Appendix 2 – TENDER DOCUMENT

## SECTION 6A: Organisation and Contact Details

|  |  |  |
| --- | --- | --- |
| Full name of company or individual tendering |  | |
| Organisation Details | | |
| Registered office address | Company or charity registration number |  |
|  | VAT registration number |  |
|  | Name of immediate parent company |  |
|  | Name of ultimate parent company |  |
| Type of organisation | i) public limited co.  ii) limited company  iii) limited liability partnership  iii) other partnership  iv) sole trader  v) other (please specify) |  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Contact details | |
| Contact details for enquiries | |
| Name |  |
| Address |  |
| Phone |  |
| Mobile |  |
| Email |  |

## SECTION 6B: Grounds for mandatory rejection

**Important Notice:**

**If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.**

Please state ‘Yes’ or ‘No’ to each question.

|  |  |
| --- | --- |
| **Has your company or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Answer** |
| 1. conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended); |  |
| 1. corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended); |  |
| 1. the offence of bribery; |  |
| 1. fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of: |  |
| * 1. the offence of cheating the Revenue; |  |
| * 1. the offence of conspiracy to defraud; |  |
| * 1. fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978; |  |
| * 1. fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006; |  |
| * 1. defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994; |  |
| * 1. an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or |  |
| * 1. destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968; |  |
| 1. money laundering within the meaning of the Money Laundering Regulations 2017; or |  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive |  |

## SECTION 6C - Grounds for discretionary rejection

**Important Notice**

**If you cannot answer ‘no’ to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently.**

Please state ‘Yes’ or ‘No’ to each question.

|  |  |
| --- | --- |
| **Has your company or any directors or partner or any other person who has powers of representation, decision or would be involved in the provision of service for the ARB:** |  |
| (a) being an individual, is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; |  |
| (b) being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or |  |
| (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of similar procedures under the law of any other state? |  |
| (d) been convicted of a criminal offence relating to the conduct of their business or profession; |  |
| (e) committed an act of professional misconduct in the course of their business or profession; |  |
| (f) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; |  |
| (g) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or |  |
| (h) been guilty of serious misrepresentation in providing any information required  of you under Regulation 57 of the Public Contracts Regulations 2015? |  |

## SECTION 6D - Economic and Financial Information

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **FINANCIAL INFORMATION** | | | | | | |
|  | Please provide **one** of the following set out below:-  **(please indicate which one by ticking the relevant box)** | | | | | | |
| A written undertaking that the company is of sound financial standing and is operationally capable of performing the obligations of the contract. | | | | |  | |
|  |  | | |  |  |  | |
|  | **INSURANCE** | | | | | | |
|  | Please provide details of your current insurance cover | | | | | |  |
|  | Insurance Type |  | Value | | | |  |
| 3.1 | Employer’s Liability |  | £ | | | |  |
| 3.2 | Public Liability |  | £ | | | |  |
| 3.3 | Other (Please provide details) |  | £ | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **SOCIAL RESPONSIBILITY** | | |
| 3.1 | Please provide confirmation that you pay all of your employees the real Living Wage[[1]](#footnote-1) |  |  | |

## SECTION 6E – Professional Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **EXPERIENCE AND CONTRACT EXAMPLES** | | | |
| Please provide details of up to three contracts that are relevant to the ARB’s requirements. Contracts for the supply of goods or services should have been performed during the past five years. | | | |
|  |  | Contract 1 | Contract 2 | Contract 3 |
|  | Customer Organisation (name): |  |  |  |
|  | Customer contact name, phone number and email |  |  |  |
|  | Contract start date  Contract completion date  Contract Value |  |  |  |
|  |  |
|  |  |
|  | Brief description of contract (max 150 words) including evidence as to your technical capability in this market. |  |  |  |
| If you cannot provide at least one example, please briefly explain why (100 words max) | | | | |

1. [↑](#footnote-ref-1)