**Invitation To Tender (ITT)**

**For: Provision of stakeholder engagement and communications services to support the successful opening of the RCP’s new Liverpool home, The Spine**

**Tender Reference: CPR1/2020**

**TENDER CLOSING DATE:** 31 January 2020

**TENDER CLOSING TIME**: 17.00 hours

**STATUS:**

**VERSION:**

**Date:**

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# PART I – INTRODUCTION

# THE ROYAL COLLEGE OF PHYSICIANS

The RCP's core mission is to drive improvements in health and healthcare through advocacy, education and research. We are an independent patient centred and clinically led organisation with over 37,000 members, that drives improvement in the diagnosis of disease, the care of individual patients and the health of the whole population both in the UK and across the globe.

We draw on our members' knowledge and expertise to develop evidence-based policy in key areas of healthcare. We champion medical professionalism and leadership, promote person-centred care and drive improvements in clinical practice. We work with government, politicians and other policy makers, royal colleges and other sector organisations to embed quality improvement in healthcare. Learn more about our role in shaping health policy, including our current priorities.

We improve patient care directly in hospitals by developing guidelines for high-quality care on behalf of NICE, setting standards in key areas of care, and measuring that care through our clinical audits and accreditation schemes. We also run quality improvement and patient safety initiatives in a variety of clinical areas.

# GENERAL REQUIREMENTS

## Tenders are invited for the provision of an integrated stakeholder engagement and communications service for our project RCP North, which will see the RCP extend its reach by opening a second main base in Liverpool and wider work in the northern region. Building of our new base in Liverpool’s Knowledge Quarter is happening at great pace and once open in early 2021 will be known [RCP at The Spine](https://www.rcplondon.ac.uk/about-us/what-we-do/rcp-spine).

## The detailed requirements are defined in the Scope and Service Requirements below.

All tenders must be submitted by email to RCP Head of Strategic Communications Linda Cuthbertson [linda.cuthbertson@rcplondon.ac.uk](mailto:linda.cuthbertson@rcplondon.ac.uk) and Public Affairs Manager [rory.murray@rcplondon.ac.uk](mailto:rory.murray@rcplondon.ac.uk) by 31 January (full tender schedule is shown in section 4.3). Additional supporting information must only be provided where requested to do so. Where additional information has been provided where not requested the Royal College of Physicians (herein named RCP) will not take such information into consideration when conducting the evaluation. All clarification questions relating to the tender must be submitted via email to [linda.cuthbertson@rcplondon.ac.uk](mailto:linda.cuthbertson@rcplondon.ac.uk) and [rory.murray@rcplondon.ac.uk](mailto:rory.murray@rcplondon.ac.uk) by the date and time detailed at 4.3 below.

All submissions must be made in accordance with section 8 of Part II below.



# TRANSPARENCY OF PROCESS/ FAIR TRADING

## The RCP reserves the right to disseminate information that is materially relevant to all Service Providers, even if the information has only been requested by one Service Provider, subject to the duty to protect any Service Providers commercial confidence in its responses. Should Service Providers wish to avoid such disclosure (for example, on the basis that the request or response contains commercially confidential information or may give another Service Provider a commercial advantage) the request must be clearly marked “In confidence – not to be circulated to other Service Providers” and the Service Provider must set out the reason(s) for the request for non-disclosure to other Service Providers, which the RCP will then consider. The RCP will consider each such request for non-disclosure on its merits, and in particular whether any regulations or considerations of probity require it to be denied. Where the RCP decide that the question or request, and their response, cannot be withheld from circulation, the Service Provider will have the opportunity to withdraw the question or request, or otherwise to represent it in a different format.

# SCOPE

**4.1 Background**

The RCP recognises that in the past it has been perceived by some of our membership and stakeholders as a heavily London-centric organisation. We are on a mission to change that. Over the past few years we have invested proactively in our regional infrastructure, with regional offices now covering the whole of the UK (except Scotland).

The escalation of this mission to ensure that we are supporting our membership across the whole of the UK will result in the RCP opening a second main home in Liverpool. This new home will support us to increase our engagement across the northern region beyond the confines of Liverpool.   
  
Our new home The Spine, currently under construction, is a partnership capital project with Liverpool City Council (LCC). The Spine is in Liverpool’s new science and medical complex in an entirely new district called Paddington Village, part of the [Knowledge Quarter](https://www.kqliverpool.co.uk/). Paddington Village is being built near the new Royal Liverpool University Hospital and Liverpool University.

Once open the RCP will occupy six floors of the building, which will include facilities for assessment and exams, educational activities, conferences and events, membership, exhibition space and two office floors for RCP staff, roughly half of whom are expected to be based in Liverpool by 2022. We will also have a strong focus for our health inequalities and research agendas from RCP at The Spine. Another six floors will be rented out to tenants by LCC who are hoping to attract medical and scientific organisations and businesses to the Village.

The Spine is an architecturally distinguished building with a distinctive Voronoi pattern in its glass curtain wall, and is likely to win awards and be of interest architecturally and to the general public due to its unusual appearance. It will be built to stringent environmental, wellbeing and sustainability standards making it one of the healthiest buildings in the UK.

We are developing a comprehensive communications and engagement strategy including an ambitious People Plan as we will transition some 100+ staff roles to Liverpool. The People Plan will include supporting those staff who don’t wish to relocate but take redundancy instead, while offering new job opportunities in the north west and promoting the building, public, community and stakeholder engagement.

We have identified the need for external support to ensure a successful communications and engagement approach, with notable focus in two key areas as detailed below.

**4.2 Stakeholder and community engagement**

**The current picture**

As part of our new presence in Liverpool, RCP officers and staff have been building relationships with a range of stakeholders in the region and exploring potential partnerships for the past couple of years. Many of our people have good relationships with specific stakeholders from LCC, the Knowledge Quarter, Liverpool University and local health and science organisations like the North West Academic Health Sciences Network, conferencing and event specialists and potential funders.

**Scope of the contract**

We would like an agency to build a full picture of all our relationships, ownership of those relationships, and to identify potential new relationships in order to support our officers and staff in maximising the opportunities available not just in the north west but across the whole of the north. In particular we will need the agency to work closely with defined business and project areas of the RCP, including fundraising, marketing and public affairs to ensure that there are neither gaps nor overlaps in our stakeholder engagement.

One of the key roles of the successful agency will be helping the RCP to think of our stakeholder relationships beyond a capital project. The next 12-18 months will be crucial in setting the tone for how the RCP will engage across the north to ensure that our new home in the north meets its ambition of improving health and healthcare with a focus on health inequalities. There are now several workstreams across the RCP which have specific geographical and regional elements to them. We know there is huge potential for the RCP to understand how our presence in the region can support [our vision](https://www.rcplondon.ac.uk/about-rcp/vision-and-mission) for ‘everyone to have the best possible health and healthcare’.

In the first instance we require stakeholder mapping of existing contacts, relationships and potential partnerships, culminating in a comprehensive stakeholder map, including detailed knowledge on who ‘owns’ the relationship, the purpose of relationships, identifying overlaps and gaps.

Once this phase is complete, we will require a comprehensive stakeholder engagement strategic approach designed, including a plan of communications activities to develop our stakeholder relationships and keep people informed and engaged. This should exploit different approaches and collateral that the successful agency will produce (RCP graphic design services will be available) in partnership with our in-house communications and public affairs team and other key internal stakeholder relationship owners. These include our academic vice president, commissioning director for The Spine and deputy registrars.

We would expect there to be an initial focus on ensuring that local system leaders (NHS Trust CEOs & MDs, CCG leadership) in the NHS are aware of the RCP’s growing regional presence and defining where there might be opportunities for collaborative working.

**4.3 Public launch, Spring/Summer 2021**

The other key area of work that we have identified is related to the official opening of The Spine in Spring/ Summer 2021. The official launch is likely to be a high-profile event and traditionally the RCP has involved members of the Royal Family for significant openings. We would welcome ideas from an agency on all potential options for a high-profile guest.

We have identified a specific need for external support in creating an engaging public and stakeholder element to the opening event/events alongside the involvement of our members, fellows and staff. We are interested in creative ideas for how we engage local communities in our launch, and how we generate high profile media coverage. The building will have a new exhibition space, so it will be important for the successful bidder to work closely with our exhibition team and curators to ensure that the launch and exhibition are linked and that there is longevity to the engagement approach.

Our public launch does not need to be limited to a one-off event, and we would welcome ideas for a period of activity either leading up to, or after, such an event.

# TERM

The contract will commence on 17 February 2020 and will end on December 31 2020, with a potential option for renewal for a further six months.



# THE SERVICE PROVIDER

## The RCP is seeking a provider to provide communications and engagement services in two specific areas of communications related to the opening of our new Northern home RCP at The Spine as detailed below.

# SERVICE REQUIREMENTS

**7.1 Stakeholder identification, mapping, a communications strategy and action plan**

**7.1.1** Identify and map current stakeholders related to RCP at The Spine across all relevant areas of the RCP, identify new stakeholders and work with RCP officers and staff to instigate relationships. Develop and deliver a programme of high quality communications activity in partnership with our in-house team

**Deliverables**

**7.1.1.1**

* Produce stakeholder mapping framework for approval including categorisation and provision for overlap/gap identification
* Meet/speak to key officers and staff to gather the information to begin the framework
* Develop communications strategy and timetabled action plan for this audience
* Produce weekly progress report for Head of Strategic Communications
* Hold bi-monthly meetings with Head of Strategic Communications in Liverpool or London
* Attend other meetings as appropriate
* Identify new stakeholders that may be of interest to RCP
* Work with RCP staff and officers to instigate relationships and deliver communications and engagement activity
* Run a series of events/activity to engage and encourage dialogue with local system leaders in the RCP’s growing regional presence
* Produce a series of engaging communications materials (combination of print, digital, social)
* Maximise opportunities to connect the RCPs work with the ‘northern powerhouse’ agenda

**7.2 Support for public launch of RCP at The Spine in 2021**

**7.2.1** Produce creative and engaging ideas for public and stakeholder engagement at the launch of RCP at The Spine in Spring / Summer 2021. Support event management of the launch. Generate high profile media coverage, stakeholder and membership buy-in for the new RCP at The Spine vision and membership reach outside London and the south east.

**Deliverables**

**7.2.1.1**

* Research local interests and successful events held by local organisations to build a picture of likely events and activities that would be attractive to local people, particularly those with ongoing legacy commitments
* Meet exhibitions and AV team at RCP to coordinate efforts
* Map other events taking place in Summer 2021 looking for synergies
* Identify potential partners, particularly those with funding streams
* Test out ideas with public, membership and stakeholders – focus groups?
* Produce report of recommendations and event management plan
* Design and deliver a selection of events/activity in partnership with RCP which announce our presence to the region
* Seek opportunities to connect our membership with the local community (e.g. local school ‘Career in Medicine talks’)

# PART II – CONDITIONS OF TENDER

# GENERAL INFORMATION

## These instructions provide you with the information necessary to produce and submit a Tender (as defined in 2.1 below) which will be evaluated and subsequently used to complete a Contract. Any Tenderer not complying with any aspect of these instructions may be rejected from the entire exercise. We may asked a small number of tenderers to present the document in person in the week beginning 3 February.

## Tenders MUST submit their terms and conditions for review and negotiation.

## You MUST NOT amend any of the existing text in any way. Any amendment to the existing text of this ITT MAY, at the sole discretion of the RCP, result in the rejection of your Tender.

## All costs incurred by you in relation to preparing and submitting this Tender are to be borne by the Tenderer.

## At any stage, the RCP reserves the right to terminate this procurement in full or in part and not to establish or enter into a Contract.

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

## Tenders MUST include all the completed documents, which MUST be presented in accordance with these Conditions of Tender.

## The RCP shall not be required by Tenderers to seek clarification on responses provided, although the RCP reserves the right to seek clarification at its sole discretion.

## Tenders are invited for the supply of services in respect of the provision of stakeholder engagement. The RCP’s detailed requirements are defined in the documentation that accompanies these instructions.

# CONTENTS OF TENDER

## A completed and compliant Tender will comprise:

### Form of Tender (Annex 2) - duly completed

### Detailed response to the scope and service requirements as detailed within this ITT including supporting material; tenderers will be required to supply supporting material demonstrating a track record in the provision of similar services with descriptions, testimonials and outcomes.

### A copy of your terms and conditions for review and negotiation.

# QUESTIONNAIRE

## Except for completed Annexes, your responses to the requirements MUST be provided as per any question instructions defined in the “Supplier Help”.

## In your response to requirements, you MUST NOT:

### in any response refer to any other response provided in your submission, even if there is commonality; you MUST provide discrete responses to each question. Evaluators WILL NOT consider additional information not contained in the response to the question being answered;

# TENDER EVALUATION

## The RCP will evaluate this tender 100% on the basis of the quality, fit and extent of the service offered against the proposed fee for this work, and 0% on the price. It will also take into account the knowledge and experience of the tenderer in providing these services. The analysis will be a qualitative analysis and not cost-dependent as the sum being offered - £50,000 - is fixed and we will not accept tenders above this sum. If tenderers would like to offer additional services they may supply a rate card including this information.

## The evaluation will be conducted in two stages as follows:

### The first stage will be to check that a Tender is compliant in that it has been submitted in accordance with these instructions. The RCP MAY eliminate any Tenderer failing to comply with these instructions.

### The second stage will be an evaluation of the proposal in detail, including supporting material.

### The RCP wishes to ensure that the Tenderer to which it awards the contract will be capable of performing the contract with the RCP and may carry out due diligence in relation to the Tenderers to provide such information relating to their ability to perform the contract for which it is bidding (including its financial and economic standing and its professional and technical ability) as is specified in that requirement. The RCP may reject any final tender which does not meet the RCP’s minimum requirements in relation to the ability of any Tenderer to perform the contract, including in situations where information is obtained by the RCP as a result of the Tenderer’s response or of carrying out other due diligence enquiries.

## An indicative timetable is set out in Table 2 below. The RCP intends to follow the timetable set out below. All times are NOON unless otherwise specified. The RCP MAY amend this timetable and will advise you accordingly.

Table 2: Indicative Timetable

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity Number** | **Activity** |
| Tuesday 14 January 2020 | 1 | Issue of Invitation to Tender (ITT) |
| Monday 20 January 2020 | 2 | Deadline for submission of clarification questions |
| Friday 24 January 2020 | 3 | Deadline for RCP to respond to clarification questions |
| Friday 31 January 2020 17:00 hrs | 4 | Deadline for return of Tenders |
| Wk beginning 3 February 2020 | 5 | Presentations from selected tenderers |
| Friday 7 February 2020 | 6 | Completion of Tender Evaluation |
| Monday 10 February 2020 | 7 | Issue of notification letters to bidders |
| Monday 17 February 2020 - 31 December 2020 | 8 | Execution of the Contract |
| Monday 17 February 2020 (provisional) | 9 | Contract Commencement |

# AWARD CRITERIA

## The tenders will be judged by a qualitative analysis that judges each tender on its quality, fit and extent of service offered, together with the experience and knowledge of the tenderer.

## Contract(s) will be awarded to the Tenderer(s) on the following basis:

### The RCP will award one (1) contract.

# CONTRACT

## If the RCP wishes to enter into an Agreement with a Tenderer, that Contract will consist of the Terms and Conditions of Contract and its appendices, augmented with the appropriate information submitted in the Tender and questionnaire, relating to the requirements of the RCP.

# CLARIFICATION OF INFORMATION

## It is absolutely the responsibility of the Tenderer to obtain the necessary information required to prepare this Tender. You MUST read all new information as soon as it becomes available together with any other instructions sent to you. It is the Tenderer’s responsibility to check for new information/instructions.

## You MAY raise questions during the Tender period up to the date and time stated in activity two (2) in Table 2 above and these MUST only be submitted to the RCP as per these instructions.

## Questions will be answered as they are received by the RCP. All questions will be anonymised, and responses will be sent to all tenderers.

## For questions raised at the end of the clarification period, the RCP will endeavour to issue responses to all remaining questions prior to the submission deadline. The RCP reserves the right not to issue responses to questions raised after the clarification period has come to an end.

# SUBMISSION OF TENDERS

* 1. The Form of Tender (Annex 2) must be duly completed and submitted with the commercial offering, Supporting Information (if required) and annexes duly completed.
  2. The completed questions and any required documents must be fully answered and provided in line with the questions and submitted no later than the due date and time.
  3. Tenders MAY be submitted at any time before the closing date.
  4. Tenders received after the specified date and time for receipt of tenders may not be accepted or considered unless the RCP is satisfied that there is sufficient evidence the Tenderer made every effort for their submission to have arrived before the closing date and time.

1. **NOTIFICATION OF AWARD**

## The RCP will notify its decision to the bidders.

## The Contract will be awarded in accordance with Sections 4 and 5.

# RIGHT TO REJECT/DISQUALIFY

## The RCP reserves the right to reject or disqualify a Tenderer where:

### the Tenderer fails to comply fully with the requirements of this Invitation to Tender or is guilty of a serious misrepresentation in supplying any information required in this document and/or;

### the Tenderer is guilty of serious misrepresentation in relation to its Tender, and/or the Tender process and/or;

### there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Tenderer.

# RIGHT TO CANCEL, CLARIFY OR VARY THE PROCESS

## For any Tenderer, the RCP MAY cancel, clarify or vary the procurement process if:

### the Tenderer fails to comply fully with the requirements of the Invitation to Tender or is guilty of a serious misrepresentation in supplying any information required in this document and/or

### it requires the Tenderer to clarify its submission in writing. Failure to respond adequately MAY result in a sanction, which MAY include the award of a lower score, or rejection of the Tender and/or;

### it requires the Tenderer to clarify its submission in writing and/or provide additional information. Failure to respond adequately MAY result in a sanction, which MAY include the award of a lower score, or rejection of the Tender and/or;

### it needs to amend any terms of the Tender (including the Contract) on providing reasonable written notice.

# CANVASSING

## Any Tenderer who directly or indirectly canvasses any employee, or agent of the RCP concerning the award of the Contract and/or the process leading to that award or who directly or indirectly obtains or attempts to obtain information from any such employee or agent or concerning any other Tenderer, Tender, or proposed Tender will be disqualified.

# COLLUSIVE BEHAVIOUR

## Any Tenderer who:

### fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party or;

### communicates to any party other than the RCP, the amount or approximate amount of its proposed Tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or any necessary security) or;

### enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender or;

### enters into any agreement or arrangement with any other party as to the amount of any Tender submitted or;

### offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender, any act or omission in line with this paragraph 13.1.

SHALL (without prejudice to any other civil remedies available to the RCP or its members and without prejudice to any criminal liability which such conduct by a Tenderer MAY attract) be disqualified.

The RCP MAY at its sole discretion, refer any cases of Collusive Behaviour to the Office of Fair Trading.

# REPRESENTATIONS AND WARRANTIES

## Whilst the information in this Invitation to Tender has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified.

## Neither the RCP nor its advisors, or their respective directors, officers, members, partners, employees, other staff, agents or advisors:

### makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Invitation to Tender or;

### accepts any responsibility for the information contained in the Invitation to Tender or for their fairness, accuracy or completeness nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

## Any persons considering making a decision to enter into contractual relationships with the RCP following receipt of the Invitation to Tender should make their own investigations and their own independent assessment of the RCP and its requirements for the supplies and should seek their own professional financial and legal advice.

## Only the express terms of any written contract relating to the subject matter of the Invitation to Tender as and when it is executed shall have any contractual effect in connection with the matters to which it relates.

# NO INDUCEMENT OR INCENTIVE

## The Invitation to Tender is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Tenderer to submit a Tender or enter into the Contract documents or any other contractual agreement.

# CONFIDENTIALITY

* 1. The Tenderer shall treat all information contained in or related to this Invitation to Tender (including the Tender) as confidential. In this respect, Confidential Information will include the Invitation to Tender and the Tender and the Tenderer shall be bound by the confidentiality obligations in the Contract.

# CLAIMS

* 1. A bidder shall have no claim whatsoever against the RCP in respect of any statement, act or omission made and in particular the RCP shall not make any payments to a successful tenderer or any other Tenderer unless expressly provided in the contract.

# ANNEX 1 – QUESTIONNAIRE

Section A – not scored

Sections B to C – pass/fail

Section D – will form part of the overall quality assessment

Section E – pass/fail

**Background Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION A** | **ORGANISATION INFORMATION (INFORMATION ONLY, NOT SCORED)** | | | |
| QUESTION NUMBER | QUESTION DESCRIPTION | SUPPLIER HELP | MARKING SCHEME | RESPONSE |
| **A1. Supplier Full Legal Name** | What is the full legal trading name of the tendering organisation? | What is the full legal name of the organisation (as registered at Companies House) that is either tendering or acting as lead supplier in a consortium? | Not Scored |  |
| **A2. Supplier Address** | What is your registered office address? | Please provide the address as registered at Companies House including post code. | Not Scored |  |
| **A3. Main Contact Details** | Provide your primary contact details | Please provide primary contact details in relation to this enquiry (Name, Job Title, Location address, Email address, Phone Numbers) | Not Scored |  |

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| **SECTION B** | **FINANCIAL INFORMATION** | | | |
| QUESTION NUMBER | QUESTION DESCRIPTION | SUPPLIER HELP | MARKING SCHEME | RESPONSE | |
| **B1. Financial Reports** | Supply a recent (within 1 month) third party credit agency report (Trading & Risk Snapshot) | This question is designed to inform the RCP of the contract limits that are recommended to be awarded as per the financial report score. Suppliers must upload a copy of the report as evidence, failure to provide a copy of the report will result in fail score being applied. | Pass/Fail |  | |
| **B2. Insurance Cover** | Please confirm that the minimum levels of cover for Employers and Public Liability and Professional Indemnity insurance will be in place from the start of the Contract.  Employers Liability  Public Liability  Professional Indemnity | Please confirm that the minimum levels of insurance will be place from the start of the contract. | Pass/Fail |  | |
| **B3. Business Malpractice** | Has your company or any of its Directors and Executive Officers been the subject of criminal or civil court action for which the outcome was a judgement against you or them? | Please provide details. Responses will be taken into account in assessing the outcome of this prequalification application. They will not necessarily constitute a reason for rejection. | Pass/Fail |  | |
| **B4. Bankruptcy or Insolvency** | Has your company or any of its Directors and Executive Officers ever been the subject to bankruptcy or insolvency in respect of the business activities for which the outcome was a judgement against you or them? If yes, provide details. | Responses will be taken into account in assessing the outcome of this prequalification application where the circumstances of the judgement are pertinent to future projects. | Pass/Fail |  | |
| **B5. On-going Court Action** | Is your company or any of its Directors and Executive Officers the subject of on-going or pending criminal or civil court action (including for bankruptcy or insolvency) in respect of the business activities currently engaged in? If yes, provide details now and notification of outcome, when known. | The severity and or relevance of the prosecution will have a bearing on the outcome of this prequalification application | Pass/Fail |  | |

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| --- | --- | --- | --- | --- | --- |
| **SECTION C** |  | **HEALTH & SAFETY** | | | |
| QUESTION NUMBER | QUESTION DESCRIPTION | | SUPPLIER HELP | MARKING SCHEME | RESPONSE |
| **C1. Site Prosecutions** | Has your company or any individual employed by your company been prosecuted or received an improvement/prohibition notice for any breach of health and safety legislation within the past three years? | | Please confirm if your organisation has had any Health & Safety prosecutions or notices served. It is important that if you answer YES full details are provided | Pass/Fail |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION D** | **CORPORATE SOCIAL RESPONSIBILITY** | | |
| QUESTION NUMBER | QUESTION DESCRIPTION | SUPPLIER HELP | RESPONSE |
| **D1. Environmental Policy** | Do you have written environmental procedures for staff on protecting the environment e.g. waste management, emergency preparedness, business continuity? Do you hold, or are you working towards ISO14001 accreditation? | Please confirm that your organisation has in place environmental procedures  Please confirm if you hold, or are working towards ISO14001 accreditation |  |
| **D2. Environmental Enforcement Orders** | Has your organisation ever had legal action taken against it under environmental legislation, including prosecutions or notices served by the Environment Agency, local authorities or HM Inspectorate of Pollution | Please confirm if your organisation has had any legal action taken against them relating to environmental legislation |  |
| **D3. Ethical Trading** | Do you operate within an agreed Code of Practice with regard to ethical trading: e.g.SA8000, Ethical Trading Initiative (ETI) If yes, provide a copy. If not then describe your approach. | Please provide information about how you embed these practices within your business and the supply chain. If you respond with a “Yes” you must attach a copy of your certificate, failure to attach a copy will result in zero sore being applied |  |
| **D4. Modern Slavery Act** | Does your organisation have a policy regarding the Modern Slavery Act? How is this filtered through your supply chain? | Please confirm if your organisation has either a policy or a published statement regarding the Modern Slavery Act 2015 |  |
| **D5. Pay** | Does your organisation pay its staff a Living Wage? Are these obligations passed through your supply chains?  What is your published gender pay gap? | Please confirm that your employees as paid a Living Wage.  Please confirm gender pay gap |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION E** | **EQUALITY AND DIVERSITY** | | | |
| QUESTION NUMBER | QUESTION DESCRIPTION | SUPPLIER HELP | MARKING SCHEME | RESPONSE |
| **E1. E&D Breaches** | In the last three years has any finding of unlawful discrimination or other breach of these laws been made against your organisation by any court or employment tribunal? If yes, what steps did you take to address that finding? | Please confirm if any finding of unlawful discrimination has been made against your organisation in the last 3 years | Pass/Fail |  |
| **E2. E&D Investigations** | In the last three years has your organisation been the subject of a formal investigation by any of the statutory equality commissions on grounds of alleged unlawful discrimination? If yes, provide details | Please confirm if any formal investigation by a statutory body on the ground of alleged unlawful discrimination has been made against your organisation in the last 3 years | Pass/Fail |  |

# ANNEX 2 – FORM OF TENDER

To the Royal College of Physicians,

Having examined carefully and understood the, Conditions of Tender, Conditions of Contract, the Specification and all other documentation issued by the RCP in connection with the provision of communication services:

We ………………………………………………………………………………………………

of…………………………………………………………………………………………………

hereby offer to supply the required services subject to the terms and conditions set out in such Conditions of Tender, Conditions of Contract Specification and other documents (if any) at the prices and rates contained in the Pricing Schedule, of which will be held for a period of one-hundred and twenty (120) days.

We understand you are not bound to accept the lowest or any tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

Unless and until a formal Contract is prepared and executed this Tender together with your written acceptance thereof shall constitute a binding Contract between us.

Signature ..........................................................................

Duly authorised agent of the Service Provider

Name ..........................................................................

Please print

Position held ..........................................................................

Name and Address of Service Provider ..........................................................................

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Dated ..........................................................................

It must clearly be shown whether the Service Provider is a Limited Company, Statutory Corporation, Partnership, or Single Individual, trading in their own or another name, and also if the person signing is not the actual Service Provider, the capacity in which they sign or are employed.