**This document is broken down into the following sections:**

1. Standard Selection Questionnaire – These are questions asked of all Bidders for Public Sector Contracts.
2. Quality Questions - These questions detail your approach to the delivery of this project.
3. Social Value Questions - These questions detail your approach to Social Value.
4. Equality and Diversity Questions - These questions detail your approach to Equality and Diversity.
5. Anti Collusion Certificate
6. Certificate as to Canvassing
7. Ethical Walls Agreement
8. Form of Tender Letter

**Standard Selection Questionnaire**

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this

self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Notes for completion**

1. The “authority” means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable Suppliers to participate in this procurement process.

2. “You”/ “Your”, “Supplier” or Bidder means the potential supplier completing this standard Selection Questionnaire **i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided.** The term ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 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. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

4. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.

5. 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.

6. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

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.

8. Please upload a completed version of this document via the procurement portal [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk/)

**Sub-contracting arrangements**

9. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

10. The authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

11. Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the authority as being necessary for the satisfactory performance of the contract.

12. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

‘**Self-cleaning’**

13. Any Supplier that answers ‘Yes’ to questions within part 2 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

*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*

**Standard Questionnaire: Part One: Potential supplier Information**

|  |  |  |
| --- | --- | --- |
| **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  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? | Yes ☐  No ☐  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? | 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)  a) Voluntary Community Social Enterprise (VCSE)  b) Sheltered Workshop  c) Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](https://ukc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-gb&rs=en-gb&wopisrc=https%3A%2F%2Fwestofenglandca.sharepoint.com%2Fsites%2FPolicyStrategy%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F75de827b868148cda09822b33fe2ae1b&wdenableroaming=1&mscc=1&hid=-18300&uiembed=1&uih=teams&hhdr=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fteams.microsoft.com%22%2C%22pmshare%22%3Atrue%2C%22surl%22%3A%22%22%2C%22curl%22%3A%22%22%2C%22vurl%22%3A%22%22%2C%22eurl%22%3A%22https%3A%2F%2Fteams.microsoft.com%2Ffiles%2Fapps%2Fcom.microsoft.teams.files%2Ffiles%2F713525284%2Fopen%3Fagent%3Dpostmessage%26objectUrl%3Dhttps%253A%252F%252Fwestofenglandca.sharepoint.com%252Fsites%252FPolicyStrategy%252FShared%2520Documents%252FSouth%2520West%2520Energy%2520Hub%252F04.%2520Delivery%252F12.%2520Hsg%2520Retrofit%252FGHG%2520LAD%2520Procurement%252FDraft%2520tender%2520documents%252F2.0%2520LADs2%2520Document%25202%2520Supplier%2520Questionnaire%2520and%2520Quality%2520Questions.docx%26fileId%3D75de827b-8681-48cd-a098-22b33fe2ae1b%26fileType%3Ddocx%26ctx%3Drecent%26scenarioId%3D18300%26locale%3Den-gb%26theme%3Ddefault%26version%3D20201217029%26setting%3Dring.id%3Ageneral%26setting%3DcreatedTime%3A1612856083964%22%7D&wdorigin=TEAMS-ELECTRON.recent.recent&wdhostclicktime=1612856083914&jsapi=1&jsapiver=v1&newsession=1&corrid=79fb17a5-c01a-4008-baff-dcd268a69e54&usid=79fb17a5-c01a-4008-baff-dcd268a69e54&sftc=1&sams=1&accloop=1&sdr=6&scnd=1&hbcv=1&htv=1&hodflp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn2)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](https://ukc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-gb&rs=en-gb&wopisrc=https%3A%2F%2Fwestofenglandca.sharepoint.com%2Fsites%2FPolicyStrategy%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F75de827b868148cda09822b33fe2ae1b&wdenableroaming=1&mscc=1&hid=-18300&uiembed=1&uih=teams&hhdr=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fteams.microsoft.com%22%2C%22pmshare%22%3Atrue%2C%22surl%22%3A%22%22%2C%22curl%22%3A%22%22%2C%22vurl%22%3A%22%22%2C%22eurl%22%3A%22https%3A%2F%2Fteams.microsoft.com%2Ffiles%2Fapps%2Fcom.microsoft.teams.files%2Ffiles%2F713525284%2Fopen%3Fagent%3Dpostmessage%26objectUrl%3Dhttps%253A%252F%252Fwestofenglandca.sharepoint.com%252Fsites%252FPolicyStrategy%252FShared%2520Documents%252FSouth%2520West%2520Energy%2520Hub%252F04.%2520Delivery%252F12.%2520Hsg%2520Retrofit%252FGHG%2520LAD%2520Procurement%252FDraft%2520tender%2520documents%252F2.0%2520LADs2%2520Document%25202%2520Supplier%2520Questionnaire%2520and%2520Quality%2520Questions.docx%26fileId%3D75de827b-8681-48cd-a098-22b33fe2ae1b%26fileType%3Ddocx%26ctx%3Drecent%26scenarioId%3D18300%26locale%3Den-gb%26theme%3Ddefault%26version%3D20201217029%26setting%3Dring.id%3Ageneral%26setting%3DcreatedTime%3A1612856083964%22%7D&wdorigin=TEAMS-ELECTRON.recent.recent&wdhostclicktime=1612856083914&jsapi=1&jsapiver=v1&newsession=1&corrid=79fb17a5-c01a-4008-baff-dcd268a69e54&usid=79fb17a5-c01a-4008-baff-dcd268a69e54&sftc=1&sams=1&accloop=1&sdr=6&scnd=1&hbcv=1&htv=1&hodflp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn3)  - 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.[[4]](https://ukc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-gb&rs=en-gb&wopisrc=https%3A%2F%2Fwestofenglandca.sharepoint.com%2Fsites%2FPolicyStrategy%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F75de827b868148cda09822b33fe2ae1b&wdenableroaming=1&mscc=1&hid=-18300&uiembed=1&uih=teams&hhdr=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Fteams.microsoft.com%22%2C%22pmshare%22%3Atrue%2C%22surl%22%3A%22%22%2C%22curl%22%3A%22%22%2C%22vurl%22%3A%22%22%2C%22eurl%22%3A%22https%3A%2F%2Fteams.microsoft.com%2Ffiles%2Fapps%2Fcom.microsoft.teams.files%2Ffiles%2F713525284%2Fopen%3Fagent%3Dpostmessage%26objectUrl%3Dhttps%253A%252F%252Fwestofenglandca.sharepoint.com%252Fsites%252FPolicyStrategy%252FShared%2520Documents%252FSouth%2520West%2520Energy%2520Hub%252F04.%2520Delivery%252F12.%2520Hsg%2520Retrofit%252FGHG%2520LAD%2520Procurement%252FDraft%2520tender%2520documents%252F2.0%2520LADs2%2520Document%25202%2520Supplier%2520Questionnaire%2520and%2520Quality%2520Questions.docx%26fileId%3D75de827b-8681-48cd-a098-22b33fe2ae1b%26fileType%3Ddocx%26ctx%3Drecent%26scenarioId%3D18300%26locale%3Den-gb%26theme%3Ddefault%26version%3D20201217029%26setting%3Dring.id%3Ageneral%26setting%3DcreatedTime%3A1612856083964%22%7D&wdorigin=TEAMS-ELECTRON.recent.recent&wdhostclicktime=1612856083914&jsapi=1&jsapiver=v1&newsession=1&corrid=79fb17a5-c01a-4008-baff-dcd268a69e54&usid=79fb17a5-c01a-4008-baff-dcd268a69e54&sftc=1&sams=1&accloop=1&sdr=6&scnd=1&hbcv=1&htv=1&hodflp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#_ftn4)  (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

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| --- | --- | --- |
|  | **Bidding model** | |
| **Question number** | **Question** | **Response** |
| 1.2(a) – (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  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  bidder 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? | 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.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 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 |  |  |  |  |  | | |

**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 authority 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.

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|  | **Contact details and declaration** | |
| **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 |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Standard Questionnaire: Part Two: 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). | | |
|  | Participation in a criminal organisation. | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 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,  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. | |  |
| 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. | |  |
|  |  |  |  |

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** | **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. | |
| 3.1 (a) | Breach of environmental obligations?  . | Yes ☐  No ☐  If Yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If Yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  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 laws and regulations of any State? | Yes ☐  No ☐  If Yes please provide details at 3.2 |
| 3.1 (e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If Yes please provide details at 3.2 |
| 3.1 (f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  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? | Yes ☐  No ☐  If Yes please provide details at 3.2 |
| 3.1 (h) | Been involved in the preparation of the procurement procedure? | Yes ☐  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? | Yes ☐  No ☐  If Yes please provide details at 3.2 |
| 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. | Yes ☐  No ☐  If Yes please provide details at 3.2      Yes ☐  No ☐  If Yes please provide details at 3.2    Yes ☐  No ☐  If Yes please provide details at 3.2    Yes ☐  No ☐  If Yes please provide details at 3.2 |

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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) |  |

**Standard Questionnaire: Part Three: Selection Questions**

Please see 1.0 LADs2 Document 1 GHG LAD ITT – 18.4 for full details of how we will evaluate your Financial Standing.

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| **Section 4** | **Economic and Financial Standing** | |
|  | **Question** | **Response** |
| 4.1 | 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. | Yes ☐  No ☐ |
| (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. | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐  No ☐ |
|  | (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). | Yes ☐  No ☐ |
| 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. | Yes ☐  No ☐ |

|  |  |  |
| --- | --- | --- |
| **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:** | |
| **Name of organisation** | |  |
| **Relationship to the Supplier completing these questions** | |  |
| 5.1 | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| 5.2 | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| 5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability** |
| 6.1 | **Relevant experience and contract examples**  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, VCSE’s may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years.  The named customer contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  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 will 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).  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.    If you cannot provide examples see question 6.3 |

|  |  |
| --- | --- |
|  | Contract 1 |
| Name of customer organisation |  |
| Point of contact in the organisation |  |
| Position in the organisation |  |
| Email 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 |  |
| Email 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 |  |
| Email address |  |
| Description of contract |  |
| Contract start date |  |
| Contract completion date |  |
| Estimated contract value |  |

|  |  |
| --- | --- |
| 6.2 | 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)    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) |
|  |  |

|  |  |
| --- | --- |
| 6.3 | If you cannot provide at least one example for questions 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. |
|  |  |

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| --- | --- | --- |
| **Section 7** | **Modern Slavery** | |
| 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")? | Yes ☐  No ☐ |
| 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? | Yes ☐  Please provide the relevant url to view the statement …    No ☐  Please provide an explanation |

**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.**

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| a. | 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:  Y/N    Employer’s (Compulsory) Liability Insurance = £10m  Public Liability Insurance = 25m  Professional Indemnity Insurance = 5m  This is a pass/fail requirement. |

|  |  |
| --- | --- |
| **8.2** | **Terms and Conditions** |
| b. | Please confirm that you accept the Terms and Conditions as detailed 9.0 LADs 2 Document 9 Terms and Conditions.  This is a pass/fail requirement |

|  |  |
| --- | --- |
| **8.3** | **Not used** |

|  |  |  |
| --- | --- | --- |
| **Section 9** | **Health and Safety and Equality and Diversity** |  |
| **9.1** | **Health and Safety**    Please confirm that any installations completed by either your organisation, or your chosen sub-contractor, will comply to all the Health and Safety requirements contained within the CDM regulations and the Health and Safety at work act 1979.. | Yes ☐  No ☐ |
| **9.2** | **Equality and Diversity** | |
| *For the avoidance of doubt, should question C relating to subcontractors not be relevant to your organisation for this provision, please enter “N/A”* | |
|  |  |
| a) In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes ☐  No ☐ |
| b) In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? | Yes ☐  No ☐ |
| If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.    If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring | |
| 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? | Yes ☐  No ☐  N/A ☐ |

For the list of exclusions, please see

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>

See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

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)

Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

[See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes)

**QUALITY QUESTIONS**

Please see the following documents for an explanation as to how these questions will be evaluated.

* LADs2 Document 1 GHG LAD Invitation to Tender Open Volume One Sections 15,16 and 18
* 1A Document 1: GHG LAD ITT - Appendix A - Example Evaluation Sheet for full details as to how these questions will be evaluated

|  |  |  |
| --- | --- | --- |
| **1** | **Business process, supply chain and customer journey management** |  |
|  | QUESTION | WEIGHTING |
| 1.1 | The tenderer must explain their approach to lead generation, identifying any existing arrangements or aspirations for new relationships. This should include, but is not limited to;   1. Marketing strategy and tools; 2. Working with lead-gen partners; 3. Consultations with local authorities and support from regional or local stakeholders 4. Managing door-stepping and pressurised sales approaches. 5. Providing a project programme, detailing key steps and installation estimates – this is linked to KPI 1 6. Anticipated conversion rate   Your answer is restricted to a word count of 1000 plus an additional single, A3 sized, appendix for the project programme to answer this question. | 35% |
| 1.2 | The tenderer must provide details of how they will manage the Customer Journey. This should consider the requirements set out in 5.0 LADs2 Document 5 Section B Customer Journey and identify the following:   1. Data collection and storage: confirm systems in place to ensure accurate recording of customer details, identification of where the customer is in their installation journey, for invoicing and reporting to meet the programme objectives. 2. Data protection compliance for data storage and sharing. (WECA requirements are via MS teams) 3. Customer complaints procedure and appeals process. (The tenderer should supply a process map identifying key staff involved in the process); 4. How they will manage vulnerable customers or individuals with specific needs. 5. Touch points in the customer journey that result in visits to the customer journey to be compliant with PAS2035. 6. Ensuring compliance with Covid-19 safety procedures and how these will be monitored.   Your answer is restricted to a word count of 1000 plus an additional single A4 page dedicated to a detailed process map for the customer journey plus a single A4 page dedicated to a process flow map for complaints process. | 25% |
| 1.3 | The tenderer will detail how the technical and contract requirements will be cascaded. This should include:   1. Updating project staff including customer advisors. 2. Providing clear and concise information to all sub-contractors (Assessors, Retrofit Coordinators, Installers, etc.) 3. How you will manage any changes or updates to ensure these are disseminated in a timely manner 4. How you will monitor the implementation the requirements and in particular any changes or updates. 5. How you will support staff and sub-contractors to provide excellent customer service and quality installations. 6. Your process for improving services and sharing learning with staff and sub-contractors.   Your answer is restricted to a word count of 750. | 15% |
| 1.4 | Using the PAS2035 methodology, the tenderer must explain how they propose to confirm eligibility of Customers and Dwellings to ensureonly appropriate Measures (for the Dwelling and personal circumstances) are recommended, and subsequently installed, in line with the requirements at Schedule 1 Part 02.  Benefits data, LA Flex SoI’s, Council Tax exemptions are all known proxies for low income. The Funders welcome suggestions for alternative approaches including machine learning (AI). All routes will require proof of compliance for fraud prevention purposes.  Your answer is restricted to a word count of 1000. | 25% |
|  | **Subtotal** | **100** |
| **2** | **Understanding of technical requirements** |  |
|  | QUESTION | WEIGHTING |
| 2.1 | The tenderer must provide evidence that they, and any sub-contractors, will be ready to deliver measures by the ‘commencement date’. This will include:   1. Certification to PAS 2030:2019 together with relevant Microgeneration Certification Scheme and Trustmark Registrations 2. Confirmation that any EPC assessors are qualified as Retrofit Assessors under PAS2035 and are currently registered with an appropriate PAS2035 certification body. 3. Confirmation that all Retrofit Coordinators are qualified and registered with Trustmark under the PAS2035 certification scheme. 4. Allocation of Retrofit Coordinators as follows; directly employed, directly sub-contracted and assigned to a sub-contracted installer. 5. How many sub-contractors need to upgrade their PAS2030:2017 certification to be 2030:2019 compliant by the ‘commencement date’.   Your answer is restricted to a word count of 1500 plus any relevant copies of certification to provide evidence. | 40% |
| 2.2 | The tenderer must explain their quality assurance approach, this should include internal processes as well as work carried out on site.   1. Monitoring communications with customers; ensuring clarity (appropriateness of language used, minimisation of abbreviations and industry jargon), scope of works, limitations (any exclusions), timescales for delivery, appointment of contractors, sign-off process etc.; 2. Management of customers/installations throughout the delivery process. 3. How customer satisfaction will be monitored; 4. Ensuring appropriate materials are specified including upgrading of ventilations systems as required under PAS2035; 5. Site inspections particularly focussing on the main issues involved with energy retrofit – thermal bridging, air-tightness, ventilation and moisture control; 6. Managing multiple installations on the same property; this applies to properties that have received improvements under other circumstances, and where this contract will deliver more than one measure upgrade. 7. How non-fabric measures will be inspected and commissioned, and processes in place to ensure customer understands how to operate and alter any pre-set controls. 8. Outline their site inspection regime and any other quality assurance/audits carried out by third parties on their work.   Your answer is restricted to a word count of 1500 to provide evidence. | 40% |
| 2.3 | The tenderer must provide an organogram of all job roles within the Delivery Organisation working on this project, and the relationship with any sub-contractors (i.e. dotted line for contract/project management responsibilities).  The tenderer must, for each role, identify a named individual and provide a brief CV detailing experience, professional skills and qualifications that are relevant to their role for this contract.  Where sub-contractors are known, the name of the sub-contractor and their Trust Mark certification number should be provided.  Your answer is restricted to a word count of 1500 to provide evidence, Individual CVs should be no longer than 250 words for each named individual. | 20% |
|  | **Subtotal** | **100** |
| **3** | **Finance management, best value and approach to levering additional funding** |  |
|  | QUESTION | WEIGHTING |
| 3.1 | The tenderer must explain how they will ensure robust financial managementsystems are in place, including invoicing systems for the purchaser and for Customers expected to contribute, and payment systems for the supply chain.  Your answer is restricted to a word count of 1000 to provide evidence. | 30% |
| 3.2 | The tenderer must explain their approach to the management of sub-contractors and the wider supply chain to ensure value for money and strong performance against appropriate Key Performance Indicators. This will include, but not be limited to:   1. Financial standing of the contractors – ensuring sub-contractors are financially secure to deliver works for the duration of the contract. 2. How prompt payment of the supply chain will be assured and the payment terms you have in place or plan to implement with sub-contractors; 3. How you have selected subcontractors to do particular work under the Contract to ensure a balance between value for money and quality of installation. Managing installations against agreed specifications, minimising substitutions or where this is unavoidable ensuring necessary compliance. 4. How sub-contractors will be performance managed, including incentives and penalties; 5. Contingency planning for replacing poorly performing contractors, or members of the supply chain becoming unavailable to do work, or supply/product side delays; and 6. The commitment of any sub-contractors to the delivery aspirations of this project.   Your answer is restricted to a word count of 2000 to provide evidence. | 70% |
|  | **Subtotal** | **100** |
| **4** | **Robust and realistic mobilisation** |  |
|  | QUESTION | WEIGHTING |
| 4.1 | The tenderer must provide a Mobilisation Plan that sets out as a minimum:   1. On-boarding any sub-contractors 2. Development and delivery of any new or upgraded ICT systems to meet the requirements of this contract. 3. How they will report to the Purchaser on progress towards milestones and all other requirements set out in the mobilisation plan. 4. Leads – existing known leads and lead generation.   Your answer is restricted to a word count of 2000 to provide evidence plus a single A4 sheet for the Mobilisation Plan. | 35% |
| 4.2 | The tenderer must explain how customer service staff will be trained to meet the requirements of this contract. This will include:   1. Upskilling and / or re-training of in-house staff; and 2. The approach to recruitment and training of any new members of staff. 3. How the transition to delivery under PAS2035 differs from customer journey and delivery under previous schemes.   Your answer is restricted to a word count of 1000. | 30% |
| 4.3 | The tenderer must explain how they plan to manage upfront costs and cashflowduring the Mobilisation Period i.e. from Contract Award to Commencement Date.  Your answer is restricted to a word count of 1000. | 35% |
|  | **Subtotal** | **100** |

**SOCIAL VALUE QUESTION(S)**

|  |  |  |
| --- | --- | --- |
| **1** | **Social Value** |  |
|  | QUESTION | WEIGHTING |
| 1.1 | Describe the commitment your organisation will make to both help local communities to manage and recover from the impact of COVID-19.  This should be focused on the creation of employment, re-training and other return to work opportunities for those left unemployed by COVID-19, particularly for those who face barriers to employment and/or who are located in deprived areas. You should attempt to link your answer to the wider issue of a lack of capacity within the retrofit industry.  Your answer is restricted to a word count of 500. | 50% |
| 1.2 | Describe the commitment your organisation will make to support local supply business in order to create local economic recovery and resilience from COVID-19.  This should be focussed on maximising the use of local supply chains goods, products and service particularly where a SME can be used.  Your answer is restricted to a word count of 500. | 50% |
|  | **Subtotal** | **100** |

**EQUALITY AND DIVERSITY QUESTIONS**

|  |  |  |
| --- | --- | --- |
| **1** | **Equality and Diversity Approach** |  |
|  | QUESTION | WEIGHTING |
| 1.1 | What does your organisation do to ensure good equality and diversity practices are embedded within both your approaches as an employer and as a service provider? Please reference your policy approach in regard to equality, diversity, Protected Characteristics and the Equality Act 2010.  Your answer is restricted to a word count of 500. | 30% |
| 1.2 | Focussing on the last 3-year period, please provide details and at least two examples of improved practice/developments you have made in regard to your employment practices and at least two examples of improved practice/developments you have made in regard to your service delivery which demonstrate good practice in respect of equality and diversity along with results achieved.  Your answer is restricted to a word count of 500 | 60% |
| 1.3 | What approaches do you take to ensure that good equality and diversity practices exist in your supply chain?  Your answer is restricted to a word count of 250 | 10% |
|  | **Subtotal** | **100** |

**NON-COLLUSION CERTIFICATE**

I, the undersigned, in submitting the accompanying Tender to

West of England Combined Authority

………………………………………………………………………………………………

in relation to Green Homes Grant Local Authority Delivery Phase 2

certify on behalf of (name of supplier) ………………………………………………

that:

1. This Quote is made in good faith, and is intended to be genuinely competitive;
2. The amount of this Quote has been arrived at independently, and has not been fixed, adjusted or influenced by any agreement or arrangement with any other undertaking, and has not been communicated to any competitor;
3. We have not entered into any agreement or arrangement with any competitor or potential competitor in relation to this Quote;
4. I have read and I understand the contents of this Certificate, and I understand that knowingly making a false declaration on this form may result in legal action being taken against me.

In this certificate, the word ‘competitor’ includes any undertaking who has been requested to submit a Quote or who is qualified to submit a Quote in response to this request for Quote, and the words ‘any agreement or arrangement’ include any such transaction, whether or not legally binding, formal or informal, written or oral.

SIGNED: ....................................................

FOR AND ON BEHALF OF:........................................

DATE:.........................................

**Certificate as to Canvassing**

I/We hereby certify that I/We have not canvassed or solicited any Member, Officer or Employee of WECA or the South West Energy Hub, in connection with the acceptance of this tender or any other tender or proposed tender for the service and that no person employed by me/us or acting on my/our behalf has so acted.

I/We further hereby undertake that I/We will not in future canvass or solicit any member, officer or employee of WECA or the South West Energy Hub in connection with the award of this tender or any other tender or proposed tender for the service and that no person employed by me/us or acting on my/our behalf will so act.

Signed:

Designation:

(Duly authorised to sign tenders and give such certificate for and on behalf of :

Tenderer

Date: Address:

DRAFT Ethical Walls Agreement

**To be completed by all organisations which intend to submit more than one Tender in any one Lot**

1. PURPOSE OF THIS POLICY

* 1. This ethical walls policy (“Policy”) is designed to control communications between personnel of [potential Supplier’s name] (“Bidder”) where it intends to be Connected to more than one Tender in the process for the Procurement.
  2. The Policy is required by the Authority to ensure that where a Bidder is Connected to more than one Tender in a Lot, there will be equal competitive opportunity within the Procurement.
  3. The purpose of this document is to define the nature and structure of the Ethical Wall (as defined below) that will be required between the Bidder’s Bid Teams. [Potential Supplier’s name] has appointed [xxxx] as its representative for the Procurement and they shall report any difficulty in complying with the requirements of this policy to the Authority.
  4. **Bidders should note that in circumstances where they are not integral to a Tender but may be associated with it, for example, in more general sub-contracting arrangements, the Policy may not need to apply, and the Bidder should discuss the situation with the Authority in order to confirm its application/provide any assurances required.**

1. DEFINITIONS

In this Policy, the following defined terms are used:

“Connected” means being associated with a Tender, whether as a lead Bidder, a named subcontractor which is being relied on to submit a Tender/is integral to a Tender, a member of a consortium, or any other involvement with a Tender to be submitted in relation to the Procurement

“Bid Team” means those individuals (whether within the Bidder’s own organisation or its subcontractors or agents) who are involved, directly or indirectly, in putting together a bid in relation to the Procurement;

“Ethical Wall” means an internal communication barrier providing separation between different teams /departments /Bid Teams to protect confidentiality and prevent collusion and any conflicts of interest;

“Information” means any written or oral information not in the public domain which relates to the content of an intended Tender submission by the Bidder;

“Procurement” means the competitive process for the Provision of Delivery Organisations to support the Green Homes Grant Local Delivery Phase 2.

1. SEPARATION OF BID TEAMS
   1. Under the terms of the ITT documents, Bidders may submit Tenders in up to two Lots and will be awarded a maximum of two contracts accordingly. Bidders may submit more than one Tender per Lot in certain circumstances. For example, a Bidder may wish to Tender in their own name and as part of a consortium bid for the same Lot, or a Bidder may wish to be named as a subcontractor in relation to more than one Tender for a Lot.
   2. Where a Bidder is Connected to more than one Tender in one Lot, it will declare this to the Authority. There will be an organisational separation of the Bid Teams within the Bidder in relation to each Tender, to maintain an effective communication barrier between the respective Bid Teams. As a minimum, there will be:
      1. physical separation for normal day to day working (to the extent that this is reasonably possible) of such teams, in separate buildings or in separate areas within the same building;
      2. organisational separation for such teams, including separate reporting and management lines to avoid potential conflicts of interest;
      3. demonstration, at the Authority’s request, that the respective Bid Teams are submitting independent Tenders and are not collaborating or colluding in relation to Connected Tenders.
2. ACCESS TO INFORMATION
   1. Disclosure of Information between Bid Teams by or on behalf of any members of those teams is prohibited. If one Bid Team receives Information from another Bid Team, it must be ignored, destroyed, and/or where in a physical form returned to that Bid Team without review.
3. CONFIDENTIALITY
   1. The Bid Team is required to keep confidential the Authority’s confidential information relating to the Authority’s business and the procurement.
4. DEALING WITH THE AUTHORITY
   1. Bidder personnel shall not collude with, incentivise or collaborate with the Authority staff in relation to any aspect of the Procurement. Bidders are reminded that they will be required to submit Certificates of Non-Collusion and Non-Canvassing as part of a compliant Tender submission.
5. GUIDANCE TO BIDDER STAFF
   1. All members of a Bid Team must be informed of and required to comply with the provisions of this Policy.
   2. If any member of Bidder's staff gains or discloses Information in breach of these requirements, that person shall be removed from the relevant Bid Team with immediate effect if so requested by the Authority.
   3. The Bidder shall provide any new personnel joining any Bid Team (whether from within its organisation or from any subcontractor or agent) with a copy of this Policy and shall ensure their compliance with this Policy.
6. DURATION
   1. Unless the parties agree otherwise, this Policy will be applicable to Bidder during the course of the Procurement up until the award of a Contract for a Lot.

For the Bidder staff member respondent (to be completed by all relevant Bidder staff members) – **to indicate that you undertake to abide by this policy, please sign and return a copy of this document to the Authority with your Tender submission.**

Signed Name

Title Date

**Form of Tender Letter**

**Form of Quotation**

**Invitation to tender for: Provision of Delivery Organisations to support the Green Homes Grant Local Delivery Phase 2 – Using the Open procedure.**

To: West of England Combined Authority.

I/We the undersigned, having read the Conditions of Contract and Specifications do hereby offer to complete the supply of goods/services required to be performed in the carrying out of the above contract in accordance with the above documents, to the criteria as appended to this form of quotation.

I/We, hereby undertake to enter into a Contract incorporating such Conditions of Contract, Specification, drawings and this Quotation, and I/We hereby agree that in the event of my/our Quotation being accepted, until such Contract be executed, the said Conditions of Contract, Specification, and Quotation, together with the acceptance thereof in writing, shall constitute a Contract. I/We agree that my/our offer shall remain open for acceptance for a period of twelve weeks from the date fixed for return of quotations.

I/We agree that my/our quotation remains open for consideration for a period of 120 days from the date fixed for lodgement of quotes. I/We declare that insurance, Contract Particulars is currently maintained by me/us and shall be maintained in accordance with the Contract Particulars.

I/We confirm that I/we have the capability and resources to meet all requirements of the brief in terms of quality, cost and time.

Signed:

Designation:

(Duly authorised to sign tenders and give such certificate for and on behalf of :

Tenderer

Date:                                             Address: