**Section F**

**Bid Response Document**

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| **Section 1** | **SUPPLIER INFORMATION**  Please answer the following questions in full | |
| 1.1 | Full name of the potential supplier submitting the information | Bidder Response |
| 1.2 | Registered office address (if applicable) | Bidder Response |
| 1.3 | Registered website address (if applicable) | Bidder Response |
| 1.4 | Trading status – please indicate your 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) | Bidder Response |
| 1.5 | Date of registration in country of origin | Bidder Response |
| 1.6 | Company registration number (if applicable) | Bidder Response |
| 1.7 | Charity registration number (if applicable) | Bidder Response |
| 1.8 | Head office DUNS number (if applicable) | Bidder Response |
| 1.9 | Registered VAT number - Please provide your VAT registration number if applicable | Bidder Response |
| 1.10 | 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 4. None of the above | Bidder Response |
| 1.11 | Are you a Small, Medium or Micro Enterprise (SME)? Please answer Yes/No  See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> | Bidder Response |
| 1.12 | 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) | Bidder Response |
| 1.13 | 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) | Bidder Response |
| 1.14 | **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. | |
| Contact name | Bidder Response |
| Name of organisation | Bidder Response |
| Role in organisation | Bidder Response |
| Phone number | Bidder Response |
| E-mail address | Bidder Response |
| Postal address | Bidder Response |
| Signature (electronic is acceptable) | Bidder Response |
| Date | Bidder Response |

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| **Section 2** | **ELIGIBILITY QUESTIONNAIRE (EQ) CRITERIA** |
| **2.1** | The bidder confirms that they agree to the Terms and Conditions of Contract included in Annex B of the Request for Quotation document?  **Pass =** Agreement to abide by the Terms and Conditions of contract  **Fail =** no response or no agreement to abide by the Terms and Conditions of the Contract |
| Bidder Response: |
| **2.2** | This opportunity is only available to organisations who have a presence and services in London. Please confirm your organisation has a presence and services in London, a flexible model to start work on this project immediately and is able to meet the specification in full, whilst delivering work on this project within the given timescales?  **Pass=** bidder confirms they have a presence in London and adequate resources for immediate commencement and flexible approach.  **Fail =** no response or bidder does not confirm they have adequate resources for immediate commencement and flexible approach. |
| Bidder Response |
| **2.3** | Please indicate on the attached form 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 on the attached form and listed on the webpage: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>  PASS: You will pass this section if you answer “No” (i.e. no convictions within the last 5 years) in respect of any of the specific criminal offences as listed in the attachment; OR you answer “Yes” in respect of any of the offences listed and the Authority considers that you have provided sufficient evidence of ‘self-cleaning’ in respect of all the relevant offence(s) identified.  FAIL: You will fail this section and be excluded from the procurement if you answer “Yes” (i.e. a conviction within the last 5 years) in respect of any of the specific criminal offences as listed in the attachment and the Authority considers that you have not provided sufficient evidence of ‘self-cleaning’ in respect of the relevant offence(s). (See below for a full explanation of ‘self-cleaning’)  2.3.3 (a)  PASS: You will pass this section if you answer “No” to this section; OR you have answered “Yes” but one of the exceptions from exclusion as identified above applies.  FAIL: You will fail this section and be excluded from the procurement if you have answered “Yes” to question 2.3.3 within attached document (i.e. a breach of an obligation to pay taxes or social security contributions which has been the subject of a binding judicial or administrative decision within the last 5 years) and the Authority determines, based on the evidence which you have provided (if any), that none of the exceptions from exclusion as set out below apply.  Exceptions from exclusion under this ground:   * You will not fail this section, if you have provided evidence to confirm that you have fulfilled your obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including any applicable interest accrued or fines; * The Authority may decide, to disregard the ground for exclusion where a fail for this section would be disproportionate because either: * only minor amounts of taxes or social security contributions are unpaid; or * you have not yet had time to fulfil your obligations to pay taxes / social security contributions in the time since learning of the of the exact amount due. |
| Bidders Response: |
| **2.4** | Please indicate on the attached form 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. The detailed grounds for discretionary exclusion of an organisation are set out on webpage below, which should be referred to before completing these questions <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>  **PASS:** You will pass this section if you answer “No” that none of the specific situations as listed at section 2.4.1(a) to (j) have applied to your organisation in the last 3 years or currently apply; OR you have answered “Yes” in respect of any of the specific situations listed in section 2.3.1 and the Authority considers that you have provided sufficient evidence of ‘self-cleaning’ in respect of the relevant situation(s).  **FAIL:** You may fail this section and be excluded from the procurement if you answer “Yes” that any of the specific situations as listed at section 2.4.1(a) to (j) have applied to your organisation in the last 3 years or currently apply and the Authority considers that you have not provided sufficient evidence of ‘self-cleaning’ in respect of the relevant situation(s). |
| Bidder Response |
|  | Self-cleaning (This applies to sections 2.3 and 2.4)  If you answer ‘Yes’ to any of the circumstances in 2.3.1 or 2.4.1 you should provide sufficient evidence, in a separate Appendix to your EQ response, which summarises the circumstances of the offence or misconduct and any remedial action which you have taken subsequently in each case to ‘self-clean’ the situation and demonstrate, to the satisfaction of the Authority, your reliability notwithstanding the existence of the relevant ground for exclusion.  If, in respect of the relevant section, the Authority decides the evidence of ‘self-cleaning’ is sufficient (and the Authority’s decision on this point shall be final), you will be allowed to pass the relevant section. For the evidence to be considered sufficient you must, as a minimum prove that you have:   * 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 you have taken, and the evidence of these, shall be evaluated by the Authority taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the Authority considers such measures to be insufficient you will be provided with a statement of reasons. |
| **2.5** | Proven experience and capability in the field (provide details of previous experience of carrying out similar projects in health care setting)  Relevant credentials with contact details of lead clients (1-2 sides of A4)  **Pass** = Bidder provides the authority with high level of detail of previous experience, providing reassurance of their knowledge and experience for the delivery of this engagement  **Fail** = No/partial response or the details of previous experience provided by bidder do not provide reassurance of their knowledge and experience for the delivery of this engagement. |
| Bidder Response |

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| **Section 3** | **QUALITY CRITERIA** |
| 3.1 | ***Understanding of, and insight into the work***  **Evidence and Rationale (Why are you applying?) (20%)**  What work, experience or expertise will your organisation bring to delivering Empowerment Programme training for tackling self-stigma and how will this learning contribute to informing undertaking self-stigma work in the future?  **Word Count**: Max 250 words |
| Bidder Response |
| 3.2 | ***Expertise and relevant experience***  **Best practice description (What do/did you do?) (15%)**  This should be a summary of the experience your organisation has in combating internalised/ self- stigma. Give a succinct description of the project/work itself  **Word Count:** Max 750 words |
| Bidder Response |
| 3.3 | ***Expertise and relevant experience***  **Benefits and Deliverables (What was the outcome? What did you deliver?) (5%)**  Was the work evaluated? What outcomes did you measure and what was the learning based on your evaluation? Those with evidence of evaluation will be marked higher  **Word Count**: Max 250 words |
| Bidder Response |
| 3.4 | ***Proposed methodology and approach***  What is your approach to delivering the Empowerment Programme? Please outline the methodology and approach (15%)  **Word Count**: Max 250 words |
| Bidder Response |
| 3.5 | ***Proposed outputs and timelines***  **The programme is looking to support communities to feel empowered around HIV Stigma. Please describe your intended approach, milestones and outputs in delivering this programme.**  ***(***10%)  **Word Count**: Max 250 words |
| Bidder Response |
| 3.6 | ***Social Value -* Target population groups (10%)**  The programme is looking to provide support to the communities most in need of empowerment to tackle self-stigma. Please describe which communities you intend to work with and why. What existing relationships do you have with these communities? How will your organisation work to help these communities?  **Word Count**: Max 250 words |
| Bidder Response |

**Financial Submissions (Price)**

***Financial Envelope - The financial envelope available for this work is within the range of £43,000 – £45,000 per each contract.*** If there are suitable organisations, the Authority intends to award a maximum of six contracts, one contract each for six different communities***. Any quotation exceeding the financial envelop will not be considered.***

1.1 Providers are required to submit a comprehensive pricing schedule covering all costs involved with satisfying the Customer need, covering (but not restricted to) the following points:

* A full breakdown of staff costs which includes a fixed daily charge (exclusive of VAT) for each individual who is engaged in delivery of this contract. Providers are required to state how many days will be required for each individual as a separate line;
* Clearly outline the use of non-staff including consultants, contractors, sub-contractors, temps involved in the above breakdown;
* Detail any other necessary costs which will be required (e.g. marketing, translation, management fee, overheads, cost of providing any materials etc);
* The price submitted must be the total cost of the delivery of the service;
* All charges must be provided in GBP and must be exclusive of VAT.

1.2 The charges must be inclusive of any and all additional charges which may apply. Contracting Authority will not accept any additional costs which are not declared.

1.3 The commercial scoring will be based on the total contract value

1.4 Providers are required to complete and submit the attached financial model template as part of their submission. The FMT is attached as a separate document.