[www.southwark.gov.uk](http://www.southwark.gov.uk)



Direct Invitation to Quote (DITQ)

Declaration and Returns Form

DN323115 Family Group Conference Coordinators

Please complete and return:

* Section 1 Contact details
* Section 2 Insurance, Qualifications, Professional conduct and References
* Appendix 1 Form of tender
* Appendix 2 Certificate of non-collusion and non-canvassing
* Declaration to be signed by the lead organisation

**Bidder Information**

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| **Section 1** | **Contact details** |
| 1.1(a) | Contact name |  |
| 1.1(b) | Name of organisation (if applicable) |  |
| 1.1(c) | Role in organisation |  |
| 1.1(d) | Phone number |  |
| 1.1(e) | E-mail address  |  |
| 1.1(f) | Postal address |  |
| 1.1(g) | Signature (electronic is acceptable) |  |
| 1.1(h) | Date |  |

**Section 2**

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| **Insurance** |
| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: |
| Employer’s (Compulsory) Liability Insurance = N/A | Yes [ ] No [ ]  |
| Professional Indemnity Insurance = £5 million | Yes [ ] No [ ]  |
| Public Liability Insurance = £5 million | Yes [ ] No [ ]  |
| Product Liability Insurance = N/A | Yes [ ] No [ ]  |
| **\*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.** |

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| **Qualifications** |
| Please confirm whether you have completed accredited training to conduct Family Group Conferences \* |
| Family Group Conference training certificate (mandatory)\*\* | Yes [ ] No [ ]  |
| Lifelong Links training certificate (for info only) | Yes [ ] No [ ]  |
| Social Care, Youth & Community, Education, Health and Police (Diploma/NVQ/BTEC Level 4) | Yes [ ] No [ ]  |
| Can you evidence an annual portfolio of continuing professional development? | Yes [ ] No [ ]  |
| **\* You will be required to produce evidence before acceptance to the DPS****\*\* Please include evidence of this qualification as part of your tender.** |

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| **Professional conduct** |  |
| Have you worked or are you working for the Council in another capacity?If yes, please describe; | Yes [ ] No [ ]  |
| Do you have a valid Disclosure Certificate from the Disclosure and Barring Service?\* | Yes [ ] No [ ]  |
| Are you willing to obtain a Disclosure Certificate from the Disclosure and Barring Service – this is now a mandatory requirement.  | Yes [ ] No [ ]  |
| **\* You will be required to produce evidence before acceptance to the DPS** |

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| **References** |  |
| Are you able provide two references from organisations with a recent direct knowledge of your work?\*Please attach contact details (name, address, telephone number) as part of your submission. | Yes [ ] No [ ]  |

**Appendix 1 - Form of Tender**

To be signed by someone authorised to act for your organisation

TO: THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF SOUTHWARK

I/We the undersigned hereby offer to provide Southwark Council the services that the Council is procuring. I/we undertake to do this in accordance with the Conditions of Contract and the procurement instructions to Tenderers issued by the Council in connection with this procurement at the prices that we have submitted in the enclosed Pricing Schedule.

If this Tender that we are submitting is accepted by the Council I/we agree to execute a contract on the terms issued by the Council. I/we agree that, until such a contract is executed the Conditions of Contract and instructions to Tenderers issued by the Council and the tender submitted by us including the prices stated in our Pricing Schedule together with the Council’s written acceptance shall form the Contract.

|  |  |
| --- | --- |
| **Hourly rate (words)** |  |
| **Hourly rate (figures)** |  |
| **Signature** |  |
| **Job title** |  |
| **Name and address of tenderer***(For a limited liability company, the address of the registered office should be given.)* |  |
| **Date** |  |

**Appendix 2 - Certificate of non-collusion and non-canvassing**

To be signed by someone authorised to act for your organisation.

Please sign the certificate below and also provide a certificate in the same format from each of your partners/consortium members/sub-contractors

DN323115 Family Group Conference Coordinators (the “Contract”)

**(i) Statement of non-canvassing**

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**(ii) Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

(a) communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or

(b) enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or

(c) offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.

In this certificate, the word ‘person’ includes any persons and any body or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, whether legally binding or not.

I/we agree that the Council may, in its consideration of the tender submitted by us and in any subsequent actions, rely upon the statements made in this Certificate of non-collusion, and non-canvassing.

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| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |

Declaration

To be signed by someone authorised to act for your organisation.

I confirm that, as far as I know, the answers given in this Tender Return (and any supporting modules) are correct. I understand that you will use the information to assess my organisation’s suitability to bid for the contract.

As far as I know, the information in this Tender Return is accurate. I understand that giving false information could result in my organisation’s bid being excluded.

I accept that it would be wrong to try to influence staff or councillors when they are awarding this contract.

Please note that if you fill in the Tender Return electronically using Pro Contract [[https://procontract.due-north.com](https://procontract.due-north.com/)/](https://procontract.due-north.com/) we will consider that it has been signed electronically within the meaning of the Electronic Communications Act 2000.

By signing by hand or sending us this Tender Return electronically, you agree that you fully understand what this means. If we find out that you (or someone acting for you, with or without your knowledge) have made any type of gift or promise (financial or otherwise) to get a contract or other agreement, or to prevent other people from getting a contract, we may cancel the contract and recover any costs from your company.

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| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |