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## **INVITATION TO TENDER**

### **QUALITATIVE RESEARCH TO ASSESS THE VALUE OF INDEPENDENT CHILD TRAFFICKING ADVOCATES**

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Dear Sir/Madam

You are invited to submit a tender to the Secretary of State for the Home Department, with offices at 2 Marsham Street, London, SW1P 4DF, hereinafter referred to as the "Authority", for the provision of :

**Ref:** Qualitative research to assess the value of independent child trafficking advocates.

These requirements will be tendered in accordance with the following Invitation to Tender (ITT) attachments:

Attachment 1: Invite & Instructions on Tendering

Attachment 2: Statement of Requirements

Attachment 3: Evaluation Criteria

Attachment 4: Pricing Proforma

Attachment 5: Terms and Conditions of Contract

Attachment 6: Declaration by Bidder and Certificate of Bona Fide Tendering

If you have any questions about the tendering procedure or the information provided, please submit to the Home Office Procurement mailbox [hosprocurement@homeoffice.gsi.gov.uk](mailto:hosprocurement@homeoffice.gsi.gov.uk). No other e-mail address should be used.

I look forward to your response.

Yours Faithfully

Zam Ahmadi  
Assistant Commercial Manager  
The Home Office  
Commercial Directorate – OSCT Commercial

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### Attachment 1: Invite & Instructions on Tendering INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the requested information and in the format and order specified. All enquiries, questions or requests for clarification by tenderers should be submitted through the Home Office Procurement mailbox [hosprocurement@homeoffice.gsi.gov.uk](mailto:hosprocurement@homeoffice.gsi.gov.uk).

#### 1. INDICATIVE TIMETABLE

Set out below is an INDICATIVE procurement timetable. This is intended as a guide and, whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any time.

Activity	Date
Issue Invitation to Tender (ITT)	1 <sup>st</sup> November 2017
Clarification Questions can only be submitted from 13 <sup>th</sup> November. Deadline for submission of clarification questions via <a href="mailto:hosprocurement@homeoffice.gsi.gov.uk">hosprocurement@homeoffice.gsi.gov.uk</a> is Noon 12pm 17 <sup>th</sup> November.	17 <sup>th</sup> November 2017
<b>18:00pm:</b> Deadline for tender submissions <a href="mailto:hosprocurement@homeoffice.gsi.gov.uk">hosprocurement@homeoffice.gsi.gov.uk</a>	24 <sup>th</sup> November 2017
Evaluation period Begins	27 <sup>th</sup> November 2017
Evaluation period Ends	6 <sup>th</sup> December 2017
Tender evaluation report completed	7 <sup>th</sup> December 2017
Contract Award Notification	8 <sup>th</sup> December 2017
Contract Commencement	11 <sup>th</sup> December 2017

The Authority reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated and issued via the portal. In the event of amendments, the Authority may at its discretion extend the deadline for receipt of tenders.

By issuing this invitation the Authority is not bound in any way and does not have to accept the lowest or any tender and reserves the right not to award any contract or to accept the whole or any specified part of the tender

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### 2. AUTHORITY NAMED CONTACT

The Authority's named contact point for the procurement is:

Name: Zam Ahmadi  
Tel No: 020 7035 4679

All contact with the Authority relating to this ITT must be made through the Home Office Procurement mailbox [hosprocurement@homeoffice.gsi.gov.uk](mailto:hosprocurement@homeoffice.gsi.gov.uk). In relation to this ITT, the Tenderer **must not** (at any time during the Tender period) make contact with any other employee, agent, supplier, Development Partner, Recipient or any other person who is in any way connected with this ITT, unless instructed otherwise by the Authority. Tenderers who do not comply with this requirement may be disqualified. If the Authority considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all bidders invited to tender.

Details for completing your bid is detailed below.

### 3. FORMAT OF YOUR TENDER

Tenders should be uploaded electronically via the Home Office Procurement mailbox [hosprocurement@homeoffice.gsi.gov.uk](mailto:hosprocurement@homeoffice.gsi.gov.uk). Any questions regarding the ITT must be in English and directed via the Home Office Procurement mailbox, clearly stating the question or section requiring clarification. Responses will, where considered by the Authority to be appropriate, be distributed to all tenderers at the same time, except where a tenderer has indicated the enquiry is of a commercially sensitive nature. In this case, the Authority shall either treat both enquiry and response confidentially or, where the Authority disagrees with the tenderer's classification, will invite the tenderer to reclassify or withdraw the enquiry. Please be advised that responses by the Authority to questions will be addressed after the closing date for questions. The Authority cannot guarantee a response to any questions submitted after this deadline.

Failure to provide the required information or make a satisfactory response to any question, or supply attachments referred to in responses, within the specified timescale, may mean that a bid is rejected at the absolute discretion of the Authority.

Tenderers must be explicit and comprehensive in their responses to this ITT as this will be the single source of information on which responses will be scored and ranked. Tenderers are advised neither to make any assumptions about their past or current supplier relationships with the Authority nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

Page and text limits: Where a word or page limit is provided your response should not exceed the limit. Any words/pages over the limit will not be evaluated. Tenderers should use 11 point Arial throughout. Information must be presented in the format(s) specified without changing the document format, order or numbering;

Bidders should not include in the response any extraneous information which has not been specifically requested in the questions including, for example, any sales literature and standard terms and conditions of trading.

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### 4. RECEIPT OF TENDERS

You are required to complete and return the following ITT documentation:

- Attachment 4 - Pricing Proforma
- Attachment 6 - Certificate of Bona Fide Tendering

These must be sent to [hosprocurement@homeoffice.gsi.gov.uk](mailto:hosprocurement@homeoffice.gsi.gov.uk) by **18:00pm on 24<sup>th</sup> November 2017**. Any response received after this date and time may not be considered (at the absolute discretion of the Home Office (HO)). Bidders are advised to upload all documents and submit tender responses in sufficient time to reach the server prior to the closing time and date stated.

Your responses to these attachments should be uploaded through the Home Office Procurement mailbox as separate documents or as otherwise directed. All prices must be for the duration of the Agreement and priced in Sterling. Please note that Government Policy places the burden of exchange rate fluctuations on the supplier, who will be expected to absorb the impact of these within and across their contracts.

The Authority does not undertake to consider tenders received after the stated closing date/time unless:

- a) Clear evidence of a malfunction can be proved with Authority's e-mail address; or
- b) The Authority has agreed special arrangements with a Bidder who is experiencing technical difficulties with their submission to the Authority's e-mail address. Note that this will only be applicable if the Bidder in question has contacted the Home Office Authority named contact at [Zamarud.ahmadi@homeoffice.gsi.gov.uk](mailto:Zamarud.ahmadi@homeoffice.gsi.gov.uk) without delay and before the deadline for closing has passed.

Please direct any clarification questions to [hosprocurement@homeoffice.gsi.gov.uk](mailto:hosprocurement@homeoffice.gsi.gov.uk) from 13<sup>th</sup> November 2017. **Please do not submit clarification questions prior to 13<sup>th</sup> November.** Questions should be submitted from 13<sup>th</sup>, the deadline for submission for clarification questions is 12pm Noon 17<sup>th</sup> November. Questions should be answered within 5 working days. Where appropriate, questions and answers will be shared with all interested bidders.

### 5. CONDITIONS OF TENDER AND REJECTION OF NON-COMPLIANT TENDERS

This ITT Pack is designed to help you produce a Tender that is acceptable to the Authority and to ensure that Tenders are given equal consideration. It is essential, therefore, that you provide information in the format requested.

The instructions contained in this ITT Pack constitute the Conditions of Tender. Participation in the Tender process confirms that the tenderer accepts these Conditions of Tender. Non-compliant Tenders may be rejected by the Authority.

The Tenderer must ensure that each and every employee, sub-contractor, consortium member and any other person / organisation the Tenderer involves in their response to this

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ITT, abides by the Conditions of Tender. The Tenderer shall be responsible for any breach of the Conditions of Tender by anyone they have involved in their response to this ITT.

Incomplete Tenders: Tenders may be rejected if information requested is not provided in the tender submission.

### **6. CONFLICT OF INTEREST**

Tenderers must disclose in their Tender any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest by taking part in this competition or if awarded the Call-down Contract. This also applies to any sub-contractor proposed by the Tenderer. Where Tenderers identify any potential conflicts they should state how they intend to avoid such conflicts. The Authority reserves the right to reject any Tender which, in the Authority's opinion, gives rise, or could potentially give rise to, a Conflict of Interest.

### **7. DISCLOSURES**

The Tenderer must disclose:

a) If they or any of the Tenderer's sub-contractor

- are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
- has been convicted of any offence concerning professional misconduct.
- has not fulfilled any obligations relating to the payment of social security contributions.

b) If they or any of the Tenderer's sub-contractor have been convicted of, or are the subject of any proceedings, relating to:

- participation in criminal organisation.
- corruption including the offence of bribery.
- fraud including theft, and not fulfilling any obligations relating to payment of taxes.
- money laundering.

Disclosure extends to any company in the same group of the Tenderer (including but not limited to parent, subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the Tenderer is associated in respect of this Tender).

Where any misconduct or complaint is disclosed, it will be assessed by the Authority as to whether the Tenderer should be excluded from this ITT. Mandatory exclusion for certain categories under the requirements of the Public Contracts Regulations will be applied where appropriate.

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## **8. CONSORTIA AND SUB-CONTRACTING**

Consortia and Sub-contracting are allowed under this ITT. Details should be provided to the Authority of companies that will make up the Consortia, or are being used as sub-contractors. The Authority will be expecting to work with a single Service Provider, who will take full responsibility for the contract as a whole.

## **9. CONFIDENTIALITY**

All material issued in connection with this ITT shall remain the property of the Authority and shall be used only for the purpose of this procurement exercise. All information provided shall be either returned to the Authority or securely destroyed by unsuccessful Tenderer's at the conclusion of the procurement exercise. The confidentiality of the Framework Agreement shall be reflected in this call down contract.

## **10. RIGHT TO CANCEL, CLARIFY OR VARY THE PROCESS**

The Authority shall not be committed to any course of action as a result of:

- issuing this ITT or any invitation to participate in this procurement exercise;
- communicating with a Tenderer or a Tenderer's representatives in respect of this procurement exercise; or
- any other communication between the Authority (whether directly or by its agents or representatives) and any other party.

By taking part in this competitive exercise, Tenderers accept that the Authority shall not be bound to accept any Tender and reserves the right not to conclude a Contract for some or all of the services for which Tenders are invited.

The Authority reserves the right to explore other options if this ITT does not provide what the Authority considers to be the best value option available. The Authority reserves the right to amend, add to or withdraw all or any part of this ITT at any time during the procurement exercise.

## **11. COST OF THE ITT**

Tenderers will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this ITT. This will be regardless of whether such costs arise as a result of any direct or indirect amendments made to this ITT by the Authority at any time. For the avoidance of doubt, the Authority shall have no liability whatsoever to respondents for the costs of any amendments, changes, discussions or communications.

## **12. SCORING METHODOLOGY AND EVALUATION CRITERIA**

The tender process will be conducted to ensure that tenders are evaluated fairly to ascertain the most economically advantageous tender. Evaluation criteria and methodology are detailed at Attachment 3: Evaluation Criteria.

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### **13. ACCEPTANCE OF TENDERS**

By issuing this invitation the Authority is not bound in any way and does not have to accept the lowest priced of any tender and reserves the right not to award any Contract or to accept the whole or any specified part of the tender.

### **14. PERIOD FOR WHICH TENDERS SHALL REMAIN VALID**

Tenders shall constitute offers capable of acceptance by the Authority and shall remain valid for six (6) months from the closing date for receipt of tenders.

### **15. INDUCEMENTS**

Offering an inducement of any kind in relation to obtaining this or any other Contract with the Authority will disqualify your tender from being considered and may constitute a criminal offence.

### **16. DEBRIEFING**

All unsuccessful tenderers that have submitted a response will be advised in writing as soon as possible after the award decision has been made.

### **18. WARRANTY AND DISCLAIMER**

You are advised that nothing herein or in any other communication made between Authority, or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Authority and any other party (save for a formal award of contract made in writing by or on behalf of Authority) nor shall they be taken as constituting a contract, agreement or representation that a contract shall be offered in accordance herewith or at all.

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