

**Invitation to Tender**

**TITLE**: Campus Security Services – Penryn Campus

**PROCUREMENT REF**: 1370FXPLUS

**RETURN DATE**: Friday 8th March 2019 at 12.00pm.

|  |  |
| --- | --- |
| **Version Control** | |
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1. **Form of Tender – Invitation to Quote (ITT)**

You are invited on behalf of Falmouth Exeter Plus to quote for the requirement as set out within this document.

Falmouth Exeter Plus (hereafter referred to as FX Plus) is a company limited by guarantee and the service delivery partner established by Falmouth University and the University of Exeter to deliver their shared Higher Education services in Cornwall.

The services include Academic & Student Support; Campus; Estates & Development and ICT services. Penryn Campus, in the heart of rural Cornwall and Falmouth University’s second campus three miles away. The £200M Penryn Campus has been funded by the European Regional Development Fund’s Objective One and Convergence Programmes, and the UK government to stimulate Cornwall’s economic regeneration.

Falmouth Exeter Plus is regulated by the Higher Education Funding Council for England.

Suppliers are required to submit a tender in accordance with these instructions. These instructions are intended to ensure that all Suppliers are treated fairly, equally and in a non-discriminatory manner. Failure to comply with these instructions may result in the rejection of the tender.

1. **Scope** & **Specification**

This tender incorporates the two types of requirement for contract security at Penryn Campus.

1. (Cover Security) - Sickness & Annual Leave cover for Security and Halls
2. (Event Security) - Door Supervisors for Events on Campus

**1. Cover Security**

**Summary of Duties**

Staff will be based at Penryn Campus, duties will involve patrolling campus area and buildings, including Glasney Village residential area and off site locations owned/operated by FXPlus. They will support FXPlus Security Officers in conducting their duties which include physical security of buildings, staff, student and visitor welfare, car parking duties and first aid. Whilst the Officers will have autonomy to carry out their duties, there will always be an FXPlus Supervisor or Manager they can refer to for guidance and support.

Staff will predominantly be covering sickness and annual leave and could be called upon to work any shift rotation (full or part) and may also be called in for ad-hoc requests as the need arises. In this capacity, the security contractor may have short notice to provide staff and as such, there is a degree of understanding around levels of cover that can be provided. This will be covered in the KPI section of the tender.

It is expected that the contractor will keep a core number of staff who are appropriately trained to work safely with FXPlus Security and Halls Teams. This training will be at the cost of the security contractor, but will take no longer than 8 hours to complete. Where there are no appropriately trained staff to provide cover, this must be made clear to the person booking cover so that the duties may be amended accordingly.

Staff will be expected to arrive to start their duty at the allocated time, not to arrive at the time they are to start duty. Officers are to be dressed in polo shirts, black trousers and black boots that provide ankle support and must have a high visibility vest with them. They should also bring with them wet and warm weather gear as necessary. They must also be clean and demonstrate a good level of personal hygiene. Mobile patrolling will be undertaken in FXPlus vehicles and they will be issued with a radio for the duration of their shift. They may also be issued with other specialist equipment (e.g. Tablets, phones, GPS trackers) as required by the FXPlus on duty supervisor/manager. Lost equipment will be recharged to the security contractor at a value no greater than the replacement cost.

Cover Security Officers may come across vulnerable persons, they are to make the person/situation safe and then escalate to a member of the team they are working with. It is recommended that Officers who regularly provide cover attend ASIST (suicide prevention) and Mental Health First Aid courses so that they may be able to provide a high level of service to campus users.

**2. Event Security**

**Summary of Duties**

To provide Door Supervisors to ensure that events run on FXPlus property are safe and secure and to work with the various stakeholders to ensure that this is done and that any licensing requirements are met and maintained. The contractor will, on request, also provide specialist guidance and advice to FXPlus on the best way in which to ensure the safety and security of an event, this may include advice on queue management, crowd management and control. As such, the contractor must have the level of knowledge within their organisation to be able to provide this professional advice.

Whilst conducting their duties, they must make FXPlus aware of any safety issues they become aware of and on completion of their duties a handover is to be done with their nominated FXPlus representative. This will include any incident or issues they have resolved or attended.

A campus radio will be provided to the security contractor’s supervisor. Radios for the rest of the security team are to be provided by the contractor at their cost. Should additional campus radios be required, this must be communicated to the FXPlus representative making the booking in advance of the event to allow sufficient time for radios to be acquired. There may be a cost for this service and lost radios will incur a cost which will be no greater than the replacement value of the radio.

The security contractor will be responsible for seizing drugs in accordance with the FXPlus policy and must ensure that drugs seized are appropriately recorded (to include person seizing and from whom it’s seized (if known)) and seized drugs must be stored in the on-site drugs boxes.

Staff will be expected to arrive to start their duty at the allocated time, not to arrive at the time they are to start duty. Officers are to be dressed in polo shirts, black trousers and black boots that provide ankle support and must have a high visibility vest with them. They should also bring with them wet and warm weather gear as necessary. They must also be clean and demonstrate a good level of personal hygiene.

**All contract security staff must be:**

* SIA trained to Door Supervisor level, with their in-date license clearly displayed.
* DBS checked.
* Prepared to report to and take instructions from Campus staff.
* Physically fit and able to carry out duties.
* Aware of their responsibility of working with young and sometimes vulnerable adults.
* In possession of a full driving license for Cover Security officers.
* Aware of relevant FXPlus procedures to conduct their duties.
* Hold a First Aid certificate.
* Able to converse in English fluently.
* Aware of GDPR and how it relates to their role.
* Courteous and polite at all times.

**Periodic reporting and KPIs**

FXPlus will provide a monthly written report to the security contractor with the previous months KPIs and any other relevant commentary. A meeting will then be agreed for no later than 2 weeks after receipt of the report, between FXPlus and the security contractor. At least 6 meetings a year must be face to face, others may take place by phone or other means. The KPIs are presented in detail in the attached SLA. (Appendix 2.)

1. **Correspondence**

All correspondence, tenders, associated documents etc. (whether before or after the final submission of tender) are to be directed through the procurement tendering portal <https://in-tendhost.co.uk/universityofexeter/aspx/Home> quoting reference number 1370FXPLUS.

No approach of any kind in connection with the ITT should be made in any other manner, or to any other person within, or associated with Falmouth University (including its representatives).

* Falmouth University intends to provide all information that is relevant to all Tenderers, even if this information is only requested by one Tenderer.

1. **Anticipated Tender Timescales**

|  |  |
| --- | --- |
| ITT made available to Bidders | **Friday 01st February 2019** |
| Date by which Bidders will need to submit clarifications & complete site visits (if required) | **Friday 22nd February 2019 at 12.00pm** |
| Deadline for receipt of Tender | **Friday 08th March 2019 at 12.00pm** |
| Shortlisted bidders notified | **Friday 15th March 2019** |
| Presentation Stage | **W/C 25th March 2019** |
| Preferred Bidder chosen (subject to contract) | **W/C 01st April 2019** |

***NB:*** *This timetable is indicative and Falmouth University reserves the right to change the timescale and will notify Bidders of any such change.*

1. **Submitting your Tender**
   1. **This ITT will close at 12.00pm (UK Time) on Friday 08th March 2019;** it is the Bidder’s responsibility to ensure that their completed bid is uploaded, in full, no later than the date and time above. Tenders will not be considered if the complete information called for is not provided by the closing date and time stated in this document.
   2. Bidders must complete their ITT in full and submit any requested supporting documentation and other evidence as requested within this ITT. Omissions or exceptions may invalidate a Tender. Bidders must provide a completed Qualification Questionnaire and ensure all necessary supporting documentation is provided as stipulated within this ITT.
   3. The complete ITT should be uploaded in a common electronic format such as PDF, Word, Excel or PowerPoint, including technical literature via the e-tendering portal <https://in-tendhost.co.uk/universityofexeter/aspx/Home>
   4. FXPlus reserves the right to seek clarifications of tenders during its evaluation of ITTs where it considers this to be necessary.
   5. Tenders, part Tenders and appendices and attachments received after the closing date and time will be excluded from the ITT evaluation procedure and no further consideration of it made. These documents may remain in the procurement system unopened.
2. **Award Criteria and Evaluation Methodology**

**Nb. The tender comprises of a two stage process. On evaluation of stage 1, a maximum of three bidders will be shortlisted to proceed to Stage 2.**

**Award Criteria Stage 1: Total Score 100%**

|  |  |  |  |
| --- | --- | --- | --- |
| Award Criteria (Scored) | | % Score | % Sub Scores |
| 1 | **Quality/Service Delivery** | **70%** |  |
|  | Please provide examples of other organisations that your company provides a similar service for and please provide references from current clients (preferably from the HE or public body sectors) – see reference section below. | 20% |  |
|  | Please provide evidence that allocated personnel are appropriately qualified with relevant certification and have relevant experience (attach CVs). | 20% |  |
|  | Please provide full details of your staff training policy and confirm how you can demonstrate transparent and up to date training of all staff (including evidence of site induction at commencement of employment)? | 5% |  |
|  | Please provide details on your process for managing instances of performance deficiencies (e.g. cases of below standard supervision) and your complaints procedure. | 5% |  |
|  | Please give examples on how your team would respond to incidents such as drug overdose, crowd disruption, alcohol abuse, injuries etc. | 20% |  |
| 2 | **Pricing** | **30%** |  |
|  | Tenderers are asked to complete the enclosed rate card  (TABLE A) | 30% |  |
| TOTALS: | | 100% |  |

**TABLE A:**

**PAYMENT RATE CARD (TO BE COMPLETED BY THE TENDERER)**

|  |  |
| --- | --- |
| **Staff Position** | **Hourly Rate £** |
| **Cover Security Standard Rate** | £ |
| **Cover Security Standard Bank Holiday Rate** | £ |
| **Event Security Supervisor Rate** | £ |
| **Event Security Standard Rate** | £ |
| **Event Security Supervisor Bank Holiday Rate** | £ |
| **Event Security Standard Bank Holiday Rate** | £ |
| **Total** | £ |
| **Average Hourly Rate** | £ |

**NB. ALL RATES TO EXCLUDE VAT AT CURRENT RATE**

Discount %........... Over 1,000 hours / year

Discount %.......... Over 3,000 hours / year

**Award Criteria STAGE 2: Total Score 100%**

|  |  |  |  |
| --- | --- | --- | --- |
| Award Criteria (Scored) | | % Score | % Sub Scores |
| 1 | **Presentation -** Demonstrations of your business proposal to key FXPlus Stakeholders. Presentations must not exceed 60 minutes (30 minute presentation, 30 minute Q and A session) | **100%** |  |
| TOTALS: | | 100% |  |

**References**

**This section is for information only and will not be scored.**

Please provide details of 2 recent Contracts that are relevant to FXPlus’s requirements.

Please note that FXPlus may elect to contact any of the given companies to verify the information provided. Your permission to do so will be assumed unless you explicitly state any objections.

|  |  |  |  |
| --- | --- | --- | --- |
| Customer name and address | Contact name and e–mail address (or telephone number) | Date Contract awarded /completed | Contract reference, brief description of service undertaken and approximate value. |
|  |  |  |  |
|  |  |  |  |

**6.1 Scored Questions:**

Each “Scored” question will be marked out of a maximum of 5 marks and then weighted as indicated. The marks will be awarded as detailed in the table below. These sections will count for 70% of the overall tender score.

|  |  |
| --- | --- |
| ***Score*** | ***Details*** |
| **Very Good = 5** | The response by the Bidder provides a very high degree of confidence of being able to support the achievement of the intended outcomes of the Project.  The response is fully detailed with appropriate explanations and supporting evidence, there are a limited number of minor issues and no major issues.  The response demonstrates many more strengths than weaknesses, that any desired standards will be exceeded in most respects |
| **Good = 4** | The response by the Bidder provides a high degree of confidence of being able to support the achievement of the intended outcomes of the Project.  The response is detailed with appropriate explanations and supporting evidence, there are a number of minor issues and a limited number of major issues.  The response demonstrates more strengths than weaknesses, that any desired standards will be exceeded in some respects |
| **Acceptable = 3** | The response by the Bidder provides an acceptable degree of confidence of being able to support the achievement of the intended outcomes of the Project.  The response is sufficiently detailed with some appropriate explanations and supporting evidence, there are a number of minor issues and a limited number of major issues  The response demonstrates more strengths than weaknesses, that any desired standards will be met |
| **Concern = 2** | The response by the Bidder gives rise to some concerns about being able to support the achievement of the intended outcomes of the Project.  The response has limited detail with limited appropriate explanations and supporting evidence, there are a number of minor issues and a number of major issues.  The response demonstrates less strengths than weaknesses, that any desired standards may not be met. |
| **Poor = 1** | The response by the Bidder gives rise to many concerns about being able to support the achievement of the intended outcomes of the Project.  The response has limited detail with limited appropriate explanations and supporting evidence, there are many minor issues and a high number of major issues.  The response demonstrates less strengths than weaknesses, that any desired standards are unlikely to be met. |
| **Unacceptable = 0** | The response by the Bidder is non-compliant; the response gives rise to many concerns about being able to support the achievement of the intended outcomes of the Project.  The response has insufficient detail with virtually no appropriate explanations and supporting evidence, there are many minor issues and a high number of major issues.  The response demonstrates less strengths than weaknesses, that any desired standards are highly unlikely to be met. |

**Please note that some questions are weighted to reflect the importance of the question to the project.** For example an actual score of 5 with a weighting of 3 will give a final score of 15. Likewise an actual score of 5 with a weighting of 1 will give a final score of 5. After all the responses to each “Scored” question have been scored, the evaluation panel will apply the weighting for each question.

**6.2 Scored Questions – Pricing**

**Scoring of Pricing**

The total weighting for the Pricing section is 30%.

The scoring for the pricing section will be based on the following criteria:-

* The tenderer with the lowest overall total cost will be awarded full marks
* Remaining prices from other tenderers will be compared with the lowest cost and awarded the relevant proportion/percentage of the possible score.

**Price scoring example:**

If Tenderer A offers a price of £20,000, Tenderer B £25,000 and Tenderer C £30,000. The allocated scores would be as follows:-

Tenderer A: £20,000 / £20,000 x 30 = 30.00 marks

Tenderer B: £20,000 / £25,000 x 30 = 24.00 marks

Tenderer C: £20,000 / £30,000 x 30 = 19.99 marks

Tender prices will remain fixed for the duration of the contract period.

All prices are to be submitted in Pounds Sterling (GBP) and to include VAT.

Falmouth Exeter Plus will not accept liability for any costs omitted from the tendered price/s that the Tenderer has not declared in their Tender submission as falling payable by Falmouth Exeter Plus. Prices will not be amended after acceptance of the ITT, save as a result of clarifications issued by Falmouth Exeter Plus.

1. **Conditions of Tendering**
   1. Falmouth University reverses the right to cancel a tender process at any point.
   2. Falmouth University is not liable for any expenses or costs resulting from the cancellation of this tender process or for any other costs incurred by those tendering in response to the ITT.
   3. The information provided in this ITT has been prepared in good faith by Falmouth University but is provided for guidance only and no warranty is given by Falmouth University as to the accuracy of the information.
   4. In submitting your tender, you do so in accordance with the conditions specified or referred to herein.
   5. Falmouth University may reject any tender which does not fully comply with the stipulated requirements.
   6. The Tender shall remain open for acceptance by Falmouth University for a period of 3 months from the date specified for its return.
   7. Falmouth University is not bound to accept the lowest or any Tender and reserves the right to accept or award the contract in whole, in part, or not at all.
   8. Falmouth University will retain a right of audit of all matters relating to the performance of the contract arising from this ITT. This will include all financial matters and details relating to the service provided.
   9. All material provided by Falmouth University must be regarded as confidential and only disclosed to a third party to the extent necessary to complete your tender. Falmouth University requires that all working papers and electronic data must be destroyed by Bidders as soon as notified that they have been unsuccessful.
   10. Any aspects of your Tender which are essential to the quality, cost and delivery of the service must be incorporated into the response.
   11. Your Tender shall be a “bona fide” quote and shall not be fixed or adjusted by, or under, or in accordance with any agreements or arrangements with any other person. You shall keep your tender confidential and not divulge to anyone, even approximately, what your quotation price is or will be or any of its terms or conditions, with the sole exception of information you may have to give.
   12. Falmouth University requires all goods and services to be provided to the address/es stated in the contract documents and, or orders. Individual delivery instructions will be provided before orders are placed for goods or services and will include the appropriate health and safety guidance.
   13. Tender submission and all correspondence with Falmouth University must be written in English.
   14. All goods and, or services supplied shall be fit for purpose and in accordance with any detailed specification(s) supplied with these documents and, or as subsequently amended, agreed by the Bidder and Falmouth University and specified in the final contract documents and, or orders.
   15. All current and future British Legislation/Standards or EU Legislation/Standards or other equivalents shall apply to all goods and services to be supplied where relevant.
   16. A request for prices to be reviewed may be given by the successful Bidder giving at least 3 months’ written notice to Falmouth University and based upon the anniversary of the contract start date. All proposed changes to prices must be agreed by Falmouth University in writing before taking effect and prices may decrease as well as increase.
   17. No media releases, public announcements or public disclosures by the Bidder or the Bidder’s employees or agents relating to the contract or its subject matter, including but not limited to promotional or marketing material, (but excluding any announcement intended solely for internal distribution by the parties or any disclosure required by legal, accounting or regulatory requirements) may be made without the prior written approval of Falmouth University.
2. **Terms and Conditions**
   1. Subject to review (as part of the contractual award process).
3. **Schedule A –PRE-QUALIFICATION QUESTIONS**

|  |  |  |
| --- | --- | --- |
| **Section 1 – Bidder’s Information** | | |
| This section is for information only however it *must* be completed in full. Where questions do not apply, Bidders should indicate that this is the case and why. This section should be completed by the Bidder Organisation and any Relevant Organisations (if applicable).  **Trading Name** | | |
| **Correspondence Address** | | |
| **Telephone Number** | | |
| **Fax Number** (optional) | | |
| **Email Contact Address** (optional) | | |
| **Main Contact of the Bidder Organisation empowered to represent the Bidder in all dealings of a contractual nature once the contract is awarded.**  Name  Position  Address  Telephone  Mobile (optional)  E-Mail | | |
| **Internet Website Address** (Optional) | | |
| **Registered Office Address (if different from above)** | | |
| **Date Established** | | |
| **Type of Organisation** (e.g. Private, Private Limited Company, Partnership, Local Authority, Voluntary Body, and Registered Charity) Please provide details of the organisation's structure. | | |
| **Registered Business Number:**  **Date of Registration:** | | |
| **VAT Registration Number:**  **Ownership**  If your company is owned by a parent company, please identify the name(s) of parents and clearly identify the relationship. | | |
| **Please confirm whether your Organisation is considered one of the following. (**Optional)  *Double-click in boxes to check relevant box*  Micro enterprise – Staff < 10, Turnover < €2 million, Balance sheet < €2 million  Small enterprise – Staff < 50, Turnover < €10 million, Balance sheet < €2 million  Medium sized enterprise – Staff < 250, Turnover < €50 million, Balance sheet < than €43 million  Large sized enterprise – Staff >250, Turnover > €50 million, Balance sheet > than €43 million  **This question is optional/for information to gather data for Falmouth University** | | |
| If your Organisation is owned/run by any of the following, please tick relevant box (Optional)  BME (Black, ethnic, community/voluntary group)  Community Interest Companies (CIC)  Companies owned or managed by women  Owned or run by Disabled People  Business owned by Lesbian, Bisexual, Gay or Transsexual  **This question is optional/for information to gather data for Falmouth University** | | |
| Falmouth University would like to understand how and where Bidders find opportunities advertised. This will help us better target our tender advertisements to potential Bidders.  Please enter where you saw this tender opportunity advertised.  **Pro-Contract (Due North)**  **In-tend**  **Contract Finder**  **Other (please detail) ………………………..** | | |
| **Section 2 Grounds for Exclusion [‘Pass’ / ‘Fail’]** | | |
| You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).  If you answer “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact Falmouth University for advice before completing this form.  ***All of the questions in Section 2 are Pass/Fail – if the Bidder responds “Yes” to any of these questions, this may constitute a “Fail”*** | | |
| **2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box** | |
| **Yes** | **No** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; |  |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; |  |  |
| 1. the common law offence of bribery; |  |  |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; |  |  |
| 1. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: |  |  |
| (i) the offence of cheating the Revenue; |  |  |
| (ii) the offence of conspiracy to defraud; |  |  |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978 |  |  |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |  |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |  |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |  |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |  |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; |  |  |
| 1. any offence listed— |  |  |
| (i) in section 41 of the Counter Terrorism Act 2008; or |  |  |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); |  |  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; |  |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; |  |  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; |  |  |
| 1. an offence under section 59A of the Sexual Offences Act 2003; |  |  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009; |  |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive— |  |  |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or |  |  |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |  |
| **2.2 Non-payment of taxes**  **Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**  If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? |  |  |
| **Section 3: Economic and Financial Standing** | **Bidder’s Response** | |
| **A. CreditSafe – score**  Falmouth University may run a CreditSafe financial check on Bidders and take a considered view on the likelihood of business risk and failure. Bidders with Creditsafe Failure rating of 50 or less will be requested to provide further information / clarifications.  For businesses not covered by the CreditSafe report, these businesses will be requested to supply a minimum of 3 years accounts / or as trading history if 3 years of accounts are not available.  The following financial ratio will be used to access business risk and failure for those business not covered by a D & B report.  Current Ratio: = Current Assets / Current Liabilities  Falmouth University may request further clarification on any D and B Failure rating.  ***Pass/Fail – In the event that a Bidder achieves a CreditSafe Failure rating of 50 or less this may constitute a ‘Fail’.*** | This organisation consents to a CreditSafe Check | |
| **B - Insurance**  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:  Employer’s (Compulsory) Liability Insurance = £1,000,000 Public Liability Insurance = £1,000,000 Professional Indemnity Insurance = £1,000,000 Product Liability Insurance = £1,000,000  ***Pass/Fail – These are the minimum insurance threshold. If a Bidder is unable to satisfy this minimum threshold (or commit to obtain the relevant insurances), this will constitute a fail.*** | Yes  No | |
| **Section 4: Legislative Compliance** | **Bidder’s Response** | |
| **A – Compliance with equality legislation**  For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | |
| 1. In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?  ***Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | Yes  No | |
| 2. In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  **You may be excluded if you are unable to demonstrate to Falmouth University’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.**  ***Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | Yes  No | |
| **B - Environmental Management** | | |
| Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  **Falmouth University will not select Bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless Falmouth University is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.**  ***Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | Yes  No | |
| **C - Health and Safety** | | |
| 1. Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.  ***Pass/Fail – In the event that a Bidder answers ‘No’ to this question, this may constitute a ‘Fail’*** | Yes  No | |
| 2. Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  **If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.**  **Falmouth University will exclude Bidder(s) that have been in receipt of enforcement/remedial action orders unless the Bidder(s) can demonstrate to Falmouth University’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.**  ***Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | Yes  No | |
| **Section 5: Conflicts of Interest** | | |
| 1. Do any potential conflicts of interest exist between this work, any senior member of your company or any member of Falmouth University?  **If the answer is ‘Yes’ consideration will be given to the conflicts, the potential impact on the Contract or the procurement and how this can be managed in order to protect all parties. Should there be a conflict that, in Falmouth University’s opinion, could not be suitably managed then this would constitute a ‘Fail’.**  ***Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | If yes, please provide details | |
| **Section 6: Termination** |  | |
| Has the Bidder Organisation ever had a contract terminated as a result of non-compliance or non-performance within the last three years? This section only applies to termination of a contract relevant to the services/goods required to be provided as part of the Contract.  **If answer is ‘Yes’, please provide details of such termination. Consideration will be given to the reasoning behind the termination. Falmouth University will excluded Bidders who cannot reasonably demonstrate that appropriate remedial action has been taken to prevent similar circumstances arising and resulting in termination of any contract awarded as a result of this procurement.**  ***Pass/Fail – In the event that a Bidder answers ‘Yes’ to this question, this may constitute a ‘Fail’*** | Yes  No | |
| **Section 7: Terms and Conditions** | | |
| The applicable Terms & Conditions are Falmouth University’s **Standard Terms & Conditions for the Purchase of Goods** which is available to view in appendix A.  If there are specific clauses which cannot be agreed to please set these out in the space provided and provide an explanation.  Please note that doing this does not guarantee Falmouth University’s acceptance to varied terms and conditions. Falmouth University holds at its discretion the right to disqualify Bidders who do not agree to Falmouth University’s Terms & Conditions of purchase.  ***Pass/Fail – In the event that a Bidder is not willing to accept Falmouth University’s Terms and Conditions, this may constitute a ‘Fail’.*** | **Please indicate that you are tendering in agreement of these terms by selecting the box** | |
| **Section 8: University’s Policies** | | |
| The successful Bidder should be aware of the following University policies and procedures and shall accept and support Falmouth Exeter Plus in compliance with the same principles over the life of the contract period:  **Sustainability and Awareness**  <http://www.fxplus.ac.uk/work/sustainability>  **Sustainable procurement**  <http://www.fxplus.ac.uk/work/sustainability/sustainability-policy-and-strategy>  **Health and Safety Policy**  <http://www.fxplus.ac.uk/work/health-safety>  **Freedom of Information Act**  <http://www.fxplus.ac.uk/sites/default/files/documents/fx_plus_foi_charging_policy_oct_2013.pdf>  **Modern Slavery Act**   * The Successful bidder shall comply with all applicable laws, statutes, regulations and codes from time to time in force including but not limited to the Modern Slavery Act 2015; and * The Successful bidder presents and warrants that neither the bidder nor any of its officers, employees or other persons associated with it:   + has been convicted of any offence involving slavery and human trafficking; and   + to the best of its knowledge, has been or is the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking; * The Successful bidder shall implement due diligence procedures for its own suppliers, subcontractors and other participants in its supply chains, to ensure that there is no slavery or human trafficking in its supply chains.   Please confirm that you agree to follow the principles in these policies during the life of the contract**.** You may wish to provide copies of relevant policies of your own. | Yes  No | |

**10. DECLARATION**

|  |  |
| --- | --- |
| **Declaration** | |
| I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of......................... (**Insert name of Bidder**).  I understand that Falmouth University may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.  I also declare that there is no conflict of interest in relation to Falmouth University’s requirement. | |
| **ITT COMPLETED BY** | |
| Name |  |
| Role in organisation |  |
| Date |  |
| Signature |  |

**Appendix 1****:**

**Supplier Application Form (To be Completed and sent along with your tender proposal)**

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**Appendix 2:**

**Service Level Agreement**

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**To be reviewed and completed and sent along with your tender proposal.**