable the Evaluation Panel to understand or interpret the diagram, picture etc. Words contained within diagrams, pictures etc. will be disregarded for the purpose of the evaluation of a Supplier’s substantive response to the method statement. Referenced documentation and diagrams, pictures etc should only support an answer by its presence and not provide the answer by its content. Where word limits are applicable to a question, any words found to be over the limit shall not be evaluated.
  3. In order not to make this document too lengthy and unwieldy the response boxes are currently at minimum size; Suppliers should expand the box to accommodate their response as needed. Suppliers are advised that their response should be detailed but concise, responding to the question as succinctly as possible. No more than 3 pages for each question should be used, using arial 11.
  4. When answering the method statement questions Suppliers must make sure that they answer what is being asked. Anything that is not directly relevant to the particular method statement question should not be included.
  5. Suppliers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses.
  6. Each method statement will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference to responses or information provided elsewhere in your Tender submission.
  7. Suppliers should refer to the of the Invitation to Tender Document (Part A) as a reminder of the evaluation criteria, weightings and how they are applied for each of the method statement questions.

|  |  |
| --- | --- |
| **Method Statement** | **The Design Team experience and application to this contract** |
| The design team is expected to comprise a lead consultant to bring together professional design team that includes but not limited to:   * Conservation Architect * Exhibition Designer * Mechanical and Electrical Consultant * Energy assessor (Simplified Building Energy Model calculations) * Structural Engineer * Acoustic Consultant * Principal Designer * Building Surveyor * Quantity Surveyor * Fire Consultant * Contract Administrator   For the historic building element of the scheme, those selected to work on the project will be required to have full conservation accreditation with details of qualifications and experience included in the tender. However, any variations must be clearly stated, and any costs identified separately.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response should indicate clear details for the design team to include the full range of professional advisers required to complete the project stages, plus some assurance on continuity to future stages which may come on stream depending on funding.  A strong response would clearly indicate that the proposed team has the right blend of professional experience, knowledge and expertise required to work on such a prestigious project. The response would clearly indicate the roles which the individual team members would bring to project and how this project would benefit from their experience, knowledge and expertise.  This experience, knowledge and expertise would also look to demonstrate a clear connection to work on similar projects of similar scale / reputation, in particular operational listed buildings within a historic and conservation context, in a town centre location and how this would benefit this project including experience of working on grant funded projects.  The response would provide detail on how the team would operate and provide assurance and confidence that the assembled team around how that team is set up robustly from a commercial / contractual basis. For example, Lead Practice and Associate model.  As well as strong context around working within historic buildings, a strong response would clearly indicate credible experience of design within museum / gallery contexts that transforms the visitor experience.  Where the design team is established from across independent personal or companies the proposal would provide details on who the team is, what companies are involved.  We would be looking for details of the key individuals of the design teams CV’s and the demonstration through this that they have the right experience, knowledge and expertise, and that this is transferable and relevant to this project. This would include details on what projects that have been involved in and the role that they played. The individuals indicated should be those that will work on the project.  Please note, CV’s will not form part of the advisory word count (e.g. max 3 A4 pages at Arial 11 font) | |
| **Supplier Response:** | |

|  |  |
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| **Method Statement** | **Understanding the brief** |
| The Invitation to Tender document provides details of the services required and importantly the setting in which those services are to be provided. Accordingly, please provide your response to demonstrate your understanding of the brief and project and how you will meet the required timescales.  We would be looking for you to highlight procedures, major issues, constraints, risks etc., and demonstrate your approach to achieving the objectives of creating a high quality and innovative Museum and art gallery.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would clearly evidence you understand the role and support which the appointed professional design services team would be expected to undertake, the scope and complexity of the overall scheme, the engagement with other partners as required outcomes.  A strong response would include the submission of a methodology for undertaking the work which should include the following elements;   * How individual consultants will work efficiently together with their team and others, identifying who is the lead consultant managing the day to day work; * What you see as the main risks to the project success and how you will contribute to mitigate and manage them; * What are the key objectives and elements of work and expertise you bring to them; * Clear details on the methods and approach which you would undertake and confidence that the method and approach would be able to deliver quality outcomes to the satisfaction of the Cornwall Museum & Art Gallery within the timeframe required. * The tools, techniques and processes to be undertaken must be appropriately applied, proportional for the required delivery of the Contract and proven in delivering the outcomes required in this tender.   A strong response would highlight procedures, major issues, constraints, risks etc., and demonstrate the approach to achieving the objectives and importantly your understanding of the key principles to support a successful outcome.  This should include the approach and methodology to be applied in that phase and including the tools, techniques and processes intended to be followed.  A strong response would outline programme plan setting out the indicative support over the various stages. | |
| **Supplier Response:** | |

|  |  |
| --- | --- |
| **Method Statement** | **Delivery Method and Programme** |
| Please provide details on how you intend to approach the design of the project. This should include your approach to securing planning and listed building consent.  Please show how you envisage linking the building with its surroundings and enhancing its setting.  Please include an outline programme.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would clearly indicate an understanding of the requirements as set out, and what is necessary to delivery high quality outcomes. It will clearly set out the approach to be taken in the design work including both sign off from the client at key stages and wider engagement with key stakeholders (e.g. Planning Authority).  A strong response would set out the approach around undertaking the required activity any previous experience in similar situations (e.g. design in historical settings) and how that knowledge and experience and expertise would be applied in the Contract delivery in relation to deliver the various RIBA Stages.  A strong response would include an indicative programme and timeline which is credible in relation to the wider expectations of the Cornwall Museum & Art Gallery’s vision and objectives. In addition, the response would provide clarity on expectations around response and delivery timescales for the services provided, as well as details on how issues would be escalated and resolved.  To support any response, it may also include concept drawings that set out what the Cornwall Museum & Art Gallery could expect as a delivered product.  A strong response would look to highlight procedures, major issues, constraints, risks etc., and demonstrate your approach to achieving the objectives and importantly your understanding of the key principles to support a successful outcome.  This would include the approach and methodology to be applied in that phase and including the tools, techniques and processes you intend to follow plus an outline programme plan setting out your indicative support over the various stages. | |
| **Supplier Response:** | |

|  |  |
| --- | --- |
| **Method Statement** | **Partnering and Collaboration** |
| As noted elsewhere in this tender pack, any resulting Contract with the Professional Services Team will be for support over a period of time, with a range of partner organisations plus a number of different contractors undertaking specific projects on the overall scheme  Accordingly, successful progress on the project will need to build upon a long-term arrangement across partners, to deliver the overall vision and objectives. The appointed team will play a critical part in supporting the Cornwall Museum & Art Gallery and key stakeholders to achieve the intended outcomes. As with all such projects, it is vital to ensure the partners share the same ethos but also understand how to work with other stakeholders in a matrix team setting to advance the project in a way that effectively balances and takes account of the individual stakeholder needs and expectations.  Please provide details of your partnering ethos and experience and how you would look to bring your experience of working on complex / matrix collaborative projects to this project.  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would be clear on how the professional design services team members would work with both the Cornwall Museum & Art Gallery and key stakeholders and other contractors, the approach they would adopt and the experience and credentials they have elsewhere which they would bring to this project to make it a success.  A strong response would include also an indication of a strong track record regarding successful contract and project management and working collaboratively with key stakeholders. It would provide confidence on how this track record could successfully be applied in relation to this actual Contract and the expertise which the team would bring to delivery of this in any awarded Contract.  This would likely include details on how the professional design services team would support the Cornwall Museum & Art Gallery in any necessary community and stakeholder engagement.  A strong response would provide examples of how, where and when you have implemented and delivered a successful complex project in an environment with a number of stakeholders, plus show your compliance with legislation and other legal conditions as appropriate, including supplying a statement of compliance or other confirmation.  A strong response would clearly articulate:   * The ability to engage and deal effectively with a range of people; * Excellent written communication skills; * An awareness of related current political and legislative agendas; * Excellent awareness of Regulatory elements such as building planning, building control, environmental and community issues * Negotiating and influencing skills; * Administrative, time management and budgeting skills; * Digital media and IT skills; * The ability to use initiative and work well in a matrix team; * Experience of partnership and collaborative working; * Flexibility and creativity; * Project management and leadership qualities. | |
| **Supplier Response:** | |

Pricing Breakdown

* 1. Please complete details in relation to the accompanying Price Schedule.

Supplementary Information

* 1. Please provide in the box below any further information you feel necessary to support your pricing schedule which you have not provided elsewhere. This could be any additional information that is relevant, a summary of any assumptions made, or any statements to support the information provided in the pricing schedule above.

|  |
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**SECTION 3 – DECLARATIONS**

* 1. Suppliers’ attention is drawn to the Terms and Conditions of the Contract.
  2. This Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.

Freedom of Information exclusion schedule

* 1. Suppliers should state here which items of information (if any) supplied by them in their Tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Suppliers should state why they consider the information to be confidential or commercially sensitive.
  2. Disclosure of information is at the sole discretion of the authority.

Commercially sensitive information

I declare that I wish the following information to be designated as Commercially Sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004 is:

|  |
| --- |
|  |

Tender Declaration By uploading our submission I/We certify that:

The information supplied is accurate to the best of my/our knowledge and understanding.

I/We will provide the Contract at the price provided in my/our Tender.

The price provided in my/our Tender will not be subject to any increase otherwise than as determined in accordance with the Contract.

Unless and until a formal agreement is prepared and executed, the Tender Pack, our Tender, together with your written acceptance shall constitute a binding contract between us and we acknowledge that we shall be liable for costs in the event that we do not honour our obligations in accordance with our Tender and your subsequent acceptance thereof.

This is a bona fide Tender, and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person.

I/we will not communicate to a person other than the person calling for those Tenders the amount or approximate amount set out in the Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary or required for the preparation of the Tender.

To the best of my/our knowledge and belief, no person or persons who is a Authority or, Officer, Servant or Agent of the Authority has any direct or indirect interest in or connection with the Supplier.

I/we have not and will not canvass or solicit any Member, Officer or Employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.

I/We understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Authority to cancel any contract currently in force and will result in my/our exclusion from the Tender exercise.

I/We agree that the insertion by me/us of any conditions qualifying this Tender or any unauthorised alteration to any of the Tender Pack shall not affect the Agreement and may cause the Tender to be rejected;

I/We agree that this Tender shall remain open to be accepted or not by the Authority and shall not be withdrawn for a period of 6 months from this date.

|  |  |
| --- | --- |
| **Signed** |  |
| **Name of Signatory** |  |
| **Role (e.g. Owner / Director)** |  |
| **Name of Organisation** |  |
| **Date** |  |

**APPENDIX 1 – Submission Checklist**

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.**

To ensure your Tender submission is evaluated properly, the Authority needs to have a complete response from you.

**Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.**

Please tick the appropriate box where you have completed the section.

|  |  |
| --- | --- |
| **CHECKLIST:** | |
| **Please also ensure that you have:** | **Y / N** |
| Declaration of compliance with the specification |  |
| Completed all sections of the Procurement Specific Questionnaire  *(Your Tender will be non-compliant if you have not completed this schedule)* |  |
| Completed each section of the quality assessment including pass / fail questions and relevant method statements Add any particular schedule reference if this applies  *(Your Tender will be non-compliant if you have not completed this schedule)* |  |
| Completed the Pricing Schedule in full as directed.  *(Your Tender will be non-compliant if you have not completed this schedule)* |  |
| Completed the Freedom of Information Exclusion Schedule and signed the supporting declarations. |  |

1. Connected persons are persons who exercise (or have a right to exercise) significant influence or control over the supplier and those over which the supplier exercises (or has the right to exercise) significant influence or control. This includes majority shareholders, directors and shadow directors, parent and subsidiary companies and predecessor companies. The majority of the exclusion grounds state that they apply to the supplier or a connected person of the supplier. [↑](#footnote-ref-2)