**HULL UK CITY OF CULTURE 2017**

**Invitation to Tender**

**(Part 2 – Assessment Questions)**

**Appendix 2 – Financial, Technical and Quality Questionnaire**

**Marketing Support Services for Volunteering Programme 2018-2020**

**Tender Return Date and Time (DEADLINE):**

**17:00 – Wednesday 9 May 2018**

shaun.crummey@hull2017.co.uk

 **1. Suitability Assessment Questions**

 **1.1 Financial Information**

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| **Please provide one of the following to evidence your annual turnover:*****(please indicate which by ticking the relevant box)*** |
| A copy of your audited accounts for the most recent two years |  |
| A statement of your turnover, profit & loss account and cash flow statement for the most recent year of trading |  |
| A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position |  |
| Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |

 **1.2 Insurance**

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| **Please confirm by ticking the box that you have the following insurance cover in place and provide a copy of the relevant certificate with your submission** |
| Employer’s liability insurance of at least £5 million.  |  |
| Professional indemnity insurance of at least £0.25 million.  |  |
| If your current levels of cover are less than those requested, you will be required to increase your cover at no cost to Hull 2017. Please confirm that if you are successful you will increase your cover before entering in to a contract with Hull 2017. |  |
| Are there any outstanding claims against you with a value of £50,000 or more?If yes, please provide details |  |

 **1.3 Grounds for Mandatory Exclusion**

You may be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

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| **Do any of the circumstances in the summary below of ineligibility conditions apply?** *(delete as applicable)* | **YES / NO** |
| Failure to respond will be treated as non-compliant – your tender will be rejected. |

**Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?**

1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;
2. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;
3. the common law offence of bribery;
4. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;
5. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:

(i) the offence of cheating the Revenue;

(ii) the offence of conspiracy to defraud;

(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;

(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;

(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;

(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;

(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;

(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or

(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

1. any offence listed—

(i) in section 41 of the Counter Terrorism Act 2008; or

(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;

1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);
2. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;
3. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;
4. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
5. an offence under section 59A of the Sexual Offences Act 2003;
6. an offence under section 71 of the Coroners and Justice Act 2009
7. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or
8. any other offence within the meaning of Article 57(1) of the Public Contracts Directive—

(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or

(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.

**Are any of the following true of your organisation within the last 3 years?**

**(a)** being an individual

is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;

**(b)** being a partnership constituted under Scots law,

has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or

**(c)** being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002

has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of the above procedures or is the subject of any similar procedures under the law of any other state?

**Has your organisation?**

**(a)** been convicted of a criminal offence relating to the conduct of your business or profession;

**(b)** committed an act of grave misconduct in the course of your business or profession;

**(c)** failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;

**(d)** failed to fulfil obligations relating to the payments of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or

**(e)** been guilty of serious misrepresentations in providing any information required of you under Regulation 59 of the Regulations.

**Blacklisting**

**(a)** Has your company ever compiled, used, sold or supplied a prohibited list as defined by Regulation 3 of the Employment Relations Act 1999 (Blacklists) Regulations 2010?

**(b)** Has your company been found to have been in breach, by a competent authority, of Regulation 3 of the Employment Relations Act 1999 (Blacklists) Regulations 2010?

**‘Self-cleaning’**

**Any Tenderer that answers ‘Yes’ to the grounds for mandatory exclusion questions should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of Hull 2017 in each case.**

If such evidence is considered by Hull 2017 (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has:

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.

**2. Financial Questions**

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| 2.1 | **Please provide detailed costs in the cost-sheet attached – appendix 3.****Please include any other accompanying notes that outline your ability to secure the best value for money.***(max word count - 700 words)* |
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**3. Quality Questions**

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| 3.1 | **Provide information about your process for performing quality checks which could benefit Hull 2017 and differentiate you from your competitors.** *(max word count – 500 words)* |
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| 3.2 | **Can you confirm how your business meets environmental standards?***(max word count – 500 words)* |
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| **3.3** | **We want to achieve a high quality long lasting result for print items produced. How will you ensure this through either equipment or process?***(max word count – 500 words)* |
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**4. Deliverability Questions**

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|  | **It is crucial that Hull 2017 is able to have confidence in its supplier to provide a robust service. Therefore it is important that suppliers are able to provide timely delivery of products in line with the outlined requirements:** |
| 4.1 | **What is the process for ensuring that timescales are managed effectively?***(max word count – 500 words)* |
|  |
| 4.2 | **Your response to handling amendments required with regards to a printers proof: this would be expected to be as quick as possible.***(max word count – 500 words)* |
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| 4.3 | **What team would be assigned to this account if you were successful and what is their relevant experience? Would Hull 2017 receive a dedicated account manager? If yes, please provide name and qualifications of proposed representative.***(max word count – 800 words)* |
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| 4.4 | **Details of how you will meet the requirements of the contract, including how you will manage competing internal resources to ensure that the performance of the contract is not impacted by other contracts you may have.***(max word count – 500 words)* |
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