



Volume Two (2) Applicant's Offer

Selection Questionnaire & Invitation to Tender

Reference Number: PR 40 2019

Contract for: Voluntary and Community Sector Support Service for Exeter

Closing date for return of submission:
17:00hrs (noon) on 1st August 2019

Name of Applicant:

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your Submission being discounted.

Contents

1	General Information	4
1.1	Procurement Procedure	4
1.2	Procurement Timetable	4
1.3	Authority Representatives	4
1.4	Contract Period	5
1.5	Insurance Levels	5
2	Specification	6
3	Introduction.....	6
4	Service Specification	7
5	Selection Questionnaire.....	11
6	Award	24
6.1	Award Criteria	24
6.2	Scoring Guidelines	24
6.3	Award Questions.....	26
7	Pricing Schedule.....	29
8	Price Review Framework.....	30
8.1	Price Validity Period	30
8.2	Price Review Proposals	30
8.3	Contract Renewal.....	30
8.4	Pricing Schedule Declaration	30
9	Certificates	31
9.1	Conditions of Tender.....	31
9.2	Certificate of Undertaking and Absence of Collusion or Canvassing	32
9.3	Certificate of Confidentiality.....	34
9.4	Commercially Sensitive Information	35

9.5 Conflict of Interest 36

FOR INFORMATION ONLY - PLEASE REGISTER INTEREST TO ACCESS FULL DOCUMENTS

1 General Information

1.1 Procurement Procedure

The Authority is issuing this Invitation to Tender (ITT) and is inviting expressions of interest and Bids from Applicants in response to the published advertisement. The 'Open' procurement process has been selected by the Authority for this tender in line with the Authority's Contract Procedure Rules and means that all Applicants that submit a Bid shall be evaluated in accordance with the criteria and process outlined within Volume Two (2) Applicant's Offer and the information contained within it shall be used by the Authority as the means to make a Contract award decision.

Following initial evaluations, we may require bidders to attend a clarification/presentation meeting with the Council.

1.2 Procurement Timetable

The Authority proposes the following timetable for the award of the Contract(s):

Procurement Stage	Dates
Publication of advertisement & Procurement documents issued to Applicants from	24 June 19
Clarification questions to be submitted by	16 July 19
Clarification responses to be issued by	19 July 19
Bid Deadline (5pm)	01 August 19
Supplier presentations/ interviews (if required)	w/c 12 August 19
Evaluation	02 - 22 Aug 19
Notification of intention to award contract	23 August 19
Contract Award	05 September 19
Contract start	01 October 19

The Authority reserves the right to change the above timetable and Applicants will be notified accordingly if there is a change.

1.3 Authority Representatives

No person in the Authority's employ or other agent, except as so authorised by the Authority Authorised Officer or Procurement Representative, has any authority to make any representation or explanation to Applicants as to the meaning of the Contract or any other document or as to anything to be done or not to be done by Applicants or the successful Applicant or as to these instructions or as to any other matter or thing so as to bind the Authority.

Procurement Representative contact details:

Chanelle Busby

Chanelle.Busby@exeter.gov.uk

Civic Centre, Paris St, Exeter EX1 1JJ

1.4 Contract Period

It is intended that any resultant Contract shall commence as soon after receipt of formal letter of award as may be agreed.

The funding will initially be for three years with the potential for an extension for a further two years dependent on satisfactory outcomes and reaching targets.

1.5 Insurance Levels

1.5.1 Employer's Liability Insurance

The Authority's minimum requirement for Employer's Liability Insurance is £5 million

1.5.2 Professional Indemnity Insurance

The Authority's minimum requirement for Professional Indemnity Insurance is £2 million

1.5.3 Public Liability Insurance

The Authority's minimum requirement for Public Liability Insurance is £1 million

2 Specification

Introduction

Exeter City Council (“the Council”) is conducting a procurement process to appoint a suitably experienced organisation/s who can demonstrate the ability to deliver an effective City-wide **Voluntary and Community Sector Support Service for Exeter**.

Purpose

The Council wants to support community groups and organisations to use their passion, skills, experience and knowledge to focus efforts on working sustainably to make a difference and create change by:

- Helping people to help themselves and each other
- Building on the strengths of people and communities
- Connecting people and organisations within and across communities

FOR INFORMATION ONLY - PLEASE REGISTER INTEREST TO ACCESS FULL DOCUMENTS

Service Specification

The service will provide free, independent and professional practical support to existing and new community organisations in the city and help groups develop and become self-sustaining.

The service will build capacity with a particular focus on the skills, knowledge and expertise of grass roots groups & organisations to improve their communities (both geographic and communities of interest)

The service will promote quality of life, health and wellbeing, improved inclusivity and community connectivity across the city

Exeter Information

The Voluntary & Community Sector (VCS) is a key part of the city's fabric and it delivers extraordinary value for the grant funds allocated from the Council and a wide range of other sources. Their value is so much more than the services or the events our grants fund: their value is also in the social capital brought to communities through the local connectivity, social organisation, leadership and ownership, demonstrated through the fantastic things that people achieve in their communities.

Exeter is one of the fastest growing cities in England and is an area of rapid growth in population and economy, with a good quality of life. However the successes of rapid economic growth and development is at risk of being mitigated by widening inequality and pockets of real deprivation in the City. Some group and communities face social and financial exclusion, particularly in the six wards lying in the top 20% most deprived in the country.

The City Council's 2018/2021 'Exeter Live Better' corporate plan aims to build on Exeter's growth by delivering strategic programmes that focus on the major challenges facing the City: tackling congestion, promoting healthy & active lifestyles and building great neighbourhoods.

Under the building great neighbourhoods theme there is an aspiration for "...people living in connected, cohesive, healthy safe and active communities... it is also about embracing the new and relishing change and making sure no one gets left behind with everyone in the city benefitting from growth and opportunity".

The new Community Grants Policy (2019) brings a shift to a commissioning approach through contracts for the more strategic service requirements. Our engagement in the last year has highlighted a need for independent and professional support to community groups and charities to help them to achieve the things that matter most to them. Developing sustainable finance and governance structures are key issues that many groups have concerns about and within the city there is no clearly defined infrastructure support organisation for groups and individuals to go to for this kind of support.

The Council has adopted the principles of Asset Based Community Development (ABCD) set out in the Exeter Community Strategy adopted by the Council in 2016 (<https://exeter.gov.uk/people-and-communities/communities/exeter-community-forum/>). We now wish to commission a new service to help to build capacity with a particular focus on supporting groups to use their skills, local knowledge

and expertise to improve things for communities in the city (individuals as well as geographic communities and communities of interest).

The Exeter **Voluntary and Community Sector Support Service** will link with strategic programmes that aim to address health and wellbeing issues for residents in Exeter. A key programme in the city is Wellbeing Exeter <https://www.wellbeingexeter.co.uk>. This is a partnership of public, voluntary and community sector organisations who have come together to explore better ways of supporting organisations to build on the assets within communities, to foster community resilience and enable individuals and communities to take more control over their health and lives as part of efforts to improve health and reduce inequalities.

This approach offers social prescribing in combination with asset-based community development to provide firm foundations to enable individuals and communities to improve and promote their own health and wellbeing. The asset based community development approach uses local strengths, organisations and passions as a starting point for enabling greater connectivity, activity and collective support.

As community builders and connectors support residents across the city to be more confident, connected and more resilient the Exeter **Voluntary and Community Sector Support Service** will be a critical partner in supporting groups to develop and become self-sustaining.

A particular role for the new Exeter **Voluntary and Community Sector Support** will be to provide practical support to existing and new community organisations in the city as the council changes its approach to community grant giving to better align with the ABCD principles. A key element will be the shift to a greater emphasis on digital approaches, match and crowdfunding with Council grants providing one-off and project funding. In some cases groups who have become reliant on the council for core funding will need particular assistance to move forward in a sustainable way and create new networks and partnerships to provide more sustainable options. The Exeter **Voluntary and Community Sector Support** will be critical in assisting in the establishment and development of community networks such as the Exeter Community Forum <http://exetercommunityforum.net/>,

We are keen to work with organisation/s (or consortia) who share our ambition and values for working differently, who are committed to seeking innovative solutions that achieve real and lasting change for the benefit of residents who would like to offer the Exeter **Voluntary and Community Sector Support**.

The principle aim of the service is to build capacity for a sustainable community and voluntary sector, your submission should provide information on how you propose to do this in the Exeter context.

PERFORMANCE REQUIREMENTS

The proposed performance framework will be discussed with the successful applicant to identify agreed specific targets. This is an outline framework for discussion and your recommendations on how to take this forward in meaningful way should be included in your submission.

The targets will be discussed with the successful applicant to identify agreed targets for the year. These will be reviewed annually against performance data, management information and changing need in the city, and maybe subject to change.

	Outcome	Indicator	Annual Target	Evidence source
1.	Newly formed groups and community associations formed identifying and addressing local priorities	Residents supported to work together with a common interest	At least x number of groups supported from each ward in the city, with priority given to residents from the most disadvantaged areas of the city.	Outcome reporting through quarterly reports
2.	Community groups secure funding for projects that address local neighbourhood priorities using crowdfunding and digital platforms.	Community groups confident in using digital platforms for securing funding to develop projects and initiatives that meet local need	<ul style="list-style-type: none"> • Monthly coaching sessions for groups on using crowdfunding platforms • Weekly one to one support for groups • Minimum of x number of groups each year successfully raising funding through using Crowdfunder platform. 	Outcome reporting through quarterly reports
3.	Residents and community groups in most disadvantaged areas supported to have influence and make changes in their local areas and wider city.	Communities in more deprived areas of the city have access to support and information to help develop community associations and forums that address local needs	X number of groups from each of the 20 priority areas (LSOAS) actively addressing local needs through residents working together.	Outcome reporting through quarterly reports
4.	Community forums, special interest groups and youth groups have profile and voice which informs local and city priorities	Forums supported to organise, identify priorities and to have a voice with decision makers.	Forums make presentations/have meetings with leaders of council annually to discuss priorities and approaches to working together	Outcome reporting through quarterly reports
5.	Groups have structures and governance in place to take on opportunities such as facilities management	Communities plan for and secure their futures		Outcome reporting through quarterly reports

6.	Residents and community groups supported to have influence and make changes in their local areas and wider city	Residents & community groups identifying local priorities through consultation and developing plans that identify local priorities	x number of plans developed (or in the process of being developed) each year	Outcome reporting through quarterly reports
7.	Celebration of achievements of community groups in city	Networking opportunities, community forums attended by people from across city (including most deprived LSOAs) to share information	x forums to take place each year Annual community conference to recognise achievements	Outcome reporting through quarterly reports

MANAGEMENT AND OPERATION

Performance reporting

Quarterly reports will be submitted to the Contract Manager within 14 days of the last day of the quarter.

Annual reports will be submitted to the Contract Manager within 1 month after the anniversary of the contract start date.

Contract monitoring

The Provider will participate in the ongoing monitoring of the contract in line with Exeter City Council's Contract Management Framework.

Business Continuity

The provider will have a comprehensive business continuity plan in place for the service.

Additional data to be made available at the request of commissioners:

Please note: All data must be available to be presented by each of (or a combination of) the following categories:

- Equality monitoring (all Protected Characteristics)
- Neighbourhood where the client lives
- Client group of people accessing the service
- Referral routes (e.g. self-referral, GP, or library etc.)

Additional Information

- <https://exeter.gov.uk/council-and-democracy/council-information/corporate-plan-2018-21/>
- <https://www.wellbeingexeter.co.uk/>

5 Selection Questionnaire

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

This 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).

Alternatively you can submit the completed Exclusion Grounds of the [EU ESPD \(Part III\)](#) as a downloaded XML file as an appendix to your Submission.

Supplier Selection Questions: Part 3

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 contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. "You" / "Your" refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term "potential supplier" is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the "regulations") 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. If the question does not apply to you, please state 'N/A'. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. 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.

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

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.

The Authority proposes to use the following criteria to evaluate Selection Questionnaire submissions:

Section	Title	Type of Question	Weighting (%)
Part 1	Potential supplier information	Information only	Not evaluated and scored
Part 2	Exclusion grounds	Pass/fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
Part 3 Section 4	Economic and financial standing	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
Part 3 Section 5	Consortia/sub-contractors	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
Part 3 Section 6	Technical and professional ability	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
Part 3 Section 7	Modern Slavery Act 2015	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.

Part 3 Section 8	Insurance	Pass/Fail	In the event of a supplier being awarded a 'fail', the remainder of their submission will not be evaluated and they will be eliminated from the process.
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Economic and Financial Standing

The Authority will carry out a financial check on the Applicant. The financial check may occur as part of the procurement process or at contract award. The Authority reserves the right to use the services of an independent third party to assess your financial standing/appraisal.

If undertaking a credit check it shall yield a position of risk for your organisation. This score will be utilised by the Authority to identify the following risk factor posed to it by the Applicant:

Risk indicator	Definition	Action
3	Higher than average risk	Evaluate further financial information
4	High risk	
-	Undetermined	
1	Minimum risk	Pass
2	Lower than average risk	

If a credit score is returned with a score of 1 or 2, then the Applicant shall be deemed to have passed this element of the evaluation process.

If the Authority is unable to obtain a credit score or the credit score returned is 3 or 4 the Authority shall form a review of the Applicant's accounts available from Companies House. If company accounts are not available then the Authority shall request the Applicant to submit the financial information as indicated by the Applicant's response in Question 4.1 to verify the Applicant's economic and financial standing. Using this evidence, the Authority's Finance department will determine an Applicant's suitability, taking all of the available facts into account including the subject matter of the Contract and the risk factors inherent to it.

Where the Authority's Finance department rules that an Applicant is suitable to progress with the procurement process the Applicant shall be judged to have passed this element of the evaluation process.

Where the Authority's Finance department rules that an Applicant is not suitable to progress with the procurement process the Applicant shall be judged to have failed this element of the evaluation process. The Authority's Finance department's professional judgement is final. In the event of the Applicant being awarded a 'fail' the Applicant will be eliminated from the procurement process.

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.

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)	Please mark 'X' in the relevant box to indicate your trading status	<table border="1"> <tr> <td>a) a public limited company</td><td></td></tr> <tr> <td>b) a limited company</td><td></td></tr> <tr> <td>c) a limited liability partnership</td><td></td></tr> <tr> <td>d) other partnership</td><td></td></tr> <tr> <td>e) sole trader</td><td></td></tr> <tr> <td>f) other (please specify)</td><td></td></tr> </table>	a) a public limited company		b) a limited company		c) a limited liability partnership		d) other partnership		e) sole trader		f) other (please specify)	
a) a public limited company														
b) a limited company														
c) a limited liability partnership														
d) other partnership														
e) sole trader														
f) other (please specify)														
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?													
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?													
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)	Please mark 'X' in the relevant box to indicate whether any of the following classifications apply to you	<table border="1"> <tr> <td>a) Voluntary, Community and Social</td><td></td></tr> </table>	a) Voluntary, Community and Social											
a) Voluntary, Community and Social														

		Enterprise (VCSE)							
		b) Small or Medium Enterprise (SME)							
		c) Sheltered workshop							
		d) Public service mutual							
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?								
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate (Please enter N/A if not applicable)	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 06 April 2016 should be used): Which conditions for being a PSC are met: <table border="1"> <tr> <td>Over 25% up to (and including) 50%</td> <td></td> </tr> <tr> <td>More than 50% and less than 75%,</td> <td></td> </tr> <tr> <td>75% or more</td> <td></td> </tr> </table>		Over 25% up to (and including) 50%		More than 50% and less than 75%,		75% or more	
Over 25% up to (and including) 50%									
More than 50% and less than 75%,									
75% or more									
1.1(o)	Details of immediate parent company (Please enter N/A if not applicable)	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):							
1.1(p)	Details of ultimate parent company (Please enter N/A if not applicable)	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 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.						
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?	Please indicate your answer by marking 'X' in the relevant box.				
	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.	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Yes	No		
Yes	No					
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?	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Yes	No		
Yes	No					
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor 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 sub-contractor will take in providing the works and /or supplies e.g. key deliverables:					
The approximate % of contractual obligations assigned to each sub-contractor:						
Contact details and declaration						
<p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>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</p>						

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.

Section 1	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	

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.

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 web page , 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 .	Please indicate your answer by marking 'X' in the relevant box.
		Yes
		No
	Participation in a criminal organisation If Yes please provide details at 2.1(b)	
	Corruption If Yes please provide details at 2.1(b)	
	Fraud If Yes please provide details at 2.1(b)	
	Terrorist offences or offences linked to terrorist activities If Yes please provide details at 2.1(b)	
	Money laundering or terrorist financing	

	If Yes please provide details at 2.1(b) Child labour and other forms of trafficking in human beings 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?		
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.			
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 web page , 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 indicate your answer by marking 'X' in the relevant box.	
		Yes	No
3.1(a)	Breach of environmental obligations? If yes please provide details at 3.2		
3.1 (b)	Breach of social obligations? If yes please provide details at 3.2		
3.1 (c)	Breach of labour law obligations? 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? If yes please provide details at 3.2		
3.1(e)	Guilty of grave professional misconduct? If yes please provide details at 3.2		
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition? 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? If yes please provide details at 3.2		
3.1(h)	Been involved in the preparation of the procurement procedure? 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? If yes please provide details at 3.2		
3.1(j)	Please answer the following statements		
3.1(j) - (i)	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. If Yes please provide details at 3.2		
3.1(j) - (ii)	The organisation has withheld such		

	information. If Yes please provide details at 3.2		
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. If Yes please provide details at 3.2		
3.1(j)-(iv)	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. If Yes please provide details at 3.2		
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)		

Part 3: Selection questions

Section 4	Economic and financial standing		
Question number	Question	Response	
4.1		Please indicate your answer by marking 'X' in the relevant box.	
		Yes	No
	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:		
	(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).		

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		
Question number	Question	Response	
	Name of organisation		
	Relationship to the Supplier completing these questions		
		Please indicate your answer by marking 'X' in the relevant box.	
		Yes	No
5.1	Are you able to provide parent company accounts if requested to at a later stage?		
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?		
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?		
Section 6	Technical and professional ability		
Question number	Question	Response	
6.1	<p>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. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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 is to 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).</p> <p>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.</p> <p>If you cannot provide examples see question 6.3</p>		
		Contract 1	Contract 2
	Name of customer organisation		
	Point of contact in the organisation		
	Position in the organisation		
	E-mail address		
	Contract Start date		
	Contract completion date		
	Estimated contract value		

Description of the Contract:			
Contract 1:			
Contract 2:			
Contract 3:			
6.2	<p>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)</p> <p>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)</p>		
Response:			
6.3	<p>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.</p>		
Response:			
Section 7	Modern Slavery Act 2015: requirements under Modern Slavery Act 2015		
Question number	Question	Response	
		Please indicate your answer by marking 'X' in the relevant box.	
		Yes	No
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")?		
7.2	If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	(Please provide the relevant URL)	(Please provide an explanation)
Section 8	Additional questions		
Question number	Question	Response	
8.1	Insurance		
Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the		Yes	No

contract, the levels of insurance cover indicated below (Please indicate your answer by marking 'X' in the relevant box):		
Employer's (Compulsory) Liability Insurance = £x		
Public Liability Insurance = £x		
Professional Indemnity Insurance = £x		
Product Liability Insurance = £x		
* 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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6 Award

6.1 Award Criteria

The following criteria and weightings will be applied in the evaluation of the questions asked of Applicants within this section 6 Award.

Evaluation Criteria Breakdown		Means of Evaluation	
		Sub Criteria	Main Criteria
Criteria: Quality			80%
Evidence of Delivering Similar Projects	20%		
Understanding Tasks	10%		
Delivery Methodology for the Overall Project	35%		
Details of the delivery Team	35%		
Criteria: Price			20%

Submissions will be evaluated on an 80% (quality) 20% (cost) ratio.

6.2 Scoring Guidelines

The questions asked of Applicants within this section 6 Award shall be scored using the marking system described within this section. Applicants should refer to the Authority's minimum requirements to ensure that they meet or exceed the minimum requirements wherever possible.

Applicants should be aware that the responses provided to the questions will be evaluated in such a way that the highest scores will be awarded to Applicants who show innovation, creativity, further relevant details and information that could potentially enhance the Applicant's proposal. It should be noted that to achieve the highest scores available the Applicant must not only meet but exceed the Authority's minimum requirements, where these are stated.

The quality evaluation will be scored as below. Each scored question/section will be allocated a score between 0 and 5 in accordance with the table set out below:

Tenderers that receive a score of 2 or less in any of these questions/sections shall be excluded from the remainder of the evaluation process and their Tender shall not be considered further, unless the Council, at its absolute discretion, decides otherwise (the Council must evidence why such discretion was exercised).

Scoring Matrix for Quality Criteria		
Score	Judgement	Interpretation
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

The Tenderer's prices will be scored on a comparative basis. This will be done by recording the lowest price submitted by any of the Tenderers, then for each Tenderer, dividing this lowest price by the Tenderers' price and then multiplying it by the allocated weighting using the following scoring methodology:

Scoring System	
Lowest price tendered from all Bids receives maximum % score (20 %). Other Applicants' prices are scored in accordance with the following equation:	
% Score	= $\frac{\text{Lowest Bid price}}{\text{Applicant's Bid price}} \times 20$

6.3 Award Questions

1. Your submission should provide information on how you will help to deliver the services described and contribute to the council priorities in terms of:

- Addressing inequalities
- Improving health and wellbeing
- Getting people active
- Supporting communities working together to address local needs
- Encouraging volunteering
- Improving where we live

2. Your submission should demonstrate how you will support residents, new and existing community groups, organisations and charities to develop understanding and awareness and capabilities on issues such as:

- ABCD: building community resilience and self-reliance.
- Building capacity, capability and sustainability through good governance, business planning and sustainable finance.
- How to identify aims and objectives and work towards local and city priorities.
- How to identify local social, economic and environmental priorities through local engagement, consultation and community plans.
- Forming residents or community associations

3. Your submission should demonstrate how the service will provide practical help with:

- Funding applications, marketing and creating support networks.
- Using digital platforms for securing funding to develop projects and initiatives that meet local need including support to use local and national crowdfunding platforms. It will be important to offer ongoing 1 to 1 support plus a range of on-going workshops to build the skills and experience of groups to be able to access funding via these routes.
- Supporting community groups to engage with the local authority on the range of issues related to the Localism Act (2011) such as Community Right to bid, Assets of Community Value, Neighbourhood Planning.
- Supporting community organisations to consider planning for and exploring the opportunity to take on the longer term management or ownership of a community asset such as a community building, sporting facility or community space.

4. Your submission should demonstrate how the service will:

- Ensure a particular focus on marginalised and minority groups in the city to enable these groups to be connected into opportunities and to have a voice on the priority issues for their community.
- Engage with vulnerable communities, including those with no personal internet access or a lack of digital skills; low income households; people with a long term illness or disability and older people and their families and carers.
- Networking and liaison with VCS and the City Council and other statutory agencies that ensure contact with more disadvantaged residents and communities in the city.,
- Provide support and development (where appropriate) of key community networks such as Exeter Community Forum, Exeter Youth Voice and Exeter Communities Together.
- Work closely with other funding body's for example Big Lottery, Comic Relief, Devon Community Foundation, Devon County Council, to publicise their grants programmes to local community groups and support groups to access these where appropriate.
- Identify and support community organisations in the city who could be used as an umbrella organisations to enable emerging grassroots groups to apply for grants.

4. Your submission should demonstrate how the service will:

- Engage proactively within the Wellbeing Exeter network.
- Advise and support the Council with the development of its new Community Grants programme.
- Co-ordinate meaningful VCS representation on Council grant decision making panels and processes.

5. Your submission will need to describe how you will provide direct services in partnership with the Council including:

- Co-ordination and facilitation of an Annual Community Conference.
- Annual evaluation report on activity and impacts of the Council's Community Grants Programme.
- Practical support and evaluation of applications for large grants.
- ABCD training for new and existing elected members and key council staff.
- Identification and applications to external strategic funding sources to bring additional funds into the city through the Council's City wide grants fund.

6. Your submission should demonstrate how you will fulfil and deliver the above requirements. You should provide the following information:

- The outcomes you seek to achieve
- The services you will provide and the work you will do to achieve the outcomes
- Details of how the impact and effectiveness of the work will be monitored

You should also provide the following information:

- The governance and management structure of your organisation
- The staffing structure of your organisation
- Details of quality standard management and registration with key authorities, such as the Financial Conduct Authority.
- Any other added value you can offer to the contract

Question Number	Question
Weighting Criteria	
Q1	Evidence of Delivering Similar Projects 20%
Authority's minimum requirements: <ul style="list-style-type: none">- Previous experience of delivering similar service and how this would be used to maximise successful outcomes within this project.- A good awareness and understanding of key challenges facing residents and communities ensuring that all residents have the opportunity to benefit from Exeter's growth and success.- Existing connections in the VCSE sector in the city	
Response:	

Q2	Understanding Tasks 10%
Authority's minimum requirements:	
<ul style="list-style-type: none"> - Clarity of the tasks to be undertaken, how this is to be delivered and demonstrating the ability and capacity to deliver - Ability to demonstrate a capacity building role that encourages, supports and enables people (especially from target communities) to become active citizens. 	
Response:	
Q3	Delivery Methodology for the Overall Project 35%
Authority's minimum requirements:	
<ul style="list-style-type: none"> - Suitability of the methodology. - Proposed approach to stakeholder engagement - Approach to presenting outputs/report format 	
Response:	
Q6	Delivery Team 35%
Authority's minimum requirements:	
<ul style="list-style-type: none"> - Details of who will undertake the work, training and recruitment of volunteers, their experiences and how they would be suited to applying this on this project. 	
Response:	

7 Pricing Schedule

Applicants are required to enter their total price by completing the Pricing Schedule below.

These costs will form the basis of the Bid submission.

Work Item	Cost
Fixed price for delivery of spec	

Notes:

1. The Fixed Price should include all costs for delivering the entire service.

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8 Price Review Framework

8.1 Price Validity Period

As a minimum, all prices submitted must remain fixed and firm for twelve (12) months from date of Contract commencement.

8.2 Price Review Proposals

The Authority does not expect the Applicant to implement any price increases throughout the life of this Contract and would conversely look to explore ways of reducing costs throughout its duration. The Applicant's signature at section 8.4 Pricing Schedule Declaration will be assumed to be an acceptance of this condition. Applicant's whose price review proposal differs from the Authority's expectations under this 8.2 Price Review Proposals must state their proposal below.

Price Review Proposal if different from above:

8.3 Contract Renewal

No Contract once awarded shall be renewed at a higher rate than agreed between the parties through this price review framework or through any other such agreement as submitted to and approved by the Authority in writing.

8.4 Pricing Schedule Declaration

I/We offer to supply the goods or services as per the pricing schedule above, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

Signed*:	Date:
Name (<i>in block capitals</i>):	
In the capacity of: (<i>State official position, i.e. Director, Manager, etc.</i>)	
Organisation name and postal address:	
Telephone No:	Fax No:
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).	

9 Certificates

9.1 Conditions of Tender

Exeter City Council CONDITIONS OF TENDER	
Reference number and Title of Contract: Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant's Offer	
1.	By submitting a Tender, Applicants are agreeing to be bound by the terms and conditions without further negotiation or amendment. <input type="checkbox"/> I/We fully accept the terms and conditions of contract for the provision of services.
2.	Having examined the tender documents for the provision of the above services, we offer to provide the said services in conformity, without qualification, therewith for the sum/sums enclosed at Schedule 5 of this Bid.
3.	The Authority does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as tendered for separately.
4.	I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Tender either in whole or in part, to supply (<i>or perform the services</i>), on such terms and conditions and in accordance with such specifications (<i>if any</i>), as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract.
Signed*: _____ Date: _____	
Name (<i>in block capitals</i>): _____	
In the capacity of: _____ (<i>State official position, i.e. Director, Manager, etc.</i>)	
<i>*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).</i>	

9.2 Certificate of Undertaking and Absence of Collusion or Canvassing

CERTIFICATE OF UNDERTAKING AND ABSENCE OF COLLUSION OR CANVASSING	
The Applicant shall sign the below Certificate of Undertaking and Absence of Collusion clearly indicating whether they sign as a Consortium or Member of Consortium (Box A), or as a single body and/or individual (Box B) by striking through Box A or B, whichever does not apply.	
Box A – Consortium	
I/We the undersigned do hereby certify that:-	
<ul style="list-style-type: none"> (a) the consortium's tender is bona fide and intended to be competitive; (b) the consortium has not entered into any agreement with any person outside the consortium with the aim of preventing Tenders being made or asked the amount of another Tender of the conditions or which the Tender is made; (c) the consortium has not informed any person outside the consortium other than the person calling for the Tenders the amount or approximate amount of the Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; (d) the consortium has not caused or induced any person to enter into such an agreement as is mentioned in (b) above or to inform the consortium of the amount or the approximate amount of any rival Tender for the Contract. (e) the consortium has not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by the consortium or acting on the consortium's behalf has done or will do such an act. (f) I/We further undertake that the consortium will not do any of the acts mentioned in (b), (c), (d) and (e) above before the hour and date specified for the return of the Tender. 	
Box B – Single Body and/or Individual	
I/We the undersigned do hereby certify that:-	
<ul style="list-style-type: none"> (a) My/our Tender is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Tender by or under in accordance with any agreement or arrangement with any other person; (b) I/we have not indicated to any person other than the person calling for the Tender amount or approximate amount of the proposed Tender except where the disclosure in confidence of the approximate amount of the Tender was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Tender; (c) I/we shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Tender to be submitted; (d) I/we have not offered to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the said work any act or thing of the nature specified and described above. (e) I/we hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act. (f) I/we further undertake that I/we will not do any of the acts mentioned in (b), (c) and (d) above before the hour and date specified for the return of the Tender. 	
Signed*:	Date:
Name (in block capitals):	
In the capacity of: (State official position, i.e. Director, Manager, etc.)	
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).	

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9.3 Certificate of Confidentiality

CERTIFICATE OF CONFIDENTIALITY	
<p>I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.</p>	
<p>It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise.</p>	
Signed*:	Date:
Name (<i>in block capitals</i>):	
In the capacity of: (<i>State official position, i.e. Director, Manager, etc.</i>)	
<p><i>*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).</i></p>	

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9.4 Commercially Sensitive Information

The Authority may be obliged to disclose information in or relating to this Bid following a request for information under the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR). Please outline in the table below items which you consider are confidential and genuinely commercially sensitive and which should not be disclosed in respect of your Bid.

I declare that I wish the following information to be designated as Commercially Sensitive.

--

The reason(s) it is considered that this information should be exempt under Freedom of Information Act FOIA) or Environmental Information Regulations (EIR) is:

--

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9.5 Conflict of Interest

CERTIFICATE OF CONFLICT OF INTEREST	
I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest):	
I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.	
Signed*:	Date:
Name (<i>in block capitals</i>):	
In the capacity of: (<i>State official position, i.e. Director, Manager, etc.</i>)	
*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).	

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