



APPENDIX D

RESPONSE TEMPLATE

1. TENDER RESPONSE

1.1 Potential Providers should provide their responses within the text boxes (blue areas) below and attach along with their quote.

[1]	COMPANY INFORMATION	[INFORMATION ONLY]
[1.1]	Please state your full company name.	
[1.2]	Please state your registered office address.	
[1.3]	Please state your company or charity registration number.	
[1.4]	Please state whether your company is a SME.	
[1.5]	Please state whether your company is a voluntary, community or social enterprise organisation.	
[1.6]	Please state the name of your immediate parent company.	

[2]	QUOTE CONTACT	[INFORMATION ONLY]
[2.1]	Please state the contact's name.	
[2.2]	Please state the contact's address, Postcode and Country.	
[2.3]	Please state the contact's telephone number.	
[2.4]	Please state the contact's mobile number.	
[2.5]	Please state the contact's e-mail address.	

[3]	Mandatory Requirements	Pass/Fail
<p><b>Please Note:</b> The following question is a Pass/Fail question, therefore if a Potential Provider cannot or is unwilling to answer 'Yes', their Tender will be deemed non-compliant and they will be unable to be considered for this requirement. The Potential Provider should confirm by selecting the appropriate answer.</p>		



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[3.1]	Do you agree, without caveats or limitations, that in the event you are successful in this Procurement, you will unreservedly sign the Terms and Conditions of Contract as set out at Appendix C upon award of the Contract?	Yes/No
[3.2]	Do you confirm, that all adults/employees/volunteers that you will assign to this Contract, have undergone each Disclosure & Barring Service check, as outlined within Section 3.1.4 of Appendix B Statement of Requirements, and have provided two appropriate references?	Yes/No
[3.3]	Do you confirm, that your company adheres to the NAAN National Standards 2013?	Yes/No
[3.4]	Please confirm which location(s) you are quoting for. Potential Suppliers should also complete the relevant tabs within the Pricing Matrix for those location(s).	

<b>[4] CONFLICT OF INTEREST</b>		<b>Pass/Fail</b>
<p><b>Please Note:</b> Question 4.1 is a Yes/No question, and will dictate whether or not the following question needs to be answered. This question is for information purposes only.</p> <p>Question 4.2 is a Pass/Fail question. Where a 'Yes' response is provided to the previous question, Potential Providers are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Where the Contracting Authority deems the mitigation unsatisfactory against the conflict outlined representing risk to the Contracting Authority, their response will be deemed a fail and their quote will not be considered further.</p> <p>If a Potential Provider cannot, or is unwilling, to suitably demonstrate that they have suitable safeguards to mitigate any risk, then their quote will be deemed non-compliant and they will be unable to be considered for this requirement.</p>		
[4.1]	<p>Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.</p> <p>If so, you are required to detail what they are.</p>	
[4.2]	<p>We require that any potential, actual or perceived conflicts of interest in respect of this mandate are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.</p>	

<b>[5] PRICE</b>	<b>Weighting 100%</b>
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**Guidance/Question:**

The Authority requires Potential Providers to provide a total fixed hourly cost to deliver the requirement set out in the Appendix B Statement of Requirements, as well as any additional costs. Potential Providers are required to provide their quote via the Appendix E Pricing Matrix, and then emailed to the Procurement Lead (details can be found in the Invitation to Tender).

Prices should be submitted exclusive of VAT.

**Marking Scheme:**

The maximum mark available for Price will be 100. This mark will be awarded to the lowest priced Potential Provider.

The calculation that will be used to determine marks is as follows:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 100 \text{ (maximum mark available)}$$