**Better Off Finance**

**Supplier Tender Response**

Tender Brief and Response Document

Deadline for responses: 9am Monday 4th October 2021

**Part A: Guidance**

**1. Introduction**

We are seeking to procure a suitable provider to support and accelerate project delivery and support services for the Better Off Finance (BOF) Project which is part of the Building Better Opportunities initiative funded by European Social Fund and the Big Lottery and delivered in the Liverpool City Region. The Women’s Organisation’s is the lead partner and accountable body for the BOF Project.

**BOF Project Description**

Better Off Finance (BOF) undertakes targeted community engagement and recruitment activities to reach out and connect within the Liverpool City Region (LCR). It targets people who are facing multiple challenges moving towards or accessing employment opportunities due to a lack of confidence, skills, financial and digital capabilities, and networks which presents real barriers to securing and sustaining employment.

BOF will help them to;

* Improve their financial capability i.e., the ability to manage their money better, and financial resilience i.e. the ability to cope with changes in circumstances
* Prepare and progress into sustainable employment
* Progress into training and education opportunities which will enable them to be more work ready and to become more digitally skilled and included

BOF will achieve our project aims by;

* Working with expert suppliers that can offer innovative solutions to the challenges presented by Covid 19 in reaching and supporting beneficiaries in LCR.
* Drawing upon local, national and international best practice in the field to accelerate and ensure delivery objectives are met.
* Relying upon evidenced based approaches which will provide good quality support to beneficiaries.
* Undertaking innovative engagement methodology to ensure that equality of opportunity is achieved geographical areas within LCR have the access to the programme.
* Conducting a robust programme eligibility process and undertaking an individual needs assessment to ensure that beneficiaries are eligible and will also benefit from the programme
* Developing a bespoke set of one-to-one advice, group training sessions and follow up support to improve confidence skills, job search, and financial capability and achieve progress toward employment.
* Enhancing prospects by providing models of intervention that encompass elements such as basic skills, personalised and bespoke “back to work” programme of education, training and volunteering opportunities. The main beneficiaries of this element will be the unemployed (especially the LTU), young people, and the economically inactive.
* Contributing to the research, production and dissemination of policy papers and reports to local and national Government and agencies, Combined Authorities and LEP’s

**2. Procurement Process and Timetable**

This Tender is provided on the same basis to all Suppliers.

This Tender takes the form of a Single Stage Tender. All interested suppliers are invited to tender.

No information contained in this Tender or in any communication made between The Women’s Organisation and any Supplier in connection with this Tender exercise, shall be relied upon as constituting a contract, agreement, or representation that any contract shall be offered in accordance with this Tender. The Women’s Organisation reserves the right to cancel the process at any time.

Under no circumstances shall The Women’s Organisation incur any liability in respect of this Tender or any supporting documentation. The Women’s Organisation will not reimburse the costs incurred by Suppliers in connection with the preparation and submission of their response to this Tender.

Direct or indirect canvassing of any Ministers, public sector employee or agent by any potential bidder concerning this requirement, or any attempt to procure information from any of the above concerning this Tender may result in disqualification of the Supplier from consideration for this requirement.

The Tenders are to be evaluated against the following pre-determined award criteria.

|  |  |
| --- | --- |
| **Evaluation Factor** | **Weighting** |
| Price | 40% Price weighting |
| Quality | 60% Quality weighting |

A Suitability Assessment will be required to be completed and passed before Suppliers can proceed to further evaluation of Quality and Price. Part A, section 4 ‘Evaluation Criteria and Scoring’, sets out the evaluation criteria & scoring methodology on which this tender exercise will be evaluated. Suppliers should refer to this information throughout the completion of ‘Part B: Documents to be Returned’. The Contract will be awarded on the basis of the most economically advantageous tender.

Set out below is the proposed procurement timetable. This timetable is intended as a guide and, whilst The Women’s Organisation does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| **Procurement Stage** | **Indicative Date** |
| Contract Notice published | Sept 6th 2021 |
| **Deadline for Tender Submissions**  (at The Women’s Organisation, Liverpool) | 9am Monday, Oct 4th 2021 |
| Contracts awarded and signed | Oct 4th 2021 |
| Commencement | Oct 15th 2021 |

**2.1 Procurement Queries**

The Women’s Organisation named point of contact for the procurement of this contract is Laura Anderson. All requests for further information in respect of the contract should be sent using the contact details below. No approach of any kind should be made to any other person within, or associated with, The Women’s Organisation in respect of this contract.

Any questions in respect of this tender should be submitted in writing:

By e-mail to: [info@thewo.org.uk](mailto:info@thewo.org.uk)

Subject: FAO Laura Anderson BOF Supplier Tender Response Tender

Please refer to previously asked questions before asking a question as duplicate questions will not be answered. Both questions and answers will either be made public on our website or responded to directly to the originator depending on the content

**2.2 Submission of Tender**

To respond to the tender please provide the information requested in Part B of this form by 9am on Monday Oct 4th 2021 to:

By e-mail: [info@thewo.org.uk](mailto:info@thewo.org.uk)

Please state in subject line: FAO Laura Anderson BOF Supplier Tender Response Tender

Tender documents can be submitted in hard copy to Laura Anderson, The Women’s Organisation, 54 St James Street, Liverpool, L1 0AB. Responsibility for ensuring that the tender is received by The Women’s Organisation lies with the applicant.

Completed Tender documents may be submitted at any time before the closing date. Please note that completed Tenders received after the closing date may be rejected.

**3. Contract Brief**

* 1. We are seeking a suitably qualified organisation or individual to help accelerate project engagement, support service development and delivery to achieve greater impact for beneficiaries of the Better Off Finance (BOF) Project. We are seeking suppliers that can draw upon local, national, and international best practice in the field to embed an evidence-based model that reflects and addresses the challenges faced by beneficiaries due to the COVID-19 19 pandemic in accessing, sustaining employment and training opportunities. Therefore, we are seeking to procure a supplier that can offer an evidenced based approach which will ensure good quality support to beneficiaries and include innovative solutions to the challenges presented by Covid 19 in reaching and supporting beneficiaries in LCR. We are seeking to work with a supplier that can demonstrate a deep understand of the barriers and propose a working model that is holistic, value based and offer sustainable long-term solutions for our target audience. The provider will be able to propose the development of innovative engagement methodologies to ensure that equality of opportunity is achieved within the programme. The successful supplier will be able to conduct robust programme eligibility processes and propose an individual needs assessment process to ensure that beneficiaries are eligible and will also benefit fully from the programme. The successful supplier will detail how they will develop a bespoke set of one-to-one advice, group training sessions and follow up support to improve confidence skills, job search, and financial capability and achieve progress toward employment. The tender response should also highlight how any proposed model approach encompass elements such as basic skills, personalised and bespoke “back to work” programme of education, training and volunteering opportunities. Suppliers should also detail how they could contribute to project research, production and dissemination of policy papers and reports to local and national Government and agencies, Combined Authorities and LEP’s.

The value of the contract will be **up to** £165,000 in total.

**3.2 Proposal Requirements**

Support services and activities will be required from October 15th 2021 to October 31st 2022 (with a possible extension to December 2023 if the EU Programme is extended at a later date).

Applications are sought from consultants/ organisations with a local, national and international knowledge that can be adopted for Liverpool City Region communities both geographical and of specific interests.

The Women’s Organisation will select one proposal to take forward depending on the proposed model, its evidence base and the collaborative approach offered.

The Women’s Organisation will work alongside the organisation/consultant and the methods of delivery to be utilised will be determined in discussion with The Women’s Organisation.

The successful applicant must state;

* Name of company/entity offering services with business structure details included
* Main contact person and contact details
* The companies’ fitness to become a sub-contractor (due diligence)
* Describe their experience of working with and relationship with the communities they propose to engage with
* Methodology /approach to the task as described in the Brief
* Describe the organisation’s approach to diversity, gender and cultural understanding
* Available start date
* Price structure and terms

**4. Evaluation Criteria and Scoring**

**4.1 Section One and Two**

This is the Suitability Assessment with a pass or fails score; applicants that fail will not be assessed at Section Three. Scoring from the Suitability Assessment will not be taken forward to the ‘Overall Score’; this will be based on Quality and Price’.

**Scoring methodology**

Pass – all information/documentation provided

Fail – major information requirements missing

If any part is left incomplete the section will be marked as Fail

|  |  |  |  |
| --- | --- | --- | --- |
| **1 Supplier Information** | | | |
| 1.1 | Supplier Details | Pass/Fail | Pass – all information/documentation provided  Fail – major information requirements missing  If any part is left incomplete the section may be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation. |
| 1.2 | Bidding Model | Pass/Fail | Pass – all information/documentation provided  Fail – major information requirements missing  If the Supplier completing this Suitability Assessment is doing so as part of a proposed consortium, the following information must be provided;   * names of all consortium members; * the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and * if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.   **All** members of the consortium will be required to provide the information required in **all** sections of the Suitability Assessment i.e. each member of the consortium is required to complete the form.  Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.  If any part is left incomplete the section may be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation. |
| 1.3 | Contact Details | Pass/Fail | Pass – all information/documentation provided  Fail – major information requirements missing  Suppliers have been asked to include a **single point of contact** in their organisation for their response to Section 1.3 of the Suitability Assessment. The Women’s Organisation shall not be responsible for contacting the Supplier through any route other than the nominated contact. The Supplier must therefore undertake to notify any changes relating to the contact promptly or they will be unable to receive communications from The Women’s Organisation.  If any part is left incomplete the section may be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation. |
| 1.4 | Licensing and Registration | Pass/Fail | Pass – all information/documentation provided  Fail – major information requirements missing  If any part is left incomplete the section may be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation. |
| **2** | **Grounds for Mandatory Exclusion** | Pass/Fail | The Women’s Organisation may treat as ineligible and may not select an economic operator in accordance with the Regulations, if the economic operator or its directors or any other person who has powers of representation, decision or control of the economic operator has been convicted of any of the defined offences.  Pass – all questions answered ‘no’ or any ‘yes’ responses accompanied with further details in a separate Appendix. Reasoning provided is to the satisfaction of The Women’s Organisation.  Fail – failure to answer any questions or any question answered ‘yes’ without further details provided in a separate Appendix, or reasoning is not to The Women’s Organisation’s satisfaction. |
| **3** | **Grounds for discretionary exclusion – Part 1** | Pass/Fail | The Women’s Organisation may treat as ineligible and may not select an economic operator in accordance with the Regulations, if the economic operator or its directors or any other person who has powers of representation, decision or control of the economic operator has been convicted of any of the defined offences.  Pass – all questions answered ‘no’ or any ‘yes’ responses accompanied with further details in a separate Appendix. Reasoning provided is to the satisfaction of The Women’s Organisation.  Fail – failure to answer any questions or any question answered ‘yes’ without further details provided in a separate Appendix, or reasoning is not to The Women’s Organisation’s satisfaction. |
| **4 Economic and Financial Standing**  **Please note: Information relating to Economic and Financial Standing will only be evaluated for the Preferred Supplier(s) following evaluation of Quality and Price.** | | | |
| 4.1/  4.2 | Demonstration of Economic and Financial Standing | Pass/Fail | Pass – all information/documentation provided  Fail – major information requirements missing  If any part is left incomplete the section will be marked as Fail. If the question is not applicable, please mark your response as “N/A” and provide a brief explanation.  In reaching our conclusion on an Suppliers economic financial standing (pass or fail), the financial information presented will be assessed by The Women’s Organisation’s in-house, professionally qualified financial due diligence team. Consideration of the financial information provided will include the following:   * Completeness of financial information provided – failure to provide one of the five permitted form of financial information and associated explanation considered a ‘fail’ * Age of financial information provided – where the latest financial statements have yet to be filed within their due date, The Women’s Organisation will request draft financial statements and/or management accounts from the Supplier to enable a more up to date review. Failure to provide additional information in a suitable formats identified will constitute a ‘fail’; * Opinion of the auditors within the financial statements – concerns over going concern considered a ‘fail’. No going concern issues considered a ‘pass’ * Suppliers currently the subject to any kind of administration or liquidation arrangements will be considered a ‘fail’. Absence of administration or liquidation arrangements considered a ‘pass’ * The level and nature of outstanding CCJs (either disclosed or obtainable from public registers) – ability to fund CCJs from existing case reserves considered a ‘pass’, inability to fund CCJs from existing cash reserves considered a ‘fail’   Pass – all above 5 measures considered a ‘pass’  Fail – one or more of the above 5 measures considered a ‘fail’ |
| 4.3 | Level of Economic and Financial Standing | Pass/Fail | Both average turnover for the last two years (or equivalent value) is equal to or more than x2 the highest value (£) of the estimated Contract Value Range as stated in the Contract Notice\* and the current ratio (current assets/current liabilities) is greater than 1.  Fail – Either average turnover for the last two years (or equivalent value) is less than x2 the highest value (£) of the estimated Contract Value Range as stated in the Contract Notice\* or current ratio (current assets/current liabilities) is equal to or less than 1.  \*The Women’s Organisation reserves the right to use information relating to other contracts they have awarded and/or bidding with a particular Supplier to ensure that turnover is x2 the contract being considered here but the total combined recent award and amounts due on existing The Women’s Organisation contracts should the Supplier be successful. In the first instance Suppliers should self-certify on the basis of this contract only and indicate whether they have other contracts with The Women’s Organisation which may be relevant at the verification stage. In assessing this The Women’s Organisation will seek to confirm the Suppliers own assessment of this to ensure accurate assessment of this test. |
| 4.4 | Financial Guarantee | Pass/Fail | Pass – all information/documentation provided. Parent Company confirmed as willing to provide guarantee if necessary; details of where a guarantee may be obtained from elsewhere provided and reasoning is to the satisfaction of The Women’s Organisation.  Fail – major information requirements missing. Parent Company confirmed as not willing to provide a guarantee. No details provided as to where a guarantee may be obtained from elsewhere or reasoning provided is not to the satisfaction of The Women’s Organisation |
| **5** | **Technical and Professional Ability** | Pass/Fail | Pass – Sections 5.1 to 5.4 OR 5.5 complete in full with information which relates to the subject matter of the contract  Fail – 5.1 to 5.4 OR 5.5 incomplete. |
| **6A** | **Compliance with equality legislation** | Pass/Fail | Pass –Sections A.1 & A.2 answered ‘no’ or any ‘yes’ responses accompanied with further details in a separate Appendix. Reasoning provided is to the satisfaction of The Women’s Organisation and Section A.3 answered ‘yes’  Fail – failure to answer Questions A.1 – A.3 or Sections A.1 & A.2 answered ‘yes’ without further details provided in a separate Appendix, or reasoning is not to The Women’s Organisation’s satisfaction and/or Section A.3 answered ‘no’ |
| **6B Health and Safety** | | | |
| **Part 1** – Option 2 | | | |
| 1.1 | Health and Safety Policy | Pass/Fail | Pass – Question 1.1 answered ‘yes’ and Health and Safety Policy provided is to the satisfaction of The Women’s Organisation; or for Suppliers that are self-employed or employ less than 5 people information has been provided on arrangements for management of health and safety to the satisfaction of The Women’s Organisation.  Fail – Failure to answer Questions 1.1, Question 1.1 answered ‘No’, or information provided on Health and Safety Policy or management arrangements for health and safety is not to the satisfaction of The Women’s Organisation. |
| 1.2 | Enforcement / Remedial orders | Pass/Fail | Pass – Question 1.2 answered ‘No’  Fail – Failure to answer Question 1.2. Question 1.2 answered ‘yes’ without providing 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.    The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. |
| 1.3 | Sub-Contractors | Pass/Fail | Pass –Question 1.3 answered ‘Yes’ and relevant policies, documentation showing the processes in place to check whether any of the circumstances in questions 1.1 and 1.2 apply to any sub-contractors.  Fail – Failure to answer Questions 1.3, or Question 1.3 answered ‘no’ without further details provided in a separate Appendix, or reasoning is not to The Women’s Organisation ‘s satisfaction. |

|  |
| --- |
| 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 further details in a separate Appendix. |

**4.2 Section Three**

4.2.1 Quality will account for 80% of the Overall Score. Guidance notes have been provided which indicate to Suppliers information that The Women’s Organisation will use to evaluate a response.

Evaluation criteria will be based on a scoring of 0 – 10, the details of which are

|  |  |
| --- | --- |
| Score | Classification |
| 9-10 | Exceptional, Excellent response to the requirement good range of examples, highly relevant to the contract requirements |
| 7-8 | Above expectations, Good response to requirement and good range of examples provided |
| 5-6 | Meets expectations, Average response to requirement and reasonable range of examples provided |
| 3-4 | Below expectations, Poor response to requirement and few examples provided |
| 1-2 | Well below expectations, Poor response to requirement and no examples provided |
| 0 | Unacceptable, No response to the requirement was provided |

4.2.2 Please state your day rate price (net VAT) structure and terms. Price will account for 20% of the score.

4.2.3 What is your readiness to commence delivery upon notification of a successful bid? Not scored

**4.3 Scoring Methodology**

4.3.1 Evaluator’s will initially work independently. Once they have competed their independent marking they will meet to discuss, understand and moderate any difference in the marks they have awarded via a consensus meeting, where a single consensus score for each question will be agreed.

The scoring will be on the basis of whole numbers and the consensus score will also be a whole number. A good response will, for example, gain a score of 8 or 7. The difference in the score will be on the basis that limitations have been identified, but these are not so serious as to reduce the score to 6 (i.e. average). These minor limitations are however sufficient that a score of 7 may be more appropriate than 8. Where scores are subsequently weighted, there is potential for fractions of full marks to be awarded. These will be expressed as decimals to two decimal places

4.3.2 Worked example

*How Quality score will be used to give a weighted score*

Technical Question 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Q1 score out of 10** | **Weighting** | **Weighting Multiplier** | **Weighted Score** |
| A | 6 | 50% | 5 | 30 |
| B | 8 | 50% | 5 | 40 |

Technical Question 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Q2 - score out of 10** | **Weighting** | **Weighting Multiplier** | **Weighted Score** |
| A | 5 | 10% | 1 | 5 |
| B | 7 | 10% | 1 | 7 |

Technical Question 3

**Not scored**

*How Price will be used to calculate a score*

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier A** | **Supplier A Form of Tender price** | **Lowest price as % of Supplier A price** | **Supplier A marks out of 60** |
| 350 | 350/350 = 100% | 100%\*40 = 40 |
| **Supplier B** | **Supplier B Form of Tender price** | **Lowest price as % of Supplier B price** | **Supplier B marks out of 60** |
| 700 | 350/700 = 50% | 50%\*40 = 20 |

*Worked example of Overall Result*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Quality Score** | **Price Score** | **Total Score** | **Ranked Position** |
| A | 35 | 40 | 75 | 1 |
| B | 47 | 20 | 67 | 2 |

4.3.4 Threshold: Any applicant with an overall score of less than 65% will not be considered for contracting.

4.3.5 Ranking: Applicants will be ranked and offered contracts in ranked order (above threshold) based upon budget availability.

**Part B. Response to Tender**

**Section 1: Overview**

**1.1 Supplier Details**

|  |  |  |
| --- | --- | --- |
| Full Legal name of the Supplier completing the Suitability Assessment |  | |
| Registered company address |  | |
| Registered company number |  | |
| Registered charity number |  | |
| Registered VAT number |  | |
| Name of immediate parent company |  | |
| Name of ultimate parent company |  | |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company | Yes |
| ii) a limited company | Yes |
| iii) a limited liability partnership | Yes |
| iv) other partnership | Yes |
| v) sole trader | Yes |
| vi) other (please specify) | Yes |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i) Voluntary, Community and Social Enterprise (VCSE) | Yes |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | Yes |
| iii) Sheltered workshop | Yes |
| iv) Public service mutual | Yes |

**1.2 Bidding Model**

|  |  |  |
| --- | --- | --- |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** | |  |
| 1. Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself. | Yes |  |
| 1. Bidding as a Prime Contractor and will use third parties to deliver **some** of the Works. | Yes  If **yes,** please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for using **the sub-contracting arrangements template** included at the end of this Suitability Assessment. |  |
| 1. Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver **all** of the Works. | Yes  If **yes,** please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for using **the sub-contracting arrangements template** included at the end of this Suitability Assessment. |  |
| We recognise that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that The Women’s Organisation must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Women’s Organisation reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.  **All** members of the consortium will be required to provide the information required in **all** sections of the Suitability Assessment as part of a single composite response to The Women’s Organisation i.e. each member of the consortium is required to complete the form. | |  |
| 1. Bidding as a consortium but not proposing to create a new legal entity.   If yes, please include details of your consortium in the next column and use a separate Appendix (**using the ‘Template for Appendices’**) to explain the alternative arrangements i.e. why a new legal entity is not being created.  Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | Yes  **Consortium members**  **Lead member** |  |
| 1. Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).   If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the biding model, including details of the **actual** or **proposed** shareholding of the constituent members within the new legal entity using a separate Appendix **(using the ‘Template for Appendices’).** | Yes  **Consortium members**  **Current lead member**  **Name of Special Purpose Vehicle** |  |

**1.3 Contact Details**

|  |  |
| --- | --- |
| **SUPPLIER CONTACT DETAILS FOR ENQUIRIES ABOUT THIS SUITABILITY ASSESSMENT** | |
| Name |  |
| Postal address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

**1.4 Licensing and Registration**

|  |  |  |
| --- | --- | --- |
| **LICENSING AND REGISTRATION (please mark ‘X’ in the relevant box)** | | |
| 1.4.1 | Registration with a professional body  If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state). | Yes  No  If Yes, please provide the registration number in this box. |
| 1.4.2 | Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? | Yes  No  If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this. |

# Section 2 Professional Standing

# 2 Grounds for mandatory exclusion

The Women’s Organisation may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs 2.1 (a) to (n), or paragraph 2.2;

Any Supplier that answers **‘Yes’** should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. Please refer to Part A Information, [Section 3.2.7](#_3.2.7_Self-cleaning) for further information.

|  |  |  |
| --- | --- | --- |
| **2.1 .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: |  |  |
| 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, 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 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 or section 72 of the Value Added Tax Act 1994; |  |  |
| 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 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 |  |  |
| (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. |  |  |
| **Non-payment of taxes**  **2.1.2** 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 (using the ‘**Template for Appendices’**) 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? |  |  |

# 3 Grounds for discretionary exclusion – Part 1

The Women’s Organisation may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (j);

Any Supplier that answers **‘Yes’** should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. Please refer to Part A Information, [Section 3.2.7](#_3.2.7_Self-cleaning) for further information.

|  |  |  |
| --- | --- | --- |
| **2.2 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1. your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; |  |  |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable; |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 1. your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures. |  |  |
| Where there is an indication that a conflict of interest exists or may arise then the Supplier shall inform the Authority use a separate Appendix (using the ‘**Template for Appendices’**) of the details of the conflict. | |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures; |  |  |
| 1. your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; |  |  |
| 1. your organisation:- |  |  |
| 1. has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or |  |  |
| (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or |  |  |
| (i) your organisation has undertaken to |  |  |
| (aa) unduly influence the decision-making process of the contracting authority, or |  |  |
| (bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  |
| 1. your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

# 4 Economic and Financial Standing

|  |  |  |
| --- | --- | --- |
| **FINANCIAL INFORMATION** | | |
| 4.1. | Please **self-certify** whether you already have, or can commit to provide the following:   * Up to date financial information in the form of full audited (or unaudited) financial accounts. Where these are not available it is possible to provide details of most recent year trading or a current statement on financial position backed by bank letter or alternative means including management accounts. This financial information should support the measures identified in below * Relevant latest auditors report identifies that the organisation is a going concern * Statement that the organisation is not subject of administration or liquidation arrangements * Statement that any outstanding CCJs can be met by existing cash reserves. | Yes  No |
| 4.2 | Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of as part of the Tender return. For financial standing it is recognised that this evidence may take a variety of forms reflecting the circumstances and organisation type or size. To demonstrate your financial standing you will be required to provide one of the following **as part of your tender submission**:  **Please Note:** Where the information provided under (a), (b) or (c) is more than one year old, an explanation of this must be provided along with additional data in line with option (d) or (e). Organisations who have provided information above in accordance with options (a), (b) or (c) can provide additional in with option (d) or (e) if appropriate to the organisation’s circumstances. |  |
| (a) A copy of the full audited accounts for the most recent two years |  |
| (b) If (a) is not a viable option, a copy of the full non-audited accounts for the most recent two years |  |
| (c) If (b) is not a viable option, an explanation of why (a) and (b) are not available or appropriate and a statement of the turnover, income and expenditure account, balance sheet, and cash flow for the most recent year of trading for this organisation |  |
| (d) If (c) is not a viable option, an explanation why (a), (b) and (c) are not available or appropriate and a statement of the income and cash flow forecast for the current year and a bank letter outlining the current cash and credit position |  |
| (e) If (d) is not a viable option an explanation of why (a), (b), (c) and (d) are not available or appropriate (e.g. a newly formed company) and alternative means of demonstrating financial status (e.g. management accounts or similar showing forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts). |  |
| 4.3 | The specified level of economic and financial standing are a minimum annual turnover x2 the contract value\* (value taken from Form B5 Form of Tender) and current ratio (current assets/current liabilities) of 1 for this Suitability Assessment.  Please **self-certify** by answering ‘Yes’ or ‘No’ that you meet these requirements.  \* The Women’s Organisation reserves the right to use information relating to other contracts and awarded contracts with a particular supplier to ensure that turnover is x2 the contract being considered here but the total combined recent award and amounts due on existing THE WOMEN’S ORGANISATION contracts should the Supplier be successful. In the first instance Suppliers should self-certify on the basis of this contract only and indicate whether they have other contracts with The Women’s Organisation which may be relevant at the verification stage. | Yes  No |
| 4.4 | **(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?**  If yes, please provide the name below:   |  |  | | --- | --- | | Full name of ultimate parent organisation |  | | Registered address of parent |  | | Registered company number |  | | Relationship to the supplier completing the Suitability Assessment |  |   If yes, please provide Ultimate / parent company accounts if available.  If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?  If no, would you be able to obtain a guarantee elsewhere (e.g from a bank)? | Yes  No  Yes  No  Yes  No  Yes  No |

**5 Technical and Professional Ability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **RELEVANT EXPERIENCE AND CONTRACT EXAMPLES** | | | | |
| Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the authority’s requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years, and VCSEs may include samples of grant funded work.  The named customer contact provided should be prepared to provide written evidence to the authority to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services. | | | | | |
|  |  | | **Contract 1** | **Contract 2** | **Contract 3** |
| 5.1 | | Name of customer organisation |  |  |  |
| 5.2 | | Point of contact in customer organisation |  |  |  |
|  | | Position in the organisation |  |  |  |
|  | | E-mail address |  |  |  |
| 5.3 | | Contract start date |  |  |  |
|  | | Contract completion date |  |  |  |
|  | | Estimated Contract Value |  |  |  |
| 5.4 | | In no more than 500 words, please provide a brief description of the contract 1 delivered including evidence as to your technical capability in this market. |  | | |
|  | | In no more than 500 words, please provide a brief description of the contract 2 delivered including evidence as to your technical capability in this market. |  | | |
|  | | In no more than 500 words, please provide a brief description of the contract 2 delivered including evidence as to your technical capability in this market. |  | | |
| 5.5 If you cannot provide at least one example for questions 5.1 to 5.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up. | | | | | |
|  | | | | | |

**6 Additional PQQ modules**

**6A Compliance with Equality Legislation**

|  |  |  |
| --- | --- | --- |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | |
| A1 | 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)? | Yes  No |
| A2 | 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 of 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 the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes  No |
| A3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No |

**6B Health and Safety**

|  |  |  |
| --- | --- | --- |
| 1.1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes  No |
| 1.2 | 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.    The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes  No |
| 1.3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No |

**Section 3: Proposed Delivery**

|  |
| --- |
| **3.1 Please provide details of your methodology /approach to the task as described in the Brief, (50%)** |
|  |
| **3.2 Please describe your approach to diversity, gender and cultural understanding specifically in the delivery of this contract (10%)** |
|  |
| **3.3 What is your readiness to commence delivery upon notification of a successful bid? (not scored)** |
|  |
| **3.4 Please state your total price structure (inclusive of all expenses, state VAT separately if applicable) and terms (40%)**  **Please include an indication of your capacity plan and the day rates of individuals to be involved in delivering the programme** |
|  |

**WE CERTIFY THAT:**

1. The Tender submitted herewith is a bona fide Tender that is intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:
   1. communicate to a person other than the person calling for this Tender, the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);
   2. enter into an agreement with any person that they shall refrain from Tendering or as to the amount of any Tender submitted; and
   3. offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to have done in relation to any other Tender, any act or thing of the sort described above.
      1. We have not canvassed or solicited any employee of the Combined Authority, in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Supplies and Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf, done any such act.
      2. We further hereby undertake that we will not in the future canvass or solicit any employee of the Combined Authority, in connection with this Tender or any other Tender or proposed Tender for the supply of Supplies or Services and that no person employed by us or acting on our behalf will do any such act.

**IN THIS CERTIFICATE**

1. ‘Person’ includes any person, any body or association corporate or incorporate.
2. ‘Any agreement or arrangement’ includes any transaction of the sort described above, formal or informal and whether legally binding or not.
3. ‘Any canvassing or soliciting’ includes any direct or indirect canvassing or any attempts to obtain information by any means.

Signed:

Name:

Position in Organisation:

Date:

1. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-1)