



Tender Response Pack - Open

Smoking Cessation Service 2021

Project Number I - 1129

Closing date for return of Invitation To Tender (ITT)

12 Noon

21st September 2020

**You must read the Invitation to Tender and Conditions of Contract before completing this pack.**

**Tenderers must answer all questions in this document**

**SECTION A - MANDATORY CRITERIA (PHASE 1) - PASS/FAIL**

**Standard Selection Questionnaire**

**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.

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| --- | --- | --- |
| **Section 1** | **Potential Supplier Information** | |
| **Question Number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. 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? | Yes/No |
| 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? | Yes/No |
| 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) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes/No |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - 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 the 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. [[3]](#footnote-3)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:  - 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)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - 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 enter N/A if not applicable) |  |

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:

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| **Section 1** | **Bidding Model** | |
| **Question Number** | **Question** | **Response** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators?  If ‘Yes’, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | Yes/No |
| Details: | | |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) | |
| Details: | | |
| 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. | |
| Details: | | |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use subcontractors? | Yes/No |
| 1.2(b) - (ii) | If you responded ‘Yes’ to 1.2(b)-(i) please provide additional details for each subcontractor in the following table: we may ask them to complete this form as well. Complete table at Appendix A. | |

**Contact Details**

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| **Section 1** | **Contact Details** | |
| **Question Number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |

**Part 2: Exclusion Grounds**

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.

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| **Section 2** | **Grounds for Mandatory Exclusion** | |
| **Question Number** | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  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 been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).  **Please mark X in relevant box/boxes**. | |
|  | Participation in a criminal organisation. |  |
|  | Corruption. |  |
|  | Fraud. |  |
|  | Terrorist offences or offences linked to terrorist activities |  |
|  | Money laundering or terrorist financing |  |
|  | Child labour and other forms of trafficking in human beings |  |
| 2.1(b) | If you have answered ‘Yes’ to question 2.1(a), please provide further details.  date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction and identity of who has been convicted.  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. | |
| Details: | | |
| 2.2 | If you have answered ‘Yes’ to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-cleaning) | Yes/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? | Yes/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. | |
| Details: | | |

Please Note: The authority 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.

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| **Section 3** | **Grounds for Discretionary Exclusion** | |
| **Question Number** | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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.  **Please mark X in relevant box/boxes** | |
| 3.1(a) | Breach of environmental obligations? |  |
| 3.1 (b) | Breach of social obligations? |  |
| 3.1 (c) | Breach of labour law obligations? |  |
| 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 laws and regulations of any State? |  |
| 3.1(e) | Guilty of grave professional misconduct? |  |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? |  |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? |  |
| 3.1(h) | Been involved in the preparation of the procurement procedure? |  |
| 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? |  |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  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.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |

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| 3.2 | If you have answered ‘Yes’ to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |
| Details: | |

**Part 3: Selection Questions**[[4]](#footnote-4)

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| **Section 4** | **Economic and Financial Standing** **- Please complete Section D of this pack below.** |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** **– Please complete Section D of this pack.** |

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| **Section 6** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015 (Only relevant where annual turnover is >£36m )** | |
| **6.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | ‘Yes’/N/A |
| **6.2** | 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?  If ‘Yes’ please provide the relevant url    If ‘No’ please provide an explanation | Yes/No |
| Details: | | |

**Additional Questions**

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

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| **Section 7** | | **Additional Questions** | |
| **7.1 Insurance** | | | |
| 7.1.1 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:   * Employer’s (Compulsory) Liability Insurance = £10 million * Public Liability Insurance = £5 million * Please note that your Public Liability insurance should cover sudden & unforeseen pollution-type of events * Professional Indemnity Insurance = £5 million * Clinical Negligence Insurance = £20 million or membership of NHS Litigation Authority * Sexual Abuse and Molestation = £5 million on each and every claim basis   \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5million as a minimum. Please note this requirement is not applicable to Sole Traders. | | Yes/No |
| **7.2 Equality & Diversity** | | | |
| 7.2.1 | Do you have an Equality & Diversity Policy?  The Equality Act 2010 provides protection from unlawful discrimination for people with the following protected characteristics:   * Age * Disability * Sex * Gender reassignment and gender identity * Marriage and civil partnership   Pregnancy and maternity   * Race – this includes ethnic or national origins, colour or nationality * Religion or belief – this includes lack of belief * Sexual orientation | | Yes/No |
| 7.2.2 | Please detail any finding of unlawful discrimination that has been made by any court or industrial or employment tribunal in the last 3 years? | | |
| Details: | | |
| **7.3 Safeguarding** | | | |
| 7.3.1 | Do you agree to adopt the Council’s Safeguarding principles and standards throughout your organisation as part of your normal operating practice?  Link to [Adults Safeguarding Procedures](http://www.osab.co.uk/professionals/multi-agency-procedures/)  [Children's Safeguarding Procedures](http://www.oscb.org.uk/inter-agency-procedures/) | | Yes/No |
| 7.3.2 | Please detail any safeguarding issues you have had in the last 3 years. | | |
| Details: | | |
| **7.4 Health & Safety** | | | |
| 7.4.1 | Do you have a health and safety policy? | | Yes/No |
| 7.4.2 | Do you have a documented system in place for recording and investigating Health & Safety Incidents? | | Yes/No |
| 7.4.3 | Do you have a process to analyse data to identify trends and to use this to improve? | | Yes/No |
| 7.4.4 | Please provide details of any breach of the Health & Safety Act or of any improvement/prohibition notice by the Health & Safety Executive (HSE) during the last 3 years. | | |
| Details: | | |
| **7.5 Data Protection** | | | |
| 7.5.1 | Do you comply with all the relevant articles of the General Data Protection Regulations (GDPR)? In particular have you updated your practices, policies and procedures (if necessary) to ensure their effectiveness in recording and demonstrating compliance with the GDPR?  *NB: please note the successful Tenderer(s) will be asked to provide evidence of compliance in the form of a questionnaire.* | | Yes/No |
| 7.5.2 | Will personal data owned by the Council, or that the Council is responsible for at law, be held inside and not transferred outside the European Economic Area (EEA)? | | Yes/No |
| 7.5.3 | Have you had any data protection or information security breaches in the last 3 years? If ‘Yes’, please provide details of any remedial action or changes to procedures as a result.  *NB: the Council will exclude Tenderers who are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent further occurrences* | | Yes/No |
| Details: | |  |
| 7.5.4 | Please confirm that a secure email method is always used to share personal and/or sensitive information electronically, stating the name of the secure email system that your organisation uses. | | Yes/No |
| Details: | |  |
| **7.6 Environmental Management** | | | |
| 7.6.1 | 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 your answer to this question is ‘Yes’, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | | Yes/No |
| Details: | | |
| 7.6.2 | If you use subcontractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | | Yes/No |

**SECTION B - SERVICE QUESTIONS PHASE 2 - 100%**

Please describe how you propose to deliver the Services described in Appendix 1 Specification. Responses may form part of the Method Statement.

There are eight key Service Questions, and each will be given a score out of 10. This score will represent the overall score for the response to the sub-questions. The sub-questions are not scored individually.

Please do not refer to separate documents or appendices unless requested in the question, as they will NOT be read.

The word count will be strictly enforced, any words over the word county will NOT be read.

Please use Arial Font size 12.

Answers should provide examples of experience that demonstrates your ability to deliver this Service.

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| **No. 1** | **Your Organisation**  Please provide an overview of your organisation. You should include:   * A description of the organisation; * Range of functions currently provided by the organisation including any experience of providing a Local Stop Smoking Service or similar services. Please provide up to 3 examples of contracts for these or similar services with contact details of a suitable referee for each. * Philosophy, vision and values of the organisation; * Why your organisation will we be a good “fit” for Oxfordshire.   *(Maximum 850 words)* | **Weighting**  **5%** |
| **Response: Insert here** | | |

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| **No. 2** | **Implementation and Transition Period**  Describe how you will ensure that your organisation is prepared and capable of delivering the Service Model countywide, as described within the Service Specification (Appendix 1), from 1st April 2021. You should include:   * An Implementation and Transition Plan that adheres to the provisions outlined in Schedule 7 (excluded from word count). * The Plan should include key areas of activity, tasks, task owners, start and finish dates, milestones and a separate risks log.   Please provide accompanying narrative (included in the word count) to key activities in the Implementation and Transition Plan which should address:   * How you will allocate the Implementation and Transition Period Payment; * Identification of the risks and issues during the Implementation and Transition Period; * Transition of Service Users currently being supported by the incumbent Service Provider and their associated records; * Identification of Service location and premises (both administrative and venues for delivery of Tier 3 services); * Staffing - TUPE management and Staff recruitment/induction; * Engagement and communication including reference to changes in Service Model and local offer with the challenges this presents; * Relationships including role of sub-contractors and key partners; * Information and Communication Technology (ICT) Infrastructure.   *(Maximum 1000 words – excluding the Implementation and Transition Plan)* | **Weighting 10%** |
| **Response: Insert here** | | |

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| **No. 3** | **Organisation Structure and Staff**  Please provide details of your organisation’s planned structure to deliver the required Service, as described within the Service Specification (Appendix 1), from 1st April 2021 including any plans for sub-contracting.  You should include in the planned structure (with examples where appropriate):   * Leadership; * Workforce skill mix; * Recruitment and retention of staff and its specific challenges in Oxfordshire; * Approach to staff induction, training, development, supervision and professional registration (where applicable); * How staff performance, including poor performance, will be managed; * Approach to fostering a workforce culture which empowers, engages and values staff; * Details of delivering best practice when sub-contracting (if required).     Please include an Organisation Chart showing all staff (whole time equivalent by grading and role) including relevant clinical leads, managers and supervisory staff who will deliver the Service, support from senior managers of the organisation and sub-contractors (excluded from word count).  *(Maximum 1000 words - excluding Organisational Chart*) | **Weighting**  **10%** |
| Response:  **Insert here** | | |

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| **No. 4** | **Accessibility – Routes into the Service / Priority Groups**  The Specification requires a three-tiered Service access. Please describe your approach to Service User routes into the Service as described in the Service Specification (Appendix 1). You should include:   * Details on routes into the Service for remote universal Tier 1 and 2 Services that has equitable access across the County for all Oxfordshire residents/employees that smoke tobacco; * Details on the routes into the Service that will ensure a targeted Tier 3 Service is available for the priority groups so they can easily access effective support to maximise reductions in smoking prevalence and reduce health inequalities; * Please describe how you will develop and maintain effective relationships with key partners / stakeholders / sub-contractors associated to the routes into the Service based on the three-tiered approach, identifying key challenges, barriers and risks that may arise during the lifetime of the Contract and how these can be mitigated; * Provide an example of using social media campaign to increase accessibility into a service.   *(Maximum 1750 words)* | **Weighting**  **20%** |
| **Response: Insert here** | | |

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| **No. 5** | **Service Model and Delivery**  Please describe your model of Service delivery in line with the overview and principals described in the Service Specification (Appendix 1). You should include:   * Demonstration of how you will triage Services Users through the three-tiers via the Access Point; * Detailed description of the Service offer at each of the three tiers, including details of any sub-contractors (if required); * Full details of approach to provide access for Service Users at Tier 2 and 3 to pharmacotherapy including management, governance policies and any specific detail on working to Patient Group Directives, including details of any sub-contractors (if required). * Briefly outline details of your preferred way of implementing and issuing electronic cigarette starter packs, along with behavioural support, to priority Service Users receiving Tier 3 support within 18 months of Contract Commencement Date.   *(Maximum 2000 words)* | **Weighting 25%** |
| **Response: Insert here** | | |

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| **No. 6** | **Quality**  Please describe your approach to meeting the Quality Service Performance Indicators in Schedule 3 (Monitoring and Review), specifically Indicators 1.5, 1.6, 2.3, 2.4 and 2.5. You should include:   * Internal governance processes to monitor performance against the Quality Service Performance Indicators; * Examples of internal and/or external audits in the past 12 months where you identified opportunities for Service development/improvement and what measures were put in place.   *(Maximum 1000 words)* | **Weighting 10%** |
| Response: **Insert here** | | |

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| **No. 7** | **Innovation, Effectiveness and Efficiency of Services**  The Council are looking for a combination of innovation, effectiveness and efficiency. Please describe how you intend to develop the Services over the lifetime of the Contract, to ensure that there is continuous improvement. You should include:   * How will you identify opportunities to innovate in Service delivery during the life of the Contract? * How will you manage the risk associated to the innovation of Services? * How will you maximise Service User and stakeholder engagement during the life of the Contract? * What added value in terms Service and/or cost will you deliver innovation, effectiveness and efficiency during the life of the Contract?   *(Maximum 1250 words)* | **Weighting 15%** |
| **Response: Insert here** | | |

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| **No. 8** | **Data Protection, Governance, Information Management, and Monitoring**  Please describe how you will safely ensure the timely, accurate and quality assured data collection, collation, analysis and reporting, including data that is collected by any sub-contractors. You should include:   * Details of the web-based ICT system and how staff will record data. * Details of how data will be reported to the Council as per Schedule 3. * How your organisation will assure quality in relation to data collected? * How will a Service User formally consent to data being collected and are fully informed on what happens to this data? * How your organisation will assure data is handled securely? * How your organisation would deal with a breach of data? * An example of lessons learnt, or improvements made as a result of an incident.   *(Maximum 750 words)* | **Weighting 5%** |
| **Response: Insert here** | | |

**SECTION C - PRICING (PHASE 2)**

For the delivery and performance of the Implementation and Transition Plan as per Schedule 7 (Commencement Transition Provisions), a one-off payment of £25,000 will be paid before the Service Commencement Date.

From the Service Commencement Date, the total maximum Contract Price for performance of Services under this Contract is £375,000 per year.  The Contract Price is made up of a Block Payment of £300,000, that will be paid in 12 monthly instalments, and £75,000 as Payment by Results (PbR) Premium linked to performance against three Service Quality Performance Indicators (£25,000 for each achieved per year). The annual PBR premium payment(s) will be paid annually and on submission of the Quarter 4 Service Quality Performance Report at and subsequent review at the associated Quarterly Contract Review Meeting. Full details of the Contract Price are outlined in Schedule 2 (Finance).

This budget represents a business as usual scenario.  If a Tenderer submits a price/cost that is above the maximum annual budget they will be excluded from the Tender process.

If a Tenderer submits a price/cost on or below the maximum annual budget it will pass this section on price/cost.

**Tenderers must provide a detailed breakdown of all costs in the Section C - Pricing Schedule.**

See attached spread sheet Section C (Pricing Schedule). Each year must be completed. This will be evaluated to ensure that all costs are sustainable

Please insert your Tender price for delivery of the Services as set out in the Specification **excluding VAT** in GBP Sterling.

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| --- | --- | --- |
| **Price Year 1** | **Price Year 2** | **Price Year 3** |
| £ | £ | £ |

**SECTION D - ECONOMIC AND FINANCIAL STANDING (PHASE 3) - PASS/FAIL**

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| --- | --- | --- |
| **Question**  **Number** | **Economic and Financial Standing** | |
|  | Question | Response |
| **D1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. |  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. |  |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| **D2** | 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. |  |

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| **Section D.3** | **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** | |  |

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| --- | --- | --- |
| **D.3.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes/No |
| **D.3.2** | If ‘Yes’, would the parent company be willing to provide a guarantee if necessary? | Yes/No |
| **D.3.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes/No |

**Please Note: Tenderers do not need to submit the selected financial information as part of their submission. Please have this information ready to submit from 21st September 2020.**

**SECTION E - FORM OF TENDER**

Contract for Provision of Oxfordshire Smoking Cessation Service 2021

Reference I-1129

To Oxfordshire County Council

I/we the undersigned, having examined and accepted the ITT documentation, DO HEREBY OFFER to provide the Services upon and subject to the terms and conditions set out in such Contract Conditions, Specification and other documents as are contained or incorporated in the ITT documentation at the prices and rates contained in the Pricing Schedule and in accordance with the documents forming our Tender. This offer remains valid and open for acceptance for six months.

If this offer is accepted, we will execute such documents in the form of the Contract within 14 days of being called on to do so.

This is a bona fide Tender intended to be competitive.

The amount of my/our Tender has not been calculated by agreement or arrangement with any person other than the Council and the amount of my/our Tender has not been communicated to any person until after the closing date for the submission of Tenders and in any event not without the consent of the Council.

I/we have not and will not enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw or vary the amount of any tender once offered or otherwise collude with any person with the intent of preventing or restricting full competition.

I/we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Council in connection with the award of the Contract and no person employed by me/us has done or will do any such act.

Signature ...............................................................

Duly authorised for and on behalf of the Tenderer

(Electronic/typed signatures are acceptable)

Position held ...............................................................

Name and Address ...............................................................

of Tenderer

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...............................................................

Dated ...............................................................

It must be clearly shown whether the Tenderer is a limited company, partnership or single individual trading in his own or another name, etc, and also if the person signing is not the actual Tenderer, the capacity in which s/he signs or is employed.

**SECTION F - TENDERER CHECKLIST AND PRECONTRACT CHECKLIST**

Tenderers should ensure that they have completed the following sections before returning their ITT responses:

|  |  |
| --- | --- |
| **SECTION HEADING** | **COMPLETED?** |
| **Section A - Mandatory Criteria (Phase 1)** |  |
| **Section B - Service Questions (Phase 2)** |  |
| **Section C - Pricing (Phase 2)** |  |
| **Section D - Economic and Financial Standing (Phase 3)** |  |
| **Section E- Form of Tender** |  |

It is important that all sections are completed as failure to do so may result in your ITT response being deemed non-compliant and not further considered by the Council.

Tenderers who do not wish to provide a response to this ITT are requested to advise the Council’s Representative as soon as possible.

**PRE-CONTRACT CHECKLIST**

Following evaluation, the following documents will be required by the Council from the Tenderer(s) who has the Most Economic Advantageous Tender. These documents must be checked prior to Contract and the Council is providing this list so Tenderers can be prepared.

|  |  |
| --- | --- |
| **SECTION** | **SECTION HEADING** |
| **7.1** | **Insurance Certificates** |
| **7.2** | **Equality and Diversity Policy** |
| **7.3** | **Safeguarding Policy** |
| **7.4** | **Health and Safety Policy** |
| **Appendix 4** | **GDPR Supplier Questionnaire** |

**Appendix A – Subcontractors (Part 1 - 1.2 (b) (ii))**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 subcontractor will take in providing the works and /or supplies e.g. key deliverables** |  |  |  |  |  |
| **The approximate % of contractual obligations assigned to each subcontractor** |  |  |  |  |  |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
4. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-4)