**Appendix A**

**Suppliers Response to the Statement of Requirements**

1. Please provide a brief history and outline of your organisation

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2. Please complete the table below detailing turnover for the last two financial years.

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| --- | --- | --- |
| **Financial year:** | **Total annual turnover (£)** | **Profit (as % of turnover before tax)** |
|  |  |  |
|  |  |  |
| **Company name and registered address:** |  |
| **Company registration number (if applicable):** |  |

1. Please provide details of all insurance cover currently in force.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insurance cover required:** | **Insurer** | **Policy No** | **Cover (£)** | **Renewal Date** |
| **Public Liability** **Min £5m** |  |  |  |  |
| **Employers Liability £5m** |  |  |  |  |
| **Professional Indemnity £2m** |  |  |  |  |

 If your organisation does not currently hold the required insurance cover, please confirm that you would be willing to have the levels stated if you were successful on being awarded the contract.

**Yes / No**

1. Requirements under the Modern Slavery Act 2015:

|  |  |  |
| --- | --- | --- |
| 4.1 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? Which means do you operate at all within the UK with a turnover in excess of 36M | YES/NO |
| 4.2 | If you have answered yes to question 1 are you compliant with the annual reporting – please provide the relevant URL to view full statement | YES/NOURL:  |

AC1 Please provide details of how you propose to meet the requirements outlined in the specification and deliver the project requirements.

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AC2 Please provide TWO case studies detailing current contracts (within last 5 years) of a similar nature or which show relevant previous experience

Case Study 1

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| --- |
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Case Study 2

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AC3 Please provide a statement indicating the resources available to you to support this contract and the qualifications, experience and availability (in FTE’s) of each person that you would use.

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AC4 The District Councils will seek to engage with providers who will be able to promote and deliver to economic, social and environmental well-being in Oxfordshire as part of the contract, as covered under the Public Services (Social Value) Act 2012.

Please demonstrate where your organisation is able to meet Social Value considerations as part of the wider impact of goods, works or services, giving specific details of what will be delivered in line with this contract.

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**Pricing**

Please insert your fixed quotation price for the entire duration for the proposed contract **excluding VAT.** Please ensure that you have broken down the pricing to include all supplies/services/works required and any additional costs in proving the Service and include any added value such as early payment rebates.

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**Additional information required – not applicable for Goods only**

In addition to the Construction Industry Scheme (CIS), the Council has an obligation to comply with the Intermediaries Legislation, commonly known as IR35. The Council is responsible for identifying and determining which contractors fall within the scope of IR35. In making a decision the Council will consider the information provided by the contractor and will refer to guidance published by HMRC and apply the HMRC assessment tool as necessary.

Where services or works are being provided the following information must be supplied.

|  |  |  |
| --- | --- | --- |
| **Question** | **Possible answer** |  |
| Which option best describes how the service/works will be delivered. | By one individual |  |
| If one individual, is there a substitute? |  |
| By more than one individual |  |
| Some of all elements will be outsourced  |  |
| If Yes, please specify: |
| Please confirm the employment status of anyone who would be working on the proposed contract. | Self-employed |  |
| If Yes, please provide your Unique Tax Reference No. |
| Employed and subject to PAYE |  |
| Other - please specify |  |
| No |  |

**Appendix B**

**Declarations**

As a public sector body, the Council has a number of obligations. Please tick the boxes with which you comply below and sign to confirm.

|  |  |
| --- | --- |
|  |  |
| Please confirm that you have not canvassed or solicited any member, employee or agent of the Council in connection with this quotation. |  |
| If the service/works are being delivered from within Oxfordshire, please tick to confirm that your employees are paid in excess of the Oxford Living Wage: 1/4/19 – 31/3/20 £10.02 |  |
| Please confirm that you have not colluded with any other person (person, body or association corporate or incorporate) in relation to this quotation. |  |
| Please confirm that the information supplied in this document is accurate and complete and that no gift or offer of a gift or consideration as an inducement or reward has been made to any member, employee or agent of the Council. |  |
| The Council is subject to freedom of information requests under the Freedom of Information Act 2000. Please confirm that if you consider any of the information in this quotation to be of a sensitive nature you have advised us of such sensitivity and the reasons for its sensitivity. |  |
| The Council under the Transparency Agenda must publish all spend of over £500 in a single transaction, as well as details of contracts that it holds. Please confirm your understanding that information not exempt from disclosure under the Freedom of Information Act 2000 is not confidential information.  |  |
| Please confirm that your organisations directors or any other person who has powers of representation, decision of control has not been convicted of conspiracy, corruption, the offence of bribery, fraud, money laundering or any other offence within the meaning of Article 57(1) of the Public Contracts Regulations 2015. |  |

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| **Organisation name:** |  |
| **Contact name:**  |  |
| **Signed:** |  |
| **Position:** |  |
| **Date:** |  |

**Appendix C**

**Confidential Information Statement**

We the undersigned, understand that we are allowed access to confidential information belonging to Oxford City Council (“Council”) in order to prepare our quotation for the Contract. This may include personal information under the terms of General Data Protection Regulation (GDPR) (EU) 2016/679

This information will be kept secure at all times while in our possession. Only those staff within our organisation that are required to see the information in order to prepare the quotation, are to be given access to the information.

The information will not be used for any purpose, other than for which it is being supplied.

No part or parts of the information will be retained once the quotation has been submitted, save as that required to be retained for audit and compliance purposes. The recipient will retain the minimum confidential information that is required for the audit and compliance purposes and will treat such information with the same degree of care as we exercise for our own confidential information.

The Terms of this Agreement will also be applied to any other organisations, such as sub-contractors or consultants, who may work with us to provide information to prepare the tender.

Should any breach of the above take place, we will immediately notify the Council’s Chief Technology & Information Manager by emailing dataprotection@oxford.gov.uk.

|  |  |
| --- | --- |
| **Company name:** |  |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |