PF9

**Invitation to Tender for Executive Search and Recruitment of Key Positions within OGA**

Tender Reference Number: 184-05-2018

Deadline for Tender Responses: 30th May 2018 – 12 noon GMT

**Oil & Gas Authority**

Date: 9 May 2018

The Oil & Gas Authority (“OGA”) wishes to commission a project for Executive Search & Recruitment of Key Positions within the OGA

Enclosed are the following sections:

* Section 1 (page 3) Instructions on tendering procedures
* Section 2 (page 7) Specification of requirements
* Section 3 (page 14) Further information on tendering procedure
* Section 4 (page 18) Declarations and information to be provided;

Statement of Non-Collusion

Form of Tender

Conflict of Interest

Questions for tenderers

* Annex A: Pricing schedule

Please register your interest in submitting a tender for this project by emailing **david.wilson@ogauthority.co.uk**. This will ensure you receive immediate notification of updates to the ITT process or answers to questions raised by potential bidders.

Please read the instructions on the tendering procedures carefully since failure to comply with them may invalidate your tender. Your tender must be returned before the deadline time and date **30th May 2018** – **12 noon GMT** clearly marked as “TENDER” including the tender reference number - TRN 184/05/2018.

I look forward to receiving your response.

Yours sincerely,

David Wilson

Head of Procurement and IT

Email: david.wilson@ogauthority.co.uk

**Section 1**

**Instructions and Information on Tendering Procedures**

Invitation to Tender for Executive Search & Recruitment of Key Positions within the OGA

Tender Reference Number: 184-05-2018

Deadline for Tender Responses: 30th May 2018 – 12 noon GMT

**Contents**

A. Indicative Timetable 4

B. Procedure for Submitting Tenders 4

C. Conflict of Interest 5

D. Evaluation of Responses 6

E. Terms and conditions applying to this Invitation to Tender 6

F. Further Instructions to Contractors 6

G. Checklist of Documents to be Returned 6

# Indicative Timetable

The anticipated timetable for this tender exercise is as follows. The OGA reserves the right to vary this timetable. Any variations will be published on contracts finder or circulated to all organisations who have registered an interest in notifications.

|  |  |
| --- | --- |
| **Tender Timeline** | **Date** |
| Advert and full invitation to tender issued | 11 May 2018 |
| Deadline for questions relating to the tender | 16 May 2018 |
| Responses to questions published | 21 May 2018 |
| Deadline for receipt of tender | 30 May 2018 – 12 noon GMT |
| Invite suppliers for bid clarification (if needed) | W/C 11th June 2018 |
| All suppliers alerted of outcome | 15th June 2018 |
| Contract award on signature by both parties | 18th June 2018 |
|  |  |
| Contract start date | 2 July 2018 |

The contract is to be for a period of 2 years with an option to extend for a further period of up to 12 months unless terminated or extended by the Authority in accordance with the terms of the contract.

# Procedure for Submitting Tenders

The maximum page limit for tenders is **20** pages (excluding declarations and CVs).

Please send **1 hard copy** of your proposal clearly marked as “TENDER” and include the TRN reference number 184/05/2018 **before** the deadline of 30 May 2018 to David Wilson at the following address:

OGA

4th Floor

21 Bloomsbury Street

London WC1B 3HF

Please email an electronic version to David Wilson **after** the deadline for receipt of tenders to [david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk)

For questions regarding the procurement process please contact [david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk)

Tenders will be received up to the time and date stated. Please ensure that your tender is delivered not later than the appointed time on the appointed date. The Authority does not undertake to consider tenders received after that time. The Authority requires tenders to remain valid for a period indicated in the specification of requirements.

The OGA shall have the right to disqualify you from the procurement if you fail to fully complete your response, or do not return all of the fully completed documentation and declarations requested in this ITT. The OGA shall also have the right to disqualify you if it later becomes aware of any omission or misrepresentation in your response to any question within this invitation to tender. If you require further information concerning the tender process, or the nature of the proposed email [david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk) All questions should be submitted by **16th May 2018** questions submitted after this date may not be answered. Should questions arise during the tendering period, which in our judgement are of material significance, we will publish these questions with our formal reply by the end of **21 May 2018** on Contracts Finder. All contractors should then take that reply into consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so.

You will not be entitled to claim from the Authority any costs or expenses that you may incur in preparing your tender whether or not your tender is successful.

# Conflict of Interest

The OGA standard terms and conditions of contract include reference to conflict of interest and require contractors to declare any potential conflict of interest to the Head of Procurement.

Where there may be a potential conflict of interest, it is suggested that the consortia or organisation designs working arrangements such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which organisations play, and how these can be structured to ensue maintain an impartial approach to the project is maintained.

The process by which this is managed in the procurement process is as follows:

1. **During the bidding process, organisations may contact the OGA to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.** Any organisation thinking of submitting a bid, should share their contact details with the staff member responsible for this procurement, to ensure they receive an update when any responses to questions are published.
2. **Contractors are asked to sign and return Declaration 3 to indicate whether or not any conflict of interest may be, or be perceived to be, an issue.** If this is the case, the contractor or consortium should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, contractors are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.
3. **When tenders are scored, this declaration will be subject to a pass/fail score**, according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.

Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in the OGA exercising its right to terminate any contract awarded.

# Evaluation of Responses

The tender process will be conducted to ensure that bids are evaluated fairly and transparently, in accordance with agreed assessment criteria. Further details are provided in the specification.

# Terms and Conditions applying to this Invitation to Tender

The Terms and Conditions published with this invitation to tender on Contracts Finder will apply to this contract.

These can be downloaded from Contracts Finder.

# Further Instructions to Contractors

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 by **21 May 2018** Where amendments are significant, the Authority may at its discretion extend the deadline for receipt of tenders.

The OGA reserves the right to withdraw this contract opportunity without notice and will not be liable for any costs incurred by contractors during any stage of the process. Contractors should also note that, in the event a tender is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that tender may be rejected. 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 to accept a portion of any tender unless the tenderer expressly stipulates otherwise in their tender.

# Checklist of Documents to be Returned

* Proposal (maximum **20** pages)
* Annex A – pricing schedule
* Declaration 1: Statement of non-collusion
* Declaration 2: Form of Tender
* Declaration 3: Conflict of Interest

**Section 2**

**Specification of Requirements**

Invitation to Tender for Executive Search & Recruitment of Key Positions within the OGA

Tender Reference Number: 184/05/2018

Deadline for Tender Responses: 30th May 2018 – 12 noon GMT

**Contents**

1. Introduction and summary of requirements 8

2. Background 8

3. Scope of requirement 9

4. Outputs 10

5. Timetable 10

6. Period of contract 10

7. Budget 10

8. Skills and Experience 11

9. Consortium bids 11

10. Evaluation of tenders 11

11. Structure of tenders 13

12. Bid clarification 13

13. Feedback 13

# Introduction and summary of requirements

It is the intention of OGA to appoint a qualified supplier to provide all of our Executive and identified Key Positions permanent and fixed term recruitment requirements from - 2 July 2018 for a period of 2 years with an option to extend for a further 1 year following review. This document sets out the requirements and the selection criteria to be used in the evaluation and provides information regarding how the tender process will be managed. The purpose is to obtain professional, properly defined and costed propositions and solutions for the provision of permanent and fixed term recruitment.

# Background

Created as one of the key recommendations of [Sir Ian Wood’s 2014 Review of the UKCS](https://intranet.oga.co.uk/about-the-oga/what-we-do/the-wood-review/), the OGA became an Executive Agency on 1 April 2015, which created operational independence from DECC (now the Department for Business, Energy and Industrial Strategy) to the fullest extent possible within the established boundaries, and gave us direct accountability for exploration and development decisions and approvals.

The Oil and Gas Authority’s role is to regulate, influence and promote the UK oil and gas industry in order to maximise the economic recovery of the UK’s oil and gas resources.

We seek to be a progressive and highly effective authority, doing all we can to attract investment and with that jobs, helping to anchor valuable skills and expertise in this country.

Our early priorities and progress were set out in two reports: Call to Action 2015 and [Call to Action: Six months on](https://www.ogauthority.co.uk/news-publications/publications/2015/call-to-action-six-months-on/).

On 1st October 2016, we became a government company, limited by shares under the Companies Act 2006, with the Secretary of State for Business, Energy and Industrial Strategy the sole shareholder.

The OGA is largely funded by an industry levy introduced on 1 October 2015. We are headquartered in Aberdeen with another office in London.

The search and recruitment of Executive and Key Positions will need to incorporate a range of areas of specialism including but not limited to:

* Directors
* Non-Executive Directors
* Chief Information Officer
* Chief Financial Officer
* Head of Decommissioning
* Head of Technology
* Head of Exploration
* Head of Strategy
* General Counsel
* Area Manager
* Operations Coordination Manager

Our new executive search partner(s) will need to demonstrate their ability to source for these kinds of roles, utilising local knowledge, social media, recruitment portals and other means of acquiring the best possible candidates and fit. Our roles within the organisation can be niche, therefore the requirement is to ensure quality rather than quantity of candidates so that the time to hire is managed effectively.

Tenderers should note that OGA **may** advertise directly via any OGA company page to ensure full attraction of candidates

# Scope of the Requirement

The information provided in the specification will help your organisation to evaluate your suitability for OGA’s specific requirements:

OGA offers no guarantee of annual value work to successful Tenderers under this framework as recruitments will be dependent on actual vacancies occurring. The value therefore, may increase or decrease annually depending on staff turnover and OGA requirements.

The appointed executive search partner(s) shall ensure that all Candidates recommended to OGA have been at least subject to a Baseline Personnel Security Standard (BPSS) check conducted in accordance with the HMG Baseline Personnel Security Standard comprising of:

An identity check;

A verification of nationality and immigration status;

A verification of employment history; and

A verification of criminal record

An unspent Conviction check subject to the Rehabilitation of Offenders Act 1974.

**Please note for certain posts additional security clearance may be required. These requirements would be notified at the onset of any recruitment campaign.**

The appointed recruitment partner(s) must be able to demonstrate that all documents (not just those for verification of identify) are checked for authenticity and that Candidates are eligible to work in the United Kingdom, supported by an employment history and reference check.

For the positions mentioned they will be given to the preferred supplier(s) initially for invitation to submit candidates. If more than one provider submits the same candidate then the award will be made to the provider with the lowest framework rate as determined by this tender process. All providers on the framework will be given a set period of time in which to submit CV’s, if a suitable candidate cannot be sourced within that given timeframe then the OGA reserve the right to seek candidates via alternative suppliers who may have specialised knowledge in the discipline or role. The quality of the candidate will be determined through the OGA’s recruitment process and subsequent appointment.

OGA also expect the appointed executive search partner to be committed to confidentiality, equality of opportunity and the provision of diversity during the recruitment and selection process.

# Outputs

## The appointed executive search partner(s) shall provide a dedicated single point of contact whom OGA shall liaise with. The contact will support building a professional relationship with OGA’s HR Business Partners and will be the communication point regarding the recruitment to cover; job description and role requirement, timeline, interviewing, offers process and any on-boarding.

## The contact will also be the escalation point for any areas of concern that arise.

# Timetable

The appointed recruitment partner(s) must demonstrate that they can meet the following provisional timetable:

|  |  |
| --- | --- |
| **Tender Timeline** | **Date** |
| Advert and full invitation to tender issued | 11th May 2018 |
| Deadline for questions relating to the tender | 16th May 2018 |
| Responses to questions published | 21 May 2018 |
| Deadline for receipt of tender | 30 May 2018 – 12 noon GMT |
| Invite suppliers for bid clarification (if needed) | W/C 11th June 2018 |
| All suppliers alerted of outcome | 15th June 2018 |
| Contract award on signature by both parties | 18th June 2018 |
|  |  |
| Contract start date | 2 July 2018 |

# Period of Contract

## The contract will commence from2 July 2018 for a period of 2 years with the option to extend for a period of up to 12 months.

# Budget

The anticipated budget for this project is £100k-£150k per year including VAT.

OGA offers no guarantee of annual value work to successful Tenderers under this framework as recruitments will be dependent on actual vacancies occurring. The value therefore, may increase or decrease annually depending on staff turnover and OGA requirements

Contractors should provide a full and detailed breakdown of costs (including options where appropriate). This should include staff (and day rate) allocated to specific tasks.

Cost will be a criterion against which bids which will be assessed.

In submitting full tenders, contractors confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

The Authority aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

# Skills and experience

The OGA would like you to demonstrate that you have the experience and capabilities to undertake the project. Your tender response should include a summary of each proposed team members experience and capabilities.

Contractors should propose named members of the project team, and include the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks.

Contractors should identify the individual(s) who will be responsible for managing the project.

# Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the OGA reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

The OGA recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the OGA so that it can make a further assessment by applying the selection criteria to the new information provided.

# Evaluation of Tenders

Contractors are invited to submit full tenders of no more than **(20)** pages, excluding declarations and CVs. Tenders will be evaluated by at least three OGA staff.

The OGA will select the bidder that scores highest against the criteria and weighting listed below:

* **Conflict of interest:** pass/fail. See page 5 of the ITT for further information

**EVALUATION CRITERIA AND SCORING METHODOLOGY**

Tenders will be evaluated on price and quality.

|  |  |
| --- | --- |
| Criteria | Weightings |
| Price (Agency placement rate) | 25 |
| Understanding of OGA requirements | 20 |
| Proposed Approach (Sourcing Strategy) | 20 |
| Candidate Recruitment Strategy | 15 |
| Skills, Knowledge and Experience | 20 |

Contractors are invited to submit full tenders (no more than 20 pages long). Tenders will be evaluated by at least three OGA staff and scored and weighted as detailed below:

Each criterion will be given a score of the following:

|  |  |
| --- | --- |
| Score | Description |
| 0 | Unacceptable |
| 1 | Unsatisfactory – well below requirement |
| 2 | Weak - below requirement |
| 3 | Mostly - meets the requirement |
| 4 | Good – completely meets the standard with moderate levels of assurance |
| 5 | Outstanding – completely meets the standard with high levels of assurance |

**Structure of Tenders**

Contractors are strongly advised to structure their tender submissions to cover each of the criteria above. Complete the price schedule attached at Annex A, specifying the rates (ex-VAT).

**Bid Clarification**

The OGA reserves the right to award the contract based on applicants’ written evaluation only if one candidate emerges from the evaluation stage as significantly stronger than the others.

The OGA may invite any suppliers for bid clarification if they feel there is a requirement.

**Feedback**

Feedback and responses will be given in the unsuccessful letters or emails.

**Section 3**

**Further Information on Tender Procedure**

Invitation to Tender for Executive Search & Recruitment of Key Positions within the OGA

Tender Reference Number: 184/05/2018

Deadline for Tender Responses: 30 May 2018 – 12 noon GMT

**Contents:**

A. [Definitions](#_Definitions) 14

B. [Data security](#_Data_security) 14

C. [Non-Collusion](#_Non-Collusion) 15

# Definitions

Please note that references to the "Authority" throughout these documents mean The Chief Executive of the Oil & Gas Authority acting through his/her representatives in the OGA.

The Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIR”) apply to the Authority. You should be aware of the Authority’s obligations and responsibilities under FOIA or EIR to disclose, on written request, recorded information held by the Authority. Information provided in connection with this procurement exercise, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Authority in response to such a request, unless the Authority decides that one of the statutory exemptions under the FOIA or the exceptions in the EIR applies. If you wish to designate information supplied as part of this response as confidential, of if you believe that its disclosure would be prejudicial to any person’s commercial interests, you must provide clear and specific detail as to the precise information involved and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. Such designation alone may not prevent disclosure if in the Authority’s reasonable opinion publication is required by applicable legislation or Government policy or where disclosure is required by the Information Commissioner or the First-tier Tribunal (Information Rights).

Additionally, the Government’s transparency agenda requires that tender documents (including ITTs such as this) are published on a designated, publicly searchable web site. The same applies to other tender documents issued by the Authority (including the original advertisement and the pre-qualification questionnaire (if used)), and any contract entered into by the Authority with its preferred supplier once the procurement is complete. By submitting a tender, you agree that your participation in this procurement may be made public. The answers you give in this response will not be published on the transparency web site (but may fall to be disclosed under FOIA or EIR (see above)). Where tender documents issued by the Authority or contracts with its suppliers fall to be disclosed the Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

# Data security

The successful tenderer must comply with the Data Protection Act (DPA) 1998 and any information collected, processed and transferred on behalf of the OGA, and in particular personal information, must be held and transferred securely**. Contractors must provide assurances of compliance with the DPA and set out in their proposals details of the practices and systems they have in place for handling data securely including transmission between the field and head office and then to the OGA**. Contractors will have responsibility for ensuring that they and any subcontractor who processes or handles information on behalf of the OGA is conducted securely. The sorts of issues which must be addressed satisfactorily and described in contractors’ submissions include:

* procedures for storing both physical and system data;
* data back-up procedures;
* procedures for the destruction of physical and system data;
* how data is protected;
* data encryption software used;
* use of laptops and electronic removable media;
* details of person/s responsible for data security;
* policies for unauthorised staff access or misuse of confidential/personal data;
* policies for staff awareness and training of DPA;
* physical security of premises.
* How research respondents will be made aware of all potential uses of their data.

# Non-Collusion

No tender will be considered for acceptance if the contractor has indulged or attempted to indulge in any corrupt practice or canvassed the tender with an officer of the OGA. Section 4 contains a "Statement of non-collusion" (declaration 1); any breach of the undertakings covered under items 1 - 3 inclusive will invalidate your tender. If a contractor has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the termination of the contract and the claiming damages from the successful contractors. You must not:

* Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
* Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
* Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

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.

**Section 4**

**Declarations to be submitted by the Tenderer**

Invitation to Tender for Executive Search & Recruitment of Key Positions within the OGA

Tender Reference Number: 184/05/2018

Deadline for Tender Responses: 30 May 2018 – 12 noon GMT

**Contents**

Declaration 1: Statement of non-collusion 17

Declaration 2: Form of Tender 18

Declaration 3: Conflict of Interest 19

Declaration 4: Questions for tenderers 21

# Declaration 1: Statement of non-collusion

To: The Oil & Gas Authority

1. We recognise that the essence of competitive tendering is that the Authority will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.

2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:

1. communicate to any person other than the Authority the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;
2. enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;
3. offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.

3. In this certificate, the word “person” shall include any person, body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.

……………………………………………………………………………….….

Signature (duly authorised on behalf of the tenderer)

……….………………………………………………………………………….

Print name

…………………………………………………………….…………………….

On behalf of (organisation name)

…………………………………………………………………….…………….

Date

# Declaration 2: Form of Tender

To: The Oil & Gas Authority

1. Having considered the invitation to tender and all accompanying documents

(including without limitation, the terms and conditions of contract and the Specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.

2. We hereby tender and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of contract and the Specification for the amount set out in the Pricing Schedule.

3. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.

4. We agree that this tender shall remain open to be accepted by the Authority for 8 weeks from the date below.

5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to) the Companies Act 2006) if requested by the Authority we may be required to secure a Deed of Guarantee in favour of the Authority from our holding company or ultimate holding company, as determined by the Authority in their discretion.

6. We understand that the Authority is not bound to accept the lowest or any tender it may receive.

7. We certify that this is a bona fide tender.

…………………………………………………………………………........

Signature (duly authorised on behalf of the tenderer)

…………………………………………………………………………………

Print name

………………………………………………………………………….

On behalf of (organisation name)

………………………………………………………………………….

Email address

………………………………………………………………………….

Telephone Number

………………………………………………………………………….

Date

# Declaration 3: Conflict of Interest

I have nothing to declare with respect to any current or potential interest or conflict in relation to this research (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this research, or to indicate a professional or personal interest in the outcomes from this research.

Signed …………………………………….

Name …………………………………….

Position …………………………………….

***OR***

I wish to declare the following with respect to personal or professional interests related to relevant organisations\*;

* X
* X

*Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.*

* X
* X

Signed …………………………………….

Name …………………………………….

Position …………………………………….

Please complete this form and return this with your ITT documentation - Nil returns **are** required.

**\*** These may include (but are not restricted to);

* A professional or personal interest in the outcome of this research
* For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
* Current or past employment with relevant organisations
* Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)
* Gifts or entertainment received from relevant organisations
* Shareholdings (excluding those within unit trusts, pension funds etc) in relevant organisations
* Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

***All of the above apply both to the individual signing this form and their close family / friends / partners etc.***

If your situation changes during the project in terms of interests or conflicts, you must notify the OGA straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR ORGANISATION CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY.

# Declaration 4: Questions for tenderers

In some circumstances, the Authority is required by law to exclude you from participating further in a procurement. 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 organisation 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](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251977_45a%25&risb=21_T12077301839&bct=A&service=citation&A=0.2630909849289865) 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; |  |
| 1. corruption within the meaning of [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251889_69a%25&risb=21_T12077301839&bct=A&service=citation&A=0.774070316337072)(2) of the Public Bodies Corrupt Practices Act 1889 or [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251906_34a%25&risb=21_T12077301839&bct=A&service=citation&A=0.24433813672949012) of the Prevention of Corruption Act 1906; where the offence relates to active corruption; |  |
| 1. the offence of bribery, where the offence relates to active corruption; |  |
| 1. bribery within the meaning of section 1 or 6 of the Bribery Act 2010; |  |
| 1. fraud, 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, 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](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251968_60a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.35766330215827113), the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |
| 1. fraudulent trading within the meaning of [section 458](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%25458%25sect%25458%25num%251985_6a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5972529271560607) of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |
| 1. fraudulent evasion within the meaning of section 170 of the [Customs and Excise Management Act 1979](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251979_2a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.22540552446837803)  [or section 72 of the Value Added Tax Act 1994](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251994_23a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.9838628229561671); |  |
| 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |
| 1. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of [section 20](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%2520%25sect%2520%25num%251968_60a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5036676212568264) of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |
| 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |
| 1. making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006; |  |
| 1. money laundering within the meaning of section 340(11) 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; or |  |
| 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 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State. |  |

**Annex A: Pricing Schedule**

|  |  |
| --- | --- |
| Provide a breakdown of your pricing mechanism and fees excluding VAT. |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |