itt_29645 - NHS National Framework Agreement for the Supply of Home Parenteral Nutrition HPN

Last Name & First Name	Date and Time
Laura Wason	23/11/2015 11:26:54 - Time Zone: GMT + 0:00

Owned by	Division	Department
Laura Wason	Pharma	

Project information

Project Code	Project Title	Project Reference
project_18227	NHS National Framework Agreement for the Supply of Home Parenteral Nutrition HPN	CM/MSR/12/5388

Overview

ITT Code	ITT Title
itt_29645	NHS National Framework Agreement for the Supply of Home Parenteral Nutrition HPN
ITT Description	
Status	
Running	
Type of Supplier Access	
ITT Open to All Suppliers	
Estimated Value of Contract	**Hide Value from Suppliers:**
65,000,000	Yes
Currency:	
GBP	
Test ITT	
No	
Allow Suppliers to Respond by Consortium	
Yes	

ITT Attributes

ITT Type
Typology with contract duration

Additional Information

Section	Section Description
Contract information	Contract information

Label	Description	Response
Contract duration	* Contract duration	1 April 2016 to 31 March 2018 with an option to extend for up to an additional 24 months.

Date & Time Settings

Options for Viewing Responses	Visibility of Evaluation Group Comments During Evaluation
Sealed (sequential opening)	Always Visible
Automatic Publication	**Automatic Publication Date**
No	
End Date for Supplier Clarification Messages	**End Time for Supplier Clarification Messages**
05/01/2016	13:00

Closing Date	Closing Time (hh:mm)
08/01/2016	13:00
Number of Hours before Closing Time to block Expressions of Interest	
0	

Date & Time Information

ITT Publication-Date	ITT Publication-Time (hh:mm)
23/11/2015	11:02:58
ITT Latest Change-Date	**ITT Latest Change-Time (hh:mm)**
23/11/2015	11:02:58

Envelopes

Qualification Envelope	Yes
Technical Envelope	No
Commercial Envelope	No

Awarding Strategy

Supplier Response Ranking	No ranking

Use this area for sharing attachments with Suppliers. Files in this area will be made visible to Suppliers on publication of the ITT. Supplier downloading of individual files may be monitored, allowing you to verify the date & time at which each Supplier has viewed each file.

Path		Description	Folder Size	
Top Level (28)			3,364 KB	
Filename	Downloadable	Last Modification Date	Description	File Size
Appendix A - HPN Commissioning Process.doc	Yes	20/11/2015		43 KB
Appendix B - HPN Framework Medicine Pathway.pptx	Yes	20/11/2015		99 KB
Appendix C - Patient assessment form for HPN.doc	Yes	20/11/2015		56 KB
Appendix D - HPN Framework Patient Competencies.doc	Yes	20/11/2015		110 KB
Appendix E - Nursing KPI's.xlsx	Yes	20/11/2015		15 KB
Appendix F - HPN Nursing Weekly Report.xls	Yes	20/11/2015		35 KB
Appendix G - Example MI (Management Information) Template.xlsx	Yes	20/11/2015		751 KB
Appendix H - Example KPI Collection Template.xlsx	Yes	20/11/2015		67 KB
Appendix I - Adult HPN formulation request form.xlsx	Yes	20/11/2015		18 KB
Appendix J - Adult HPN prescription 1 or 2 bags.xlsx	Yes	20/11/2015		19 KB
Appendix K - Adult HPN prescription 3 or 4 bags.xlsx	Yes	20/11/2015		22 KB
Appendix L - Paediatric HPN formulation request form.xlsx	Yes	20/11/2015		15 KB
Appendix M - Paediatric HPN prescription 1 or 2 bags.xlsx	Yes	20/11/2015		19 KB
Appendix N - HPN Medications.doc	Yes	20/11/2015		60 KB
Appendix O - HPN Ancillary stock list (Adult and Paediatric).doc	Yes	20/11/2015		108 KB
Appendix P - HPN Framework nurse competencies.doc	Yes	20/11/2015		123 KB
Appendix Q - Standard Protocol for Deriving and Assessment of Stability Part 1 Aseptic Preparations (Small Molecules) Edition 2, 2011.pdf	Yes	20/11/2015		97 KB
Document No. 01 - Invitation to offer covering letter.docx	Yes	20/11/2015		97 KB
Document No. 02 - Terms of offer (A2205772).doc	Yes	20/11/2015		97 KB
Document No. 03 - NHS Conditions of contract for the purchase of goods (Supplementary).docx	Yes	20/11/2015		61 KB
Document No. 04 - NHS Conditions of Contract for the supply of services.doc	Yes	20/11/2015		259 KB
Document No. 05 - HPN Specification.xlsx	Yes	20/11/2015		740 KB
Document No. 06 - HPN Offer Schedule.xls	Yes	20/11/2015		172 KB
Document No. 07 - Form of offer.doc	Yes	20/11/2015		37 KB
Document No. 08 - Specimen Framework Agreement (excluding mini competitions) (vA3353974).docx	Yes	20/11/2015		61 KB
Document No. 09 - Award Criteria.xls	Yes	20/11/2015		141 KB

Document No. 10 - Contracting Authorities.docx	Yes	20/11/2015		17 KB
Document No. 11 - Commercially sensitive information schedule.xls	Yes	20/11/2015		36 KB

Attachments Visible Only to Buyers

Path	Description	Folder Size
Top Level (0)		
The Directory is empty		

Suppliers

No Suppliers Listed

Qualification Questionnaire

Allow general attachments in Supplier responses?
Allowed

Qualification Questionnaire: 1.1 Information for completing your response

	Question	Description
1.1.1	Note	Read all the provided documents and understand the required actions. Pay attention to each deadline and any subsequent communications that you receive. Use the secure messaging functionality to communicate with the Buyer for all matters relating to the content or structure of the tender. Ensure you click "Submit Response" when you have completed your response. Failure to submit a response will result in your bid not being visible to the buyer. The "Submit Response" button can be found at the top centre of the screen. N.B. "Saving" your response does not mean you have submitted. Saving your response without submitting will not make it visible to the buyer. It is your responsibility to submit on time. If you miss the deadline your response may be deemed non-compliant and rejected by the buying team. You can submit as many times as you need before the deadline.
1.1.2	Note	If the Buyer makes any changes to the structure of the tender you will be required to confirm and resubmit your response. It is important to ensure you are aware of such changes and are able to resubmit before the closing date and time. Your previously submitted response will no longer be valid - failure to resubmit before the closing date and time will result in the buyer being unable to see your response. To ensure you don't miss crucial communications (for example if your primary contact is on leave) you are able to set up additional users within your company profile. These users should be added to the tender to ensure they receive all critical communications. Please see the "Help for Suppliers" function for details on setting up additional users. It is your responsibility to ensure you are actively monitoring the tender and completing all required tasks throughout the tender process.
1.1.3	Note	Attachments should be kept to a manageable size (the site will advise you if any file you are trying to upload is too large). Only attach documents that the Buyer has requested and make sure that you attach them in the correct area. Text responses are deliberately capped to a maximum of 2000 characters - if the Buyer requires a longer response they will add an additional text box or an 'Attachment' question. Numeric fields will only accept numbers and delineators (such as "."). Questions marked with a red asterisk are mandatory; these must be completed in order to be able to submit your response.
1.1.4	Note	Treat your username and password securely. If you have forgotten your password please follow the link on the main page to reset it. Save your response regularly. For security reasons your session will time out if you are inactive for an extended period of time. If your session expires any unsaved work will be lost. Typing on a page without saving does not mean you are registered as being active on the portal. This time-out feature ensures the integrity of your account. Ensure that 'pop ups' are not blocked on your browser. If you are inactive for an extended period of time the portal will notify you through a 'pop up'. This warning allows you time to "refresh" the connection and ensure you are not disconnected (which would result in unsaved data being lost). If you experience any technical difficulties, please check your system meets the minimum recommended requirements. You can check this by clicking "System Requirements" on the main page of this site. You must use the buttons and links within the site to navigate. Do not use the "Back" and "Forward" buttons on your browser as this could result in losing any unsaved work.

1.1.5	Note	If you have any questions on how to use this system please refer to the 'Help for Suppliers' link at the top of each page. This content is designed to explain the eSourcing platform and aid you in completing your tender response. If this guidance does not answer your query you can contact the BravoSolution Helpdesk for technical assistance. Please provide your tender reference code, a clear description of the problem and your contact details. The Helpdesk is only able to assist with technical queries. You must use the secure messaging functionality to communicate with the Buyer for all matters relating to the content or structure of the tender. You must ensure you leave adequate time to receive a response before the tender closing date. Questions received on the closing day are not guaranteed a response before the closing deadline and may result in your response being excluded.

Qualification Questionnaire: 1.2 Reducing repetition

	Question	Description
1.2.1	Reducing repetition	For a number of procurements the Authority asks Suppliers the same questions at either PQQ or ITT stage. These questions tend to be used for evaluation purposes or for the Authority to gain information from the Supplier. In a bid to minimise repetition the Authority will be utilising a standard question library which has been established in Bravo Solution. For the Supplier this will mean that when you have been asked a standard question in Bravo, and provided a response at either PQQ or ITT, this response will be stored in your own Bravo User Profile. When this same question is asked of you again in another procurement the response which has been stored in your Bravo User Profile will pre-populate into the response section of the new PQQ or ITT. You will then just need to confirm or amend the pre-populated response. If you amend the response, this updated version will be saved into your supplier profile and will therefore be available the next time you are asked the same question. For this reason you may find that some of the responses are already pre-populated.

Qualification Questionnaire: 1.3 Invitation to Offer Questionnaire

	Question	Description
1.3.1	Notes for completion	?Authority? means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable suppliers to participate in this procurement process.
1.3.2	Notes for completion	?You?/ ?Your? or ?Supplier? means the body completing these questions. The 'Supplier' is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
1.3.3	Intentionally Blank	Please note that this (1.3.3) has been left intentionally blank.
1.3.4	Notes for completion	Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.
1.3.5	Notes for completion	Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration.
1.3.6	Verification of Information Provided	Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the Supplier to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements the Authority may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.
1.3.7	Sub-contracting arrangements	Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements you should provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
1.3.8	Sub-contracting arrangements	The Authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the Authority immediately of any change in the proposed sub-contractor arrangements. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.
1.3.9	Consortia arrangements	If the Supplier completing this Questionnaire is doing so as part of a proposed consortium, the following information must be provided; - names of all consortium members; - the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and - if the consortium is not proposing to form a legal entity, full details of proposed arrangements should be provided
1.3.10	Consortia arrangements	Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the contract.
1.3.11	Consortia arrangements	All members of the consortium will be required to provide the information required in all sections of the Questionnaire as part of a single composite response to the Authority i.e. each member of the consortium is required to complete the form.
1.3.12	Consortia arrangements	Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity.

1.3.13	Consortia arrangements	The Authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the Authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.
1.3.14	Confidentiality	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 Crown Commercial Service and/or contracting authorities defined by the Public Contracts Regulations.

Qualification Questionnaire: 1.4 Supplier Information

	Question	Description	Question Type
1.4.1	co.od1zfullnameofsupplier	* Full name of the Supplier completing the Questionnaire	Text
1.4.2	co.od2registeredofficeaddress	* Registered company address	Text
1.4.3	co.od3registerationnumber	* Registered company number	Text
1.4.4	co.od3z	Registered charity number	Text
1.4.5	co.od4vatregistration	* Registered VAT number	Text
1.4.6	co.od5parentcompany	* Name of immediate parent company	Text
1.4.7	co.od6ultimateparentcompany	* Name of ultimate parent company	Text
1.4.8	co.od7typeoforganisation	* Please choose from the list to indicate the type of organisation you are	Options List
1.4.9	co.od8typeoforganisationother	If you selected 'Other' to the question ?Please choose from the list the type of organisation you are' then please provide further details.	Text
1.4.10	co.od9	Please choose from the list to indicate whether any of the following classifications apply to you	Options List

Qualification Questionnaire: 1.5 Bidding model

	Question	Description	Question Type
1.5.1	co.cscconsortiasubcontracting	* Please indicate whether you are; a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself b) Bidding as a Prime Contractor and will use third parties to deliver some of the services. If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services. If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. d) Bidding as a consortium but not proposing to create a new legal entity. If yes, please include details of your consortium, specifying names of consortium members and lead member (the lead member of the consortium who will be contractually responsible for delivery of the contract) and explain the alternative arrangements i.e. why a new legal entity is not being created. Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV). If yes, please include details of your consortium members, current lead member and intended SPV and provide full details of the bidding model.	Text

Qualification Questionnaire: 1.6 Contact details

	Question	Description	
1.6.1	Note	Supplier contact details for enquiries about this Questionnaire	
	Question	**Description**	**Question Type**
1.6.2	Supplier	* Name	Text
1.6.3	Supplier	* Postal address	Text
1.6.4	Supplier	* Country	Text
1.6.5	Supplier	* Phone	Text
1.6.6	Supplier	* Mobile	Text
1.6.7	Supplier	* Email	Text

Qualification Questionnaire: 1.7 Licensing and registration

	Question	Description	Question Type
1.7.1	co.nubregistrationwithprofessionalbodytext	* Registration with a professional body. If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of Directive 2014/24/EU) under the conditions laid down by that member state. If Yes, please provide the registration number in this box.	Text
1.7.2	co.nublicensing	* Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this.	Text

Qualification Questionnaire: 1.8 Grounds for mandatory exclusion

	Question	Description	
1.8.1	Important Information	You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved). If you have answered ?yes? to the question on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details. You may contact the authority for advice before completing this form.	
1.8.2	This note precedes Questions a-n in this section	Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	
	Question	**Description**	**Question Type**
1.8.3	(a)	* 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;	Yes/No Value
1.8.4	(b)	* 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;	Yes/No Value
1.8.5	(c)	* the common law offence of bribery;	Yes/No Value
1.8.6	(d)	* 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;	Yes/No Value
	Question	**Description**	
1.8.7	(e)	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:	
	Question	**Description**	**Question Type**
1.8.8	e (i)	* the offence of cheating the Revenue;	Yes/No Value
1.8.9	e (ii)	* the offence of conspiracy to defraud;	Yes/No Value
1.8.10	e (iii)	* fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;	Yes/No Value
1.8.11	e (iv)	* fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	Yes/No Value
1.8.12	e (v)	* fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;	Yes/No Value
1.8.13	e (vi)	* an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	Yes/No Value
1.8.14	e (vii)	* destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;	Yes/No Value
1.8.15	e (viii)	* fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	Yes/No Value
1.8.16	e (ix)	* the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;	Yes/No Value
	Question	**Description**	
1.8.17	(f)	any offence listed	
	Question	**Description**	**Question Type**
1.8.18	f (i)	* in section 41 of the Counter Terrorism Act 2008; or	Yes/No Value

1.8.19	f (ii)	* in Schedule 2 to that Act where the court has determined that there is a terrorist connection;	Yes/No Value
1.8.20	(g)	* any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);	Yes/No Value
1.8.21	(h)	* money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;	Yes/No Value
1.8.22	(i)	* 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;	Yes/No Value
1.8.23	(j)	* an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;	Yes/No Value
1.8.24	(k)	* an offence under section 59A of the Sexual Offences Act 2003;	Yes/No Value
1.8.25	(l)	* an offence under section 71 of the Coroners and Justice Act 2009	Yes/No Value
1.8.26	(m)	* an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or	Yes/No Value
	Question	**Description**	
1.8.27	(n)	any other offence within the meaning of Article 57(1) of the Public Contracts Directive?	
	Question	**Description**	**Question Type**
1.8.28	n (i)	* as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or	Yes/No Value
1.8.29	n (ii)	* created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.	Yes/No Value
1.8.30	Non-payment of taxes	* Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? If you have answered Yes to this question, please provide further details. Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?	Text

Qualification Questionnaire: 1.9 Grounds for discretionary exclusion - Part 1

	Question	**Description**	
1.9.1	Important Information	The authority may exclude any Supplier who answers ?Yes? in any of the following situations set out in paragraphs (a) to (i);	
1.9.2	This note precedes Questions a-j in this section	Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	
	Question	**Description**	**Question Type**
1.9.3	(a)	* your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 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 Public Contracts Directive as amended from time to time;	Yes/No Value
1.9.4	(b)	* your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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 Value
1.9.5	(c)	* your organisation is guilty of grave professional misconduct, which renders its integrity questionable;	Yes/No Value
1.9.6	(d)	* your organisation has entered into agreements with other economic operators aimed at distorting competition;	Yes/No Value
1.9.7	(e)	* your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;	Yes/No Value
1.9.8	(f)	* the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;	Yes/No Value
1.9.9	(g)	* your organisation has 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 Value
1.9.10	h (i)	* your organisation - has been 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; or	Yes/No Value
1.9.11	h (ii)	* your organisation - has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or	Yes/No Value
1.9.12	i (aa)	* your organisation has undertaken to unduly influence the decision-making process of the contracting authority, or	Yes/No Value
1.9.13	i (bb)	* your organisation has undertaken to obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or	Yes/No Value
1.9.14	(j)	* your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes/No Value
	Question	**Description**	

1.9.15	Conflicts of interest	In accordance with question (e) above, the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, giving details of the conflict. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.
1.9.16	Taking Account of Bidders' Past Performance	In accordance with question (g) above, the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this Questionnaire. The Authority may also assess whether specified minimum standards for reliability for such contracts are met. In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

Qualification Questionnaire: 1.10 Self-cleaning

	Question	Description
1.10.1	Important Information	Any Supplier that answers ?Yes? to the questions within 'Grounds for mandatory exclusion' and 'Grounds for discretionary exclusion - Part 1' should provide sufficient evidence, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively ?self cleans? the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case. If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process. In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has; - paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; - clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and Â— - taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct. The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

Qualification Questionnaire: 1.11 Grounds for discretionary exclusion - Part 2

	Question	Description	
1.11.1	Important Information	The authority reserves the right to use its discretion to exclude a supplier where it can demonstrate the supplier?s non-payment of taxes/social security contributions where no binding legal decision has been taken. Please note that Section 4 relating to tax compliance only applies where the Authority has indicated that the contract is over £5million in value, and the Authority is a Central Government Department (including their Executive Agencies and Non-Departmental Public Bodies). ?Occasion of Tax Non-Compliance? means: (a) any tax return of the Supplier submitted to a Relevant Tax Authority on or after 1 October 2012 is found to be incorrect as a result of: 1. a Relevant Tax Authority successfully challenging the Supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle; 2. the failure of an avoidance scheme which the Supplier was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or (b) the Supplier?s tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a penalty for civil fraud or evasion	
1.11.2	This note precedes the following 2 Questions in this section	From 1 April 2013 onwards, have any of your company?s tax returns submitted on or after 1 October 2012;	
	Question	**Description**	**Question Type**
1.11.3	(a)	* Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion;	Yes/No Value

1.11.4	(b)	* Been found to be incorrect as a result of: - HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the ?Halifax? abuse principle; or Â— - a tax authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or - the failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established.	Yes/No Value
	Question	**Description**	
1.11.5	Important Information	If answering ?Yes? to either of the above questions, the Supplier may provide details of any mitigating factors that it considers relevant and that it wishes the Authority to take into consideration. This could include, for example: ● Corrective action undertaken by the Supplier to date; ● Planned corrective action to be taken; ● Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or ● Changes in financial, accounting, audit or management procedures since the OONC. In order that the Authority can consider any factors raised by the Supplier, the following information should be provided: ● A brief description of the occasion, the tax to which it applied, and the type of "non-compliance" e.g. whether HMRC or the foreign tax authority has challenged pursuant to the GAAR, the "Halifax" abuse principle etc. ● Where the OONC relates to a DOTAS, the number of the relevant scheme. ● The date of the original "non-compliance" and the date of any judgement against the Supplier, or date when the return was amended. ● The level of any penalty or criminal conviction applied.	

Qualification Questionnaire: 1.12 Economic and Financial Standing

	Question	Description	Question Type
1.12.1	Please provide one of the following to demonstrate your economic/financial standing;	* (a) A copy of the audited accounts for the most recent two years (b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation (c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position (d) 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).	Text
1.12.2	Financial Information	* Where the authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this Questionnaire, please self-certify by answering ?Yes? or ?No? that you meet the requirements set out here.	Yes/No Value
1.12.3	Financial Information	* a) Are you part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please provide: - Name of the organisation - Relationship to the Supplier completing the Questionnaire If yes, please provide Ultimate / parent company accounts if available. If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary? If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)	Text

Qualification Questionnaire: 1.13 Additional Qualification modules

	Question	Description	
1.13.1	Important Information	Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage.	
1.13.2	Project specific questions to assess Technical and Professional Ability	Further project specific questions relating to the technical and professional ability of the supplier.	
	Question	**Description**	**Question Type**

1.13.3	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 indicated below: - * Employer's Liability Insurance = £5m - Public Liability Insurance = £5m - Professional Indemnity Insurance = £5m - Product Liability Insurance = £5m *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.	Text
1.13.4	Health and Safety	* Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	Yes/No Value
1.13.5	Health and Safety	* Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question was ?Yes?, please provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority?s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.	Text
1.13.6	Health and Safety	* If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes/No Value
1.13.7	Onsite Pharmacy	* Do you have a registered pharmacy on your premises ?	Yes/No Value
	Question	**Description**	
1.13.8	Note	If you do not have a registered pharmacy on your premises then your company will be excluded from bidding for this tender.	
	Question	**Description**	**Question Type**
1.13.9	Registered Pharmacist	* Do you have a registered pharmacist on your premises to support the delivery process of healthcare products ?	Yes/No Value
	Question	**Description**	
1.13.10	Note	If you do not have a registered pharmacist on your premises then your company will be excluded from bidding for this tender.	
	Question	**Description**	**Question Type**
1.13.11	General Pharmaceutical Council (GPhC) Premises Registration	* Are your premises registered with the GPhC?	Yes/No Value
1.13.12	General Pharmaceutical Council (GPhC) Registration	* Please provide your GPhC registration number	Text
	Question	**Description**	
1.13.13	Note	If you do not have GPhC registration, then your company will be excluded from bidding for this tender.	
	Question	**Description**	**Question Type**
1.13.14	Wholesaler Dealers Licence	* Does your company hold a current, valid Wholesaler Dealers Licence ?	Yes/No Value
1.13.15	Wholesaler Dealers Licence	* Please provide your Wholesaler Dealers Licence Number	Text
	Question	**Description**	
1.13.16	Wholesaler Dealers Licence	If you do not have a current, valid Wholesaler Dealers Licence, you will be excluded from bidding for this tender.	
	Question	**Description**	**Question Type**
1.13.17	Care Quality Commission Registration	* Is your company registered with the Care Quality Commission (CQC) ?	Yes/No Value
1.13.18	Care Quality Commission Registration	* Please provide your CQC registration number.	Text
1.13.19	Patient Numbers	* Please state your HPN patient numbers as at 31/10/2015 in the attached spreadsheet.	Attachment
1.13.20	MHRA Specials Licence	* Do you have a Medicines and Healthcare Regulatory Authority (MHRA) Specials Licence ?	Yes/No Value
1.13.21	MHRA Specials Licence Number	* Please provide your MHRA Specials Licence Number	Text
	Question	**Description**	
1.13.22	MHRA Specials Licence	If you do not have a current, valid MHRA Specials Licence, you will be excluded from bidding for this tender.	

Qualification Questionnaire: 1.14 Declaration

	Question	Description	
1.14.1	Declaration from Supplier	I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used to assess my organisation?s suitability in this procurement, and I am signing on behalf of the Supplier named in section 1.4 I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I also declare that there is no conflict of interest in relation to the Authority?s requirement.	
	Question	**Description**	**Question Type**
1.14.2	Verification Signature	* Name / Position in organisation / Date:	Text

Qualification Questionnaire: 1.15 Form of offer

	Question	Description	
1.15.1	Mandatory requirement	Please note that agreement to the Form of Offer in the attachments requires completion of the boxes below.	
	Question	**Description**	**Question Type**
1.15.2	Name of Authorised Officer	* Please enter name of duly authorised officer of the company agreeing to this Form of Offer.	Text
1.15.3	Company position of above Authorised Officer	* Please insert the position of above duly authorised officer.	Text
1.15.4	Agreement to the provisions in the Form of offer	* Please select yes to confirm that the above named individual is an officer duly authorised by the company, and this officer agrees to the provisions in the Form of Offer.	Yes/No Value