

**Invitation to Tender for appraising different types of hydrogen appliance**

Tender Reference Number: TRN 1271/01/2017

v2, amended 3 May 2017

Deadline for Tender Responses:

15:00 Fri 26th May 2017

**Department for Business, Energy & Industrial Strategy**

Date: 21 April 2017

The Department for Business, Energy & Industrial Strategy (“BEIS”) wishes to commission a project to appraise different types of hydrogen appliance.

Enclosed are the following sections:

* Section 1 (page 3) Instructions on tendering procedures
* Section 2 (page 8) Specification of requirements
* Section 3 (page 24) Further information on tendering procedure
* Section 4 (page 27) Declarations and information to be provided;

Statement of Non-Collusion

Form of Tender

Conflict of Interest

Standard Selection Questionnaire

Code of Practice for Research

* Annex A: Pricing schedule
* Annex B: Code of practice for research

Please register your interest in submitting a tender for this project by emailing [jenna.owen@beis.gov.uk](mailto:jenna.owen@beis.gov.uk) This will ensure you receive immediate notification of updates to the ITT process or answers to questions raised by potential bidders.

A Supplier Day was held on 21 April 2017. The slides presented at that event are published alongside this ITT. Non-attendance at the Supplier Day does not preclude you from further involvement in the tender process. Questions and answers raised during the Supplier Day will be published alongside this ITT in the next few days.

Any further questions can also be asked to the BEIS contact named above and all responses will be provided and published to all interested parties.

Please read the instructions on the tendering procedures carefully since failure to comply with them may invalidate your tender. Your tender must be returned by 15:00 Fri 26th May 2017 clearly marked as “TENDER”.

I look forward to receiving your response.

Yours sincerely,

Jenna Owen

Policy Adviser – Heat Strategic Options Project

E-mail: [jenna.owen@beis.gov.uk](mailto:jenna.owen@beis.gov.uk)

**Section 1**

**Instructions and Information on Tendering Procedures**

Invitation to Tender for appraising different types of hydrogen appliance

Tender Reference Number: TRN 1271/01/2017

Deadline for Tender Responses: 15:00 Fri 26th May 2017

**Contents**

A. Indicative Timetable 4

B. Procedure for Submitting Tenders 4

C. Conflict of Interest 5

D. Evaluation of Responses 6

E. Terms and conditions applying to this Invitation to Tender 6

F. Further Instructions to Contractors 7

G. Checklist of Documents to be Returned 7

# Indicative Timetable

The anticipated timetable for this tender exercise is as follows. BEIS reserves the right to vary this timetable. Any variations will be published on contracts finder or circulated to all organisations who have registered an interest in notifications.

|  |  |
| --- | --- |
| **Tender Timeline** | **Date** |
| Advert and full invitation to tender issued | 21st April 2017 |
| Deadline for questions relating to the tender | 9th May 2017 |
| Responses to questions published | 12th May 2017 |
| Deadline for receipt of tender | 15:00 Fri 26th May 2017 |
| Invite suppliers for bid clarification (if needed) | 5th June 2017 –14th June 2017 |
| All suppliers alerted of outcome | By 16th June 2017 |
| Contract award on signature by both parties | By 19th June 2017 |
|  |  |
| Contract start date | 19th June 2017 |

The contract is to be for a period of 16 weeks unless terminated or extended by the Department in accordance with the terms of the contract.

# Procedure for Submitting Tenders

The maximum page limit for tenders is 30 pages (excluding declarations).

Please email your tender to [jenna.owen@beis.gov.uk](mailto:jenna.owen@beis.gov.uk) before the deadline of 15:00 Fri 26th May 2017 .

For questions regarding the procurement process please contact Jenna Owen at [jenna.owen@beis.gov.uk](mailto:jenna.owen@beis.gov.uk)

Tenders will be received up to the time and date stated. Please ensure that your tender is delivered not later than the appointed time on the appointed date. The Department does not undertake to consider tenders received after that time. The Department requires tenders to remain valid for a period indicated in the specification of requirements.

BEIS shall have the right to disqualify you from the procurement if you fail to fully complete your response, or do not return all of the fully completed documentation and declarations requested in this ITT. BEIS shall also have the right to disqualify you if it later becomes aware of any omission or misrepresentation in your response to any question within this invitation to tender. If you require further information concerning the tender process, or the nature of the proposed contract, email [jenna.owen@beis.gov.uk](mailto:jenna.owen@beis.gov.uk) All questions should be submitted by 9th May 2017; questions submitted after this date may not be answered. Should questions arise during the tendering period, which in our judgement are of material significance, we will publish these questions with our formal reply by the end of 12th May 2017 – unnamed – on contracts finder. All contractors should then take that reply into consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so.

You will not be entitled to claim from the Department any costs or expenses that you may incur in preparing your tender whether or not your tender is successful.

# Conflict of Interest

The Department’s standard terms and conditions of contract include reference to conflict of interest and require contractors to declare any potential conflict of interest to the Secretary of State.

For research and analysis, conflict of interest is defined the presence of an interest or involvement of the contractor, subcontractor (or consortium member) which could affect the actual or perceived impartiality of the research or analysis.

Where there may be a potential conflict of interest, it is suggested that the consortia or organisation designs a working arrangements such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in the research or analysis, and how these can be structured to ensue maintain an impartial approach to the project is maintained.

The process by which this is managed in the procurement process is as follows:

1. **During the bidding process, organisations may contact BEIS to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.** Any responses given to individual organisations or consortia will be published on contract finder (in a form which does not reveal the questioner’s identity). Any organisation thinking of submitting a bid, should share their contact details with the staff member responsible for this procurement, to ensure they receive an update when any responses to questions are published.
2. **Contractors are asked to sign and return Declaration 3 (page 30) to indicate whether or not any conflict of interest may be, or be perceived to be, an issue.** If this is the case, the contractor or consortium should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, contractors are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.
3. **When tenders are scored, this declaration will be subject to a pass/fail score**, according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.

Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in the Department exercising its right to terminate any contract awarded.

# Evaluation of Responses

The tender process will be conducted to ensure that bids are evaluated fairly and transparently, in accordance with agreed assessment criteria. Further details are provided in the specification.

# Terms and conditions applying to this Invitation to Tender

Subject to the following amendment, the Department’s Standard Terms and Conditions of Contract will apply to this contract. These can be downloaded from Contracts Finder. The following amendment applies:

Condition 27 of the Department’s Standard Terms and Conditions of Contract is replaced with the following:

27. Intellectual Property Rights

(1) All Intellectual Property Rights in any materials provided by the Authority to the Contractor for the purposes of the Contract shall remain the property of the Authority but the Authority hereby grants the Contractor a royalty-free, non-exclusive and non-transferable licence to use such materials as required until termination or expiry of the Contract for the sole purpose of enabling the Contractor to perform its obligations under the Contract.

(2) Subject to pre-existing Intellectual Property Rights, all Intellectual Property Rights in any materials created or developed by the Contractor pursuant to the Contract or arising as a result of the provision of the Services shall vest in the Contractor. If, and to the extent, that any intellectual property rights in such materials vest in the Authority by operation of law, the Authority hereby assigns to the Contractor by way of a present assignment of future rights that shall take place immediately on the coming into existence of any such Intellectual Property Rights all its Intellectual Property Rights in such materials (with full title guarantee and free from all third party rights).

(3) The Contractor hereby grants the Authority:

a) a perpetual, royalty-free, irrevocable, non-exclusive licence (with a right to sub-license) to use all Intellectual Property Rights in the materials created or developed pursuant to the Contract and any Intellectual Property Rights arising as a result of the provision of the Services; and

b) a perpetual, royalty-free, irrevocable and non-exclusive licence (with a right to sub-license) to use: (i) any Intellectual Property Rights vested in or licensed to the Contractor on the date of the Contract; and (ii) any Intellectual Property Rights created during the term of the Contract but which are neither created or developed pursuant to the Contract nor arise as a result of the provision of the Services,

including any modifications to or derivative versions of any such Intellectual Property Rights, which the Authority reasonably requires in order to exercise its rights and take the benefit of the Contract including the Services provided.

(4) The Contractor shall indemnify, and keep indemnified, the Authority in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and reasonable legal and other professional fees awarded against or incurred or paid by the Authority as a result of or in connection with any claim made against the Authority for actual or alleged infringement of a third party’s intellectual property arising out of, or in connection with, the supply or use of the Services, to the extent that the claim is attributable to the acts or omission of the Contractor or any staff.

# Further Instructions to Contractors

The Department reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated and issued by 12th May 2017. Where amendments are significant, the Department may at its discretion extend the deadline for receipt of tenders.

The Department reserves the right to withdraw this contract opportunity without notice and will not be liable for any costs incurred by contractors during any stage of the process. Contractors should also note that, in the event a tender is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that tender may be rejected. By issuing this invitation the Department is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept a portion of any tender unless the tenderer expressly stipulates otherwise in their tender.

**Successful bidders must comply with all relevant requirements of competition law.**

# Checklist of Documents to be Returned

* Proposal (maximum 30 pages)
* Annex A – pricing schedule
* Declaration 1: Statement of non-collusion
* Declaration 2: Form of Tender
* Declaration 3: Conflict of Interest
* Declaration 4: Standard Selection Questionnaire
* Declaration 5: Code of Practice

**Section 2**

**Specification of Requirements**

Invitation to Tender for appraising different types of hydrogen appliance

Tender Reference Number: TRN 1271/01/2017

Deadline for Tender Responses: 15:00 Fri 26th May 2017

**Contents**

1. Introduction and summary of requirements 9

2. Background 9

3. Aims and Objectives 9

4. Outputs Required 12

5. Methodology 15

6. Relevant Studies 15

7. Ownership and Publication 16

8. Quality Assurance 17

9. Timetable 18

10. Challenges 19

11. Ethics 19

12. Working Arrangements 20

13. Skills and experience 20

14. Consortium Bids 20

15. Budget 21

16. Evaluation of Tenders 21

# 

# Introduction and summary of requirements

BEIS wishes to commission a project to appraise three variations in approach to providing hydrogen appliances in homes. The study should assess the cost, performance, practicality and technical feasibility of each approach and the trade-offs between each.

# Background

Heat refers to any energy that is used, or might be used, for the purposes of heating or cooling in buildings, including cooking, providing hot water and in industrial processes. The Climate Change Act places a statutory obligation on the UK Government to make an 80% reduction in 1990 greenhouse gas emissions by 2050. Achieving nearly zero carbon heating continues to be identified by government analysis as an important feature of any lowest cost pathway to 2050. Heat currently accounts for ~48% of UK energy consumption and approximately one third of our greenhouse gas emissions.

On the 14th December 2016, Baroness Neville Rolfe gave a speech at the Policy Exchange’s Heat Summit. For more information see Baroness Neville Rolfe’s keynote speech from the Policy Exchange event “The Heat Summit: How Can We Decarbonise Heating?” <https://www.gov.uk/government/speeches/baroness-neville-rolfes-speech-at-the-policy-exchanges-heat-summit>

Converting the gas grid to hydrogen is one potential option for decarbonising part of the UK’s heat demand. The types of domestic appliances available will determine the consumer journeys that are possible during a transition to hydrogen and will therefore have a major impact on the costs and acceptability of any transition.

# Aims and Objectives

This project will seek to appraise the following three variations in approach to providing hydrogen appliances in UK homes should there be a transition from natural gas to hydrogen:

1. Appliances fully replaced: Natural gas appliances removed and hydrogen appliances installed in their place.
2. Appliances adapted: Natural gas appliances have components that can be easily switched-out to allow conversion to hydrogen.
3. Dual fuel appliances: Appliances will be capable of burning both natural gas and hydrogen.

For the purposes of this project, “appliances” will be defined as: domestic gas boilers, ovens, hobs and fires.

This project will consider the cost, performance, practicality and technical feasibility of the three variations in approach to hydrogen appliances identified above. It will seek to understand, the trade-offs and preferred market conditions for the development of each variation.

Outlined below are the questions that we would like contractors to address. The questions indicated here are not intended to be an exhaustive list, and others may come out of the work during the contracting period. Where numerical answers are to be provided in response to these questions ranges must be provided to illustrate the estimated level of uncertainty and the basis for that range clearly articulated. In answering the below questions, it should be assumed that appliances will be designed to comply with the necessary safety regulations. It should also be assumed that in the future, the relevant safety regulations for hydrogen will be as comprehensive as the current equivalent regulations for natural gas.

Costs:

1. How much would it cost to develop each of the specified appliance variations and why?
2. How much would it cost to produce manufactured units for each of the specified appliance variations and why? (Manufacturing costs should include costs of buying raw materials and the costs of labour).
3. How much would it cost to install each of the specified appliance variations in a home, why and what are the main factors that affect the cost or cost per kW? At a minimum we would expect answers to this question to include a qualitative assessment of how costs would be likely to vary for different types of homes, however a quantitative assessment would be preferred.
4. How much would it cost to carry out the necessary ancillary works in a home, why and what are the main factors that affect the cost or cost per kW? At a minimum we would expect answers to this question to include a qualitative assessment of how costs would be likely to vary for different types of homes, however a quantitative assessment would be preferred.
5. What would be the expected retail price of each of the specified appliance variations? What are the main drivers of that price? E.g. labour costs, material/component costs?
6. How might the costs evolve towards a mass market?
7. What are the major differences in the components and ancillaries relating to the appliance variations and how do these impact upon overall costs?

Timescales:

1. How long (in weeks) would it take to develop market ready appliance variations (e.g. from concept, prototype, final design) and why?
2. How long (in weeks) would it take to produce manufactured units for each of the specified appliance variations and why?
3. How long (in hours/days) would it take to install each of the specified appliance variations in a home, why and what are the main factors that affect these timescales? At a minimum we would expect answers to this question to include a qualitative assessment of how timescales would be likely to vary for different types of homes, however a quantitative assessment would be preferred.
4. How long (in hours/days) would it take to carry out the necessary ancillary works in a home, why and what are the main factors that affect these timescales? At a minimum we would expect answers to this question to include a qualitative assessment of how timescales would be likely to vary for different types of homes, however a quantitative assessment would be preferred.
5. How might these timescales evolve towards a mass market?

Performance:

It is important that any future hydrogen appliances should provide sufficient levels of service compared to existing natural gas appliances.

1. How frequently would each appliance variation need maintenance checks and what would the likely duration of those checks be? What would the costs of these be (fixed operating costs)?
2. What is the expected lifetime of each appliance variation in years?
3. How efficient will each appliance variation be (as a percentage)?
4. How reliable will each appliance variation be? Which components, if any, would be likely to fail more often than in a similar natural gas appliance?

Practicality:

1. How much hassle/disruption would be caused by the installation of each appliance variation?
2. How usable would each appliance variation be?
3. How quickly would each appliance variation warm up/cool down?
4. How much noise would each appliance variation create compared to standard natural gas appliances?
5. How complex would each appliance variation be to control compared to standard natural gas appliances?
6. Would there be any aesthetic considerations associated with each variation of gas fire?
7. What would be the expected size of each appliance variation and can appliances of the same size as todays be developed?
8. What would the trade-offs be? E.g. How much will it cost to make it the same size as today’s appliances and how much bigger would it be if optimising the price?
9. What other practical considerations would need to be addressed?
10. What are the main practical constraints?

Technical Feasibility:

1. Is it technically feasible to develop and produce each appliance variation?

Natural gas appliances

1. For benchmarking and comparison purposes what are the answers to questions 1-26 for similar natural gas appliances? [Benchmarks to be agreed with BEIS during project initiation.]

Output sensitivity

1. How would the answers to the above questions change as a result of innovation, different scales of production and ramp up speeds and any other relevant factors? Lower and upper ranges must be provided to illustrate the estimated level of uncertainty.
2. Do you expect any changes between now and 2030 in the manufacture of appliances that might impact the analysis?

Barriers:

1. What are the most significant barriers and constraints that have been identified for each appliance variation?
2. How might these barriers and constraints be resolved?

Preferred market conditions:

1. What market conditions would need to exist to ensure the development of each appliance variation?

Assumptions/limitations:

1. With what level of confidence can estimates of costs, timescales, performance, practicality and technical feasibility be made at this stage, before further R&D work has been carried out?
2. What assumptions have been made in conducting this work and in reaching conclusions?
3. What are the data limitations?

# Outputs Required

|  |  |
| --- | --- |
| Outputs | Description |
| Project Plan | Project plan signed off by BEIS, detailing how the contractor will deliver against the project’s milestones. To include key phases of work, weekly activity plan and delivery dates. |
| Quality assurance plan | Plan signed off by BEIS, detailing how the contractor will quality assure their work and ensure robustness of their evidence and analysis. |
| Risk log | Description of key delivery risks identified at the outset of the project, in a format that can be updated as part of ongoing project monitoring and review, signed off by BEIS. |
| Progress update | Written updates on the progress of the project with reference to the project plan, QA plan and risk log – each of which will be updated as necessary in order to capture the state of progress. |
| Stakeholder Plan | Description of stakeholders to be engaged in completion of project, the input expected, meeting schedule and eventual outturn. |
| Transcripts of any discussions with stakeholders/ industry | A set of transcripts obtained during any discussions with stakeholders/ industry |
| A written report | A report addressing the questions set out in section 3 above. Quality assured. |

Contractor’s views and proposals are welcome on exactly how to assess the different appliance variations but it is proposed that the final written report might include the following, though the exact format of these outputs will need to be agreed between the contractor and BEIS:

|  |  |
| --- | --- |
| Assessment of each appliance variation against cost, time, performance and practicality dimensions | An assessment of the appliance variations against different dimensions such as:  Costs:   * + Costs of: Development, Production & Installation   + Retail price   + Key component parts   + Ancillary costs (such as requirements to flush radiators/install extractor fans etc.).   + To ensure the assumptions are transferrable to other analyses in BEIS, for example for cost-benefit analysis of different heat decarbonisation pathways:     - Appliance costs should be distinguished between capital and operating, fixed and variable, fuel and non-fuel costs wherever possible.     - These costs should also be related to the capacity or activity (output) of the appliance e.g. capital cost per unit of capacity of appliance (fixed), non-fuel cost per unit of activity (variable).   Timescales   * Timescales required for: Development, manufacture, installation and maintenance.   Performance:   * + Appliance availability: Frequency and duration of appliance maintenance.     - To allow further analysis in BEIS metrics such as estimates of the percentage of the year the appliances will be running would be most useful (i.e. the relationship between activity and capacity), for example a hydrogen boiler may have 98% availability taking into account maintenance checks, breakdowns etc.   + Appliance or key component lifetime   + Appliance efficiency   + Appliance or key component reliability   Practicality:   * + Size: Can appliances of the same size as todays be developed?   + Disruption/Hassle of installation   + Usability: Including noise, speed of warm up/cool down.   + Controllability   + Aesthetics (where relevant e.g. gas fires)   + Other constraints   Technical Feasibility:   * Is it technically feasible to develop and produce each appliance variation?   For benchmarking purposes, the above dimensions should also be applied to similar natural gas appliances and the answers outlined in the report.  The answers to each of the above dimensions should be provided in a form that enables direct comparisons of each appliance variation to be made. |
| Sensitivity analysis | Sets out trade-offs and how the above outputs might change as a result of innovation, scale of production, ramp up speed and any other relevant factors. |
| Log of barriers and constraints associated with each appliance variation | The log ought to contain a description of any barriers and constraints associated with each appliance variation, their significance, the criteria used to assess them and recommendations for addressing them. |
| Assessment of the preferred market conditions for the development of each appliance variation | This should consider from an appliance manufacturer’s point of view, what conditions/drivers would be important to enable the innovation, development and investment required to bring these appliance variations to market. Evidence should be provided to support this analysis. |
| Confidence assessment | Given the lack of market-ready products, contractors will need to provide a confidence assessment which supports their conclusions.  With what level of confidence can estimates of costs, timescales, performance, practicality and technical feasibility be made at this stage, before further R&D work has been carried out? |
| A log of key assumptions and data limitations | To ensure that evidence can be used in confidence by officials, assumptions must be recorded in detail in an assumptions log, providing primary data sources, a clear explanation of any data transformations that led to the values given, uncertainty ranges (where possible) and quality ratings for all assumptions. The BEIS assumptions log template and wider quality assurance guidance is available at the following link: <https://www.gov.uk/government/collections/quality-assurance-tools-and-guidance-in-decc> |

# Methodology

Tenderers should set out details of their preferred method(s) for assessing the above appliance variations and seeking answers to the above questions.

The methodology proposed must make clear how contractors will deliver new robust evidence, and add value to the evidence base.

The methodology should include innovative proposals to answer the project’s key questions.

Contractors will be expected to critically assess and challenge the information they receive as required.

Where applicable relevant existing evidence should be interrogated, critically analysed, evaluated and as appropriate used as a basis to build on.

It is suggested that research might include the development of initial stage designs for each hydrogen appliance variation which can then be used as the basis for the assessment and for answering this project’s key questions.

If surveys are conducted as part of this project, contractors will be required to complete a BEIS survey control form.

# Relevant Studies

There are two published studies we are aware of that contain information and evidence relating to hydrogen appliances (listed below).

Contractors completing this hydrogen appliances project will be expected to familiarise themselves with the outputs of these studies and any other relevant studies.

BEIS evidence:

* **Report for DECC - Desk study on the development of a hydrogen-fired appliance supply chain November 2016[[1]](#footnote-1)**

This recent study, commissioned under DECC, investigated the feasibility of developing a supply chain for domestic and commercial appliances that could use 100% hydrogen instead of natural gas.

The aim of this study was to investigate the technical challenges and costs associated with developing such appliances and to discuss how these barriers might be addressed.

The study covered 4 areas:

* Safety issues, training and standards (both product and installation standards).
* Costs and timetables for the development of different hydrogen appliances for small numbers of prototype appliances (around 1,000).
* Costs and timetables for the development of appliances for large scale roll-out (around 100,000 per year).

This study included a review of the available information about technologies for using hydrogen to supply heat, primarily in domestic settings but also at larger scale in the industrial, public and commercial sectors.

External evidence

* **Northern Gas Networks Leeds City Gate H21 report July 2016[[2]](#footnote-2)**

H21 aimed to determine the feasibility of converting the existing natural gas network in Leeds to 100% hydrogen. The report refers to the conversion of hydrogen appliances and contains some proposals for how they might be converted and estimated costs.

# Ownership and Publication

BEIS is committed to openness and transparency. All outputs listed in section 4 should be accessible, non-disclosive and suitable for publication and further use.

The exceptions to this are where:

1. The intellectual property rights to an output (or part of an output) are owned by someone other than the contractor. Contractors should state in their tender if this is the case and indicate whether the third party copy righted materials can be redacted.
2. The data is subject to a confidentiality agreement with BEIS pursuant to Condition 42 of the Standard Terms and Conditions of Contract (see Section 1, E. above), or the data is otherwise commercial in confidence.

If these exceptions apply to any part of the outputs, contractors should indicate this in their proposal alongside any approaches to resolving these.

In accordance with the Standard Terms and Conditions of Contract (as amended – see Section 1, E. above), all pre-existing intellectual property rights in materials provided to BEIS as part of the Services shall remain vested in the Contractor or relevant third party (as applicable). Subject to Contractors providing a licence to use all intellectual property rights in the materials created or developed pursuant to the Contract, or arising as a result of the provision of the Services, all such rights shall vest in the Contractor.

**Non-disclosure**

All outputs must be provided to BEIS in a format that is non-disclosive (i.e. no individuals or individual organisations are identifiable from the data or analysis, directly or indirectly), unless the specification states otherwise. The contractor is responsible for ensuring that any data is supplied in this form alongside a report on the checks made. A minimum standard for checking includes cell counts within sub-groups for all outputs and analysis. The contractor will be asked to agree their approach to checking for disclosure with BEIS during the course of the contract, before the checks are carried out. Where data or analysis is found to be disclosive during checking, the contractor will be required to suggest an approach or approaches to aggregate the analysis and to agree this with BEIS.

**Storage and Transfer**

The contractor will need to ensure that all appropriate regulations are adhered to regarding safe storage and transfer, compliant with BEIS requirements for the data processing of restricted data.

# Quality Assurance

The contractor will be required to provide their own quality assurance for this project in line with BEIS’s QA policy for evidence and analysis. This project must comply with the BEIS Code of Practice for Research (Annex B) or if applicable the Code of Practice for Official Statistics[[3]](#footnote-3) and bidders must set out their approach to quality assurance in their response to this ITT, including a QA plan.

All project outputs will also be quality assured by the (BEIS) Analytical Working Group to ensure the findings are robust and in line with BEIS’s QA guidance. The bid should include time to incorporate the comments from the BEIS QA review.

Contractor’s calculations must be assured proportionately using the [BEIS guidance](https://www.gov.uk/government/collections/quality-assurance-tools-and-guidance-in-decc) and contractors must complete a quality assurance log in accordance with this guidance.

The following steps must also be taken to ensure that the project’s outputs are of the appropriate quality:

|  |  |
| --- | --- |
| **Quality measures** | **Actions to ensure quality** |
| On time and within budget | Contractor will need to demonstrate clear understanding of the scope, a clear project plan and meet regularly to demonstrate that the plan is being kept to. |
| Outputs are professional and high quality | The contractor will set out a plan for internal peer review, and will be subject to sign off by senior analytical team in BEIS.  There will be regular opportunities for BEIS subject matter experts to steer the project. An indicative timetable can be found in section 9 below. |
| Information clearly sourced | All information sources must be clearly referenced.  All workings and additional data set out in excel and clearly labelled with working showing. |
| Assumptions are transparent | All assumptions should be clearly indicated in the assumptions log and tested. The BEIS assumptions log template and wider quality assurance guidance is available at the following link: <https://www.gov.uk/government/collections/quality-assurance-tools-and-guidance-in-decc>  Professional judgements should be clearly articulated. |
| Reports in plain English | A 70 page limit will be imposed on the main text to be included in reports; additional information may be provided in annexes. Reports will only cleared if they are easily comprehendible by a non-technical BEIS staff member. |
| Suitable handling of confidential information | Contractors will be required to set out their data handling protocol as part of the bid. |

Sign-off for the quality assurance must be done by someone of sufficient seniority within the contractor organisation to be able take responsibility for the work done. Acceptance of the work by BEIS will take this into consideration. BEIS reserves the right to refuse to sign off outputs which do not meet the required standard specified in this invitation to tender.

All bids must include a completed declaration as set out in the Code of Practice at Annex B and any additional information you wish to submit up to must be a maximum of **1 side of** **A4, font size 10**.  (Links to other documents will not be considered as part of your response e.g. links to published documents online, etc.)

The successful bidder will be responsible for any work supplied by sub-contractors and should therefore provide assurance that all work in the contract is undertaken in accordance with the Code of Practice.

BEIS reserves the right to request an audit of projects against the BEIS Code of Practice for Research and the commitments made in the tender documents and subsequent contract.   Your response could be automatically rejected if the project will not be performed under quality assurance measures that fully meet the Code’s requirements.

For primary research, contractors should be willing to facilitate BEIS research staff to attend any interviews or listen in to telephone surveys as part of the quality assurance process.

# Timetable

The proposed timetable is shown below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reporting points/ deliverables** | **Detail** | **Due date** | **Milestone Payment** |
| Contract commences | Work on the project begins | 19th June 2017 |  |
| Introductory meeting with contractors/managers | For introductions and to aid with project initiation. | w/c 19th June 2017 |  |
| Weekly progress updates | Weekly emails from contractor to BEIS project manager detailing progress for the week, plus phone calls every 2 weeks. | Throughout the project |  |
| Collation of technical evidence and 1st draft report complete. | All information and data required to meet the aims of this project has been gathered and pulled together into a draft report and quality assured by contractors | 25th Aug 2017 |  |
| BEIS complete review of draft report and external QA review. | BEIS complete review of the draft report and, quality assure information and data and provide feedback to contractors. | 10 working days from receipt of draft report. | 40% |
| Final report and presentation | Final report updated in response to BEIS feedback, submitted and presented to BEIS together with anonymised raw data (and completed BEIS survey control form if applicable) | 22nd Sept 2017 |  |
| BEIS sign off | BEIS conduct a final review and sign off of the report, assuming it meets the required standards. | 6th Oct 2017 | 60% |

# Challenges

Key challenges include;

* Added value: It is critical that the methodology proposed makes clear how contractors will deliver new robust evidence and must make innovative proposals to answer the projects key questions. Where applicable relevant existing evidence should be interrogated, critically analysed, evaluated and as appropriate used as a basis to build on.
* Timing: This project feeds into other time critical dependent projects. The successful contractor must have a clear project plan and detail how they will ensure prompt delivery to agreed standards.
* Output quality: As set out above the contractor will be required to provide their own quality assurance for this project in line with BEIS’s QA policy for evidence and analysis and will be required to include a QA plan as part of their Bid.
* Privacy: Early stage technical development of appliances may be considered sensitive by organisations feeding into this project. Contractors are therefore asked to set out their strategy for gaining access to commercial data as part of their bid. Contractors must present anonymised data. When reporting from a group event, Chatham House rules will apply.
* Proof of concept: Given lack of market-ready products, contractors will need to provide a confidence assessment which supports their conclusions.

# Ethics

All applicants will need to identify and propose arrangements for initial scrutiny and on-going monitoring of ethical issues. The appropriate handling of ethical issues is part of the tender assessment exercise and proposals will be evaluated on this as part of the ‘addressing challenges and risks’ criterion.

We expect contractors to adhere to the following GSR Principals:

1. Sound application and conduct of social research methods and appropriate dissemination and utilisation of findings
2. Participation based on valid consent
3. Enabling participation
4. Avoidance of personal harm
5. Non-disclosure of identity and personal information

# Working Arrangements

The successful contractor will be expected to identify one lead point of contact through whom all enquiries can be filtered and to be able to respond to questions/requests from BEIS within 1 working day of receipt. A BEIS project manager will be assigned to the project and will be the central point of contact.

# Skills and experience

BEIS would like you to demonstrate that you have the experience and capabilities to undertake the project. These include but are not limited to:

* knowledge of gas appliance product development cycles, manufacture and hydrogen combustion
* well-developed links and contacts with gas appliance manufacturers across Europe.
* an ability to take an impartial view of the appliance variant concepts and use of hydrogen as an option for decarbonising heat.
* an ability to add engineering value and critically analyse the existing evidence base.

Your tender response should include a summary of each proposed team members experience and capabilities.

Contractors should propose named members of the project team, and include the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks.

Contractors should identify the individual(s) who will be responsible for managing the project and those who will carry out QA.

# Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the Department reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

The Department recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Department so that it can make a further assessment by applying the selection criteria to the new information provided.

# Budget

The budget for this project is estimated to be between £50,000 - £80,000, excluding VAT.

Contractors should provide a full and detailed breakdown of costs (including options where appropriate). This should include staff (and day rate) allocated to specific tasks.

Cost will be a criterion against which bids which will be assessed.

Payments will be linked to delivery of key milestones as outlined in the Section 9 – timetable above. The indicative milestones and phasing of payments is as follows. This can be adjusted and agreed with the contractor based on the tender response. Please advise in your tender response how this breakdown reflects your usual payment processes.

In submitting full tenders, contractors confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

The Department aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

# Evaluation of Tenders

Contractors are invited to submit full tenders of no more than 30 pages, excluding declarations. Tenders will be evaluated by at least three BEIS staff.

BEIS will select the bidder that scores highest against the criteria and weighting listed below:

* **Conflict of interest:** pass/fail. See page 5 of the ITT for further information

**EVALUATION CRITERIA AND SCORING METHODOLOGY**

|  |  |  |
| --- | --- | --- |
| ***Criterion*** | ***Description*** | ***Weighting*** |
| 01  Skills and expertise | Experience/demonstration of relevant skills and supply a strong team of individuals with the capability to fulfil this project’s objectives and required outputs. | 15% |
| 02  Understanding of requirements and adding value | Demonstrate clear understanding of the tender requirements and an ability to deliver new robust evidence and add value to the evidence base. | 15% |
| 03  Methodology | Effective proposed approach to deliver the project’s objectives and to answering key questions. Clear demonstration of the methodology to be used. | 30% |
| 04  Management and delivery | Effective quality, relevance and breadth of management oversight processes including, project planning, risk management/identification, budget control, effective working arrangements, information handling and quality assurance. | 20% |
| 05  Cost | Price – price will be marked proportionately to the lowest tender please see example below. | 20% |
| TOTAL | | 100% |

**Scoring Method**

Tenders will be scored against each of the criteria above, according to the extent to which they meet the requirements of the tender. The meaning of each score is outlined in the table below.

The total score will be calculated by applying the weighting set against each criterion, outlined above; the maximum number of marks possible will be 100. Should any contractor score 1 in any of the criteria, they will be excluded from the tender competition.

|  |  |
| --- | --- |
| **Score** | **Description** |
| 1 | Not Satisfactory: Proposal contains significant shortcomings and does not meet the required standard |
| 2 | Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps |
| 3 | Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps. |
| 4 | Good: Proposal meets the required standard, with moderate levels of assurance |
| 5 | Excellent: Proposal fully meets the required standard with high levels of assurance |

**Scoring for Pricing Evaluation**

There will be a maximum of 20 marks for the “Price” evaluation.

The lowest priced bid will receive the full 20 marks; all other bids will then be marked as set out below.

Proportionate Pricing scoring example

For example, if 20 marks are available and the cheapest bid is £50,000, then:

|  |  |  |
| --- | --- | --- |
| Supplier | Price | Marks |
| 1 (lowest bid) | £50,000 | 20 |
| 2 | £60,000 | 50/60 \* 20 =16.67 |
| 3 | £75,000 | 50/75 \* 20 =13.33 |

**Structure of Tenders**

Contractors are strongly advised to structure their tender submissions to cover each of the criteria above. Complete the price schedule attached at Annex A, specifying the daily rates (ex-VAT) you will charge for each level of your staff.

**Bid Clarification**

The Department reserves the right to award the contract based on applicants’ written evaluation only if one candidate emerges from the evaluation stage as significantly stronger than the others.

BEIS may invite all suppliers for bid clarification if they feel bid clarification should be carried out.

**Feedback**

Feedback will be given in the unsuccessful letters or emails.

**Section 3**

**Further Information on Tender Procedure**

Invitation to Tender for appraising different types of hydrogen appliance

Tender Reference Number: TRN 1271/01/2017

Deadline for Tender Responses: 15:00 Fri 26th May 2017

**Contents:**

A. Definitions 25

B. Data security 25

C. Non-Collusion 26

# Definitions

Please note that references to the "Department" throughout these documents mean The Secretary of State for Business, Energy and Industrial Strategy acting through his/her representatives in the Department for Business, Energy & Industrial Strategy.

The Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIR”) apply to the Department. You should be aware of the Department’s obligations and responsibilities under FOIA or EIR to disclose, on written request, recorded information held by the Department. Information provided in connection with this procurement exercise, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Department in response to such a request, unless the Department decides that one of the statutory exemptions under the FOIA or the exceptions in the EIR applies. If you wish to designate information supplied as part of this response as confidential, of if you believe that its disclosure would be prejudicial to any person’s commercial interests, you must provide clear and specific detail as to the precise information involved and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. Such designation alone may not prevent disclosure if in the Department’s reasonable opinion publication is required by applicable legislation or Government policy or where disclosure is required by the Information Commissioner or the First-tier Tribunal (Information Rights).

Additionally, the Government’s transparency agenda requires that tender documents (including ITTs such as this) are published on a designated, publicly searchable web site. The same applies to other tender documents issued by the Department (including the original advertisement and the pre-qualification questionnaire (if used)), and any contract entered into by the Department with its preferred supplier once the procurement is complete. By submitting a tender you agree that your participation in this procurement may be made public. The answers you give in this response will not be published on the transparency web site (but may fall to be disclosed under FOIA or EIR (see above)). Where tender documents issued by the Department or contracts with its suppliers fall to be disclosed the Department will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

# Data security

The successful tenderer must comply with the Data Protection Act (DPA) 1998 and any information collected, processed and transferred on behalf of *The Department*, and in particular personal information, must be held and transferred securely**. Contractors must provide assurances of compliance with the DPA and set out in their proposals details of the practices and systems they have in place for handling data securely including transmission between the field and head office and then to *BEIS***. Contractors will have responsibility for ensuring that they and any subcontractor who processes or handles information on behalf of *The Department* is conducted securely. The sorts of issues which must be addressed satisfactorily and described in contractors’ submissions include:

* procedures for storing both physical and system data;
* data back-up procedures;
* procedures for the destruction of physical and system data;
* how data is protected;
* data encryption software used;
* use of laptops and electronic removable media;
* details of person/s responsible for data security;
* policies for unauthorised staff access or misuse of confidential/personal data;
* policies for staff awareness and training of DPA;
* physical security of premises.
* How research respondents will be made aware of all potential uses of their data.

# Non-Collusion

No tender will be considered for acceptance if the contractor has indulged or attempted to indulge in any corrupt practice or canvassed the tender with an officer of BEIS. Section 4 contains a "Statement of non-collusion" (declaration 1); any breach of the undertakings covered under items 1 - 3 inclusive will invalidate your tender. If a contractor has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the termination of the contract and the claiming damages from the successful contractors. You must not:

* Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
* Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
* Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Offering an inducement of any kind in relation to obtaining this or any other contract with the Department will disqualify your tender from being considered and may constitute a criminal offence.

**Section 4**

**Declarations to be submitted by the Tenderer**

Invitation to Tender for appraising different types of hydrogen appliance

Tender Reference Number: TRN 1271/01/2017

Deadline for Tender Responses: 15:00 Fri 26th May 2017

**Contents**

Declaration 1: Statement of non-collusion 28

Declaration 2: Form of Tender 29

Declaration 3: Conflict of Interest 30

Declaration 4: Standard Selection Questionnaire 32

Declaration 5: Code of Practice 53

# Declaration 1: Statement of non-collusion

To: The Department for Business, Energy & Industrial Strategy

1. We recognise that the essence of competitive tendering is that the Department will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.

2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:

1. communicate to any person other than the Department the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;
2. enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;
3. offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.

3. In this certificate, the word “person” shall include any person, body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.

……………………………………………………………………………….….

Signature (duly authorised on behalf of the tenderer)

……….………………………………………………………………………….

Print name

…………………………………………………………….…………………….

On behalf of (organisation name)

…………………………………………………………………….…………….

Date

# Declaration 2: Form of Tender

To: The Department for Business, Energy & Industrial Strategy

1. Having considered the invitation to tender and all accompanying documents

(including without limitation, the terms and conditions of contract and the Specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.

2. We hereby tender and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of contract and the Specification for the amount set out in the Pricing Schedule.

3. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.

4. We agree that this tender shall remain open to be accepted by the Department for 8 weeks from the date below.

5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to) the Companies Act 2006) if requested by the Department we may be required to secure a Deed of Guarantee in favour of the Department from our holding company or ultimate holding company, as determined by the Department in their discretion.

6. We understand that the Department is not bound to accept the lowest or any tender it may receive.

7. We certify that this is a bona fide tender.

…………………………………………………………………………........

Signature (duly authorised on behalf of the tenderer)

…………………………………………………………………………………

Print name

………………………………………………………………………….

On behalf of (organisation name)

………………………………………………………………………….

Date

# Declaration 3: Conflict of Interest

I have nothing to declare with respect to any current or potential interest or conflict in relation to this research (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this research, or to indicate a professional or personal interest in the outcomes from this research.

Signed …………………………………….

Name …………………………………….

Position …………………………………….

***OR***

I wish to declare the following with respect to personal or professional interests related to relevant organisations\*;

* X
* X

*Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.*

* X
* X

Signed …………………………………….

Name …………………………………….

Position …………………………………….

Please complete this form and return this with your ITT documentation - Nil returns **are** required.

**\*** These may include (but are not restricted to);

* A professional or personal interest in the outcome of this research
* For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
* Current or past employment with relevant organisations
* Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)
* Gifts or entertainment received from relevant organisations
* Shareholdings (excluding those within unit trusts, pension funds etc) in relevant organisations
* Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

***All of the above apply both to the individual signing this form and their close family / friends / partners etc.***

If your situation changes during the project in terms of interests or conflicts, you must notify the Department straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR ORGANISATION CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY.

# Declaration 4: Standard Selection Questionnaire

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[4]](#footnote-4). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Note for Contracting Authorities: The following paragraph is optional for inclusion, authorities can delete it** if **they prefer to receive** only **Word/ PDF versions of the standard Selection Questionnaire**. [*Alternatively you can submit the completed Exclusion Grounds of the* [*EU ESPD*](https://ec.europa.eu/tools/espd) *(Part III) as a downloaded XML file to the buyer contact point along with the selection information requested in the procurement documentation*.]

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**[INSERT PROCUREMENT NAME]**

**[INSERT REFERENCE NUMBER]**

**[INSERT PROCUREMENT PROCEDURE e.g. OPEN, RESTRICTED]**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. **Note for Contracting Authorities: The following paragraph is optional for inclusion if a decision has been made to request a self-declaration of the exclusion grounds from sub-contractors.** *All sub-contractors are required to complete Part 1 and Part 2[[5]](#footnote-5).*
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[6]](#footnote-6)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[7]](#footnote-7)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[8]](#footnote-8)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |
| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**[[9]](#footnote-9)

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 4** | **Economic and Financial Standing** | | |
|  | Question | Response | |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | Yes ☐  No ☐ |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes ☐  No ☐ |
|  | (c) 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). | | Yes ☐  No ☐ |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | | Yes ☐  No ☐ |

|  |  |  |
| --- | --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | |
| **Name of organisation** | |  |
| **Relationship to the Supplier completing these questions** | |  |

|  |  |  |
| --- | --- | --- |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability** |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |  |
| --- | --- |
| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
|  |  |

|  |  |
| --- | --- |
| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[10]](#footnote-10)** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide relevant the url …  No ☐  Please provide an explanation |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| a. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Y/N  Employer’s (Compulsory) Liability Insurance = £x  Public Liability Insurance = £x Professional Indemnity Insurance = £x  Product Liability Insurance = £x  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

|  |  |  |
| --- | --- | --- |
| **8.2** | **Skills and Apprentices[[11]](#footnote-11) – (please refer to supplier selection guidance)** | |
| **a.** | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.Please confirm if you will be supporting apprenticeships and skills development through this contract. | Yes ☐  No ☐ |
| **b.** | If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Yes ☐  No ☐ |
| **c.** | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Yes ☐  No ☐ |

|  |  |
| --- | --- |
| **8.3** | **Steel[[12]](#footnote-12) – (please refer to supplier selection guidance)** |
| **a.** | Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management |
|  | |
| **b.** | Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel. |
|  | |
| **c.** | Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:  (i) Your company  (ii) All your supply chain members involved in the production or supply of steel. |

|  |  |  |
| --- | --- | --- |
| **8.4** | **Suppliers’ Past Performance[[13]](#footnote-13) - (please refer to supplier selection guidance - this question should only be included by central government contracting authorities)** | |
| **a.** | Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years? | Yes ☐  No ☐ |
| **b.** | On request can you provide a certificate from those customers on the list? | Yes ☐  No ☐ |
| **c.** | If you cannot obtain a certificate from a customer can you explain the reasons why? | Yes ☐  No ☐ |
| **d.** | If the certificate states that goods and/or services supplied were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it? | Yes ☐  No ☐ |
| **e.** | Can you supply the information in questions a. to d. above for any sub-contractors [or consortium members] who you are relying upon to perform this contract? | Yes ☐  No ☐ |

**Annex C**

**Mandatory Exclusion Grounds**

**Public Contract Regulations 2015 R57(1), (2) and (3)**

**Public Contract Directives 2014/24/EU Article 57(1)**

**Participation in a criminal organisation**

Participation offence as defined by section 45 of the Serious Crime Act 2015

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;

**Corruption**

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;

The common law offence of bribery;

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;

**Fraud**

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:

* the common law offence of cheating the Revenue;
* the common law offence of conspiracy to defraud;
* 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;
* 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;
* 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;
* an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
* 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;
* fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
* 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;

**Terrorist offences or offences linked to terrorist activities**

Any offence:

* listed in section 41 of the Counter Terrorism Act 2008;
* listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
* under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

**Money laundering or terrorist financing**

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

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

**Child labour and other forms of trafficking human beings**

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

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

An offence under section 2 or section 4 of the Modern Slavery Act 2015

**Non-payment of tax and social security contributions**

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

* HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or
* a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
* a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established

**Other offences**

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

**Discretionary exclusions**

**Obligations in the field of environment, social and labour law.**

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including the following:-

* Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
* In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
* In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
* Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has been in breach of the National Minimum Wage Act 1998.

**Bankruptcy, insolvency**

Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;

**Grave professional misconduct**

Guilty of grave professional misconduct

**Distortion of competition**

Entered into agreements with other economic operators aimed at distorting competition

**Conflict of interest**

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

**Been involved in the preparation of the procurement procedure.**

**Prior performance issues**

Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.

**Misrepresentation and undue influence**

The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

Additional exclusion grounds

**Breach of obligations relating to the payment of taxes or social security contributions.**

**ANNEX X Extract from Public Procurement Directive 2014/24/EU**

**LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —**

* ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
* ILO Convention 98 on the Right to Organise and Collective Bargaining;
* ILO Convention 29 on Forced Labour;
* ILO Convention 105 on the Abolition of Forced Labour;
* ILO Convention 138 on Minimum Age;
* ILO Convention 111 on Discrimination (Employment and Occupation);
* ILO Convention 100 on Equal Remuneration;
* ILO Convention 182 on Worst Forms of Child Labour;
* Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
* Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
* Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
* Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

**Consequences of misrepresentation**

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

* The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
* The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
* If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
* If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

# Declaration 5: Code of Practice[[14]](#footnote-14)

I confirm that I am aware of the requirements of the BEIS Code of Practice[[15]](#footnote-15) for Research and, in the proposed project, I will use my best efforts to ensure that the procedures used conform to those requirements under the following headings[[16]](#footnote-16):

Responsibilities

Competence

Project planning

Quality Control

Handling of samples and materials

Facilities and equipment

Documentation of procedures and methods

Research/work records

I understand that BEIS has the right to inspect our procedures and practices against the requirements of the Code of Practice, and that I may be asked to provide documentary evidence of our working practices or provide access and assistance to auditors appointed by BEIS.

(There is some flexibility in the application of the Code of Practice to specific research projects. Contractors are encouraged to discuss with BEIS any aspects that cause them concern, in order to reach agreement on the interpretation of each requirement.)

**Annex A: Pricing Schedule**

**Part A – Staff/project team charges**

|  |  |
| --- | --- |
| Set up Costs – please specify |  |
|  |
| Expenses |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **\*Grade/level of staff** | **Daily rate**  **(ex VAT)** | **No. days offered over course of contract** | **Tasks to be undertaken on this project** | **Total price offered per staff member** |
|  | £ |  |  | £ |
|  | £ |  |  | £ |
|  | £ |  |  | £ |
|  | £ |  |  | £ |
|  | £ |  |  | £ |
| **Sub-total** | | |  | **£** |

[\*Suppliers should also include sub-contractors]

**Part B – Non-staff/project team charges**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **No. of items** | **Price per item**  **(ex VAT)** | **Total price per offered** |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
| **Sub-total** | | | **£** |

**Part C – Full price offered**

|  |  |
| --- | --- |
| **Sub-total (Part A + Part B)** | **£** |
| **VAT** | **£** |
| **TOTAL (Sub-total + VAT)** | **£** |

**Annex B: Code of Practice for Research**

**CODE OF PRACTICE FOR RESEARCH**

***Issued by the Department for Business, Energy & Industrial Strategy***

The Department has developed this Code of Practice from the Joint Code of Practice issued by BBSRC; the Department for Environment, Food and Rural Affairs (Defra); the Food Standards Agency; and the Natural Environment Research Council (NERC) which lays out a framework for the proper conduct of research. It sets out the key aspects of the research process and the importance of making judgements on the appropriate precautions needed in every research activity.

The Code applies to all research funded by BEIS. It is intended to apply to all types of research, but the overriding principle is fitness of purpose and that all research must be conducted diligently by competent researchers and therefore the individual provisions must be interpreted with that in mind.

***PRINCIPLES BEHIND THE CODE OF PRACTICE***

Contractors and consortia funded by BEIS are expected to be committed to the quality of the research process in addition to quality of the evidence outputs

The Code of Practice has been created in order to assist contractors to conduct research of the highest quality and to encourage good conduct in research and help prevent misconduct,.

Set out over 8 responsibilities the code of practice provides general principles and standards for good practice in research.

Most contractors will already have in place many of the measures set out in the

Code and its adoption should not require great effort.

***COMPLIANCE WITH THE CODE OF PRACTICE***

All organisations contracting to the Department (including those sub-contracting as part of a consortium) will be expected to commit to upholding these responsibilities and will be expected to indicate acceptance of the Code when submitting proposals to the Department.

Contractors are encouraged to discuss with BEIS any clauses in the Code that they consider inappropriate or unnecessary in the context of the proposed research project. The Code, and records of the discussions if held, will become part of the Terms and Conditions under which the research is funded.

Additionally, BEIS may conduct (or request from the Contractor as appropriate) a formal risk assessment on the project to identify where additional controls may be needed.

***MONITORING OF COMPLIANCE WITH THE CODE OF PRACTICE***

Monitoring of compliance with the Code is necessary to ensure:

* Policies and managed processes exist to support compliance with the Code
* That these are being applied in practice.

In the short term, BEIS can require contractors to conduct planned internal audits although BEIS reserve the right to obtain evidence that a funded project is carried out to the required standard. BEIS may also conduct an audit of a Contractor’s research system if deemed necessary.

In the longer term it is expected that most research organisations will assure the quality of their research processes by means of a formal system that is audited by an impartial and competent third party against an appropriate internationally recognised standard that is fit for purpose.

A recommended checklist for researchers can be found on the UK Research Integrity Office (UKRIO) website at http://www.ukrio.org/what-we-do/code-of-practice-for-research

***SPECIFIC REQUIREMENTS IN THE CODE OF PRACTICE***

***1. Responsibilities***

All organisations contracting to the Department (including those sub-contracting as part of a consortium will be responsible for the overall quality of research they conducted. Managers, group leaders and supervisors have a responsibility to ensure a climate of good practice in the research teams, including a commitment to the development of scientific and technical skills.

The Principal Investigator or Project Leader is responsible for all the work conducted in the project including that of any subcontractors. All staff and students must have defined responsibilities in relation to the project and be aware of these responsibilities.

***2. Competence***

All personnel associated with the project must be competent to perform the technical, scientific and support tasks required of them. Personnel undergoing training must be supervised at a level such that the quality of the results is not compromised by the inexperience of the researcher.

***3. Project planning***

An appropriate level of risk assessment must be conducted to demonstrate awareness of the key factors that will influence the success of the project and the ability to meet its objectives. There must be a written project plan showing that these factors (including research design, statistical methods and others) have been addressed. Projects must be ethical and project plans must be agreed in collaboration with BEIS, taking account of the requirements of ethical committees[[17]](#footnote-17) or the terms of project licences, if relevant.

Significant amendments to the plan or milestones must be recorded and approved by BEIS if applicable.

***4. Quality Control***

The organisation must have planned processes in place to assure the quality of the research undertaken by its staff Projects must be subjected to formal reviews of an appropriate frequency. Final and interim outputs must always be accompanied by a statement of what quality control has been undertaken.

The authorisation of outputs and publications shall be as agreed by BEIS, and subject to senior approval in BEIS, where appropriate. Errors identified after publication must be notified to BEIS and agreed corrective action initiated.

***5. Handling of samples and materials***

All samples and other experimental materials must be labelled (clearly, accurately, uniquely and durably), and retained for a period to be agreed by BEIS. The storage and handling of the samples, materials and data must be as specified in the project plan (or proposal), and must be appropriate to their nature. If the storage conditions are critical, they must be monitored and recorded.

***6. Documentation of procedures and methods***

All the procedures and methods used in a research project must be documented, at least in the personal records of the researcher. This includes analytical and statistical procedures and the generation of a clear audit trial linking secondary processed information to primary data.

There must be a procedure for validation of research methods as fit for purpose, and modifications must be trackable through each stage of development of the method.

***7. Research/work records***

All records must be of sufficient quality to present a complete picture of the work performed, enabling it to be repeated if necessary.

The project leader is accountable for the validity of the wok and responsible for ensuring that regular reviews of the records of each researcher are conducted[[18]](#footnote-18)

The location of all project records, including critical data, must be recorded. They must be retained in a form that ensures their integrity and security, and prevents unauthorised modification, for a period to be agreed by BEIS

A recommended checklist for researchers can be found on the UK Research Integrity Office (UKRIO) website at http://www.ukrio.org/what-we-do/code-of-practice-for-research

1. [Report for DECC - Desk study on the development of a hydrogen-fired appliance supply chain November 2016](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/537594/30686_Final_Report_DECC_Hydrogen_appliances_08.07.16.pdf) [↑](#footnote-ref-1)
2. [Northern Gas Networks Leeds City Gate H21 report](http://www.northerngasnetworks.co.uk/wp-content/uploads/2016/07/H21-Report-Interactive-PDF-July-2016.pdf) July 2016 [↑](#footnote-ref-2)
3. http://www.statisticsauthority.gov.uk/assessment/code-of-practice/index.html [↑](#footnote-ref-3)
4. For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/551130/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-4)
5. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-5)
6. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-6)
7. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-7)
8. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-8)
9. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-9)
10. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-10)
11. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-11)
12. [Procurement Policy Note 16/15– Procuring steel in major projects](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/473545/PPN_16-15_Procuring_steel_in_major_projects.pdf) [↑](#footnote-ref-12)
13. [Procurement Policy Note 04/15 Taking Account of Suppliers’ Past Performance](https://www.gov.uk/government/publications/procurement-policy-note-0415-taking-account-of-suppliers-past-performance) [↑](#footnote-ref-13)
14. Please note that this declaration applies to individuals, single organisations and consortia. [↑](#footnote-ref-14)
15. The Code of Practice is attached to this ITT as Annex C [↑](#footnote-ref-15)
16. Please delete as appropriate [↑](#footnote-ref-16)
17. Please note ethical approval does not remove the responsibility of the individual for ethical behaviour. [↑](#footnote-ref-17)
18. Please note that this also applies to projects being undertaken by consortia. [↑](#footnote-ref-18)