**VOLUME TWO – APPLICANTS OFFER (2)**

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| **Reference Number: T-22-001**  **Contract for: Provision of Insurance Services** |

Closing time and date for return of submission:

**12:00 (Noon) – 08 September 2023**

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| **Name of Applicant:** |

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted.

## General Notes

This document should be read in conjunction with the supporting information contained within Volume 1 “Invitation to Tender - Background Information, Instructions and Conditions of Tender” and associated documents also referenced.

This document and associated documents will form the basis of the Applicants formal tender response. Care should be taken to ensure that it is completed accurately, and all information required to submit a compliant tender is done ahead of submitting any final response.

## Suitability Assessment

**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 Suitability Assessment 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 Suitability Assessment, 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 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 every organisation that is being relied on to meet the selection must complete and submit the self-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.

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| **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) | Please mark ‘X’ in the relevant box to indicate your trading status | 1. a public limited company |  |
| 1. a limited company |  |
| 1. a limited liability partnership |  |
| 1. other partnership |  |
| 1. sole trader |  |
| 1. other (please specify) |  |
| 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? |  | |
| 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? |  | |
| 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) | Please mark ‘X’ in the relevant box to indicate whether any of the following classifications apply to you | 1. Voluntary, Community and Social Enterprise (VCSE) |  |
| 1. Small or Medium Enterprise (SME) |  |
| 1. Sheltered workshop |  |
| 1. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? |  | |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate (Please enter N/A if not applicable) | | |
| Name: |  | |
| Date of birth: |  | |
| Nationality: |  | |
| Country, state or part of the UK where the PSC usually lives: |  | |
| Service address: |  | |
| The date they became a PSC in relation to the company (for existing companies the 06 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 |  | |
| 1.1(o) | Details of immediate parent company (Please enter N/A if not applicable) | | |
| 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): |  | |
| 1.1(p) | Details of ultimate parent company (Please enter N/A if not applicable) | | |
| 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): |  | |

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| **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?  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 1. | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
|  |  |
| 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 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 |  | |

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| **Part 2: Suitability Questions** | | | | | |
| **Section 1** | **Economic, Professional and financial standing** | | | | |
| **Question number** | **Question** | | | **Response** | |
|  |  | | | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1.1 | Please confirm whether your turnover is at least the minimum of twice the annual estimated value of this contract. The estimated annual value of this contract is £140000. | | |  |  |
| 1.2 | Has your organisation, at any time during the last 3 years, been in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings where the proceedings were commenced for valid reasons? | | |  |  |
| 1.3 | Has your organisation, its directors or any other person who has the power of representation, decision or control of the named organisation ever been convicted of a criminal offence related to business or professional conduct, including fraud or conspiracy to defraud? | | |  |  |
| 1.4 | Does your organisation hold all relevant licences and memberships for this contract required by law? | | |  |  |
| **Section 2** | **Technical and professional ability** | | | | |
| **Question number** | **Question** | | | **Response** | |
| 2.1 | Please provide details of two contracts, in any combination that are relevant to our requirement. Contract information that is provided should have been from any performed during the past three 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 | | |
| Name of customer organisation | |  |  | | |
| Point of contact in the organisation | |  |  | | |
| Position in the organisation | |  |  | | |
| E-mail address | |  |  | | |
| Contract Start date | |  |  | | |
| Contract completion date | |  |  | | |
| Estimated contract value | |  |  | | |
| Description of the Contract: | | | | | |
| Contract 1: | | | | | |
| Contract 2: | | | | | |
| 2.2 | 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). The Council would expect any instances of where sub-contracting has to take place. | | | | |
| Response: | | | | | |
| 2.3 | If you cannot provide at least one example for questions 2.1, 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. | | | | |
| Response: | | | | | |

## Specification

**Core Requirements**

* + 1. This section sets out the requirements for the actual Tender and responses will be evaluated in line with the Award Criteria. The Applicants should draw their attention to the support and guidance details as set out in “Volume 1”.
    2. The Council is seeking an insurance provider for the provision of a range of insurance products. The current levels of cover, limits and liabilities along with related excesses are set out in the accompanying spreadsheet to this tender.
    3. In addition to provision of insurance products the insurance provider is required to provide claims handling services as well as advisory services in relation to risk.
    4. The appointed supplier would have a working knowledge and experience of support in a comparable public sector setting, such as supporting Town Council(s), and / or Local Government and be able to bring this knowledge and experiences to the benefit of the Council.
    5. The Supplier should provide detailed information on its existing customer base and two references along with contact details that the Council can use to verify the references provided.

**Potential Future Liabilities/Risks**

* + 1. The Council is actively seeking to devolve the Porth Beach Car Park, Newquay, Cornwall, TR7 3LN from Cornwall Council ([Porth Beach, Newquay, TR7 3LU - Cornwall Council](https://www.cornwall.gov.uk/transport-parking-and-streets/parking/cornwall-council-car-parks/porth-beach-newquay-tr7-3lu/)). Transfer could take place between 12-24 months.
    2. The Council is looking to demolish it’s Railway Station Toilet Block and replace it with a smaller, modular unit of up to 5 cubicles.
    3. The Council is looking to expand its Concrete Waves Skatepark Facility including a new section for younger riders/BMXers to learn to ride before attempting the more challenging areas.
    4. The Council is investigating potentially transferring Newquay Youth Centre, Chester Road, Newquay, TR7 2RG from Cornwall Council though this is unlikely to be an immediate acquisition, potentially within the next 24-36 months.

**Additional Information about the Council**

* + 1. Total Wageroll for 2023/24 £1,351,172
       1. Manual: £428,156
       2. Clerical: £928,016
    2. Services within the Council:
       1. Environment service: This service has four members of staff and a manager which look after our owned and managed open spaces. We have 4 main open spaces that the team maintain weekly with relevant ground maintenance equipment such as lawnmowers, strimmers and manual tools.
       2. Library service: This service has six members of staff and the manager, all of which are part time, running Newquay Library and Information Centre. The library also acts as our community hub building and has weekly community groups as well as school groups attending.
       3. Facilities service: This service has five members of staff and the manager. The primary role of this team is to clean the Councils 13 public conveniences as well as the three main office buildings.
       4. Corporate service: this service as five members of staff and a manager. This service handles the Council’s administration. It deals with enquiries from the public, Councillors and signposts people to relevant sources of information. This service also provides administration support for other service managers.
       5. Tourist Information Centre: This service has two members of staff and the manager. This service is responsible for supporting and assisting tourists to the town providing information about local services, events, eateries, attractions and places to visit.
       6. CCTV service: The council owns all of the public domain CCTV in the town. There are five members of staff in this service including the manager. These staff are responsible for actively monitoring the CCTV system and assisting the police with providing evidence of incidents related to crime and anti-social behaviour.
       7. IT service: This service has one member of staff who is an apprentice and one manager. This service is responsible for maintaining it the Council’s IT infrastructure across its estate including, but not limited to, the Councils Computer network, equipment, access control system, phone system and some internal CCTV.
    3. Precept for 2023/24 £2,038,810
    4. There are a total of 43 employees, 20 Councillors and some volunteers
    5. The Council holds roughly 6 large events a year, some of which incorporate Road Closures and Firework Displays. Each event attends approximately between 500 – 1000 people.
    6. Additional information on the Council’s claims history and Property Valuation Report can be provided upon request.
    7. A copy of the Council’s Fixed Asset Register can be found within the appendices.

**Service Levels, Standards and Service Availability**

* + 1. For claims specific matters the Supplier shall provide accessible contact during office hours (Monday to Friday 09:00 hrs to 17:00 hrs) as a minimum, with also means of contact out of hours for emergency matters.
    2. For general specific ad hoc queries:

1. Acknowledgement by end of next working day.
2. Substantive response within 7 working days.
3. Where it is considered that further research is required to support providing a substantive response, Supplier would be required to inform within 3 working days as to situation and an estimated timeframe around response (typically would seek to ensure a full response is provided by no later than 10 working days or as agreed between the Council and the Supplier).
   * 1. For advisory support on a specific project, the Council would seek a formal estimate which considers the likely nature of the needs required and complexity.
     2. In the case of urgent matters (for example immediate Health & Safety risks) an initial response within 24 hours would be required.
     3. The Supplier to ensure key personnel remain suitably qualified and experienced professional(s) who can provide technical and specialised advice and support on a broad variety of situations.
     4. The Supplier will be responsible for providing access to the Council a key point of contact or service desk.

## Price Schedule

* + 1. Applicants are required to complete the Schedule 1 - Price. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT. If there is no charge for an item, please state none.
    2. Any retained work will be based on the fee scale for all consultants as set out in the Price Schedule 1.
    3. The fee proposal should include all members of the proposed team.
    4. Payments to be made on completion of satisfactory sign off in respect of advice provided based on Schedule 1 – Price.

## Price Validity Period

As a minimum, all prices submitted must remain fixed and firm for twelve (12) months from date of Contract commencement. In support of this, please detail exactly how long your prices will remain fixed for.

## Price Review Proposals

* + 1. The Council does not expect the Applicant to implement any price increases throughout the life of this Contract.

## Pricing Schedule Declaration

I/We offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

|  |  |
| --- | --- |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of:  *(State official position, i.e. Director, Manager, etc.)* | |
| Organisation name and postal address: | |
| Telephone No: | Fax No: |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).* | |

## Method Statements (award questions)

|  |  |  |
| --- | --- | --- |
|  | Cover | 30% |
| Guidance:  Applicants must submit a full contract certain policy with their Tender; detailing the full range of cover, policy conditions, warranties, exclusions, extension and limitations.  Differences in cover may include but not be limited to:   * Areas where your policy or service will extend the cover or enhance the service you will be providing, or * Areas where your policy will not provide cover that is as extensive as that currently enjoyed by the Council, or * Where your service will not meet the levels currently enjoyed by the Council, or * Any other area within the document where there is need for negotiations regarding procedures and protocols that may affect the Council’s decision-making process (e.g. issues regarding involvement of Council departments in claims handling) * Outline any potential restrictions on cover i.e. underage drivers on Fleet, unoccupied buildings etc * Outline any additional requirements required to maintain cover on play areas/skateparks i.e. frequency of inspections on play equipment and by whom   All Applicants are required to include a document which compares the cover they are offering against the cover being requested  **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would clearly demonstrate the benefits of the cover arrangements being proposed.  It would clearly set out the strengths and characteristics of the cover provided and how these would apply to the Council and the services provided to support the policy.  Any limitations would be clearly documented and clear in how these would be applied, where there are limitations then they would not be fundamentally to the overall policy and / or service coverage that would be provided. | | |
| Response: | | |
|  | Claims Handling | 10% |
| Guidance:  Please outline below your approach to claims handling and customer care. Your response should be concise and indicate as a minimum:-   * Agreement to claims handling limits requested * How you would manage day to day queries * Response times * Comment on resource management * Commitment to a consistent claims handling methodology * Availability of online claims data * Please indicate the point at which claim within deducible must be notified * Service standards * Performance Quality measures and control * If you will allow a third party claims handler (in addition to the Council) to handle claims within excess * Notification period to the Council upon closure of individual claims at point of closure * Provision of one single point of contact for underwriting queries * Details of your complaints and resolution process   **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would clearly demonstrate an effective, efficient and customer focused approach to claims handling. An approach where the customer is clear on expected standards of service from the supplier and performance and quality is both monitored but also acted upon where standards are not being met. | | |
| Response: | | |
|  | Contract Management and Administration | 20% |
| Guidance:  Please submit details to demonstrate the approach you would bring to this contract in providing the Council with advisory support in areas such as operational risk management, claims defensibility and other similar services which will jointly reduce exposure risk which may be available at no additional cost to the Council.  To gain marks for these services you must clearly articulate what you will provide during the contract period within the Additional Value section. Your response should be limited to the service, the relevance and the benefit this will provide to the organisation. Risk Management Support should be provided within the price quoted. This support should be over and above work required by underwriters to better understand the risk they are accepting.  Please include in your response:   * + Number of Risk Management days to be supplied per annum   + Attendance at risk management related meetings   + Confirmation on whether you offer a low claims rebate (please supply wording)   **WHAT DOES A STRONG RESPONSE LOOK LIKE?**  A strong response would clearly indicate an understanding of the requirements as set out and what is necessary at the respective stages of contract management and administration to deliver successfully quality outcomes for clients.  A strong response would clearly evidence you understand the role and support which the appointed Supplier would be expected to undertake, to deliver effective relevant advisory support to the Council. This would include details on who the account manager is and how this relationship is handled.  The response would provide detail on how the team would operate and provide assurance and confidence that the assembled team around how that team is set up robustly from a insurance and commercial / contractual basis.  This experience, knowledge and expertise would also look to demonstrate a clear connection to work on similar contracts and settings and how this would benefit this contract, ideally with experience of working within public sector local government. | | |
| Response: | | |

## Certificates

## Conditions of Tender

|  |  |  |
| --- | --- | --- |
| **Newquay Town Council**  **CONDITIONS OF TENDER** | | |
| **Reference number and Title of Contract:** Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant’s Offer | | |
| 1. | By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment.  I/We fully accept the terms and conditions of contract for the provision of services | |
| 2. | Having examined the tender documents for the provision of the above services, we offer to provide the said services in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 1.6 of this Bid. | |
| 3. | The Authority does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as tendered for separately. | |
| 4. | I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (*or perform the services*), on such terms and conditions and in accordance with such specifications *(if any)*, as are contained or incorporated in the Invitation to Tender and Applicants Offer. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract. | |
| Signed\*: | | Date: |
| Name *(in block capitals)*: | | |
| In the capacity of:  *(State official position, i.e. Director, Manager, etc.)* | | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* | | |

## Suitability Assessment Declaration

|  |  |
| --- | --- |
| **CERTIFICATE OF COMPLETING SUITABILITY ASSESSMENT** | |
| I/we declare that to the best of my knowledge the answers submitted in the Suitability Assessment are correct.  I/we understand that the information will be used in the evaluation process to assess my organisations suitability to tender for the Authority’s requirement. Should the Council discover any discrepancies or that I have been dishonest with the answers this will result in the organisation to which I have completed this quotation for, being rejected from the tender process or if awarded a Contract will have the Contract terminated with immediate effect and no cost incurred to the Council.  Signature is mandatory, failure to do so will result in your bid being deemed non-compliant which will result in your bid being disqualified from this tendering process. | |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of:  *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* | |

## Certificate of Undertaking and Absence of Collusion or Canvassing

|  |  |
| --- | --- |
| **CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING** | |
| The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply. | |
| Box A – Consortium  I/We the undersigned do hereby certify that:-   1. the consortium’s tender is bona fide and intended to be competitive; 2. the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made; 3. the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 4. the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract. 5. the consortium has not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium’s behalf has done or will do such an act. 6. I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender. | |
| Box B – Single Body and/or Individual  I/We the undersigned do hereby certify that:-   1. My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person; 2. I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; 3. I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted; 4. I/we have not offered to pay or give any sum of money 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 Tender or proposed Tender for the said work any act or thing of the nature specified and described above. 5. I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act. 6. I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender. | |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they signs or are employed).* | |

## Certificate of Confidentiality

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| **CERTIFICATE OF CONFIDENTIALITY** | |
| I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.  It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise. | |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they signs or are employed).* | |

## Commercially Sensitive Information

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid.

I declare that I wish the following information to be designated as Commercially Sensitive.

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The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

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|  |

## Conflict of Interest

|  |  |
| --- | --- |
| **CERTIFICATE OF CONFLICT OF INTEREST** | |
| I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest): | |
| I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators. | |
| Signed\*: | Date: |
| Name *(in block capitals)*: | |
| In the capacity of: *(State official position, i.e. Director, Manager, etc.)* | |
| *\*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which they sign or are employed).* | |