

Volume Two (2) Applicant’s Offer

Selection Questionnaire /

Invitation to Tender

|  |
| --- |
| Contract for: St Austell Town Centre RevitalisationMarch 2022 |

Closing time and date for return of submission:

**12:00 (Noon) 3rd May 2022**

|  |
| --- |
| Name of Applicant: |

**Please return electronically to:**

info@staustell-tc.gov.uk

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

|  |
| --- |
| Contents |

[Section 1 – General Notes 3](#_Toc95156733)

[Section 2 – Selection Questionnaire 3](#_Toc95156734)

[Section 3 Specification for the provision of Consultancy Service 8](#_Toc95156735)

[Section 4 Applicants Response to Tender 9](#_Toc95156736)

[Section 5 Pricing Schedule 16](#_Toc95156737)

[**Price Validity Period** 16](#_Toc95156738)

[**Contract Renewal** 16](#_Toc95156739)

[**Certificates and Declarations** 17](#_Toc95156740)

[**Pricing Schedule Declaration** 17](#_Toc95156741)

[**Certificate of Undertaking and Absence of Collusion or Canvassing** 18](#_Toc95156742)

[**Certificate of Confidentiality** 19](#_Toc95156743)

[**Commercially Sensitive Information** 19](#_Toc95156744)

[**Conflict of Interest** 19](#_Toc95156745)

# Section 1 – General Notes

1. 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”, Tender Brief (including appendices) document and Schedule 1 Price document.
2. 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.

# Section 2 – Selection Questionnaire

1. The Council 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 Council is under a legal or regulatory obligation to make such a disclosure.
2. The Applicants attention is further drawn to supporting guidance and information as included in “Volume 1” document related to this procurement process.

**Notes for completion**

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

|  |
| --- |
| **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 suppliersubmitting 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): |  |
| **Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the Persons of Significant Control of them.** |
| **Please provide the following information about your approach to this procurement.** |
| **Section 1** | **Bidding model** |  |
| **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 2 and 3. | **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 the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.I understand that the Council 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** |  |
| **Number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |   |
| **Part 2: Selection questions** |
| **Section**  | **Additional questions** |
| **2.1** | **Insurance** | **Response** |
| 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(Please indicate your answer by marking ‘X’ in the relevant box): | **Yes** | **No** |
| Employer’s (Compulsory) Liability Insurance = £5m  |  |  |
| Public Liability Insurance = £5m |  |  |
| Professional Indemnity = £2m |  |  |

# Section 3 Specification for the provision of Consultancy Service

**Please see the accompanying “Tender Brief” (including appendices)**

# Section 4 Applicants Response to Tender

1. Section 4 to be completed by all Applicants looking to submit a formal response to this Tender. Please keep responses relevant but concise and succinct, supporting information may be include in appendices but please ensure these are clearly referenced to the specific response.

Method Statement Responses:

1. Please detail your response in regard to this specific Method Statement.

|  |
| --- |
| **Method Statement Topic Areas – PAST EXPERIENCE AND HOW YOU WOULD UTILISE THIS** |
| **Council requirements for the Applicant’s response to this Method Statement:** You will have experience of similar projects – creating options appraisals / masterplans for organisations who are exploring a range of different options ideally in the local authority sector.You should provide some examples of your work or references that you are happy for us to contact about the work you have undertaken for them. This could include making reference to previous projects undertaken in the form of Case Studies.Your proposals should provide clear reference on how the experience you have would be utilised on this project to deliver meaningful quality outcomes. Please provide two references for your work.**WHAT DOES A STRONG RESPONSE LOOK LIKE?**A strong response would demonstrate that the Supplier has credible and transferable experience through related examples to the subject of what is required to this tender supported with case studies with positive testimonials and references. This response would also ensure that there is sufficient and proportional supporting information and evidence and how the past experience would be utilised to deliver the outcomes required in this tender. This would include details and examples of how, where and when you have:* Prepared Vision, Strategy or Masterplans for town centres or any other place.
* Advised town centres or any place of ways to improve inclusivity and accessibility
* Improved, advised or delivered a signage and way finding strategy for a town centre or other place taking into account inclusivity and accessibility
* Advised town centres or any other place of criteria to identify and re-purpose properties.
 |
| ***PLEASE ADD RESPONSE BELOW:*** |

|  |
| --- |
| **Method Statement Topic Areas - UNDERSTANDING AND DELIVERING THE BRIEF** |
| **Council requirements for the Applicant’s response to this Method Statement:** The Invitation to Tender documents provides details of the services required and importantly the setting in which those services are to be provided and as highlighted elsewhere and the support to be provided by the Council. As part of the Supplier’s response the Council would be seeking a submission that outlines the method and approach to be adopted in response to this brief and how this would contribute to successfully meeting the objective and required outcomes as set out. Please provide in your response your understanding of the aims of the project set out in the statement of requirements and the role that you would be expected to perform.We would be looking for you to highlight procedures, major issues, constraints, risks etc., and demonstrate your approach to achieving the objectives and importantly your understanding of the key principles to support a successful outcome.This should be in the form of a method statement for each phase that includes the approach and methodology to be applied in that phase and including the tools, techniques and processes you intend to follow. Please include an outline programme plan setting out your indicative support over the various stages.To meet the agreed timetable of progress reporting and other activity to be confirmed but as a minimum weekly for the first 4 weeks of the project and fortnightly for the second month and weekly during the third and final month. Such formal meetings to be supplemented by email, voice and zoom / teams communication as appropriate. In addition, a monthly written progress report to be provided to the Regeneration Officer for presentation to the monthly Partnership meetings.**WHAT DOES A STRONG RESPONSE LOOK LIKE?**A strong response would clearly evidence you understand the role and support which the appointed Professional Services Team would be expected to undertake, the scope and complexity of the overall scheme, the engagement with other partners as required outcomes.A strong response would include the submission of a methodology for undertaking the work which should include the following elements; * How individual consultants will work efficiently together with their team and others, identifying who is the lead consultant managing the day to day work;
* What do you see as the main risks to the project success and how you will contribute to mitigate and manage them;
* What are the key objectives and elements of work and expertise you bring to them;
* Clear details on the methods and approach which you would undertake and confidence that the method and approach would be able to deliver quality outcomes to the satisfaction of the Council within the timeframe required.
* The tools, techniques and processes to be undertaken must be appropriately applied, proportional for the required delivery of the Contract and proven in delivering the outcomes required in this tender.

A strong response would also indicate an understanding of the proportional nature of the support required and how resources would be flexed appropriately to manage periods of more intense support versus other periods during the scheme duration where little or no active resource input would be needed. In short, a strong response would demonstrate you fully understand what is required and know how you would go about your role in this project.A strong response would clearly indicate an understanding of the requirements as set out within the Statement of Requirements and what is necessary to deliver high quality outcomes. It will clearly set out how each of the identified themes will be approached and met by the bidder.A strong response would clearly set out a structured approach to ensure that the Contract is delivered in a timely orderly and professional manner.It would also clearly outline through the delivery of the contract how the objectives of the Council would be achieved and provide a high degree of confidence that the Contractor would be able to perform the Contract in line with the expectations set out by the Council.A strong response would clearly indicate an understanding of the requirements as set out and what is necessary at the respective stages of the overall programme. It will clearly set out the approach to be taken in the respective stages including both sign off from the Council at key stages and wider effective engagement with key stakeholders.A strong response would include an indicative programme and timeline which is credible in relation to the wider expectations of the Council’s vision and objectives. In addition, the response would provide clarity on expectations around response and delivery timescales for the services provided, as well as details on how issues would be escalated and resolved. It would set out key milestones with anticipated dates. Any variations with the submitted programme should be explained.A strong response would include:* Details and examples of how you propose to show you will complete the project to all deadlines as set by the Town Council in the agreed timetable including the condition to present a complete an interim report and a final report in the form of a Vision and Masterplan with all recommendations, options, timescales, design, costs, risks and contingencies by 7th October 2022 at the latest. A statement of compliance will suffice.
* Agreement to attend in person meetings in St Austell as agreed with a representative of the Town Council. (Zoom or Teams by exception).
* Agreement to meeting an agreed timetable of progress reporting and other activity to be confirmed but as a minimum weekly for the first 4 weeks of the project and fortnightly for the second month and weekly during the third and final month. Such formal meetings to be supplemented by email, voice and zoom/teams communication as appropriate. In addition, a monthly written progress report to be provided to the Regeneration Officer for presentation to the monthly Partnership meetings.
 |
| ***PLEASE ADD RESPONSE BELOW:*** |

|  |
| --- |
| **Method Statement Topic Areas - THE PROFESSIONAL SERVICES TEAM:** |
| **Council requirements for the Applicant’s response to this Method Statement:** The Council is seeking a Supplier who can provide the Council with the necessary and proportional advisory support.The Supplier would be able to provide members of the Team who have proven capability in delivery of support and advice on similar projects in urban, amenity, open space and landscaping settings.Your response should provide strong evidence that you have key knowledge, experience and skills within the proposed team in respect of undertaking development of masterplan reviews and how this experience and skills would be applied in application of any awarded contract. The key components of support which the Team would bring would include, but not limited to:* Urban / Town planning experience
* Transport consultancy
* Design and architectural experience
* Marketing and branding
* Environmental consultancy and landscape experience
* Necessary financial acumen capabilities around assessment of options / funding streams and budget arrangements in Public Sector
* Benchmarking, survey and analytical skills that support credible research that supports credible findings and recommendations
* Commercial acumen to support robust consideration around funding and marketing considerations
* Excellent communication and stakeholder engagement skills

To support the work, it would be highly desirable for the consultant(s) to have knowledge, experience and skills in respect of working with the public sector, ideally local government, along with a strong understanding of engagement within and across diverse communities.Please provide CV details of all key members of your consultancy team, the roles they would perform in any contract and their day rates. Your proposal should include a clear budget breakdown.Provide detailed proposals regarding the staffing structure and the roles and responsibilities allocated to the staff:* Provide assurance that the staff will meet the requirements detailed in the Statement of Requirements
* An explanation of how the staff will be supported to deliver the services required
* Who will take the lead on delivering the strategic needs of the service
* The value which individuals allocated to the project can bring to support successful delivery.

**WHAT DOES A STRONG RESPONSE LOOK LIKE?**A strong response would provide clear assurance that the Supplier would be delivering the Contract with resources with relevant knowledge and skills required to deliver the outcomes set out in the Statement of Requirements in a manner that provides confidence and assurance around capacity and continuity of the team. A strong response would clearly indicate that the proposed team has the right blend of professional experience, knowledge and expertise required to work on such a prestigious project. The response would clearly indicate the roles which the individual team members would bring to project and how this project would benefit from their experience, knowledge and expertise.This experience, knowledge and expertise would also look to demonstrate a clear connection to work on similar projects of similar scale within urban, amenity, open space and landscaping settings and how this would benefit this project ideally with experience of working on grant funded projects.This could also include details on how staff are inducted and how they are trained and supported to be effective within all they do, and the assurance that they have the right and relevant skills and experience to undertake the roles required.We would be looking for details of the key individuals of the teams CV’s and the demonstration through this that they have the right professional experience, knowledge and expertise, and that this is transferable and relevant to this project. This would include details on what projects that have been involved in and the role that they played. The individuals indicated should be those that will work on the project. Additional skills and experience would include:* The ability to engage and deal effectively with a range of people;
* Excellent written communication skills;
* An awareness of related current political and legislative agendas;
* Excellent awareness of Regulatory elements such as building planning, environmental and community issues
* Negotiating and influencing skills;
* Administrative, time management and budgeting skills;
* Digital media and IT skills;
* The ability to use initiative and work well in a matrix team;
* Experience of partnership and collaborative working;
* Flexibility and creativity;
* Project management and leadership qualities.

Short CV’s of the key personnel who will be working on the project should be submitted – no more than two pages of A4 per consultant. These should highlight key project the person has worked on and should show projects that are similar in type to the required project. CV’s should include qualifications and summary of experience CV’s should state the exact role the consultant had in the quoted project.The response should provide specific details of the people you will call on and their skills and experience to undertake work in the following areas: planning, transport, design, wayfinding, accessibility/inclusivity, building repurposing and public engagement. Where you do not possess specific professional experience in an area above, detail how you propose to meet that condition e.g. Appoint another individual or organisation under your supervision with the specific experience, skill, knowledge required to meet the condition. Provide the name and contact details of sub contractors.  |
| ***PLEASE ADD RESPONSE BELOW:*** |
| **Method Statement Topic Area - PARTNERING AND COLLABORATION:** |
| **Council requirements for the Applicant’s response to this Method Statement:** As noted elsewhere in this tender pack any resulting Contract with the Professional Services Team will be for support over a period of time, with a range of partner organisations / community groups, plus a number of different contractors undertaking specific projects on the overall schemeAccordingly successful progress on the project will need to build upon a long-term arrangement across partners, to deliver the overall vision and objectives. The appointed team will play a critical part in supporting the Council and key stakeholders to achieve the intended outcomes. As with all such projects it is vital to ensure the right partners who both share the ethos but also understand how to work with other stakeholders in a matrix team setting and advance the project in a way that effectively balances and takes account of the individual stakeholder needs and expectations.Please provide details of your partnering ethos and experience and how you would look to bring your experience of working on complex / matrix collaborative projects to this project.**WHAT DOES A STRONG RESPONSE LOOK LIKE?**A strong response would be clear on how the Professional Services Team members would work with both the Council and key stakeholders and other contractors, the approach they would adopt and the experience and credentials they have elsewhere which they would bring to this project to make it a success.A strong response would include also an indication of a strong track record regarding successful contract and project management and working collaboratively with key stakeholders. It would provide confidence on how this track record could successfully be applied in relation to this actual Contract and the expertise which the team would bring to delivery of this in any awarded Contract.This would likely include details on how the Professional Services Team would support the Council in any necessary community engagement and community consultation. A strong response would provide examples of how, where and when you have implemented and delivered a successful engagement plan involving the community, stakeholders, business, disability and hard to reach groups, plus show your compliance with Data Protection legislation and other legal conditions as appropriate, including supplying a statement of compliance or other confirmation. |
| **SUPPLIER RESPONSE:** |

# Section 5 Pricing Schedule

1. Applicants are required to complete the accompanying Schedule 1 - Pricing Schedule. 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. Any additional work will be based on the fee scale for all consultants as set out in Schedule 1.
2. The fee proposal should include all members of the proposed design team.
3. Payments to be made on completion of satisfactory sign off on Milestones to stages as outlined in Schedule 1 – Price.

**Price Validity Period**

1. 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 and firm for.

**Price Review Proposals**

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

**Contract Renewal**

1. No Contract once awarded shall be renewed at a higher rate than agreed between the parties through this price review framework or through any other such agreement as submitted to and approved by the Authority in writing.

**Certificates and Declarations**

|  |
| --- |
| **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 goods/works/services |
| 2. | Having examined the tender documents for the provision of the above goods/works/services, we offer to provide the said goods/works/services in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 5 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. 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. |

**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.

**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 – ConsortiumI/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 IndividualI/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.
 |

**Certificate of Confidentiality**

|  |
| --- |
| **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. |

**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.

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**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. |

**Signatures**

|  |  |
| --- | --- |
| 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).* |