

**INVITATION TO TENDER
(OPEN PROCEDURE)**

FOR

**Purchase of HR & Payroll System and Fully Managed Payroll
Service (with lots)**

**Lot 1- Integrated HR and Payroll System and Fully
Managed Payroll Service**

Lot 2- Integrated HR and Payroll System Only

Lot 3- Fully Managed Payroll Service Only

Lot 4- HR System Only

Annex D-E-F

For Completion & Return

by Monday 19th December 2022 at Midday

Reference: 227936

The National Museum of the Royal Navy
HMS Naval Base (PP66)
Portsmouth
PO1 3NH
ISSUE: 003

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TENDER SUBMISSION DOCUMENT

1. Supplier Selection Questionnaire

Purchase of HR & Payroll System and Fully Managed Payroll Service (with lots)

Lot 1- Integrated HR and Payroll System and Fully Managed Payroll Service

Lot 2- Integrated HR and Payroll System Only

Lot 3- Fully Managed Payroll Service Only

Lot 4- HR System Only

227936

Open

Notes for completion

1. The "authority" means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. "You" / "Your" refers to the potential supplier completing this 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 authority 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 authority 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.
6. **Note for Contracting Authorities: The following paragraph is optional for inclusion if a decision has been made to request a self-declaration of the exclusion grounds from sub-contractors. All sub-contractors are required to complete Part 1 and Part 2¹.**
7. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

¹ See PCR 2015 regulations 71 (8)-(9)

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

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 no.	Question	Response
1.1 (a)	Full name of the potential supplier submitting the information	
1.1 (b) – (i)	Registered office address (if applicable)	
1.1 (b) – (ii)	Registered website address (if applicable)	
1.1 (c)	Trading Status: a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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)	<p>Relevant classifications (state whether you fall within one of these, and if so which one)</p> <p>a) Voluntary Community Social Enterprise (VCSE)</p> <p>b) Sheltered Workshop</p> <p>c) Public service mutual</p>	
1.1 (m)	Are you a Small, Medium or Micro Enterprise (SME)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1 (n)	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> • Name; • Date of birth; • Nationality; • Country, state or part of the UK where the PSC usually lives; • Service address; • The date he or she became a PSC in relation to the company (for existing companies 6 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. <p>(Please enter N/A if not applicable)</p>	
1.1 (o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> • 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) <p>(Please enter N/A if not applicable)</p>	
1.1 (p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> • 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) <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1	Bidding model					
Question no.	Question	Response				
1.2 (a) - (i)	Are you bidding as the lead contact for a group of economic operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No 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 tenderer please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.				
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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 NMRN may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1		Contact details and declaration
Question no.	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: Exclusion Grounds

Please answer the following questions in full. Note: every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2		Grounds for mandatory exclusion
Question no.	Question	Response
2.1(a)	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation have been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Corruption.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Fraud.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above	<input type="checkbox"/> Yes

	have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	<input type="checkbox"/> No
2.3(a)	Regulation 57(3) Has it been established, for your organisation 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 the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The NMRN reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions

Section 3		Grounds for discretionary exclusion
Question no.	Question	Response
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1(a)	Breach of environmental obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's 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	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2

	laws and regulations of any State?	
3.1(e)	Guilty of grave professional misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(i)	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j) - (iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the NMRN to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to have negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

Part 3: Selection Questions

Section 4	Economic and Financial Standing	
Question no.	Question	Response
4.1	<p>Please confirm which of the following, as applicable to your organisation, you would be able to provide if requested?</p> <p>(a) Organisations Trading for 3 Years Or More Full copies of the two or three most recent sets of approved and signed audited accounts that cover the last three years of trading, including:</p> <ul style="list-style-type: none"> • A balance sheet • A detailed profit and loss or income & expenditure account • All other reports and notes to the accounts. <p>(b) Organisations Trading for Between 2 and 3 Years A full copy of the two most recent sets of approved and signed audited accounts, including:</p> <ul style="list-style-type: none"> • A balance sheet • A detailed profit and loss or income & expenditure account • All other reports and notes to the accounts. <p>(c) Organisations Trading for Between 1 and 2 Years A full copy of the approved and signed audited accounts for the first year of trading including:</p> <ul style="list-style-type: none"> • A balance sheet • Detailed profit and loss or income & expenditure account • All other reports and notes to the accounts. • A current balance sheet (no less than 3 months old) • A detailed profit & loss projection or income & expenditure projection for the current year, to include actuals to date, together with any relevant documentation to support the projection. <p>(d) Organisations Trading for Less Than 1 Year</p> <ul style="list-style-type: none"> • A current balance sheet (no more than 3 months old) • A detailed profit & loss projection or income & expenditure projection for the current year, to include actuals to date, together with any relevant documentation to support the projection. <p>(e) Organisations who cannot supply option (a) – (d)</p> <ul style="list-style-type: none"> • Provide details of 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 etc.). Please also clarify why options (a) – (d) are not applicable. 	<p>(a) <input type="checkbox"/></p> <p>(b) <input type="checkbox"/></p> <p>(c) <input type="checkbox"/></p> <p>(d) <input type="checkbox"/></p> <p>(e) <input type="checkbox"/></p> <p>Provide details</p>

	Please note: On request the tenderer will be required to provide, the documents/information detailed above	
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	<input type="checkbox"/> Yes <input type="checkbox"/> No

- [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

Section 5		Economic and Financial Standing (Parent Companies and Guarantees)
If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:		
Name of organisation		
Relationship to the Supplier completing these questions		
Question no.	Question	Response
5.1	Are you able to provide parent company accounts if requested to at a later stage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 6		Technical and Professional Ability
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>	

Contract 1	
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	
Description of contract	
Contract start date	
Contract completion date	
Estimated contract value	
Contract 2	
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	
Description of contract	
Contract start date	
Contract completion date	
Estimated contract value	
Contract 3	
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	
Description of contract	
Contract start date	
Contract completion date	

Estimated contract value	
6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
6.3	<p>If you cannot provide at least one example for question 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

Section 7		Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015
Question no.	Question	Response
7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	<input type="checkbox"/> Yes Please provide relevant the url <input type="checkbox"/> No Please provide an explanation

Section 8: Additional Questions

Suppliers who self-certify that they meet the requirements to the additional questions will be required to provide evidence of this if they are successful at contract award stage.

8.1 Insurance		
Question no.	Question	Response
a.	<p>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:</p> <p>Employer's (Compulsory) Liability Insurance = £5,000,000 Public Liability Insurance = £5,000,000 Professional Indemnity Insurance = £1,000,000 Product Liability Insurance = £2,000,000</p> <p>Please note the insurance cover values shall not be less than the amounts detailed above for each and every claim.</p> <p>* 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.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.2 Health and Safety		
Question no.	Question	Response
a.	Does your organisation comply with the requirements of the Health and Safety legislation that apply to your organisation and its activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	<p>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?</p> <p>If yes, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.3 Compliance with equality legislation		
Question no.	Question	Response
a.	Does your organisation comply with the requirements of the Equality Act 2010 (or equivalent legislation in the country in which you are located)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	<p>In the last three years</p> <ul style="list-style-type: none"> • Have any finding of unlawful discrimination, victimisation, harassment or failure to make reasonable adjustments, been made against your organisation by any court or employment tribunal (or in comparable proceedings in any other jurisdiction)? • Has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission? <p>If yes, please provide details including what steps your organisation took in consequence of this</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.4 Audit and Information Security	
a.	<p>Information Security Policies and Standards</p> <p>The Provider will be required to provide a level of information security assurance for both NMRN Information and personal data/sensitive personal data which is compliant with current data protection legislation and information security best practice.</p> <p>Please explain</p> <ol style="list-style-type: none"> How incidents, which may affect the security of NMRN Information and personal data/sensitive data are identified, reported and managed. Does your organisation hold any security related certifications and/or accreditations e.g. ISO27001 <p>Response:</p>
b.	<p>Security of data</p> <p>To aid compliance with the Data Protection Act 2018, the UK's implementation of the General Data Protection Regulation (GDPR), the NMRN requires your organisation to protect personal information.</p> <p>Please provide details about how your organisation protects data, including in your response;</p> <ol style="list-style-type: none"> Encryption of electronic devices; Encryption of data stored on hard drives and other physical media where there is a requirement to process personal data/sensitive personal data. Encryption of backups where there is a requirement to process personal data/sensitive personal data. Protection and storage of paper records Access to your buildings <p>Response:</p>

c.	<p>User Accounts Please describe how user accounts of IT systems are created and maintained, including in your response; a) How requests for new user accounts are verified and authorised; b) How disabled, suspended and in-active user accounts are managed. Response:</p>
d.	<p>Third Party organisation Where you intend to use a 3rd party e.g. subcontractors, partner organisations etc. to deliver services under this contract, please confirm how you will ensure that they will comply with these Information Security requirements. Response:</p>
e.	<p>Government-backed Cyber Essentials or Cyber Essentials Plus Please confirm you have the Government-backed Cyber Essentials or Cyber Essentials Plus or equivalent.</p> <p>If no please confirm you are willing to put in place the Government-backed Cyber Essentials, Cyber Essentials Plus or equivalent before the contract commences.</p> <p>Further information is available on the Government-backed scheme: https://www.gov.uk/government/publications/cyber-essentials-scheme-overview</p> <div style="float: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes </div>

8.5 Quality Management		
Question no.	Question	Response
a.	<p>Does your organisation have a recognised quality management certification e.g. BS/EN/ISO 9001 or equivalent? If yes, please provide details:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	<p>Does your organisation have a written Quality policy? If yes, please: a) Confirm that a copy of your organisation’s Quality policy will be provided on request. b) Provide details of how does your organisation communicate its quality policy to:</p> <ul style="list-style-type: none"> • Those concerned with recruitment, training and promotion • Employees, recognised trade unions or other representative groups of employees • Prospective employees <p>(Maximum 250 words)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Confirmed

	<p>If no, please provide details of the quality management processes and procedures your organisation uses to ensure that it is managed properly and that legal requirements are met (or explain why such processes and procedures are not in place):</p> <p>(Maximum 250 words)</p>	
<p>c.</p>	<p>Please provide details of how your organisation manages, monitors and ensures compliance with:</p> <ul style="list-style-type: none"> • Document control and record keeping. <p>(Maximum 250 words)</p>	
<p>d.</p>	<p>Do you have an Officer or Third Party responsible for your organisation's quality? If yes, please provide details including name, qualifications & experience relevant to Quality:</p> <p>(Maximum 250 words)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

8.6 Business Continuity / Disaster Recovery		
Question no.	Question	Response
a.	Does your organisation have a written Business Continuity / Disaster Recovery policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes , please: a) Confirm that a copy of your organisation's Business Continuity / Disaster Recovery policy and evidence of its implementation and any non-compliance procedures will be provided on request. If no , please provide details of the Business Continuity / Disaster Recovery provisions, processes and procedures your organisation would use to identify and mitigate adverse conditions, both internal and external, to ensure the continuation of operations (or explain why such processes and procedures are not in place): (Maximum 500 words)	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.7 Environmental Management		
Question no.	Question	Response
a.	Does your organisation comply with the environmental legislation and/or regulations that apply to your organisation and its activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If yes , please provide details including any remedial action or changes you have made as a result of conviction or notices served.	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.8 Credit Rating		
Question no.	Question	Response
a.	A minimum Experian credit rating of 75 is required for this contract. Please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes , please confirm that evidence will be provided upon request.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

2. Response to Quality Evaluation Criteria

2.1 Technical/Quality Evaluation Criteria

Tenderers must use the template below for their response to quality evaluation criteria. Responses in any other format will not be accepted. Examples including brochure's, screen shots and links to videos should be included as appendices as part of your submission.

Full evaluation criteria are detailed in Annex B.

Option 1	Option 2	Option 3	Option 4

Please suitably mark which Lots you are bidding for this tender.

Option 1 – Integrated HR and Payroll System with Fully Managed Payroll Service

Criterion 1	Please provide, detail/explain; HR – Please provide details of how you meet the specification for the general system requirements and HR requirements of the system (Annex A)
Response [2,000-word limit]	

<p>Criterion 2</p>	<p>Please provide, detail/explain; Payroll – Please provide details of how you meet the specification for the payroll requirements of the system (Annex A)</p>
<p>Response [2,000-word limit]</p>	

<p>Criterion 3</p>	<p>Please provide, detail/explain;</p> <p><i>Payroll service - Please provide details of experience to date of providing a BACS Bureau service, including scale, scope and complexity. Including interface with finance systems and keeping up to date with legislation including Northern Ireland and HMRC changes (Annex A)</i></p>
<p>Response [2,000-word limit]</p>	

<p>Criterion 4</p>	<p>Please provide, detail/explain;</p> <p><i>System support - Please provide a sample SLA for the managed service including proposed performance targets (e.g. response times, error % rates) and scheduled performance reviews to support your response.</i></p>
<p>Response [2,000-word limit]</p>	

<p>Criterion 5</p>	<p>Please provide, detail/explain;</p> <p><i>GDPR and data migration - Please provide details of the GDPR compliance measures in place and the location of where data is stored. Please detail your proposed approach to data migration including data verification methods and security of data.</i></p>
<p>Response [2,000-word limit]</p>	

Option 2 – Integrated HR and Payroll System

Tenderers must use the template below for their response to quality evaluation criteria. Responses in any other format will not be accepted. Examples including brochure’s, screen shots and links to videos should be included as appendices as part of your submission.

Full evaluation criteria are detailed in Annex B.

<p>Criterion 1</p>	<p>Please provide, detail/explain;</p> <p>HR – Please provide details of how you meet the specification for the general system requirements and HR requirements of the system (Annex A)</p>
<p>Response [2,000-word limit]</p>	

Criterion 2	Please provide, detail/explain; Payroll – Please provide details of how you meet the specification for the payroll requirements of the system (Annex A)
Response [2,000-word limit]	

<p>Criterion 3</p>	<p>Please provide, detail/explain;</p> <p><i>System support - Please provide a sample SLA for the managed service including proposed performance targets (e.g. response times, error % rates) and scheduled performance reviews to support your response.</i></p>
<p>Response [2,000-word limit]</p>	

Criterion 4	Please provide, detail/explain; <i>GDPR and data migration - Please provide details of the GDPR compliance measures in place and the location of where data is stored. Please detail your proposed approach to data migration including data verification methods and security of data.</i>
Response [2,000-word limit]	

Option 3 – Fully managed payroll service

Tenderers must use the template below for their response to quality evaluation criteria. Responses in any other format will not be accepted. Examples including brochure's, screen shots and links to videos should be included as appendices as part of your submission.

Full evaluation criteria are detailed in Annex B.

<p>Criterion 1</p>	<p>Please provide, detail/explain;</p> <p><i>Payroll service - Please provide details of experience to date of providing a BACS Bureau service, including scale, scope and complexity. Including interface with finance systems and keeping up to date with legislation including Northern Ireland and HMRC changes (Annex A)</i></p>
<p>Response [2,000-word limit]</p>	

<p>Criterion 2</p>	<p>Please provide, detail/explain;</p> <p><i>System support - Please provide a sample SLA for the managed service including proposed performance targets (e.g. response times, error % rates) and scheduled performance reviews to support your response.</i></p>
<p>Response [2,000-word limit]</p>	Empty response area

<p>Criterion 3</p>	<p>Please provide, detail/explain;</p> <p>GDPR and data migration - <i>Please provide details of the GDPR compliance measures in place and the location of where data is stored. Please detail your proposed approach to data migration including data verification methods and security of data.</i></p>
<p>Response [2,000-word limit]</p>	

Option 4 – HR system

Tenderers must use the template below for their response to quality evaluation criteria. Responses in any other format will not be accepted. Examples including brochure's, screen shots and links to videos should be included as appendices as part of your submission.

Full evaluation criteria are detailed in Annex B.

Criterion 1	Please provide details of how you meet the specification for the general system requirements and HR requirements of the system (Annex A)
Response [2,000-word limit]	

Criterion 2	System support - <i>Please provide a sample SLA for the managed service including proposed performance targets (e.g. response times, error % rates) and scheduled performance reviews to support your response.</i>
Response [2,000-word limit]	

Criterion 3	GDPR and data migration - <i>Please provide details of the GDPR compliance measures in place and the location of where data is stored. Please detail your proposed approach to data migration including data verification methods and security of data.</i>
Response [2,000-word limit]	

2.2 Past Performance

<p>Please confirm whether or not your organisation, consortium members have:</p> <ul style="list-style-type: none"> • Defaulted on the delivery of a contract within the last 3 years (goods and services) or 5 years (works) • Had a contract cancelled, or not renewed, for failure to perform within the last 3 years (goods and services) or 5 years (works) <p>If any of the above applies, please provide an explanation of the action you have taken to prevent a re-occurrence</p> <p>Guidance – <i>The buyer will use the information to determine whether you have a successful record of delivery.</i></p>	
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3. Response to Commercial Evaluation Criteria

3.1. Contractual Information

3.1.1 Please confirm whether you accept the terms and conditions of the Contract in their current form and without any amendments. See Annex C?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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A Yes response will score a Pass, and a No response will score a Fail

3.1.2 Full legal name, address and website of the Potential Provider in whose name the tender will be submitted (the Prime or Single Supplier):

Company Name	
Address from which the contract will be delivered	
Town/City	
Postcode	
Country	
Website	

3.1.3 Name, position, telephone number and email address of the main contact for this project:

Name	
Position	
Telephone Number	
Fax Number	
Email Address	

3.1.4 Current legal status of Potential Provider (e.g. partnership, private limited company, etc.)

	Please tick one box
Sole Trader	
Partnership	
Public Limited Company	
Private Limited Company	
Public Sector (including Registered Charities, NDPBs, Housing Associations)	
Other (<i>please state</i>)	

3.1.5 Date and place of formation of the Potential Provider and, if applicable, registration under the Companies Act 2006¹. Please provide copies of Certificates of Incorporation (where appropriate) and any changes of name, registered office and principal place of business.

Date of Formation	
Place of Formation	
Date of Registration	
Company Registration Number	
Certificates enclosed	
Registered VAT Number	
Registered Office	
Principal Place of business	

¹ Potential Providers established outside the United Kingdom may provide equivalent information. For a list of acceptable equivalent information, please refer to Regulation 23(7) of the Public Contracts Regulations 2006.

3.2. Pricing Information

3.2.1 The NMRN may accept a separate cost breakdown of your submission bid, please provide below in place of Tables 1 & 2 the name of the document the cost breakdown. This breakdown should include;

- Total cost of your submission (Ex-VAT)
- If your submission contains multiple elements of work/services/goods please show this as a breakdown of cost.

3.2.2 Please confirm the cost breakdown within the tables below, depending upon your offering. This includes the fee payment dates, resource allocation of team members throughout the project, costs per work item, timescale and your invoicing periods. This should cover annual costs, licenses, training, consultancy fees, managed service, helpdesk, implementation, etc. Please also include any additional fees chargeable for extra provisions not included as part of the annual cost proposal, e.g. due to increase in staffing numbers, additional training, etc. Any inflationary or other provisions for annual or periodic increases in fees.

Total Cost for Submission (for initial 3 years duration)				
	Option 1 HR & Payroll System (with Managed Payroll Service)	Option 2 HR & Payroll System (without managed payroll service)	Option 3 (Fully Managed Payroll Service Only)	Option 4 (HR System Only)

Please put total cost of your submission in the relevant option box for your product.

A separate detailed breakdown/schedule of your submission costs should be provided with your bid.

3.3 Day Rates

3.3.1. Please confirm the day and hourly rates of members of the implementation team, including travel, accommodation and subsistence. Please provide clarification on the number of days being costed for implementation and how many days initial training are provided within the costs above.

Please adjust job role names of your team accordingly.

Team – Rates			
Team Member	Hourly Rate (£)	Daily Rate (£)	Travel, Accom & Subsistence (Daily)
Lead			
Team Member [1]			
Team Member [2]			
Etc.			

The above day rates will be utilised to negotiate any additional works that may be required if deemed to be beyond the reasonable scope of the works specified.

Signature: _____

Designation: _____

Company: _____

Date: _____

Note that **Pricing Proposals** should be completed in full and must be signed by a person properly authorised to do so on behalf of the bidding organisation

Annex E

Form of Tender

To: National Museum of the Royal Navy

Dear Sir/Madam

TENDER FOR:

I/We the undersigned, hereby Tender and offer to perform the Contract, details of which was set out in the ITT supplied to me/us for the purpose of Tendering for the Contract and agree to do so in accordance with the terms of the ITT.

I/We confirm that I/We will provide the Contract at the price provided in my/our Tender. I/We confirm that the price provided in my/our Tender will not be subject to any increase otherwise than as determined in accordance with the Contract.

I/We confirm that this Tender will remain valid and open for acceptance without variation for at least 90 days from the Closing Date for the receipt of Tenders.

I/We confirm that we agree the Contract and undertake that in the event of our Tender being accepted to execute the Contract (subject to any minor amendments which have been accepted by the NMRN) within four (4) weeks from the date on which I/we receive notification that our Tender is successful.

I/We confirm that attached to this Tender are the following:

- Completed Supplier Questionnaire (Annex D, Section 1)
- Completed Response to Quality Evaluation Criteria (Annex D, Section 2)
- Completed Response to Commercial Evaluation Criteria (Annex D, Section 3)
- Completed Certificate of Non-Collusion (Annex F)

I/We confirm that the information supplied to you and forming part of this Tender, including, for the avoidance of doubt, any information supplied to you as part of my/our initial expression of interest in Tendering, was true when made and remains true and accurate in all respects.

I/We understand that any false representations, including but not limited to, changes to forms, could result in this Tender being rejected or subsequent contract termination.

I/We confirm and undertake that if any information supplied becomes untrue or misleading that I/We will notify you immediately and will update such information as is required.

I/We confirm acceptance of the terms and conditions provided in Annex C without amendment and agree to be bound by such Contract should the NMRN elect to accept my/our Tender.

Signed	
Name	
Position in Organisation	
Duly authorised to sign tenders for and on behalf of [Name]	
Registered Address	
Nationality of Company	
Date	

Annex F

Certificate of Non-Collusion

TO: NMRN

RE:

The essence of the public procurement process is that the NMRN shall receive bona fide competitive tenders from all Tenderers. We, the undersigned, hereby certify that this is a bona fide bid and (except as authorised in the Invitation to Tender) we have not, and insofar as we are aware neither has any of our (or any of our proposed sub-Tenderer's) officers, employees, servants or agents:

- (a) Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made; or
- (b) Informed any other person, other than the person calling for this bid, of the amount or the approximate amount of the bid, except where the disclosure, in confidence, of the amount of the bid was necessary to obtain quotations necessary for the preparation of the bid for insurance, for performance bonds and/or contract guarantee bonds or for professional advice required for the preparation of the bid; or
- (c) Caused or induced any person to enter into such an agreement as is mentioned in paragraph (a) above or to inform us of the amount or the approximate amount of any rival bid for the Contract; or
- (d) Committed an offence under any applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010; or
- (e) Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid for the works any act or omission; or
- (f) Canvassed any other persons referred to in paragraph (a) above in connection with the Contract; or
- (g) Contacted any officer of NMRN or their agents about any aspect of the contract including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Tenderer of such officer or agent for the purposes of the Framework Contract or for soliciting information in connection with the Contract.

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 7 above before the hour or date specified for the return of the bid nor (in the event of the bid being accepted) shall we do so while the resulting contract(s) continue in force between us (or our successors in title) and NMRN.

In this certificate, the word 'person' includes any person, body or association, corporate or incorporate and 'agreement' includes any arrangement whether formal or informal and whether legally binding or not

Signed	
Name	
Position in Organisation	
For and behalf of	
Date	