**INVITATION TO QUOTE FOR**

**SPORT FOR SOCIAL DEVELOPMENT SECTOR MAPPING**

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**Section 1: Introduction**

Sport England is seeking to appoint a Provider for Sport for Social Development Sector Mapping. The Contract has an anticipated value of £15,000.

The purpose of this Invitation to Quote (ITQ) is to provide quotes against a predetermined set of requirements through which Sport England can identify the Most Economically Advantageous Tender (MEAT).

**Section 2: Sport England**

We’re striving for an active nation where everyone can take part in sport or activity, regardless of age, background or ability.

That might be through traditional team sports like rugby and netball. But it could just as easily be a gym workout or going for a run. Being active is a key part of maintaining physical and mental wellbeing. And it also benefits local communities through economic and social regeneration.

As well as supporting people who already enjoy regular sport, we’re also fighting to get people who are less active exercising more regularly. Groups that are traditionally less active – disabled people, some ethnic groups, women and parts of the LGBTQ community – are a core focus of our work.

We also support talented athletes who show elite potential in their chosen sport, and our ambition is to open up these opportunities to people from all background.

As a government body, we also invest in and provide expertise in creating superb sporting facilities across the nation.

Find out more at [www.sportengland.org](http://www.sportengland.org).

**Section 3: Contact Details**

The person responsible for this procurement and their contact details are:

|  |  |
| --- | --- |
| **Contact** | Claire Stott |
| **Telephone No.** | 07788190141 |
| **Email Address** | [claire.stott@sportengland.org](mailto:claire.stott@sportengland.org) |
| **Postal Address** | 21 Bloomsbury Street, London, WC1B 3HF |

All questions regarding this procurement process and Sport England should be made by email to [thomas.andrews@sportengland.org](mailto:thomas.andrews@sportengland.org).

**Section 4: Requirement**

**Introduction**

Sport England are supporting the Sport for Development Coalition to begin building up a high level picture of the Sport for Social Development sector to demonstrate its reach and scale of delivery. We need the help of key deliverers and investors within the sector to provide basic information on their programmes and projects in order to create an accurate high level map. This will enable Sport England and the Coalition to make the sector more visible and tangible, as well as provide valuable insight for the organisations involved to use in their business planning, advocacy and partnership working. It will also provide a collective view of supply and demand. As well as Sport England, other organisations recognise its value and are keen to support this work, especially with the increasing emphasis on achieving social outcomes through sport and adopting place based approaches. The following organisations have expressed their support for this work already:

* Comic Relief
* Laureus Sport for Good Foundation
* London Marathon Community Trust
* Premier League Community Foundation
* Sported
* Sporting Futures
* StreetGames

**What are the objectives of the Sport for Social Development Sector mapping?**

The mapping will help individual organisations and the sector collectively to:

* Demonstrate the scale and reach of the sector to Government Departments, politicians and funders and help to make a case for further external investment and support
* Provide network members and Sport England with information that could help them to explore potential new partnerships, collaborations and efficiencies.
* Provide valuable insight on the supply of sport for social development and help identify significant gaps in provision.

**How will the mapping be undertaken?**

We would expect the approach and timeline to be suggested and defined by the successful contractor, however our proposed project outline would involve:

* Sport England -to tender and contract technical expert with capacity to gather and map data (by end of January 2017)
* Establish Task and Finish Group of interested parties - to work with the technical contractor and help to guide and support the work and to promote it to network members, encouraging them to contribute their data (first meeting Feb 2017: to establish the terms of reference; methods of working; key communication materials and confirm timescales)
* Data collection – focus on high level and essential data with network members providing data for collation by the technical contractor. Definitions for the data collection fields have been drafted by the group and are listed in the table below. We would expect the contracted supplier to offer support in refining these questions, as well as suggesting appropriate and efficient method for data collection and format.
* Data analysis and mapping – technical contractor to produce interactive maps, infographics and a report with headline findings. We would expect the contracted supplier to apply appropriate data analysis and mapping methods in order to produce interactive maps and infographic reports.
* Ongoing update of data and maps –we would like the option to be able to add to or amend the data collated and mapped at given times. We would expect this to be in the form a content management system so this could be managed independently, but similarly we are open to explore options here.

**How will the mapping information be used?**

* As a high level exercise it will provide basic information on the geographic coverage of sport for development activities for specified target groups
* Funders and delivery organisations will be able to identify gaps in provision and potential partners to work with
* All organisations that provide information will receive access to the maps and reports produced.

**Who would we target to provide the data required?**

* Our initial target will be to capture information from all significant organisations in the sector that are investing in, supporting others, or delivering sport for development activities in England. Significant organisations include national or strategic bodies or larger scale operators covering several geographic areas. At this stage it is not aimed at:
  + Individual small scale community level organisations
  + Mainstream sports organisations (such as NGBs and CSPs) involved in delivery of ‘traditional’ sports activities.

**What type of mapping information is required?**

* Our aim is to keep the information high level. A table with definitions is provided below

**Data Fields currently sought (to be refined with contractor guidance)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Capture** | **Description** | **Detail / Options** | |
| Postcode | Postcode of delivery location Full unit postcode all in capitals with single space | Postcode format:  Format Example Coverage A9 9AA S1 1AA B, E, G, L, M, N, S, W postcode areas A99 9AA M60 1NW  AA9 9AA CR2 6XH All postcode areas except B, E, G, L, M, N, S, W, WC AA99 9AA DN55 1PT  A9A 9AA W1A 1HQ E1W, N1C, N1P, W1 postcode districts AA9A 9AA EC1M 1BB WC postcode area; EC1-EC4, NW1W, SE1P, SW1 postcode districts  All letters to be in capital case. Single space to be place between the first “in” part (i.e. S1) and the second “out” | |
| Project Name | Project Name | Name of project or Identifier Everything that is Live/Current to date? | |
| Project Duration | Project time scale from start to end date | 0 to 3 months 3 to 6 months 6 to 12 months 1 to 2 years 2 to 3 years 3+ years | |
| Name of delivery org. | Name of funding partner | For example….  Streetgames Access Sport Comic Relief Greenhouse Streetleague Sported FFP DKHLT Onside | |
| Key outcome identified | Primary Outcome - select 1 Secondary outcomes - select multiple | Increased physical well being  Improved mental wellbeing\*  Sustained participation in sport and physical activities  Positive health behaviour  Reduced anti-social behaviour  Improved attitudes to learning and attendance to school  Improved educational attainment and achieving qualifications  Enhanced career prospects  More securely housed  Less need for health services  Contribution to economy through participation to the labour market  Less dependence on welfare  Not subject to the criminal justice system  Strengthened community through leadership and democratic participation  Increased fairness and equality  Improved Self-efficacy\*  Improved Self- esteem  Improved Motivation  Improved Managing emotions  Improved Resilience  Improved Social skills  Cognitive functioning  Increased social capital and trust\*  Increased volunteering  Increased community cohesion and spirit  Positive parenting | |
| Target group Age | Under 16 / 16-25 / 26 to 45 / 46 plus | 11 to 15 16 to 24 25 to 44 45 to 54 55 to 64 65 to 74 75+ No target group | |
| Target group Gender | Male, Female or Mixed | Male Female Mixed No target group | |
| Target group Social Status | List of socio-economic groups | NS SEC1 NS SEC 2 NS SEC 3 NS SEC 4 NS SEC 5 NS SEC 6 NS SEC 7 NS SEC 8 No target group | |
| Target group Religious Preference | List of Religions | Christian (including Church of England, Catholic, Protestant and all other Christian denominations) Buddhist Hindu Jewish Muslim Sikh Any other religion  No religion Mixed | |
| Target Group Ethnicity | List of Ethnic Groups / Backgrounds | White Mixed Asian or Asian British Black or Black British Other Ethnic Group | |
| Target group Disability | Yes/No | Yes NoInclusive | |
| Sport | List of Sports or Mixed. | Abseiling  Aikido  American football  Angling/Fishing  Archery  Athletics  Badminton  Baseball/Softball  Basketball  Bowls  Boxing  Canoeing/Kayaking  Caving  Cheerleading  Chinese martial arts  Climbing  Cricket  Croquet  Curling  Cycling  Dance  Darts  Diving  Dodgeball  Fencing  Fitness & Gym  Football  Frisbee  Gaelic Sports  Gliding  Goalball  Golf  Gymnastics  Handball  Hockey  Horse riding  Ice hockey  Ice Skating  Judo  Ju-Jitsu  Karate  Korfball  Lacrosse  Life-saving  Modern Pentathlon  Motor Sports | Mountaineering  Netball  Obstacle Course Racing  Orienteering  Parkour/Free running  Pilates  Pool  Rafting  Roller hockey  Rollerskating/Rollerblading  Rounders  Rowing  Rugby League  Rugby Union  Running  Sailing  Scuba diving/Snorkelling  Shooting  Skateboarding  Skiing  Snooker  Snowboarding  Squash/Racketball  Stoolball  Surfing  Swimming  Table Tennis  Taekwondo  Tai chi  Tennis  Ten-pin bowling  Tobogganing  Touch Rugby  Trampolining  Triathlon/Aquathon/Duathlon  Volleyball  Walking  Water polo  Water polo  Water skiing/Wakeboarding  Weightlifting  Wheelchair basketball  Wheelchair rugby  Windsurfing  Wrestling  Yoga |
| Cost of delivery | Size of Investment - £s | Under £10k Between £10k to £50k £50k plus | |

* Organisations will be asked to provide information on the different types of projects they are investing in or are delivering, plus information relating to the intended outcomes; target markets; type and location of activities; beneficiary numbers; and scale of operation, as above.
* The data collection process will need to take into consideration that not all information will be feasible to collate from all organisations where it is impractical to access.
* The mapping exercise will be designed to ensure:
  + Data protection standards and regulations are being adhered to
  + There is minimum duplication, with a deduping process to identify the same information provided by different organisations (such as a funder and the delivery organisation providing information on the same projects)
  + That there are no undue resource requirements placed on respondents.

**Deliverables**

* A set of data, captured from all organisations involved which can be managed and added to on an ongoing basis.
* Interactive Maps which can report on returns from multiple data fields.
* Infographics which demonstrate the above.

**Section 5: Evaluation**

The evaluation process will be conducted in a manner that ensures bids are evaluated fairly. Tender responses will be evaluated against the criteria shown in the table below. The successful bid will be the one that, in the opinion of Sport England, offers the Most Economically Advantageous Tender (MEAT) to Sport England having regard to the criteria shown in the table below.

|  |  |  |
| --- | --- | --- |
| **Scoring Criteria** | | |
| **Criterion** | | **Weighting** |
| **Section 7** | **Technical** | **75%** |
| Approach | Understanding of Sport England’s requirement for efficiently project managing the mapping data and producing user-friendly interactive maps and infographics | **20%** |
| Method | The quality and appropriateness of the proposed methods for managing the data collection, building the maps and producing the interactive reporting maps (including supplier team’s skills and expertise and collaborative approach). | **20%** |
| Deliverables | The quality and user-friendliness of the proposed maps and interactive reports/infographics | **20%** |
| Project Management | Expertise, capacity to deliver, timescales | **15%** |
| **Section 8** | **Commercial** | **25%** |

**Scoring Methodology**

Responses to each criterion (Except Commercial) above will be allocated a score based on the methodology contained below.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Interpretation** |
| Excellent | 100% | Fully meets the requirement(s) demonstrating relevant experience of all of the requirement(s) to an acceptable standard and demonstrates deliverable added value. |
| Acceptable | 70% | Demonstrates relevant experience of all of the requirement(s) to an acceptable standard with good supporting evidence. Demonstrates good understanding. |
| Minor Reservations | 50% | Minor reservations of ability to demonstrate relevant experience of all of the requirement(s) to an acceptable standard |
| Major Reservations | 20% | Major reservations of ability to demonstrate relevant experience of all of the requirement(s) to an acceptable standard. |
| Unacceptable | 0% | Does not demonstrate relevant experience of any of the requirement(s) to an acceptable standard and/or insufficient information provided by the potential provider. |

**Section 6: Timetable**

Set out below is the proposed procurement timetable. This is intended as a guide and whilst Sport England does not intend to depart from the timetable it reserves the right to do so at any stage.

|  |  |
| --- | --- |
| **DATE** | **STAGE** |
| Dec 6th 2016 | ITQ to be issued |
| Dec 21st 2016 | Closing Dates for Questions: to be submitted by 12:00 midday |
| Jan 27th 2017 | Closing date and time for receipt of responses to ITQ |
| Jan 30th to Feb 3rd 2017 | Evaluation of ITQ responses |
| Feb 15th 17 | Provisional date for supplier presentations to Sport England |
| Feb 17th 2017 | Notification of award |

**Section 7: Technical Response Requirements**

A written submission of no more than 5,000 words will be required in response to the requirements.

Tenderers should demonstrate their understanding of Sport England’s requirement for management and co-ordination of the data collection to produce Sport for Social Development maps and infographics.

This should include relevant expertise, capacity to deliver and timescales for their proposed approach, with a costed breakdown and draft timetable of the activities involved.

Any Case Studies and examples of similar projects should be included.

Tenders should also include costed options for updating/support further data collection/mapping.

**Section 8: Commercial Response Requirements**

Prices submitted should be fully inclusive (Ex VAT & in GBP), fixed, current, and not subject to variation. Price is defined as the total contract value, which includes the cost of the services over the term of the contract. Arithmetic in tenders will be checked and if any errors are found, the Tenderer will be notified and requested to confirm or withdraw the tender. If rates, rather than an overall price, are stated within the tender, an amended tender price may be requested to accord with the rates.

Price Elements of Tender responses will be evaluated against the lowest tender price. The bidder who has submitted the best (lowest) price will be awarded the maximum score available in this section. All remaining bids will be scored relative to the lowest bid using the formula below:

Expressed as:

Price Score = (TL / Tt) x 100

Where: TL = Lowest Tender Price

Tt = Actual Tender Price

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff costs** | | | | |
| Individual initials | Role | No. of days | Cost per day | Price (excl. VAT) |
|  |  |  |  |  |
|  |  |  |  |  |
| **Other costs** | | | | |
| Item (please specify) | | | | Price (excl. VAT) |
| e.g. Production of data set | | | |  |
| e.g. Production of maps | | | |  |
| e.g Production of clear infographics | | | |  |
| e.g. Production of report | | | |  |
| **Total price (excl. VAT)** | | | | |
|  | | | | |

**Section 9: Notices and Instructions**

1. **Instructions to Bidders**
   1. These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. If you have any queries please email [thomas.andrews@sportengland.org](mailto:thomas.andrews@sportengland.org).
   2. Bidders should read these instructions carefully before completing the Tender documentation. Failure to comply with these requirements for completion and submission of the Tender Response may result in the rejection of the Tender. Bidders are advised therefore to acquaint themselves fully with the extent and nature of the services specified and contractual obligations. These instructions constitute the Conditions of Tender. Participation in the tender process automatically signals that the Bidder accepts these Conditions of Participation.
   3. All material issued in connection with this Invitation to Quote (ITQ) shall remain the property of Sport England and shall be used only for the purpose of this procurement exercise.
   4. The Bidder shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and the Conditions of Tender.
   5. The Bidder shall not make contact with any other employee, agent or consultant of Sport England who is in any way connected with this procurement exercise during the period of this procurement exercise, unless instructed otherwise by Sport England.
   6. Sport England shall not be committed to any course of action as a result of:
      1. Issuing this ITQ or any invitation to participate in this procurement exercise
      2. An invitation to submit any Response in respect of this procurement exercise
      3. Communicating with a Bidder or a Bidder’s representatives or agents in respect of this procurement exercise
   7. Bidders shall accept and acknowledge that by issuing this ITQ Sport England shall not be bound to accept any Tender and reserves the right not to conclude a Contract for some or all of the services for which Tenders are invited.
   8. Sport England reserves the right to amend, add to or withdraw all or any part of this ITQ at any time during the procurement exercise.
2. **Presentations** 
   1. As part of the tender evaluation process Tenderers may be required to make a formal presentation of their proposal. Please be advised that Sport England is intending to hold these presentations on February 15th 2017. Tenderers are required to confirm their attendance in their tenders
3. **Confidentiality**
   1. Bidders shall at all times treat the contents of the ITQ and any related as confidential, save in so far as they are already in the public domain.
   2. Bidders shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen.
   3. Bidders shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Tender.
   4. Bidders shall not undertake any publicity activity within any section of the media.
   5. Bidders may disclose, distribute or pass any of the Information to the Bidder’s advisers, sub-contractors or to another person provided that one or more of the following applies:
      1. This is done for the sole purpose of enabling a Tender to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Bidder
      2. The Bidder obtains the prior written consent of Sport England in relation to such disclosure, distribution or passing of Information
      3. The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement
      4. The Bidder is legally required to make such a disclosure
   6. In paragraph 3.5, the definition of ‘person’ includes but is not limited to any person, firm, body or association, corporate or incorporate.
   7. Sport England may disclose detailed information relating to Tenders to its officers, employees, agents or advisers and may make any of the procurement documents available for private inspection by its officers, employees, agents or advisers. Sport England also reserves the right to disseminate information that is materially relevant to the procurement to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect each Bidder's commercial confidentiality in relation to its Tender (unless there is a requirement for disclosure under the Freedom of Information Act).
4. **Freedom of Information**
   1. In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (the ‘FoIA’), Sport England may, acting in accordance with the Secretary of State’s Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the said Act, or the EIR be required to disclose information submitted by the Bidder to the Sport England.
   2. In respect of any information submitted by a Bidder that it considers to be commercially sensitive the Bidder should:
      1. Explain the potential implications of disclosure of such information
      2. Clearly identify such information as commercially sensitive
      3. Provide an estimate of the period of time during which the Bidder believes that such information will remain commercially sensitive.
   3. Where a Bidder identifies information as commercially sensitive, Sport England will endeavour to maintain confidentiality. Bidders should note, however, that, even where information is identified as commercially sensitive, Sport England may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, Sport England is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, Sport England cannot guarantee that any information marked ‘confidential’ or “commercially sensitive” will not be disclosed.
   4. Where a Bidder receives a request for information under the FoIA or the EIR during the procurement process, this should be immediately passed on to Sport England and the Bidder should not attempt to answer the request without first consulting with Sport England.
5. **Tender Validity**

Your Tender should remain open for acceptance for a period of 60 days. A Tender valid for a shorter period may be rejected.

1. **Preparation of Tender**
   1. Bidders must obtain for themselves at their own responsibility and expense all information necessary for the preparation of Tenders. Bidders are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their Tender and all other stages of the selection and evaluation process. Under no circumstances will Sport England, or any of their advisers, be liable for any costs or expenses borne by Bidders, sub-contractors, suppliers or advisers in this process.
   2. Bidders are required to complete and provide all information required by Sport England in accordance with the Conditions of Tender and the Invitation to Quote. Failure to comply with the Conditions and the Invitation to Quote may lead Sport England to reject a Tender Response.
   3. Sport England relies on Bidders' own analysis and review of information provided. Consequently, Bidders are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Tenders and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement process.
   4. Bidders must form their own opinions, making such investigations and taking such advice (including professional advice) as is appropriate, regarding the goods and services and their Tenders, without reliance upon any opinion or other information provided by Sport England or their advisers and representatives. Bidders should notify Sport England promptly of any perceived ambiguity, inconsistency or omission in this ITQ, any of its associated documents and/or any other information issued to them during the procurement process.
2. **Submission of Tenders**
   1. Completed tenders should be received by Sport England via email to [thomas.andrews@sportengland.org](mailto:thomas.andrews@sportengland.org) no later than 17:00 hours on 27th January 2017. Tenders received after that time may not be accepted
   2. Sport England may at its own absolute discretion extend the closing date and the time for receipt of Tenders. Any extension granted will apply to all Bidders.
   3. The Tender and any documents accompanying it must be in the English language.
   4. Price and any financial data provided must be submitted in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided.
3. **Canvassing**
   1. Any Bidder who directly or indirectly canvasses any officer, member, employee, or agent of Sport England concerning the letting of this Contract or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent or concerning any other Bidder, Tender or proposed Tender will be disqualified.
4. **Disclaimers**
   1. Whilst the information in this ITQ has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.
   2. Neither Sport England, nor their advisors, nor their directors, officers, members, partners, employees, other staff or agents:
      1. Makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITQ;
      2. Accepts any responsibility for the information contained in the ITQ or for their fairness, accuracy or completeness of that information 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.
   3. Any persons considering making a decision to enter into contractual relationships with Sport England following receipt of the ITQ should make their own investigations and their own independent assessment of Sport England and its requirements for the services and should seek their own professional financial and legal advice.
   4. Any Contract concluded as a result of this ITQ shall be governed by English law.
5. **Collusive Behaviour**

Any Bidder who:

* 1. Fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party
  2. Communicates to any party other than Sport England 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)
  3. Enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender
  4. Enters into any agreement or arrangement with any other party as to the amount of any Tender submitted
  5. 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

shall (without prejudice to any other civil remedies available to Sport England and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

1. **No Inducement or Incentive**

The ITQ 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 Bidder to submit a Tender or enter into a contractual agreement.

1. **Queries Relating to Tender**
   1. All requests for clarification about the requirements or the process of this procurement exercise should be made via email to [thomas.andrews@sportengland.org](mailto:thomas.andrews@sportengland.org).
   2. Sport England will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time.
   3. Clarification requests must be submitted via email to [thomas.andrews@sportengland.org](mailto:thomas.andrews@sportengland.org) by 17:00 hours on 21st December 2016.
   4. In order to ensure equality of treatment of Bidders, Sport England may publish the questions and clarifications raised by Bidders together with Sport England’s responses (but not the source of the questions) to all participants.
   5. Bidders should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if Sport England at its sole discretion does not either; consider the query to be of a commercially confidential nature or one which all Bidders would potentially benefit from seeing both the query and Sport England’s response, Sport England will:
      1. Invite the Bidder submitting the query to either declassify the query and allow the query along with the Authority’s response to be circulated to all Bidders
      2. Request the Bidder, if it still considers the query to be of a commercially confidential nature, to withdraw the query.
   6. Sport England reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would or would be likely to prejudice its commercial interests.
2. **Amendments to Tender Documents**

At any time prior to the deadline for the receipt of Tenders, Sport England may modify the ITQ by amendment. Any such amendment will be issued by Sport England to all prospective Bidders. In order to give prospective Bidders reasonable time in which to take the amendment into account in preparing their Tenders, Sport England may, at its discretion, extend the Deadline for receipt of Tenders.

1. **Late Tenders**

Any Tender received after 17:00 **hours on** 27th January 2017 may be rejected.

1. **Proposed Amendments to the Contract by the Bidder**
   1. Sport England’s Terms of Trade can be viewed [here](https://www.sportengland.org/about-us/corporate-information/terms-of-trade/).
   2. Any proposed amendments to the Contract must be detailed separately, and returned with the Bidder’s ITQ Response.
   3. Where Sport England makes changes to the Contract as a result of the proposals received it will circulate the amended terms to all Bidders.
   4. No changes to our Terms of Trade will be considered unless they are submitted with Tender Responses.
2. **Modification and Withdrawal**
   1. Bidders may modify their Tender prior to the Deadline by giving notice to Sport England in writing via email to [thomas.andrews@sportengland.org](mailto:thomas.andrews@sportengland.org).
   2. No Tender may be modified subsequent to the Deadline for receipt.
   3. The modification notice must state clearly how Sport England should implement the modification.
   4. Bidders may withdraw their Tender at any time prior to the Deadline or any other time prior to accepting the offer of a Contract. The notice to withdraw the Tender must be in writing and sent via email to [thomas.andrews@sportengland.org](mailto:thomas.andrews@sportengland.org).
3. **Right to Reject/Disqualify**

Sport England reserves the right to reject or disqualify a Bidder where:

* 1. The Bidder fails to comply fully with the requirements of this Invitation to Quote or is guilty of a serious misrepresentation in supplying any information required in this document
  2. The Bidder is guilty of serious misrepresentation in relation to its Tender
  3. There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder.

1. **Right to Cancel, Clarify or Vary the Process**

Sport England the right to:

* 1. Amend the terms and conditions of the Invitation to Tender process
  2. Cancel the evaluation process at any stage
  3. Require the Bidder to clarify its Tender in writing and/or provide additional information. (Failure to respond adequately may result in the Bidder not being selected).

1. **Notification of Award**

Sport England will place a Purchase Order with the successful Bidder(s) under the [Sport England Terms of Trade](https://www.sportengland.org/about-us/corporate-information/terms-of-trade/).

**Schedule 1: Supplier’s Details**

|  |  |
| --- | --- |
| **1.1 Supplier Details** | |
| Registered Company Name |  |
| Company Registration Number |  |
| VAT Registration Number (if applicable) |  |
| Main Operational address for the service |  |
| Telephone |  |
| Fax |  |
| Email |  |
| Address for all contractual correspondence |  |
| Address for all service management correspondence |  |

|  |  |
| --- | --- |
| **1.2 Contact Details - Responsible Person for the Contract** | |
| Name |  |
| Postal address |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

|  |  |
| --- | --- |
| **1.3 Contact Details - Responsible Person for the Service** | |
| Name |  |
| Postal address |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

|  |  |
| --- | --- |
| **1.4 Payment Details** | |
| Account Name |  |
| Bank Names |  |
| Address |  |
| Sort Code |  |
| Account Number |  |