**Invitation to Tender (ITT)**

**Tender Response Document**

**Scenario Training Equipment for fitting out the Suffolk Personal Protective Safety Training (PPST) facility and Norfolk PPST facility.**

**for The Police and Crime Commissioner for Suffolk and for the Police and Crime Commissioner for Norfolk**

**Tender Reference: 7F-2024-P064**

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| SCHEDULE ONE – FORM OF TENDER |
| Project Reference | 7F-2024-P064 | Tender Reference |  |
| Project Title | Scenario Training Equipment for fitting out the Suffolk Personal Protective Safety Training (PPST) facility and Norfolk PPST facility |
| Supplier Name | [Supplier to enter Name] |
| Having duly examined the Invitation to Tender Documents including the Statement of Requirements, Terms and Conditions of Contract and all other supplementary documents and clarification issued during the tender period; and being fully satisfied in all respects with the requirements of this competition; We hereby offer to provide the scenario training equipment for the Suffolk PPST facility and Norfolk PPST facility in conformity with the Contract for the rates and prices set out in Pricing Submission of this Tender Response Document. |
| All rates and/or prices stated in this Tender are firm and fixed prices for the duration of the Contract. |
| We understand that the Authority is under no obligation to accept our Tender and may accept or may reject the submission. |
| We understand that the Authority is not bound to accept the lowest or any Tender that they may receive and will not by liable for any expenses incurred by Us (the Tenderer) in connection with the preparation and submission of this Tender. |
| We agree that the insertion by Us (the Tenderer) of any conditions qualifying this Tender or any unauthorised alteration to any of the Tender Documents may cause the Tender to be rejected. |
| We agree that this Tender shall remain open to be accepted or not by the Authority and shall not be withdrawn for a period of 6 months from the date submitted. |
| We agree in legally binding terms to comply with the provisions relating to confidentiality set out in the Invitation to Tender Documents. |
| If this Tender should be accepted, We hereby agree that an official instruction and/or signed contract together with the agreed Tender documentation will then constitute a contract between the Authority and Us (the Tenderer). |
| If this Tender is accepted, We will execute documents in the form of the Contract within thirty (30) days of being called upon to do so with each party bearing its own expenses in relation to the execution thereof. |
| We agree to comply with the Authority’s Security Vetting Policy. If we fail to comply with the terms and the agreed start date, we acknowledge that the Authority at their discretion may withdraw the Tender Acceptance without penalty. |
| We confirm that we are authorised to complete the Form of Tender and Declarations Form |

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| **Signed for and on behalf of the above named Tenderer**  |
| Authorised Signatory 1 | (Please Sign Here) |
| Name |  |
| Position in Company |  |
| Authorised Signatory 2 | (Please Sign Here} |
| Name  |  |
| Position in Company |  |
| Date of Signing |  |
| Company Address |  |
| Company Registration Number (if relevant) |  |
| Registered Office (if relevant) |  |
| Contact Details | Telephone |  |
| Mobile |  |
| e-mail |  |

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| SCHEDULE TWO – ANTI COLLUSION/BONA-FIDE TENDER CERTIFICATE |
| Project Reference | 7F-2024-P064 | Tender Reference |  |
| Project Title | Scenario Training Equipment for fitting out the Suffolk Personal Protective Safety Training (PPST) facility and Norfolk PPST facility |
| Supplier Name | [Supplier to enter Name] |
| We understand that the essence of the public procurement process is that the Authority shall receive bona fide competitive Tenders from all Tenderers. In recognition of this principle we hereby certify that this is a bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender or the rates or prices quoted, by or under or in accordance with any agreement or arrangement with any other Tenderer. |
| We have not (as defined in the Invitation): |
| * Entered into any agreement with any other person with the aim of preventing Tenders being made or as to the fixing or adjusting of the amount of any Tenders or the conditions on which any Tenders are made;
 |
| * Caused or induced any person to enter into such an agreement mentioned above or to inform us of the amount or the approximate amount of any rival Tenders for the Contract;
 |
| * Informed any other person, other than the person calling for these Tenders, of the amount or the approximate amount of the Tender, except where the disclosure, in confidence, of the amount of the Tenders was necessary to obtain quotations necessary for the preparation of the Tenders for insurance, for contract guarantee bonds or for professional advice required for the preparation of the Tenders;
 |
| * Committed any offence under the Bribery Act 2010;
 |
| * Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tenders or proposed Tenders for the Services any act or omission;
 |
| * Canvassed any other persons in connection with the Contract;
 |
| * Contacted any officer of the Authority about any aspect of the Contract other than permitted as part of the procurement exercise for the purposes of, including (but without limitation), discussing the possible transfer to the employment of the Bidder of such officer or for soliciting information in connection with the Contract.
 |
| We also undertake that we shall not procure the doing of any of the acts as mentioned above before the hour and date specified for the return of the Tenders, nor shall we do so while the resulting Contract continues in force between Us (the Tenderer) or our successors in title and the Authority. |
| In this certificate the word "person" includes any person, body or association, corporate or incorporate and "agreement" includes any arrangement whether formal or informal and whether legally binding or not. |

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| **Signed for and on behalf of the above named Tenderer**  |
| Authorised Signatory 1 | (Please Sign Here) |
| Name  |  |
| Position in Company |  |
| Authorised Signatory 2 | (Please Sign Here) |
| Name  |  |
| Position in Company |  |
| Date of Signing |  |

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| SCHEDULE THREE – CONFIDENTIALITY UNDERTAKING |
| Project Reference | 7F-2024-P064 | Tender Reference |  |
| Project Title | Scenario Training Equipment for fitting out the Suffolk Personal Protective Safety Training (PPST) facility and Norfolk PPST facility |
| Supplier Name | [Supplier to enter Name] |
| WHEREAS:A. The Authority is conducting a tendering process for the procurement of the Project.B. The Authority intends to circulate certain documents and information relating to the Project (“the Tender Documents”) to the Tenderer.C. The Tender Documents contain certain confidential information to which the Tenderer may have access, (“**the Confidential Information**”), which is more particularly described in the Schedule hereto and includes all other documents made available now and in the future to the Tenderer and identified as confidential.D. The Authority gives to the Tenderer the Confidential Information in order for the Tenderer to submit Tenders (if applicable) subject to this undertaking. |
| 1. We, the Tenderer, undertake to the Authority in consideration of the sum of one pound sterling (£1) (the receipt of which is hereby acknowledged) that:a) We will hold the Confidential Information in the strictest confidence; b) We will use the Confidential Information only for the purpose of preparing Tenders; c) We will not disclose the Confidential Information to any third party (including without limitation to any agent, professional adviser or associated company) or to any employee other than third parties or employees who need to have access to prepare the Tender (if applicable);d) In relation to those third parties or employees who are given access to this Confidential Information, we will ensure that they keep the Confidential Information confidential and are bound by personal undertaking to the Authority in the same terms;e) We will not copy or reproduce the Confidential Information in any way; andf) We will not directly or indirectly use the Confidential Information for any reason or divulge it without the Authority’s prior written consent to any person, firm, company or other organisation save where we can show that the Confidential Information, (or the relevant part thereof), has already come into the public domain or we are required to disclose the Confidential Information, (or relevant part thereof), by law. |
| 2. We agree that any breach of this undertaking by us or any third party or employee to whom we release Confidential Information may result in legal proceedings being commenced against us, including a claim for the recovery of any losses or damages incurred by the Authority as a result of that breach. We shall in this respect be liable for and shall fully indemnify and keep indemnified the Authority against all liabilities, damages, costs, losses, claims, demands and proceedings arising from or in connection with any breach of this undertaking, however arising, by us or any third party or employee to whom we release Confidential Information. |
| 3. We agree that this undertaking shall be subject to English Law and we hereby agree to submit to the exclusive jurisdiction of the English Courts. |
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| Signed for and on behalf of the above named Tenderer  |
| Authorised Signatory 1 | (Please Sign Here) |
| Name  |  |
| Position in Company |  |
| Authorised Signatory 2 | (Please Sign Here) |
| Name  |  |
| Position in Company |  |
| Date of Signing |  |

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| SCHEDULE FOUR – SCHEDULE TO THE CONFIDENTIALITY UNDERTAKING |
| Project Reference | 7F-2024-P064 | Tender Reference |  |
| Project Title | Scenario Training Equipment for fitting out the Suffolk Personal Protective Safety Training (PPST) facility and Norfolk PPST facility |
| Supplier Name | [Supplier to enter Name] |
| Confidential Information shall include but not be limited to:- |
| 1. The documents for the Contract including without limitation the Invitation and appendices, the Contract and its Schedules, the Specification, any amendments or revisions to the tender documents, the Workforce Information, and all other documentation issued by the Authority relating to the Invitation to Tender Documents. |
| 2. Details of any discussions with the Authority, its officers or advisers in connection with the Invitation to Tender Documents and any information that may be obtained by Us (the Tenderer) through observation at meetings, conferences, presentations and demonstrations or as the Authority, its officers or advisers may provide to us whether orally or in writing, electronically, physical or visual form regarding the bid process or the clarifications or proposals for the Contract. |
| Information considered to be exempt from Freedom of Information requests shall be set out in the table below on the following basis: |
| 1. Any information supplied, which the Tenderer considers may be potentially exempt from disclosure under the Freedom of Information Act MUST be set out in this section. |
| 2. Any information not contained in this section will be subject to disclosure without any prior consultation. |
| 3. The information considered to be exempt must be referred to in the table below; this could be a whole section of the documentation provided, a clause or paragraph in the documentation provided. |
| 4. The Tenderer should set out in this section of the Invitation to Tender Documents to be returned, that information which it considers to be exempt from disclosure, the reason for non-disclosure, the exemption that might be applicable and the time period for which this information should be considered to be exempt. |
| 5. The Tenderer acknowledges nevertheless that any information contained within this section is indicative only and the Authority may nevertheless be required to disclose such information under the FOIA or the EIR. The Tenderer should also include in this section the name and contact details of a link person who will be able to handle Freedom of Information requests. |
| Further guidance can be found by following the link: <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/> |

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| Tenderer Name: |  | Contact Name: |  |
| Address: |  |
| Telephone No: |  | Email: |  |

| **Exempted Information (cross reference to Initial Tender)** | **Reasons for Exemption** | **Time period for exemption** |
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| SCHEDULE FIVE – SECURITY ASPECTS SCHEDULE |
| Project Reference | 7F-2024-P064 | Tender Reference |  |
| Project Title | Scenario Training Equipment for fitting out the Suffolk Personal Protective Safety Training (PPST) facility and Norfolk PPST facility |
| Supplier Name | [Supplier to enter Name] |
| INTRODUCTION |
| The purpose of this Security Aspects Schedule is to formally communicate the expectations that the Authority has regarding the Supplier handling of information relating to the Contract. The standard of protection required varies with the sensitivity of the information being shared. The primary objective of this Schedule is to ensure the appropriate handling of policing material by the Supplier, and the correct allocation of Classifications / Protective Markings and their associated handling instructions to material related to the services generated by (and provided to) the Supplier relating to the Contract. |
| This Schedule will form part of the Contractbetween the Authority and the Supplier. It establishes the security provisions that the Supplier shall comply with in provision of services to the Authority |
| In handling policing information, the Suppliershall comply with the Security Policy Framework (SPF). It is also governed by the following policies and standards:* National Policing IS Community Security Policy;
* Guidance on the Management of Police Information (2nd Edition, 2010);
* National Policing Vetting Policy for the Police Community (v3.1, Feb 2012);
* National systems Codes of Connection/Community Code of Connection;
* HMG IA standards and Good Practice Guides;
* PSN-P Community Code of Connection;
* PSN-P Enhanced Requirements for Policing.

The Supplier is expected to comply with those standards in the design, development and operation of the system provided as part of the Contract. |
| This Schedule does not preclude the security responsibilities detailed elsewhere within the Contract. This version of the Security Aspects Schedule supersedes any previous versions issued. |
| **SUB-CONTRACTORS AND SUPPLIERS** |
| Where the Supplier makes use of Sub-contractors or other suppliers, it is the responsibility of the Supplier to ensure that the obligations and responsibilities of this Schedule are flowed down to them. It is additionally the responsibility of the Supplier to ensure that the Sub-contractors / suppliers understand and comply with these obligations and responsibilities. |
| **OFF SHORING** |
| Offshoring of any information or data associated with the Contractshall not be implemented without the direct approval of the Authority. |

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| **CONFIDENTIALITY AND NON-DISCLOSURE OF POLICE INFORMATION** |
| The information held or to be held relating to this Contract could have a direct impact on operational policing, the effective working of the criminal justice system and potentially the security of the nation. The Supplier’s attention is therefore drawn to the provisions of the Official Secrets Acts 1911 to 1989 in general, and to the provisions of Section 4 of the Official Secrets Act 1989 in particular. The Supplier shall take all reasonable steps to make sure that all individuals employed on any work in connection with this Contract have notice that these statutory provisions apply to them and shall continue to apply after the completion or earlier termination of this Contract. |
| The nature of thisContract dictates that information about the Contract*,* or the data held in relation to this Contract, be handled with a ‘need to know’ principle in accordance with the associated Classification / Protective Marking. |
| **CLASSIFICATION AND PROTECTIVE MARKING OF INFORMATION ASPECTS** |
| The Home Office and the Policing community applies Government Security Classification (GSC) to all information it generates. The Supplier shall apply the GSC in accordance with this Schedule to any information generated as part of this Contract. |
| **CLASSIFICATION AND PROTECTIVE MARKING OF INFORMATION ASPECTS** |
| By default all information provided by the Home Office is OFFICIAL but will generally have no marking to identify it as OFFICIAL. The Home Office will label OFFICIAL SENSITIVE as such. |
| **POLICE DESCRIPTORS** |
| Any information that bears a ‘Police’ descriptor shall be subject to additional controls as described in the National Policing Policy and summarised below**:*** Non-Police Personnel must hold an appropriate Non-Police Personnel Vetting clearance as detailed in Section 7 Clearance Requirements below;
* Systems which hold or process data marked with a ‘Police’ descriptor must be accredited by an authority recognised by the Police Service;
* Sites which hold or process Police data must be audited and meet the Police Assured Secure Facilities requirements.
 |
| **CLEARANCE REQUIREMENTS** |
| The Classification associated with various information related to this Contract varies from item to item. Accordingly, the clearance requirements of an individual will vary depending on what access they have. |
| The Authority reserves the right to approve the vetting of all staff involved with this project. Confirmation of clearance must be passed to the Authority who reserves the right to validate it. |
| The clearance requirements for this Contract are identified in Part 2 ‘Conditions of Tendering’ with the Tender Document. |
| **INFORMATION ASSURANCE RESPONSIBILITIES**  |
| Full responsibilities of the Supplier with regard to information assurance and security are detailed in the Part 2 Conditions of Tendering. |

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| **SPECIFIC VETTING HANDLING AND STORAGE OF GOVERNMENT AND POLICING INFORMATION** |
| Information assets received by or generated by the Supplier shall be treated according to the guidelines in this Schedule. Some documents or other information provided by the Authority or developed by the Supplier (as directed by the Authority) will have specific handling rules. The handling rules associated with a specific deliverable will supersede the guidance in the following section. |
| Information shall be handled by the Authority in accordance with the following handling instructions. The following guidance is not exhaustive. The Supplier shall contact the Authority for guidance on the handling and storage of any information related to the Contractthat is not covered in the following sections. |
| **HANDLING INSTRUCTIONS** |

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| **OFFICIAL information of the following type:*** Existence of project;
* This Schedule;
* Contractual material – post contract award;
* Management Information;
* High-level summary description of system.
 |
| **Staff Vetting Requirement of staff being allowed access (subject to need to know):** BPSS |
| **Storage** |
| Documents and Media - kept separate from documents and media unrelated to the design, build, ongoing operation of the requirements of the Contract.Electronic information - may be stored on Supplier corporate network.  |
| **Disposal** |
| Supplier may follow own corporate guidelines. |
| **Transmission** |
| Mail:- By post or courier, in a sealed envelope. Telephone:- May be used.Service Provider networks: - May be used.Public networks / Internet (including email): - May be used.CJX, GSI, PSN Networks: - May be used. |
| **OFFICIAL data of the following type:*** Personal Data1 (Data Protection Act 2018 Term);
* Contract material – pre-contract award;
* Location details of end users;
* High Level Design of the system.
 |
| **Staff Vetting Requirement of staff being allowed access (subject to need to know):** Not Required. |
| **Storage** |
| Documents and Media - protected by at least one physical barrier and only accessible by those with a need to know. Electronic information - may be stored on the Supplier’s laptops / desktops that have been equipped with FIPS140-2 disk encryption deemed suitable to protect OFFICIAL SENSITIVE. May only be stored on the Supplier’s network / systems which have been provisioned for the use of the project and only allows access by those individuals involved with the project.  |

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| **Disposal** |
| Dispose of according to HMG guidelines – see HMG Information Assurance Standard 5. |
| **Transmission** |
| Mail: - By post or courier. Do not show protective marking on the envelope. The document shall be marked appropriately. Envelope shall be fully addressed to the named recipient and include return address details.Telephone: - Public Service Telephone Network (PSTN) and digital mobile telephones may be used.Service Provider Networks: - May be used if previously accredited to handle Business Impact Level 2 data on an OFFICIAL or OFFICIAL SENSITIVE system;Internet: - In exceptional circumstances and not for routine communications, documents protectively marked as PROTECT may be sent through Internet, for example via email, if basic precautions have been taken to prevent accidental or opportunistic access to the document:Personal Data2 items must be encrypted using WinZip (AES-256) or better.Other data, including specified OFFICIAL SENSITIVE items, good password-protection or encryption using WinZip (AES-256) is also required.CJX / GSi, PSN Network: - May be used to send material to Authority addressees or other CJX / GSi / PSN email addressees.CJSM Email: – May be used for the transmission of information with the Authority or other CJX / GSi emails addressees. |
| **OFFICIAL SENSITIVE data of the following types:*** Sensitive Personal Data3 (Data Protection Act 2018 term);
* Operational Policing Data;
* Specific design details of all or part of the system;
* Configuration details of the system;
* Detailed information of the hardware / software components including security related material.
 |
| **Staff Vetting Requirement of staff being allowed access (subject to need to know):** Not Required. |
| **Storage** |
| Documents and media - Protected by at least one physical barrier and only accessible by those with a need to know. Mechanisms used must be deemed adequate for such classification / protective marking by the Authority.Electronic information - may be stored on stand-alone networks that have been accredited to, store data of Business Impact Level 3 as an OFFICIAL SENSITIVE system, or RESTRICTED information.  |
| May also be stored on laptops / desktops that are accredited to hold data of Business Impact Level 3 as an OFFICIAL SENSITIVE system or RESTRICTED information and are equipped with government-approved CPA Foundation or CAPS Baseline grade whole disk encryption. A list of serial numbers of these laptops shall be maintained by the Supplier and made available to the Authority on request. USB storage portable devices must be encrypted that has at least FIPS140-2 level 2 certification. The number of Information Assets must be kept at the minimum necessary. |
| **Disposal** |
| Dispose of according to HMG guidelines – see HMG Information Assurance Standard 5. |
| **Transmission** |
| Mail: - by post or courier, double enveloped. Do not show protective marking on the outer envelope. Label the inner envelope OFFICIAL SENSITIVE or RESTRICTED. Both envelopes should be fully addressed to the named recipient and include return address details.Telephone: - Public Service Telephone Network (PSTN) should generally not be used for conversations with OFFICIAL SENSITIVE or RESTRICTED content unless operationally urgent (and then guarded language should be used). |
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| Facsimile: - should not be used for OFFICIAL SENSITIVE or RESTRICTED content unless operationally urgent. In such cases, check recipient is on hand to receive prior to transmission, send cover sheet first and wait for confirmation before sending the document itself.Service Provider Networks: - may be used if previously accredited to process data, up to and including Business Impact Level 3 as an OFFICIAL SENSITIVE system, or for RESTRICTED information.Internet: - using a government approved encryption product deemed adequate for the Business Impact Level of the data, or for RESTRICTED information.In exceptional circumstances and not for routine communications, data with a Business Impact Level 3, from or to an OFFICIAL SENSITIVE system or assets protectively marked as RESTRICTED may be sent through Internet if the information asset has been encrypted to appropriate level before transmission. As a minimum WinZip version 10.0 using AES-256 (or equivalent) with a complex 14 character password. Passwords must be sent via an entirely separate communication channel.CJX / GSI / PSN Network: - may be used to send material to Authority addressees or other CJX / GSi email addressees.CJSM Email: – may be used for the transmission of information with the Authority or other CJX / GSi emails addressees. PSN should use the rules for transmission across the Internet above. Attachments must use the same measures identified for Internet above. |
| **OFFICIAL SENSITIVE data of the following type:**Operational Policing Data. |
| **Staff Vetting Requirement of staff being allowed access (subject to need to know):** National non-Police Personnel Vetting (NPPV) level 3 and SC |
| **Storage**Documents and media – protected by at least two physical barriers from those without a need to know and only accessible by those with a need to know.Electronic information – may be stored on standalone systems that have been accredited to, store / process data up to and including Business Impact Level 4 as an OFFICIAL SENSITIVE system, or CONFIDENTIAL information (with use of CPA Foundation or CAPS Enhanced / High grade encryption). Arrangements must be approved by the Accreditor. |
| **Disposal**Dispose of according to HMG guidelines – see HMG Information Assurance Standard 5. |
| **Transmission** |
| Mail: - may be used for electronic copies of Information Assets protectively marked as CONFIDENTIAL when using an Enhanced-encrypted media to store the electronic copies. It may not be used for paper copies of Information Assets protectively marked as CONFIDENTIAL.Hand delivery by the Supplier personnel: - may be used, provided that OFFICIAL SENSITIVE or CONFIDENTIAL Information Assets (e.g. documents, notebooks) are carried in a lockable container approved for carrying CONFIDENTIAL assets. Telephone, Facsimile, Service Provider Networks, Internet, CJX /GSi / PSN Network: - must not be used. |
| Other sensitive matters may be identified during the life cycle of Contract. The Authority shall consult with the Authority for advice on the appropriate classification for such matters. |
| **ACTIONS** |
| You are requested to confirm by signature (below) that the levels of Government Classifications, Police Protective Marking and Descriptors associated with Contract have been brought to the attention of the person directly responsible for the security of this Contract, that they are fully understood, and that the required security controls can and will be taken to safeguard the material concerned. |
| If the Supplier has any difficulty in interpreting the meaning of the above classification or in safeguarding the materials, then they shall consult with the Authority for further advice. |

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| Tenderer Name: |  | Contact Name: |  |
| Address: |  |
| Telephone No: |  | Email: |  |

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| **Footnotes**1 Personal data relates to a living individual who can be identified –(a) from those data, or(b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.2 Personal data relates to a living individual who can be identified –(a) from those data, or(b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.3 Sensitive Personal Data consists of information relating to -(a) the racial or ethnic origin of the data subject,(b) their political opinions,(c ) their religious beliefs or other beliefs of a similar nature, (d) whether they are a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992),(e) their physical or mental health or condition,(f) their sexual life, |
| (g) the commission or alleged commission by them of any offence, or(h) any proceedings for any offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court in such proceedings.4 A board level member who has responsibility and accountability for Information Risk within the Contractor organisation. |

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| SCHEDULE SIX – SUBCONTRACTING ARRANGEMENTS |
| Project Reference | 7F-2024-P064 | Tender Reference |  |
| Project Title | Scenario Training Equipment for fitting out the Suffolk Personal Protective Safety Training (PPST) facility and Norfolk PPST facility |
| Supplier Name | [Supplier to enter Name] |

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| The Supplier shall provide the information requested in the table below in accordance with Regulation 71(3) of the Public Contracts Regulations 2015. |
| The Authority may at their discretion extend this obligation further down the supply chain. |
| The information should be provided at the time of tender submission but shall be provided at the latest by the time the contract starts being performed, i.e. when the specific Sub-contractors are known. |
| The Supplier shall also notify the Authority if / when there is any change to the basic contact information described above about the Sub-contractor and provide equivalent basic contact information for any new Sub-contractors. |
| This requirement does not extend to organisations that are simply delivering consumables / goods / parts to the Premises. |

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| **Sub-contractor and Functions Fulfilled** | **Contact Details (address, telephone, e-mail** | **Legal Representatives** |
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| SCHEDULE SEVEN – PRICING SUBMISSION |
| Project Reference | 7F-2024-P064 | Tender Reference |  |
| Project Title | Scenario Training Equipment for fitting out the Suffolk Personal Protective Safety Training (PPST) facility and Norfolk PPST facility |
| Supplier Name | [Supplier to enter Name] |
| All prices shall be in pounds Sterling and shall be inclusive of any import duties, customs fees and transport charges. Any discounts available and VAT payable shall be shown separately. |

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| SCHEDULE EIGHT – METHOD STATEMENT  |
| Project Reference | 7F-2024-P064 | Tender Reference |  |
| Project Title | Scenario Training Equipment for fitting out the Suffolk Personal Protective Safety Training (PPST) facility and Norfolk PPST facility |
| Supplier Name | [Supplier to enter Name] |
| Tenderers must submit their Method Statements by completing this Method Statement Template. Tenderers may be disqualified for providing Method Statements in any other format. Responses must be entered into the correct sections and numbered accordingly. |
| Tenderers must ensure that Method Statements are anonymised and must not include their name, logos or company headings in the Method Statements. Tenderers should refer to themselves as ‘the Supplier’ in the Method Statements. |
| Any appendices attached by a Tenderer and forming part of their Method Statement must be within the maximum word limit for that Method Statement, unless otherwise indicated. |
| Tenderers may not exceed any stated word limits defined within the Method Statement, unless otherwise advised by the Authority. The Authority reserves the right to mark any Method Statement accordingly and any words, text or diagrams included that exceed the relevant word limit or have not been specifically excluded from the word limit and placed in appendices, may not be included for evaluation purposes. |
| Cross referencing between Method Statements is not permitted. Tenderers should not cross-reference between boxes/Method Statements. Cross referenced sections shall not be evaluated or marked. |
| Tenderers must provide a response to each requirement or request for information as fully as possible in the same order as and referring to, the paragraphs in this section of the Tender.  Responses must be unambiguous. The response to paragraphs specifying requirements shall be either "Fully Compliant" or "Not Compliant". In the case of compliance adequate detail shall be provided to explain the manner in which the requirement is met. Where the latter response is provided additional explanation shall be given.  Whenever the response is the result of a calculation, the method shall be explained and any assumptions made shall be stated. |
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| SCHEDULE EIGHT – METHOD STATEMENT  |
| Project Reference | 7F-2024-P064 | Tender Reference |  |
| Project Title | Scenario Training Equipment for fitting out the Suffolk Personal Protective Safety Training (PPST) facility and Norfolk PPST facility |
| Supplier Name | [Supplier to enter Name] |
| Tenderers are required to submit **one Method Statements** set out in the Table below. |

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| STATEMENT OF REQUIREMENTS CRITERIA | PERCENTAGE SCORE | TECHNICAL QUESTION |
| All products in the tender submission bid lot(s) can be supplied | PASS/FAIL | Tenderer to confirm that they can supply all the products specified in the Lot(s) they have bidded on.Please note if you confirm that you cannot fulfil all the requirements of the lots you have bidded for your bid submission will be excluded for the applicable lot(s). |
| TENDERER RESPONSE |
| Yes, I can supply all the products specified in:Lot 1 …….. Lot 4 …………Lot 2 …….. Lot 5 …………Lot 3 …….. Lot 6 …………Please delete Lots that have not been priced by the Tenderer.No, I cannot supply all the products supplied in any of the Lots. \**delete as appropriate* |
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| STATEMENT OF REQUIREMENTS CRITERIA | PERCENTAGE SCORE | TECHNICAL QUESTION |
| Products meet ISO/CE standards or equivalent. | PASS/FAIL | Tenderer to confirm that they can supply all the products Can meet ISO/ CE industry standards.Please note if you confirm that you cannot supply to the standards specified or their equivalent your bid submission may be excluded for the applicable lot(s). |
| TENDERER RESPONSE |
| Yes, I can supply the products I have tendered for to the standards (or their equivalent) specified above.No, I cannot supply the products I have tendered for to the standards (or their equivalent) specified above.*Please delete as appropriate* |

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| STATEMENT OF REQUIREMENTS CRITERIA | PERCENTAGE SCORE | TECHNICAL QUESTION |
| Workmanship of products meets or exceeds the Forces requirements. | 40% | The Tenderer is to supply sample product(s)/material(s) that will be supplied as part of this procurement on or before 19 December 2024 to Simon Driver, Personal Safety Training Lead, Suffolk Constabulary, Suffolk Constabulary Head Quarters, Portal Avenue, Martlesham Heath, Martlesham, Ipswich, Suffolk IP5 3QS. Please email simon.driver@suffolk.police.uk giving at least a week’s notice of the date and time of thedelivery. The products will be evaluated for their quality and scored as below. |
| TENDERER RESPONSE  |
| Yes, I have supplied samples to the aforementioned person on or before 14 November 2024. No, I have not supplied samples to the aforementioned person on or before 14 November 2024.The samples will be assessed for:* Acceptable size
* Suitability
* Durability

Scoring criteria for this question:

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| Score | Score | Definition of Score |
| 10 | Very Good | The product(s) is/are well made, durable, meets the Forces requirements and are of a size suitable for scenario training. |
| 5 | Fair | The product(s) is/are adequately made, with some durability, meets the Forces requirements and are of a size suitable for scenario training. The product(s) is/are of an adequate standard but there are slight concerns regarding the suitability and durability of the product(s) over a prolonged period of time. |
| 2 | Poor | The product(s) is/are poorly made with concerns regarding the durability may meet the Forces requirements or are of an unsuitable size for scenario training. There are significant concerns regarding the suitability and durability of the product(s)over a prolonged period of time. |
| 0 | No Sample | No samples were supplied by 14 November 2024 |

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| STATEMENT OF REQUIREMENTS CRITERIA | PERCENTAGE SCORE | TECHNICAL QUESTION |
| Meet delivery timeframe | Pass/Fail | The Tenderer is to confirm that all products in Appendix 3 can be delivered on or before Friday 14 March 2025 12:00 noon |
| TENDER RESPONSE |
| Yes, I can confirm that all products listed in Appendix 3 will be delivered at the specified locations on or before Friday 14 March 2025 12:00 noonNo, I cannot confirm that all products listed in Appendix 3 will be delivered at the specified locations on or before 14 March 2025*Please delete as appropriate* |

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| STATEMENT OF REQUIREMENTS CRITERIA | PERCENTAGE SCORE | TECHNICAL QUESTION |
| Sustainability | 5% | Please explain how you promote and deliver Sustainability within your organisation and how it supports Norfolk and Suffolk Forces in our goal to promote, achieve and enhance sustainability through the supply chain in this project and through widerbusiness practices. Confirm how you will manage an efficient supply chain. |
| TENDERER RESPONSE (MAXIMIMUM WORD LIMIT IS 250 WORDS. The Tenderer must declare the number of words at the top of the bid response. Any words surplus to the Declared word count will be deleted prior to evaluation. |
| Tenderer Response: (this box can be expanded) |

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| STATEMENT OF REQUIREMENTS CRITERIA | PERCENTAGE SCORE | TECHNICAL QUESTION |
| Social Value | 5% | What social value does your organisation achieve and add through its day-to-day activities associated with the design, manufacture and delivery of your products.Demonstrate how this social value benefits Norfolk and Suffolk. |
| TENDERER RESPONSE (MAXIMIMUM WORD LIMIT IS 250 WORDS. The Tenderer must declare the number of words at the top of the bid response. Any words surplus to the Declared word count will be deleted prior to evaluation. |
| Tenderer Response: (this box can be expanded) |

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| STATEMENT OF REQUIREMENTS CRITERIA | PERCENTAGE SCORE | TECHNICAL QUESTION |
| Social Value | 5% | What social value does your organisation achieve and add through its day-to-day activities associated with the design, manufacture and delivery of your products.Demonstrate how this social value benefits Norfolk and Suffolk. |
| TENDERER RESPONSE (MAXIMIMUM WORD LIMIT IS 250 WORDS. The Tenderer must declare the number of words at the top of the bid response. Any words surplus to the Declared word count will be deleted prior to evaluation. |
| Tenderer Response: (this box can be expanded) |

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| SCHEDULE TEN – CHECKLIST FOR TENDERERS  |
| Project Reference | 7F-2024-P064 | Tender Reference |  |
| Project Title | Scenario Training Equipment for fitting out the Suffolk Personal Protective Safety Training (PPST) facility and Norfolk PPST facility |
| Supplier Name | [Supplier to enter Name] |
| Tenderers are required to complete the Checklist below to ensure that all required documents are included within their Tender submission: |

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| Due Diligence & Financial Checks  |
| Tenderer is to confirm and indicate below that the following documents are up-to-date and can be provided upon request by the Authority: |
| Insurance Certificates to the levels required for this Tender | YES |  | NO |  |
| If response above is NO, please explain why here |
| Modern Slavery Statement | YES |  | NO |  |
| If response above is NO, please explain why here |
| Economic and Financial Standing |
| Please confirm that you are able to provide evidence to support your Economic and Financial Status as stated within Part Four Evaluation Model 4.1.7 – 4.1.17 | YES |  | NO |  |
| If response above is NO, please explain why here |

| **NUMBER** | **SCHEDULE** | **Please tick to confirm included** |
| --- | --- | --- |
| **ONE** | FORM OF TENDER |  |
| **TWO** | ANTI-COLLUSION/BONA FIDE TENDERING CERTIFICATE |  |
| **THREE** | CONFIDENTIALITY UNDERTAKING |  |
| **FOUR** | SCHEDULE TO THE CONFIDENTIALITY UNDERTAKING |  |
| **FIVE** | SECURITY ASPECTS SCHEDULE |  |
| **SIX** | SUBCONTRACTING ARRANGEMENTS |  |
| **SEVEN** | PRICING SUBMISSION |  |
| **EIGHT** | METHOD STATEMENT |  |
| **NINE** | BUSINESS CONTINUITY PLAN |  |
| **TEN** | CHECKLIST FOR TENDERERS |  |