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**INVITATION TO TENDER**

for

Signage Services

Reference: LMU2023-1778

Issue Date: 25th November 2024

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1. **BACKGROUND**

London Metropolitan University has a rich history with strong educational roots dating back to 1848. The University as it is today was created in 2002 with the merging of London Guildhall University and the University of North London. The main university campus is on Holloway Road in the London Borough of Islington. There is an additional campus at Aldgate. By 2025 we will be making an even more significant contribution to our city, socially, culturally, environmentally and economically: 

* Our students will come from our local communities and from across the globe. They will have an excellent experience with successful academic outcomes, and we will continue to celebrate that we are one of the most diverse, socially inclusive and transformative universities in the UK

* Our graduates will go out into the world of work as confident, values-driven and successful individuals, making a positive contribution to society and offering a constant flow of talent to support the global economy

* Our students and staff will be passionate about our University and recommend London Metropolitan University as a place to study and work, and they will give back to our city and contribute to its success

* Our research will drive real impact and change in London and beyond, and the work that we undertake with our London partners and stakeholders will be at the forefront of initiatives to keep the capital great

* Our business will be strong and sustainable. Our campuses and facilities will continue to improve, we will be delivering year-on-year surpluses to invest in our assets and we will have ensured stewardship for future generations.

Our core values define us and provide a framework for the way that we will work to deliver our vision. We are: 

**Ambitious:** We set the highest standards in everything we do. We take responsibility and are held accountable for our actions and promises, we have the discipline and rigour to ensure continuous improvement and we are determined to succeed 

**Inclusive:** We celebrate our diverse community; we see difference as a source of strength and we challenge exclusionary and discriminatory practice 

**Collaborative:** We work in partnership with our students, staff, alumni, institutions, communities, employers and educational providers across the globe to make a lasting difference 

**Creative:** We generate new ideas and opportunities. We put them into practice and we are innovative in finding new ways to advance knowledge and address global problems. 

Further information about the University is available [on our webpages](https://www.londonmet.ac.uk/about/). 

1. PROCUREMENT OPPORTUNITY
   1. The University seeks to appoint a Signage supplier for the for a contract period of 3 years, with 2 one year optional extension periods. Please refer to Schedule 5 (Specification) for Further Details.
   2. On Monday 25th November 2024 a contract notice was published by London Metropolitan University (“the Authority”) on the [Find a Tender & Contracts Finder] (UK e-notification service) inviting expressions of interest from organisations wishing to be selected to tender for the above opportunity.
   3. This invitation has been issued to those having expressed an interest in the opportunity or, if the Authority is tendering this opportunity using a procedure which shortlists bidders prior to the tendering stage, only those successfully shortlisted (the “Participants”).
   4. **Defined terms** – The following defined terms are used in this ITT:
      1. "Authority" has the meaning given in clause 2.2;
      2. "Participant" has the meaning given in clause 2.3;
      3. "Commencement Date" has the meaning given in clause 5.2;
      4. "Initial Term" has the meaning given in clause 5.2; and
      5. "Renewal Period" has the meaning given in clause 5.2.
2. INDICATIVE PROCUREMENT TIMETABLE
   1. The intended timetable for this procurement is as follows:-

|  |  |
| --- | --- |
| Issue of ITT | Monday the 25th November 2024 |
| Deadline for receipt of clarification questions | Friday 6th December 2024 |
| Deadline for submission of tenders | Friday 20th December 2024 |
| Christmas Closure | 21st December – 2nd January 2025 |
| Presentations | The week of the 20th January |
| Despatch of Standstill Letter | TBC |
| Contract Award Date | TBC |
| Intended commencement of contract | TBC |

* 1. Participants should note that the Authority reserves the right to amend any of the dates and timescales referred to in this ITT at any stage in the tender process.

1. **PROCUREMENT** **PROCESS**
   1. **Procedure -** The procurement procedure being applied to the Contract is an ‘open procedure’ under Regulation 27. This means that any interested party meeting the Authority's minimum qualification requirements may submit a tender for the Contract.
   2. **Terms and conditions of participation -** Participants agree that participation in this tender is subject to the Terms and Conditions of Participation set out in Schedule 2 of this ITT.
   3. **Documents -** All information relevant to this opportunity can be found on London Metropolitan University’s Oracle Portal.
   4. **Site visit –** Sight Visits will be to conduct audit of signage that needs renewing and replacing as well as costing up the new wayfinding strategy and cost up accordingly. Please contact procurement via the Oracle portal service to arrange your site visit.
   5. **Evaluation** – Tenders will be evaluated in accordance with Schedule 1 (Evaluation).

4.4 **Further information** – The Authority may make a change to this ITT or the contract documents at any time by notice to all Participants remaining in the process. The Authority may also issue further information at any time by notice to all Participants remaining in the process.

4.5 **Changes** – The Authority expressly reserves the right: (i) not to award any contract as a result of this procurement process; and (ii) to make whatever changes it may see fit to the content and structure of the tendering competition and the contracts. In no circumstances will the Authority be liable for any costs incurred by the Participants as a result of any such change or decision not to award.

4.6 **Ending the procurement** – The Authority reserves the right at any time for any reason to abandon the procurement. As such, and notwithstanding any provision of this ITT, the Authority does not (by undertaking this procurement) agree to accept any tender, including the most economically advantageous tender. In no circumstances will the Authority be liable for any costs incurred by the Participants if the procurement is abandoned.

4.7 **Due diligence** – Participants will be entirely responsible for carrying out and funding their own due diligence at a level appropriate to them.

4.8 **No conflicts of interest –** A Participant must ensure that it and each subcontractor, agent, or adviser with which it engages in connection with the procurement process does not have a conflict of interest with the Authority or otherwise which may affect the procurement process. Where a Participant identifies a conflict of interest, or the risk of a conflict of interest, it must disclose that conflict or risk to the Authority without delay and assist the Authority in the management of that conflict or risk, to the extent that is possible. The Authority reserves the right to exclude a Participant from the process if a conflict of interest exists which cannot be effectively remedied by other less intrusive measures.

1. CONTRACT
   1. Subject to clauses 4.5 and 4.6 the Authority will enter into a contract with the successful Participant. The contract terms will incorporate those set out in Schedule [11] of this ITT.
   2. The Contract shall commence on the date to be advised by the Authority in the Contract Award Document issued to the Contractor in due course (the "**Commencement Date**") and (subject to clauses 5.3 and 5.4 below) is intended to continue for an initial period of 3 years from the Commencement Date (the **"Initial Term**").
   3. The Contract may be extended beyond the Initial Term on a maximum of [2] [two] occasions, for a period of up to 1 (one) year on each occasion (each a "**Renewal Period"**) at the Authority's sole discretion, by the Authority giving the Contractor not less than 1 (one) months' notice prior to the expiry of the Initial Term or the Renewal Period (as applicable).
   4. The estimated value of the Contract isto be determined as this will depend on requirements during the term of the agreement. However it is anticipated this will be above the current PCR threshold.
   5. The Authority does not undertake to purchase Goods and/or Services exclusively from the Contractor and does not undertake to purchase any minimum quantities or place any minimum orders from or with the Contractor. Any quantities and/or values of Goods and/or Services stipulated in this ITT should be considered non-binding and indicative estimates only.
   6. Participants may not qualify the terms of the contract in their tender response.
   7. If Participants have any queries regarding the terms of the contract, they may submit comments via London Metropolitan University’s Oracle portal. The deadline for receipt of such comments is Friday 29th November 2024.
   8. The Authority will review comments received by Participants by 10th December. If the Authority considers it appropriate to do so, it may reissue the form of contract to incorporate some, or all of the comments submitted by the Participants. All Participants will be required to tender on the basis of the same terms and conditions.
   9. Please see clause 7 of Schedule 2. Tenders submitted are offers capable of acceptance.
2. **COMMUNICATIONS**
   1. **Point of contact** – The Authority will conduct all communication relating to this procurement through Oracle Portal. That is the designated point of contact. If there is a technical failure or the Authority for some other reason elects, all Participants will be given an alternative designated point of contact.
   2. **Single point communication** – Participants must communicate only through the Oracle Portal portal (except as set out in clause 6.3). No representative of a Participant should contact any other person at the Authority on any matter connected to this procurement except with the prior approval of the Authority's designated point of contact.
   3. **Requests for clarification** – Participants shall make clarification and information requests through Oracle. Both questions and their answers will be available to all Participants unless otherwise agreed with the Authority and if agreement cannot be reached the Authority may decline to answer the question if that would be, in the Authority's opinion, inconsistent with its obligations under public procurement law. Participants should note that it is their responsibility to monitor the portal regularly for any postings which may be relevant to their tender submission.
   4. **Participant’s confidentiality obligations** – Each Participant must keep this ITT and all information contained in it, and appended to it, confidential and must ensure that each of its employees, agents, advisers and sub-contractors is placed under a similar obligation. Please see Schedule 2 (Terms and Conditions of Participation) for more details.
   5. **Sharing information** – The Authority may share any information provided by a Participant with its advisers and members of the evaluation team.

1. SUBMISSION INSTRUCTIONS

7.1 **Form of submissions** – All Participants must use the template submission document issued with this ITT at Schedule 3B when submitting their tender submission.

7.2 **Format** – All Participants shall submit one electronic copy of their tender submission using the Oracle Portal. The documents which require signatures should be by electronic signature, or be signed, scanned as an image and submitted. Any originals should be retained by the Participant and may require to be delivered to the Authority.

7.3 **Language** – All submissions must be in English.

7.4 **Word limit** – Participants must ensure that they comply with any stated word limit indicated in the template. Additional information in excess of any such word limit will be disregarded.

7.5 **Supporting documents** – Participants should only submit additional information or documents if directed to do so with a clear reference on each additional information item to the question to which it relates. Unreferenced additional information may be discounted. Marketing and/or promotional literature or any other additional information not requested should not be included and will be discounted.

7.6 **Date and time** – Tender submissions should be submitted using Oracle Portal by Friday 20th December 2024.

7.7 **Use of Artificial Intelligence** – AI tools can be used to improve the efficiency of your bid writing process, however they may also introduce an increased risk of misleading statements via ‘hallucination’. Your submission should clearly identify any instances where AI or machine learning tools, including large language models have been used to generate written content, or support your bid submission.

1. **TUPE – Not Required**

**SCHEDULE 1: EVALUATION**

**Process**

* + - 1. The most economically advantageous submission will be identified by a three-step process.
         1. **Stage one (Compliance check):** The first step will be a completeness check. A complete submission is one which has been received by the deadline for submission of tenders, is substantially complete and complies substantially with the requirements of this ITT. Clarification and further information may be sought from Participants in order to determine if a submission is complete. The Authority may exclude at this stage any submission that is not complete and may reject any tender submission which is submitted late.
         2. **Stage two (Qualification):** The second step will be a check that each submission satisfies the qualification (selection) criteria set out in this ITT on the basis of the supplier questionnaire returned by the Participant. Clarification and further information may be sought from Participants. The Authority may exclude at this stage any submission that does not satisfy the qualification criteria.
         3. **Stage three (Evaluation):** The third step will be to evaluate those submissions other than those rejected as not compliant, or not meeting the qualification criteria, in order to determine the most economically advantageous tender, using the criteria detailed in clauses 4 and 5 below.
         4. **Stage four (Verification):** The final step will be that the Authority may ask the Participant identified as having submitted the most economically advantageous offer to provide verification of statements made in its supplier questionnaire to confirm that it meets the qualification criteria. If those verification checks are not completed to the Authority's satisfaction it may return to Stage three.

**Criteria**

* + - 1. The headings in clauses 4 and 5 identify the criteria and sub-criteria against which Participants will be scored. Figures in brackets after each criterion or sub-criterion are the percentages of the total score available which are allocated for that criterion or sub-criterion. More information on each criterion is provided below.

**Qualification (selection)**

* + - 1. Participants must submit a completed supplier questionnaire as part of the qualification / selection stage of the procurement process. The supplier questionnaire is enclosed at Schedule 7.
      2. All evaluated questions in the supplier questionnaire are assessed on a PASS / FAIL basis. A Participant's failure of any PASS / FAIL question will result in it failing at stage two (see clause 1.1.2 above) and its submission will not be further considered for the award of the Contract. No quality or price scoring information will be made available to any unsuccessful Participant as the Tender will not be scored at this stage of the evaluation process.
      3. Where a Participant is a consortium, all members of the consortium must complete a supplier questionnaire and must satisfy the requirements in Part III of the questionnaire.

3.5 The Authority reserves the right to seek such other information from the Participant in accordance with Regulations 59 and 60 to determine the Participant's economic and financial standing.

3.6 In order to facilitate the Authority's assessment of a Participant's economic and financial standing, the Authority will assess turnover relative to the Contract Value, solvency ratios and profitability ratios. Participants are asked to provide information on their two most recent accounts, and upon request, provide copies of the most recent audited accounts or up to date financial statements where full audited accounts cannot be provided. The minimum criteria are set out in the table at clause 3.4 above. Where the minimum standards expected are not achieved, the Tender may be rejected. The Authority may require further information from a Participant in order to consider if the Participant presents an unacceptable level of financial risk.

3.7 Further instructions on what Participants should consider in relation to their response on financial standing is set out in the supplier questionnaire.

3.8 The supplier questionnaire acts as a self-declaration for Participants. At the end of the evaluation, the successful Participant must provide all requested certificates and documentation before being awarded the Contract. However, the Authority can ask any Participant to submit their evidence at any point in the procurement process, if this is necessary, to ensure that the process is carried out properly and in a timeous manner to meet with the procurement’s programme requirements.

**Commercial ([insert weighting – 40%])**

* + - 1. Participants must complete the pricing pro-forma enclosed at Schedule 6.
      2. The price will be evaluated as follows.
         1. The Participant submitting a compliant tender with the lowest price will receive an unweighted score of 100.
         2. The unweighted scores of each other tender will be calculated based on the formula a/b\* 100 where a is the price of the lowest compliant tender and b is the price submitted by the Participant under evaluation. Results will be rounded to 2 decimal places.
         3. Each Participant's marks will be weighted to [100%].
      3. If this Contract is being awarded in lots, Participants will receive a separate Commercial Section score for each lot for which they are tendering.

**Technical ([insert weighting – 40%])**

* + - 1. Participants must submit a single response to each of the questions listed in the Technical Questionnaire document enclosed at Schedule 8. For each question, only the information you provide specifically within that specific single question will be considered in evaluating your answer to that particular question. Any documentation uploaded elsewhere, or information not detailed within that single question response document, will not be considered in the evaluation of that question.
      2. The Technical Section will be scored by an evaluation panel made up of relevant officers using a pre-defined scoring methodology as defined below.

*Scoring Methodology*

|  |  |  |
| --- | --- | --- |
| **Scoring range = 0-5** | **Categorisation** | **Evaluation description** |
| **0** | **Cannot be scored** | No response has been provided or the response provided does not adequately address the relevant question to allow for a proper assessment to be made. |
| **1** | **Poor** | The response provides inadequate detail and does not demonstrate that the supplier meets the requirements in most of the areas with omissions in relation to the proposed solution to deliver the service.  As a result, the scorer lacks confidence that the supplier understands the requirements and is capable of delivering them. |
| **2** | **Below expectations** | The response contains some omissions and / or is not well supported by evidence / examples.  As a result, the scorer has some concerns about the supplier’s ability to deliver / that they have failed to meet a reasonable standard. |
| **3** | **Adequate** | The response demonstrates an understanding of the requirement but lacks evidence, detail and/or assurance to support how the requirements will be met.  As a result, the scorer has some confidence that the supplier understands the requirements but has some reservations of their capability of delivering them due to lack of evidence support this. |
| **4** | **Good** | The response demonstrates with a good level of detail, evidence and/or assurance how most of the requirements will be met in all key areas but may have a small number of minor reservations.  As a result, the scorer is confident that the supplier understands the requirements, is capable of delivering them to a good standard. |
| **5** | **Excellent** | The response is comprehensive and well evidenced demonstrating expertise and knowledge incorporating value & other points of innovation aligned to the organisations’ tender requirements.  The response fully captures the understanding of the steps involved to deliver the aspects of the question posed. As a result, the scorer has a very high level of confidence of the Bidder’s experience and ability to deliver to a high standard. |

* + - 1. The scoring system should be read in conjunction with the submission requirements set out in Schedule 3. The weightings allocated to each criterion will be applied to the relevant score to produce a weighted score. The aggregate weighted score will then be calculated.

**Community Benefits – Not Applicable**

**Final Score and Award**

* + - 1. The final score will be calculated based on the Most Economically Advantageous Tender by combining all the scored elements in accordance with the weightings set out in the scoring matrix below. It is intended that the Contract shall be awarded to the highest scoring Participant.

*Scoring matrix*

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Weighting** | **Sub-criteria** | **Criteria weighting** |
| Qualification (supplier questionnaire) | Pass/Fail | Pass/Fail | Pass/Fail |
| Commercial | 40% | n/a | n/a |
| Technical Questions | 40% | Below | n/a |
|  |  | Product Quality  Warranties  Customer Service  Installations Procedures  Sustainability | 5%  5%  5%  5%  20% |
| Presentations | 20% | n/a | n/a |
| **TOTAL** | **100%** |  | **100%** |

* + - 1. The Authority is not bound to accept the lowest cost or any Tender.

**SCHEDULE 2: TERMS AND CONDITIONS OF PARTICIPATION**

**1. Confidentiality and Freedom of Information**

1.1 Information provided by the Authority in this ITT must be treated by Participants as private and confidential.

1.2 All information submitted by Participants to the Authority may need to be disclosed and/or published by the Authority in compliance with its obligations pursuant to the Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004. The Authority may also disclose all information submitted by Participants to its auditors and advisers.

1.3 Participants should clearly identify any information included in their submissions which they consider to be confidential, or which contains personal data for the purposes of the Data Protection Act 2018 and the UK GDPR (which has the meaning given in section 3(10) (as supplemented by section 205(4)) of the Data Protection Act 2018), and explain in broad terms (in an accompanying letter) what harm might result from disclosure and/or publication of such information. The Authority will have regard to this information, but receipt or evaluation by the Authority of any material marked 'confidential' or equivalent should not be taken to mean that the Authority accepts a duty of confidence in relation to that information. Participants should be aware that, even if a candidate has indicated that information is confidential, the Authority may disclose this information to its auditors where it sees fit and may have to disclose it to comply with the Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004.

1.4 The Authority may publish the names and contact details of organisations (and individuals named as contacts) who submit submissions.

1.5 At the conclusion of the tender process, information about the winning Participant and its tender (including price information) may be published by the Authority.

**2. Costs**

2.1 Participants are responsible for meeting all costs they incur in participating in this procurement process. The Authority shall not be liable for any costs incurred by Participants and shall not make any contributions to Participants’ costs.

**3. Canvassing**

3.1 Without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Participant may attract, the Authority may disqualify any Participant which, in connection with this procurement:

3.1.1 offers any inducement, fee or reward to any member or officer of the Authority or any person acting as an adviser for the Authority in connection with the Project; or

3.1.2 does anything which would constitute a breach of the Bribery Act 2010; or

3.1.3 canvasses any of the persons referred to in clause 3.1.1 in connection with the Project; or

3.1.4 contacts any officer of the Authority prior to the contract being awarded about any aspect of the Project in a manner not permitted by this ITT (including without limitation a contact for the purposes of discussing the possible transfer to the employment of the Participant of such officer for the purpose of the Project).

**4. Conflicts of interest**

4.1 A Participant must ensure that it and each subcontractor, agent or adviser with which it engages in connection with the procurement process does not have a conflict of interest with the Authority or otherwise which may affect the procurement process. Where a Participant identifies a conflict of interest, or the risk of a conflict of interest, it must disclose that conflict or risk to the Authority without delay and assist the Authority in the management of that conflict or risk, to the extent that is possible. The Authority reserves the right to exclude a Participant from the process if a conflict of interest exists which cannot be effectively remedied by other less intrusive measures.

**5. Non-collusion**

5.1 Without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability that such conduct by a Participant may attract, the Authority may disqualify any Participant which, in connection with this procurement:

5.1.1 fixes or adjusts the amount of its submission by or in accordance with any agreement or arrangement with any other Participant; or

5.1.2 enters into any agreement or arrangement with any other person that it shall refrain from making a submission or as to the amount of any submission to be submitted; or

5.1.3 causes or induces any person to enter into such agreement or arrangement as is mentioned in either clauses 5.1.1 or 5.1.2 or to inform any Participant of the amount or approximate amount of any rival submission; or

5.1.4 communicates to any person other than the Authority the amount or approximate amount of its proposed submission (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the submission or where both are acting as members of a consortium which has made a submission).

5.2 Each Participant is required to return a certificate confirming non-collusion with its submission – please see Schedule 4.

**6. Reserved rights**

6.1 The Authority reserves the right to change the basis of the procedures for or to discontinue this procurement process, and not to award a contract pursuant to it. The process does not in any way bind the Authority to award a contract. Under no circumstances shall the Authority incur any liability in respect thereof.

6.2 The Authority reserves the right to review the economic and financial standing or technical or professional ability of a Participant if there are changes in the Participant's circumstances at any time during the procurement procedure, particularly if there is a change to the constituent members of a consortium Participant, or any change of identity, control, financial standing or other factor which may have affected the assessment of the Participant at the pre-qualification stage. Following such a review, the Authority reserves the right to disqualify a Participant if the changed circumstances mean that, had they arisen before the pre-qualification process, the Participant would not have been shortlisted to be invited to tender and/or progressed to Stage 3 (Evaluation and Award Stage).

**7. Consortia applications and group companies**

7.1 Where the successful candidate is a consortium, the members of it may be required to enter into the contract (and any other ancillary contracts) with the Authority on a joint and several basis.

**8. Entry into contract**

8.1 Tenders received will be offers capable of acceptance by the Authority. In addition the Authority may draw up a contract for signature by it and the successful Participant. All tenders submitted to the Authority must remain open for acceptance for a period of 90 (ninety) days from the Tender closing date.

**9. Incomplete Tenders**

9.1 Participants must ensure that all documentation has been properly completed and that all information requested in this ITT has been clearly and accurately stated in the tender submission, as failure to do so may result in the tender submission not being considered. Likewise, if a Participant fails to provide any documentation subsequently requested as part of a Request for Documentation, this could result in the Participant being excluded from the tender process thereafter.

9.2 If it is apparent that a Participant has submitted a fundamentally non-compliant tender submission in respect of any of the ITT requirements, the Authority may choose to reject that Tender and continue to assess the other Tenders, as appropriate. However, clarification may be sought from such a Participant to determine whether their tender submission could be made complete and compliant. In the event that the Authority requires clarification in respect of such a tender submission, this must be provided to the Authority **within two (2) Working Days** of request.

**10. Abnormally Low Tenders**

10.1 Where the Authority considers any Tender to be abnormally low, the Authority will request an explanation, in writing, from the Participant of the prices or costs proposed in a Tender; and assess the information provided in response by the Participant. If the explanations and information provided do not account, to the Authority's satisfaction, for the level of prices or costs proposed in the Tender, the Authority may reject the Tender, and must reject any Tender which it has established is abnormally low because it does not comply with the applicable obligations referred to in Regulation 56(2).

**SCHEDULE 3: SUBMISSION REQUIREMENTS**

**Part A**

1. The Authority requires Participants to make their submissions in the form of the document issued with this ITT. Part B of this Schedule 3 contains the form of the tender submission.
2. Participants must complete the documents specified at Part B of this Schedule 3 in the form provided. Participants should not seek to change the order of the information in the form. The text under each heading describing the required content of the section should be deleted and the Participant’s text inserted in its place.
3. The documents which require signatures should be signed by electronic signature or signed, scanned as an image and submitted. Any originals should be retained by the Participant and must be delivered to the Authority on request.

**Part B**

TENDER SUBMISSION TEMPLATE

1. **Supplier questionnaire (SQ)**

Please provide a completed supplier questionnaire (enclosed at Schedule 7).

2. **Price**

Please complete the Pricing Schedule (enclosed at Schedule 6). All costs should be stated in pounds sterling (£).

3. **Quality**

Please provide a completed technical questionnaire (enclosed at Schedule 8).

4. **Form of submission certificate**

The submission should include the signed submission certificate on the Participant’s headed paper in the format enclosed at Schedule 4.

5. **Offer**

The submission should include the signed offer on the Participant’s headed paper in the format enclosed at Schedule 10.

**SCHEDULE 4: SUBMISSION CERTIFICATE**

This certificate must be printed on the headed paper of the Participant in the form of a letter addressed to the Authority. The certificate must be returned with each submission.

1. Date

This certificate is dated [Participant to insert date]. It relates to our submission for the Invitation to Submit a Tender for the Signage Services.

1. Supplier questionnaire (SQ) confirmation

We confirm that our response to the supplier questionnaire is true and accurate in all material aspects as at the date of this certificate.

1. Canvassing

We certify that in making this submission we have not (and will not have before the award of any contract for the work):

* 1. offered any inducement, fee or reward to any member or officer of the Authority or any person acting as an adviser for the Authority in connection with the Project; or
  2. done anything which would constitute a breach of the Bribery Act 2010; or
  3. canvassed any of the persons referred to in clause 3(a) of this Submission Certificate in connection with the Project; or
  4. contacted any officer of the Authority prior to the contract being awarded about any aspect of the Project in a manner not permitted by this procurement (including without limitation a contact for the purposes of discussing the possible transfer to our employment of such officer for the purpose of the Project).

1. Non-collusion

We certify that this submission is made in good faith and that we have not (and will not have before the award of any contract for the work):

* 1. fixed or adjusted the amount of our submission by or in accordance with any agreement or arrangement with any other Participant; or
  2. entered into any agreement or arrangement with any other person that the other person shall refrain from making a submission or as to the amount of any submission to be submitted; or
  3. caused or induced any person to enter into such agreement as is mentioned in either clauses 4(a) or 4(b) of this Submission Certificate or to inform us of the amount or approximate amount of any rival submission; or
  4. communicated to any person other than the Authority the amount or approximate amount of our proposed submission (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the submission or where both are acting as members of a consortium which has made a submission).

1. Use of Artificial Intelligence

We certify that we have clearly identified any text forming part of our submission which has been generated by artificial intelligence or machine learning tools, including large language models, and that any such text has been checked and verified for accuracy.

In this certificate, the word “person” includes any persons and anybody or association, corporate or unincorporated; any “agreement” or ‟arrangement” includes any transaction, formal or informal and whether legally binding or not; and “work‟ means the work in relation to which this submission is made.

Signature………………………………………………

in the capacity of …………………………………….

Name (Block Capitals) ……………………………….

Authorised to sign the submission for and on behalf

of…………………………………………....

SCHEDULE 5 – SPECIFICATION

**Specification Document below:**

****

SCHEDULE 6 – PRICING SCHEDULE

**Pricing Document below:**

****

SCHEDULE 7 – SUPPLIER QUESTIONNAIRE

**Supplier Questionnaire document:**

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SCHEDULE 8 – TECHNICAL QUESTIONNAIRE

Technical Question Document:



SCHEDULE 9 – OFFER

This offer is dated [insert date]. It relates to our submission for the Invitation to Submit a Tender for the Signage Services.

Our submission to you is an offer which is capable of legal acceptance by you to create a contract between us. This offer shall remain valid and in effect for a period of [insert period of validity] following the date of submission.

Signature………………………………………………

in the capacity of …………………………………….

Name (Block Capitals) ……………………………….

Authorised to sign the submission for and on behalf

of…………………………………………....

SCHEDULE 10 – TERMS AND CONDITIONS OF CONTRACT

**Contract:**

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