

UK Biocentre Limited

Procurement Name:

Hotel Accommodation Services

Procurement Reference Number: UKBC002

Invitation to Tender (ITT)

Volume 2:

Tenderer Questionnaire

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This ITT uses the Crown Commercial Service Standard Selection Questionnaire, as required by the Public Contracts Regulations 2015 (as amended) (“PCR 2015”).

# Standard Selection Questionnaire

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential Bidder), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). 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.

**Bidder Selection Questions: Part 3**

The ITT procurement documents (Volume 1 and 2) will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are Tendering 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 Tenderer.

**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 Tendering 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.

Procurement Name: Hotel Accommodation Services

Procurement Reference Number: UKBC002

Procurement Procedure: ‘Light Touch’ - this procurement comprises services listed in Schedule 3 of the PCR 2015. The award process is therefore being conducted pursuant to Regulations 74-76, although UKBC is following a process akin to the open procedure under Regulation 27 of PCR 2015.

**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 Bidder completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential Bidder” is intended to cover any economic operator as defined by the PCR 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 minimum selection standards must complete and submit the self-declaration (this includes all sub-contractors that are being relied upon to meet the minimum selection standards ).
6. For answers to Part 3 -If you are tendering on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions (save for Question 7 of Part 3 which must be completed by every organisation that is being relied on to meet the minimum selection standards including parent companies and/or sub-contractors) 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.

**Assessment of Economic and Financial Standing**

The assessment of Economic and Financial Standing will only be undertaken on the proposed winning Bidder, as set out in Volume 1 of the ITT.

**Verification of Information Provided**

Whilst reserving the right to request information at any time throughout the procurement process, when requesting evidence that the Bidder can meet the specified requirements (such as the questions in section 4 relating to Technical and Professional Ability) UK Biocentre will only obtain such evidence from the successful Bidder.

**Confidentiality**

When providing details of contracts in answering section 3 (Technical and Professional Ability), the Bidder agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

UK Biocentre reserves the right to contact the named customer contact in section 3 regarding the contracts included in section 3. The named customer contact does not owe UK Biocentre any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

UK Biocentre 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 Bidder Information**

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

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential Bidder information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential Bidder 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)[[2]](#footnote-2)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-3)  - 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.  (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 Bidders and the persons of significant control of them.

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

|  |  |  |
| --- | --- | --- |
| Section 1 | Tendering model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you tendering 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 Tenderer 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 of Consent**

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 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.

I accept the conditions and undertakings requested in this Application and I understand and accept that false information could result in our exclusion from this procurement. I understand that UK Biocentre reserve the right to terminate any contract forthcoming from this Application if it is discovered that I have made any material misrepresentation in this Application.

I understand and agree that signing any contractual agreement shall not constitute any guarantee that any orders will be placed in performance of the service.

I certify that we have not entered into any agreement with any other person whereby they will refrain from applying, or as to the price amount of any application to be submitted, and we undertake that we will not do at any time before the notification of Application results. I further certify that we have not offered or agreed to pay, or give, any sum of money or consideration, directly or indirectly, to any person for entering into any such agreement in relation to this or any other application for the proposed service.

I understand that all Tenders submitted shall remain valid for acceptance by UK Biocentre for a period of three months from the Tender submission date, and that submission of a Tender shall be deemed to constitute acceptance of this requirement.

I declare that I am duly authorised to sign and submit this Application on behalf of my organisation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and Declaration of Consent | |
| 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 minimum selection standards must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |  |
| --- | --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion (see annex c for more details) | | |
| 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 [webpage](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, any person who is a member of its administrative, management or supervisory body, 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 Bidder where it can demonstrate by any appropriate means that the potential Bidder 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 [webpage](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 PCR 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 provide 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 have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion?  (Self Cleaning) |  |

**Part 3: Selection Questions**

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| --- | --- | --- |
| **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? | Yes ☐  No ☐ |
|  | If no, please provide **one** of the following: answer with Y/N in the relevant box. |  |
| (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 a Bidder is relying on the capacity or capacities of a third party to demonstrate financial standing, please confirm that the financial information in Question 4.1 is also provided for that third party and that the entity relied upon will provide a parent (or associated) company guarantee or, if required by UK Biocentre, will be jointly liable with the Bidder. | 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 Bidder completing these questions**  Note that Question 4.2 requires confirmation of a guarantee in circumstances where the proposed Bidder wishes to rely on the capacity of a third party to demonstrate financial standing. This section is seeking information about your group where you are **not** relying on a parent or group company to demonstrate financial standing but are part of a wider group. |  |

|  |  |  |
| --- | --- | --- |
| **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), if necessary? | Yes ☐  No ☐ |

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| **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 should have been performed during the past three years. Please DO NOT use UK Biocentre or UK Biobank. .   The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. .………………………………………………...  Consortia tenders 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 Bidder 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 three examples 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.  Please note, UK Biocentre will take this explanation into account however reserves the right at its sole discretion to disqualify a Tender if relevant contract experience cannot be provided. |
|  |  |

|  |  |
| --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |

|  |  |  |
| --- | --- | --- |
| **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 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide the relevant url  No ☐  Please provide an explanation |

**8. Additional Questions**

Bidders 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** |

|  |  |  |
| --- | --- | --- |
| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover (on an each and every claim basis) indicated below: | | |
|  | Yes | No |
| Employer’s (Compulsory) Liability Insurance = £5m |  |  |
| Public Liability Insurance = £10m |  |  |
| Professional Indemnity Insurance = £10m |  |  |
| Product Liability Insurance = the higher of £5m or the value of the contract. |  |  |
| \*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. | | |

|  |  |
| --- | --- |
| **Conflict of Interest Declaration**  Please refer to Section 5.6 of ITT Volume 1 for a non-exhaustive list of the situations in which a potential conflict of interests may be perceived to arise. | |
| **Name of Bidder** |  |
| Please outline any potential, actual or perceived conflicts of interests identified by the Tenderer/consortium member by providing full details here, including what the conflict is and proposals for how it might be resolved.  [If no potential conflict of interests has been identified, please state “No potential conflict of interests has been identified”.] | |
| Completed by: | |
| Contact name |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Confirmation Declaration**  It is the intention of UK Biocentre to award a contract on the basis of the terms and conditions provided in the ITT. It is also UK Biocentre’s intention not to amend or qualify any terms or conditions in the contract. Inability by a Bidder to accept these terms may disqualify Bidders from this procurement.  Any other terms or conditions or any general reservations which may be printed on any correspondence issued by you in connection with this Bid or any contract resulting therefrom shall not be applicable and will be discounted in the evaluation process. | | | |
| **Name of Bidder** |  | | |
| Does your organisation accept the terms and conditions of the contract? | | **Yes** | **No** |
|  |  |
|  | | | |
| Completed by: | | | |
| Contact name |  | | |
| Role in organisation |  | | |
| Phone number |  | | |
| E-mail address |  | | |
| Signature (electronic is acceptable) |  | | |
| Date |  | | |

**2 Award Questions**

Tenderers should submit a full response to all of the award questions, to give details required by UK Biocentre (UKBC) in respect of the proposed supply of Hotel Accommodation Services as set out in the Specification.

Tenderers may respond to the Instructions given in the Specification in a format of their choosing, as long as it meets the requirements given in Volume 1 of this ITT.

Responses should be structured to follow the numbering system used in the Specification.

Tenderers should ensure that all areas raised in the Specification are included in their response.

Responses should give sufficient detail for a full evaluation to be made, be concise and relevant. Tenderers should avoid providing excessively long responses to any questions and should avoid including irrelevant material or generic catalogues. Responses to each question must be limited to 4 pages of A4, at minimum font size 10 and with minimum single-line spacing and standard page margins being used, and any information which exceeds 4 pages of A4 for a question will not be evaluated.

When evaluating Tenders, UKBC will only consider information provided in response to this ITT. In compiling their Tender, Tenderers should assume that UKBC has no prior knowledge of the Tenderer, its practice or reputation or its involvement in existing services, projects or procurements.

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| --- | --- | --- | --- |
| **No.** | **Criteria** | | **Weighting** |
| **2.1** | **Pricing** | | **60%** |
| 2.1.1 | Please give details of the pricing to deliver the hotel accommodation, inclusive of all costs (but exclusive of VAT where applicable), in accordance with the Specification. | | 60% |
| A | All-in price per room per night |  |
| 2.1.2 | If you have included service charges or any other charges (eg cancellation charges, late booking charges, administration charges etc) please give full details for visibility of pricing | | This section is not scored |
| A |  | |

|  |  |  |
| --- | --- | --- |
| **2.2** | **Service and Quality** | **26%** |
| 2.2.1 | Please set out your proposals for supplying hotel accommodation in accordance with the Hotel and Room requirements set out in the Specification. This should include:   * Which hotel(s) will be used, setting out the hotel and room facilities and location(s) * Your process for receiving hotel room requirements from UKBC and notifying UKBC of rooms to be provided * Photographs of a sample of proposed hotel rooms * How early check-in/ late check-out for night shift workers will be accommodated * Details of how you meet the legal requirements for hotel accommodation (eg statutory safety and fire security requirements). * The measures and processes in place to ensure the hotel(s) are COVID-19 secure in accordance with UK Government guidance. * Where the Bidder is not the owner or manager of the hotel(s) being proposed, your response should also demonstrate the arrangements you have secured to make the proposed hotel(s) available and provide evidence that the relevant owner(s) and/or manager(s) have committed to support your bid and make rooms available | 20% |
| A |  |  |
| 2.2.2 | Please describe the performance and Quality Assurance reports you will produce to evidence deliverability of the performance requirements set out in the Specification and how you will produce them as well as your service levels (e.g. room availability, timescales for issues to be addressed etc).  UKBC will have regard to the extent to which service levels for accommodation are, in each case, reasonable and provide confidence that a reliable, prompt, consistent and safe service will be delivered. The successful bidder’s service levels, once agreed with UKBC, will be incorporated into the contract terms, with deductions for failure to achieve service levels. | 3% |
| A |  |  |
| 2.2.3 | Please give details of the processes that you will adopt to ensure efficient management and administration of the service support requirements set out in the Specification, whilst capturing accurate information and maintaining the security of data, supported by examples of:   * invoices to be used * reconciliation reports * 24 hour point of contact for support * any other documents required to deliver this service | 2% |
| * A |  |  |
| **2.2.4** | Please give details of how, if required, you will facilitate UKBC staff isolating in the hotel(s) you are offering, and what this would entail, including meal provision | **1%** |
| **A** |  |  |
| **2.3** | **Assurance of Supply** | **14%** |
| 2.3.1 | Please describe how you will ensure the service is maintained at all times to meet the specification, including:   * details of hotel room capacity, average hotel occupancy rates and how sufficient rooms will be secured for every day required * details of how rooms will be secured at short notice, if required * notice period required if amounts of hotel rooms required were to change | 10% |
| A |  |  |
| 2.3.2 | Please give details of contingency plans (including how you will mitigate against any anticipated risks) you have in place for the supply of the service including:   * how you would manage the unavailability of hotel rooms * how you would manage the closure of a hotel – in full or part – including additional hotel staff resource (in the event that they are required to isolate), making available ‘grab and go’ breakfasts or other solutions to supply breakfast and other meal requirements, and maintaining hotel facilities during any future lockdowns * your process for reviewing and adapting to changing COVID-19 guidance. | 2% |
| A |  |  |
| 2.3.3 | Please describe how you will effectively manage the implementation period following award of contract to ensure a timely service, including a brief timeline for first hotel room bookings. | 2% |
| A |  |  |

**Appendix 1**

**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).

1. 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-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. 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-3)