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**Application to be included on a preferred list of Providers to deliver World of Work Programmes**

**Contact: Annie Southgate**

**Address: Floor 3 County Hall, Martineau Lane, Norwich NR1 2DH**

**Reference:** **NCCT41751**

**Issue date: 19th November 2018**

**Closing date: 10am 14th December 2018**

**Project completion date**: **July 2020**

The NOA Programme Manager will support schools to call off approved providers for the current academic year 2018-19 early in the Spring term 2019, and in September 2019 for the academic year 2019-2020.

 NOA will organise an opportunity for providers on the list to market to schools and issue a deadline for schools to choose their provision each year. Providers will be notified when schools have selected their allocation and can then liaise directly with schools to schedule activity.

# Background Information

**Norwich Opportunity Area**

Young people in Norwich from disadvantaged backgrounds are less likely than their peers elsewhere in England to leave school with a good level of attainment, go on to study for a level 3 qualification (such as A levels), continue with education or employment from age nineteen, or go to university.

Norwich has been identified as an Opportunity Area by the Department for Education to address this problem. This activity is part of the [delivery plan](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/658582/Social_Mobility_Delivery_Plan_Norwich_v6__FINAL_.pdf).

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* 1. Introduction

**Norwich Opportunity Area Priorities**

Priority 4 - Give young people the information and support they need to move successfully between school, college, university and into work

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**Strand**

4.4.1 – Primary Aspirations: World of Work

# Statement of Requirement

* 1. Background to this priority

There is evidence to suggest that the earlier children and young people are exposed to different types of career, the more likely they are to have broader aspirations for their future selves. Research shows that children make, or more importantly, disregard career decisions and pathways at a very early age. Getting the chance to meet a wide range of people doing different jobs is particularly important for those children from disadvantaged background who may have fewer successful role models, either at home or in their local communities.

This activity will deliver world of work programmes within primary schools.

We will offer NOA primary schools the opportunity to select their chosen activities from an approved list of providers and activities as outlined below.

* 1. Outputs

The NOA includes 35 primary/infant/junior schools, 8 secondary schools and 6 special schools.

January 2018 – July 2020

The NOA Programme Manager will work with approved providers to ensure that between them schools are supported to deliver at least one world of work/enterprise activity within their school each academic year. Activities will be chosen by schools to fit within their existing plans and schools can select a combination of the below activities.

All providers will be expected to deliver an inbuilt evaluation plan for their activity, as agreed with the NOA Programme Manager. To include baseline evaluation, after activity evaluation and end of year perception surveys to monitor the impact of programmes.

All providers will be expected to report to NOA by producing a summary of the project delivered and any lessons learnt to share with other NOA schools, using a set template as agreed with NOA.

We wish to have a maximum of 5 Providers for each of the 3 lots. However, we may increase this number if the bids are of equal scoring.

Bidders may apply for 1 or all 3 lots.

LOT 1 -Budget for this lot is £50,000: Delivery of enterprise days within school (full day activity)

We wish to hold a minimum of 34 enterprise days to be delivered during Sept 2018 – July 2020.

* Enterprise days to include bringing local employers or individuals into school. Activities will focus on developing and improving key enterprise skills.
* Providers to work with schools to advise about relevant work schools can do before and after the event to maximise curriculum links and impact, and to engage parents in conversations about careers
* Providers are expected to work with schools to explore and advise what the options are for schools to embed similar activities in future years and support with developing sustainable solutions.
* We require you to submit a price for 1 x full activity day (see section 7)

LOT 2 - Budget for this lot is £25,000: Delivery of curriculum led World of Work activity (half day)

We wish to hold minimum of 34 curriculum workshops to be delivered during Sept 2018 – July 2020.

* Delivery of curriculum led world of work programmes with a focus on specific subjects (half day activity).
* Programmes to focus on linking subject learning to real life and future aspirations, including bringing employers and individuals into school settings.
* Activities to be planned in collaboration with teachers to compliment curriculum learning and build on learning to date.
* Providers to work with schools through the delivery of activity to share best practice approaches, identify useful networks for employer curriculum links and advise about future options to deliver this kind of work.
* We require you to submit a price for 1 x (half day) activity day (see section 7)

LOT 3 - Budget for this lot is £25,000: Delivery of Primary World of Work sessions (1 hour)

We wish to hold minimum of 68 curriculum workshops to be delivered during Sept 2018 – July 2020.

* Delivery of enterprise sessions within school that bring employers or individuals into the school environment to showcase a wide variety of career options that students may not be aware of. One-hour sessions to be delivered through assemblies, form tutor time or within curriculum.
* Providers to identify employers well placed to deliver activity, either through existing school networks, NOA networks, or recruiting new individuals to cover specific careers of interest, or where gaps have been identified by the school.
* Providers to coach employers and individuals as needed to ensure sessions delivered are high quality and engaging to the primary school audience.
* Providers to work with schools to suggest complementary work before and after the activity that will maximise learning for pupils.
* We require you to submit a price for 1 x work session (1 hour) (see section 7)

Providers are expected to share the networks they have built through the project with schools and to advise schools of best practice approaches to continue to grow their network. Learning from the project should upskill schools to be able to continue to deliver work of work sessions in future.

* 1. Short term outcomes

Participating pupils experience one employer encounter each academic year.

Participating pupils demonstrate:

* Increased awareness of career and work opportunities in their local area
* Increased understanding of the link between interest and skills, education qualifications and work opportunities
* Reduced gender-specific career/role stereotypes
* Schools are actively involved in the successful delivery of world of work/enterprise activities.
	1. Long Term Outcomes

Using end of year analysis, participating pupils demonstrate:

* Increased awareness of career and work opportunities in their local area
* Increased understanding of the link between interest and skills, education qualifications and work opportunities
* Reduced gender-specific career/role stereotypes

Primary schools build useful networks and learn from the experience of delivering world of work/enterprise activities. Schools build world of work/enterprise activities into their future careers and curriculum planning.

* 1. Evidence Base
* Gottfredson’s ‘Theory of Development’ suggests that children begin to eliminate their least-favoured career options between the ages of nine and 13, and that they begin to form stereotypes about occupations, including gendered roles, when they are around six to eight years old. These stereotypes can influence their ideas about the jobs that they might be able to do in the future.
* Ofsted’s (2011), ‘Girls Career Aspiration’ report recommended that mixed sex schools need to do more to widen perceptions of the career options.
* Education and Employers completed an international survey of over 20,000 children, aged seven to 11, in 20 countries; the children were asked to draw pictures of the jobs they wanted to have when they grew up. The results of the survey demonstrate that children arrive in school with strong assumptions based on their own day-to-day experiences and that children's career aspirations are influenced by who they know. The survey shows young people need to be introduced to different types of careers at an early age.
* Girls in more deprived schools were more likely to want to be shop workers and beauty therapists, while better-off boys wanted to be managers and lawyers.
* Outside of the UK, the drawings often showed high aspirations despite hardship. In Uganda and the Philippines, girls most want to be teachers. In Pakistan, Bangladesh, Colombia and Indonesia they want to be doctors. In China, the most popular career ambition for boys is a scientist.
* The results also showed how much gender stereotypes were established from an early age. In the UK, girls were much less likely to want to become engineers or scientists, but more likely to want to become a nurse or beauty therapist; boys were more likely to want to have jobs such as airline pilot and mechanic.
	1. Reporting

 All providers will be expected to report to NOA by producing a summary of the project delivered and any lessons learnt to share with other NOA schools, using a set template as agreed with NOA.

* 1. Additional Information

For further information on this project or the Norwich Opportunity Area, applicants can contact the Programme Manager, Katie White – katie.white@newanglia.co.uk

* 1. Total Contract Value

There is a budget to provide this service totalling £100,000

We are asking you to provide a price to deliver the sessions under the appropriate lot.

* 1. Experience and Expertise

**Prospective providers should meet the following criteria:**

* Expertise: Staff demonstrate a significant track record of delivering Careers/Enterprise Education for primary age.
* Experience: Working with schools, delivering work of work activities and enterprise activities for a primary cohort, linking employers with education, supporting schools before and after events. Evidence of impact in other schools, case studies are encouraged.
* Further credentials: Safeguarding.

**Fees and payment**

In deciding as to whether to contract with a given provider, a school will look at a supplier’s fees and capacity.

* 1. Awarding contracts from and operation of the Approved List

When awarding contracts from the Approved List, the Council will use the terms and conditions appended to this document.

* 1. Contract quantities

Please note that there is no guarantee of work.

* 1. Awarding contracts from the framework

Each time a School has a requirement it will either:

* hold a competition involving all providers with the ability to perform the contract. This will involve inviting bids from Providers on the framework and will be scaled to the size and complexity of the requirement (“Further Competition”)

or

* directly award a contract to one supplier from information supplied in this Invitation to Tender and from the prices submitted in the price schedule (“Direct Award”)

# Application Management

 This contract will be awarded under the Terms and Conditions of Contract appended to this Application. Suppliers will need to describe how they will deliver the services to meet all the above outcomes and requirements in the Supplier Questions.

Please complete

* Section 5 - Supplier Information
* Section 6 - Supplier Questions
* Section 7 - Pricing Schedule

Receipt of the application

* your response must be received no later than 10am UK time Friday 14th December
* Your response must be submitted through sourcingteam@norfolk.gov.uk
* The Council will not consider any late responses to this application nor will it consider requests for extension of the time or date fixed for the submission of responses. It may, however, in its own absolute discretion extend the time or date fixed for submission and in such circumstances the Council will notify all Suppliers of any change.
* The Council may at its sole discretion change any aspect of or stop this procurement exercise at any point and if it stops the exercise not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.
	1. Clarifications

Please email any clarifications to sourcingteam@norfolk.gov.uk FAO Annie Southgate by 10am on 4th December.

Responses to questions will be issued by email return, If you are interested in finding out further information or wish to bid, please send a copy of Section 5 to sourcingteam@norfolk.gov.uk with NCCT41751 – Bidder Details in the subject area.

* 1. Format and content of response
1. Submissions must not be password protected
2. Suppliers are to answer all questions.
3. Suppliers’ responses shall be clearly legible and in at least 11-point type, on a line spacing of at least 1.3 times the type size.
4. Suppliers should not assume that the evaluators have any prior knowledge of their organisation, its capabilities or the solutions it offers.
5. Suppliers are reminded that their proposal should respond specifically to the Council’s requirements. Generic responses which do not take account of the Council’s requirements and circumstances are unlikely to achieve good marks.
	1. Selection process

Scoring method for quality

1. The score for each question will be divided by the maximum possible score of five (5) and then multiplied by the individual weighting for that question to give a weighted score.
2. Suppliers must achieve a minimum quality threshold of 30 out of the 70 marks available for quality or the application will be rejected.

Suppliers will be scored on their responses to the Supplier Questions in Section 6 in relation to the requirements of the specification. Each question is separately weighted.

1. **The responses to the quality questions are generic to all lots. Your score for quality will be added to the score you obtain for price for each lot.**
2. We intend to appoint no more than 5 applicants for each lot.
3. The top scoring applicants for each lot will be appointed to the preferred list.

Scoring method for Price

1. The formula to be used to calculate the score for price is as follows:
	* The bid with the lowest total price will be allocated the maximum number of points, with other Bidders being awarded marks in proportion to this price, so that for example a total price that is 30% more expensive will receive 30% fewer marks, one that is 60% more expensive will receive 60% fewer marks etc.
2. A total of 30% of the overall score is allocated to Price.

Overall score

1. Places will be awarded to the 5 top scoring Providers whose submission results in the highest combined quality and price score for each lot.

|  |
| --- |
| **Award Criteria - Weightings for quality and price** |
| **Overall Price weighting** | 30% |
| **Overall Quality weighting** | 70% |
| **Total** | 100% |

1. All questions will be scored using the following descriptors.

|  |  |
| --- | --- |
| **Descriptors for the allocation of quality scores** | **Mark awarded** |
| Applicant fails to provide a response or Applicant provides a response of such a poor standard as to provide no confidence that the Applicant meets the requirements. **If any question receives a score of ‘0’, the entire submission will be rejected.** | 0 |
| Applicant provides a response of such a poor standard as to provide little confidence that the Applicant meets the requirements. The response shows many or all the issues listed at mark 2. | 1 |
| A response with some clear strengths but giving some concern, because some of the following apply:* The question is only answered in part; and/ or
* The approach described appears to only partially meet the requirement; and/ or
* The approach described appears not to deliver expected levels of (as appropriate) functionality, performance, environmental performance, outcome, ease of use or other relevant characteristics; and/or
* The approach does not reflect accepted good practice; and/or
* The response is not specific enough; and/ or
* The supporting documents (where requested) are of insufficient quality, depth or relevance.
 | 2 |
| An acceptable response, with some degree of weakness but where the weakness does not cause fundamental concerns and is outweighed by the strengths. | 3 |
| A good response where the strengths clearly outweigh any minor weakness(es), and the majority of aspects below apply: * All aspects of the question are fully answered
* The approach described fully meets the requirement
* The approach reflects accepted good practice
* The response is specifically tailored to the requirements and, where relevant, to the Council’s specific circumstances
* The approach offers good levels of (as appropriate) functionality, performance, environmental performance, outcomes, ease of use and other relevant characteristics; and
* The supporting documents (where requested) are of good quality, relevant and of sufficient depth.
 | 4 |
| An excellent response with all relevant bullet points from a mark of 4 applying. | 5 |

# Procurement Timetable

The procurement timetable, outlined below, is for information and potentially subject to change. The council reserves the right to amend any aspect of the timetable during the procurement and evaluation process.

|  |  |  |
| --- | --- | --- |
|  | Application issued | 19th November 2018. |
|  | Deadline for clarifications | 4th December 2018 |
|  | Deadline for responses | 10am 14th December 2018 |
|  | Contract Award | 21st December 2018 |
|  | Project completed by | July 2020 |

# Supplier Information

**Suppliers are to edit the header of this form to insert their name at the top of every page.**

**Suppliers are to complete this Form and return it as the front cover of their submission. Part 1 is information relevant to the procurement. Part 2 is information relevant to contract management if you were to be successful and is non-mandatory.**

Part 1

|  |  |
| --- | --- |
| Name of person or organisation bidding  |       |
| Trading as… |  |
| Are you bidding as a consortium | **Answer ‘yes or no’** |
| If yes, who is the lead Supplier |  |
| *Person managing bid* | *Director/partner/trustee overseeing bid* |
| Mr/Mrs/Ms/Other       | Mr/Mrs/Ms/Other       |
| Name |       | Name |       |
| Address |       | Address |       |
|  |       |  |       |
|  |       |  |       |
| Post Code |       | Post Code |       |
| Country |       | Country |       |
| Phone |       | Phone |       |
| Mobile |       | Mobile |       |
| Email |       | Email |       |
| *Registered office address*  | *Supplier’s registration numbers, as applicable* |
|       | Company registration no.  |       |
|       | Charity registration no.  |       |
|       | VAT registration no. |       |
|       | Other registration no. |       |
| Postcode |  | *Type of organisation (select one box only)* |
| Country |       | Sole Trader | [ ]  | Private Co. Limited by Guarantee | [ ]  |
| *Group structure (as applicable)* |  |  |  |  |
| Name of immediate parent organisation |       | Partnership(Unincorporated) | [ ]  | Private Company | [ ]  |
| Name of ultimate UK holding company |       | Limited Liability Partnership (‘LLP’) | [ ]  | Public Limited Company | [ ]  |
| Company regn. no. of ultimate UK holding co. |       | Public sector | [ ]  | Industrial or Provident society | [ ]  |
| Name of ultimate parent organisation |       | Other (please write in) |       |
|  |  | Are you a SME? (Y/N) |       |

**If bidding as a consortium please complete a copy of this form for each organisation bidding.**

Part 2

|  |  |
| --- | --- |
| *Who will manage the contract* | *Email addresses and phone numbers of relevant contacts, as applicable* |
| Mr/Mrs/Ms/Other       |
| Name |       | For invoice and payment queries |       |
| Address |                      |
| Postcode | For out of hours contact in an emergency |       |
| Country |       |
| Phone |       |
| Mobile |       |
| Email |       |

**If you are not an existing NCC supplier please complete the BACS form below.**

|  |
| --- |
| Bank Details |
| Account Type |    |
| Name of Bank |        |
| Address of Bank |        |
| Sort Code |        |
| Account Number |        |
| Building Society Roll Number |        |
| Name the account is held in |        |
| Pay Method |
| NB: Norfolk County Council’s preferred method of payment is by BACS and preferred remittance delivery is by email. |
| Pay Method |   |

# Supplier Questions (70%)

* **Suppliers are to edit the header of this section to insert their name at the top of every page.**
* **Suppliers are to answer all questions and are to reproduce this form retaining the questions and numbering, and return it as part of their application.**
* **Suppliers should not assume that the evaluators have any prior knowledge of the bidding organisation, its capabilities or the solutions it offers.**
* **Suppliers’ responses shall be clearly legible and in at least 11-point type, on a line spacing of at least 1.3 times the type size.**

|  |
| --- |
| 1. **Expertise and experience** (35%)

Refer to section 2.9, Please provide details of your expertise and experience to show you can meet our requirements(guide of 1000 words) + Please submit CVs to support your response |
| Please type your response here |
| 1. **Your approach to this project.** (35%)

Please detail your approach to this project, including staffing and a description of any potential conflicts of interest and how you will deal with them (guide of 1000 words + menu of options) |
| Please type your response here |

# Price 30%

* **Insert your organisation’s name in the header**
* **Prices must be in £ sterling and exclusive of VAT**
* **Please ensure the prices you submit are all inclusive including your time, fees and expenses required to meet the outcomes**
* Please provide a breakdown showing your time, fees and expenses required to meet the outcomes for each lot you are applying for. Ensure you clearly mark which breakdown is for which lot.
* If you intend to offer schools a menu of different options (e.g. a range of curriculum areas or a range of different themes for enterprise activity) please explain above in Section 6. Your cost price for delivery of 1 x activity should remain standard for each different option you suggest within a lot.

**Price to be evaluated**

|  |  |  |
| --- | --- | --- |
| **Lot** | **Item to be priced**  | **£ enter the price (this is the price you will be scored on)** |
| **1** | Delivery of enterprise days within school (full day activity)  | **£** |
| **2** | Delivery of curriculum led world of work activity (half day) | **£** |
| **3** | Delivery of primary world of work sessions (1 hour) | **£** |

# Important Legal Notice

1. Any person who participates in this procurement exercise shall be deemed to accept the conditions set out below and the terms and conditions of contract appended to this document. These conditions constitute the entire agreement between the parties concerning the conduct of the exercise.
2. Norfolk County Council (“the Council”) does not make any binding commitment to actual or potential suppliers (“Suppliers”) or to any other party about its conduct of this procurement exercise, other than to abide by its statutory obligations and the express terms of this Important Legal Notice. No other obligation on the Council shall be implied into any contract which may arise between the Council and any Applicant governing the conduct of this exercise.
3. Suppliers shall not, in connection with this procurement exercise, place any reliance upon any communication from the Council (including without limitation any notice published by the Council and any information published on any web site) unless it specifically states that it concerns this procurement exercise and bears the reference number stated on the front page of this document. Suppliers shall not place any reliance on any communication which is not in writing.
4. Information supplied by the Council is subject to constant updating and amendment in the future and is necessarily selective and is supplied for general guidance in the preparation of proposals. It does not purport to contain all of the information which Suppliers may require, and Suppliers must satisfy themselves by their own investigations about the accuracy of such information. While the Council has taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained in this Invitation are true and accurate in all material respects, the Council does not make any representation or warranty as to the accuracy or completeness of this Invitation, or the reasonableness of any assumptions on which this document may be based. The Council accepts no liability to Suppliers however arising and whether resulting from the use of the information provided, or any omissions from or deficiencies in the information. As such, the Council cannot accept responsibility for any inaccurate information obtained by Suppliers.
5. Any notice from any person in connection with this procurement exercise shall be sent to through in-tend to the contact person listed on the first page in accordance with the relevant timescales.
6. In inviting potential Suppliers to participate, the Council is not making an offer to enter into any contract for the supply of goods, services or works and does not bind itself to accept any offer it receives.
7. The Council reserves the right at its sole discretion to change any aspect of, or to discontinue this procurement exercise at any point and if it does discontinue the exercise need not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.
8. The Council will not under any circumstances be liable to pay Suppliers for any costs incurred as a result of their participating in this procurement exercise.
9. The Council may exclude from consideration any proposal which is not submitted in full compliance with the conditions and/or instructions contained within this Invitation and shall be under no obligation to consider any extenuating circumstance which may have arisen. The Council’s decision as to whether any response submitted complies with the instructions shall be final.
10. Suppliers may notify the Council of information they wish, acting reasonably, to designate as confidential and the reasons why. Suppliers shall not apply any blanket designation of confidentiality to their entire application and the Council will not pay any regard to any such designation.
11. The Council is subject to laws concerning access to information including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Audit Commission Act 1998 and may - notwithstanding any claim made by any Supplier that any information is provided in confidence or is confidential in nature – release any information provided to it in accordance with the law, subject to the Council’s discretion concerning any applicable exemption or the application of any public interest test. It is important to note that information may be commercially sensitive for a time, for example, during an application process, but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However Suppliers should note that no information is likely to be regarded as exempt forever.
12. The contents of this Application together with all other information, materials, specifications or other documents provided pursuant or in the course of this procurement process as a whole, or prepared by the Suppliers specifically for such purposes, shall be treated at all times as confidential by the Suppliers. Suppliers shall not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Suppliers´ company or group or use them for any purpose other than for the preparation and submission of a response to this Invitation or other requirement of the procurement process, nor shall Suppliers publicise the Council’s name or the Application without the prior written consent of the Council.
13. The Suppliers shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and not disclose them to any other third party except as set out above.
14. Suppliers must seek the approval of the Council before providing to third parties any information provided in confidence by the Council or its professional advisers or consultants and must maintain a register of all employees and third parties who have access to such information. If so requested by the Council, Suppliers must make such a register available for immediate inspection by the Council or its duly authorised representatives.
15. Any working documents produced by the Council in the course of evaluation shall remain confidential to and the property of the Council and need not be retained by the Council. For the avoidance of doubt, the Council’s only obligation to Suppliers concerning debriefing shall be to provide the Suppliers with a written statement, as approved by the chair of the evaluation panel.
16. Suppliers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from responding to this Invitation to Quote.
17. Suppliers should not, in connection with the proposed contract:
	1. offer any inducement, fee or reward to any officer or member of the Council or of the commissioning organisations;
	2. do anything which would constitute a breach of section 117(2) of the Local Government Act 1972 or Bribery Act 2010; or
	3. canvass any of the persons referred to in a) in connection with the response about any aspect of the proposed contract or for soliciting information in connection therewith.
18. If any Supplier or any employee of any Supplier or any third party acting on behalf of any Supplier commits an act detailed in clauses 16 to 17 inclusive or offers, promises or gives any bribe or inducement or makes any improper threat or colludes (or offers or agrees to collude) with any other Supplier in connection with this procurement exercise then, in addition to any criminal sanction such conduct may attract, the Council may:
	1. immediately exclude that Supplier’s offer from consideration;
	2. exclude that Supplier from future procurement exercises;
	3. terminate any contract entered into with that Supplier; and
	4. recover from that Supplier the reasonable costs of re-running this procurement exercise and any consequential losses (including loss of anticipated savings) which result from any delay in letting a contract.
19. If any person approaches any Supplier seeking any bribe or making any offer to collude in respect of this procurement exercise, that Supplier is to contact the Council’s Head of Law immediately.
20. All intellectual property rights in this Application and all materials provided by the Council or its professional advisers, consultants or information provided in connection with this further competition are and shall remain the property of the Council and/or its professional advisers, consultants and/or information providers. The information they contain shall be used only for the purpose of preparing a proposal and delivering any resulting contract.
21. All responses and submissions provided by any Supplier will form part of the contract should the Supplier be successful.
22. Any qualifications made by Suppliers in regard to the Application or documentation produced will not be accepted by the Council and the right is reserved to exclude any proposals with qualifications attached.
23. The Council will not accept any variation to the terms of this legal notice and in the event that any Supplier submits any response which seeks to vary the above conditions such purported variation shall be void, even if the Council considers the proposal.
24. In the absence of a formal document signed by the Council and the successful Supplier, and for as long as such absence persists, then the acceptance by or on behalf of the Council of the Supplier’s written response shall itself constitute a binding agreement between the parties, the terms of which unless amended by agreement between the parties shall be the conditions of contract sent out with the and the prices and operational proposals set out by the Supplier in their response.

# Supplier's Declaration

* **Suppliers are to print this declaration on plain white A4 paper, sign and date it with an original signature, scan and upload it as the final part of their submission.**
* **Suppliers are to edit the header of this section to insert their organisation’s name at the top of every page of the forms.**

Checklist

Check each issue below and tick each box.

|  |  |
| --- | --- |
| We have completed the following forms: |  |
| * Supplier Information
 |  |
| * Supplier Questions
 |  |
| * Price Schedule and provided a breakdown as requested for each lot we have applied for
 |  |
| * This declaration, **printed then signed with an original signature, then scanned and uploaded as a .pdf**
 |  |

|  |  |
| --- | --- |
| **We have:** |  |
| Amended the header on each form to insert our organisation’s name. |  |
| Made arrangements for the quote to be uploaded and submitted on time, with adequate contingency for ICT failures, power outages etc. |  |
| **We have not:** |  |
| Used a smaller typeface or line spacing than that permitted. |  |
| Annexed any document not specifically requested. |  |

Declaration

|  |
| --- |
| We agree to the conditions specified in the ‘Important Legal Notice’ at in this Invitation to Quote.We warrant, represent and undertake to the Council that:1. neither we nor any employee or third party acting on our behalf has offered, promised or given any bribe or inducement or made any improper threat or colluded (or offered or agreed to collude) with any other person in connection with this procurement exercise
2. we have complied in all respects with this Invitation to Quote
3. all information, representations and other matters of fact contained in our quote are true, complete and accurate in all respects
4. we have made our own investigations and research and have satisfied ourselves in respect of all matters (whether actual or contingent) relating to the Quote and have not submitted this Application response and will not have entered into the contract in reliance upon any information, representation or assumption (whether made orally, in writing or otherwise) which may have been made by or on behalf of the Council
5. we have satisfied ourselves as to the correctness and sufficiency of the information we have inserted in the quote.
6. we have full power and authority to enter into the contract and provide the services
7. we are of sound financial standing and will have sufficient premises, working capital, skilled staff, and other resources available to us to provide the services in accordance with the contract
8. we have obtained or are able to obtain all necessary consents, licences and permissions to enable us to provide the services.

We hereby offer to provide the services in accordance with the contract attached as the annexure to this Application which includes for the avoidance of doubt any documents specified in the contract as forming part of the contract including (but not limited to) the prices and operational proposals set out in this quote, the terms and conditions of contract, the Specification and any written clarifications issued or received by the Council prior to the written acceptance of the Council of this quote. We agree that the Council’s acceptance of this quote shall form a binding contract between us on the above terms. |
| Name of bidding Organisation |  | Signature of authorised officer |  |
| Date |  | Position of authorised officer |  |
|  |  | Name of authorised officer |  |
| Name of bidding Organisation |  | Signature of authorised officer |  |
| Date |  | Position of authorised officer |  |
|  |  | Name of authorised officer |  |

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| *This block will be signed on behalf of Norfolk County Council in the event that your application is accepted.* |
| We, Norfolk County Council, hereby accept your offer for World Of Work Programmes and a binding contract now exists between us and you on the above terms.(To be completed by NCC when the results of the evaluation are known.) |
| Name of authorised officer |  |
| Position |  |
| Signature |  |
| Name of authorised officer |  |
| Position |  |
| Signature |  |
| Date |  |