**INVITATION TO TENDER (OPEN PROCEDURE)**

**SECTION B: TENDER** **SCHEDULES**

**TO BE COMPLETED AND RETURNED BY BIDDERS**



## Kent Community Health NHS Foundation Trust

## Invitation to tender for the Delivery of Training Services over 2 modules for Community Public Health Nurse within the Health Visiting Service:

## Module 1: Early Intervention Public Health to be delivered in semester 1

## Module 2 : Child Development and Assessment 0-19 will be delivered in semester 2

## Find a Tender Service Ref: 2022/S 000-016283

## ITT Reference No. DN617043

## Deadline for Tenders to be received: 14th July 2022, 5pm

**SECTION B: TENDER** **SCHEDULES**

**TO BE COMPLETED AND RETURNED BY BIDDERS**

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SUMMARY TABLE

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| --- | --- |
| **Tender Schedules (to be returned by Bidders)** | |
| Annex B1 | You must remember to submit your responses to sections 1, 2 (see separate document) and 3 of the Eligibility Questions (set out below) in accordance with the instructions set out in section 3 of Section A of the ITTSection 4 & 5: Economic and Financial StandingSection 6: Technical and Professional AbilitySection 7: Modern Slavery Act 2015: Requirements under the Modern Slavery Act 2015]Section 8.1: InsuranceSection 8.2: Supplier's Past PerformanceSection 8.3: Project specific questions to assess Technical and Professional Ability |
| Annex B2 | Specification |
| Annex B3 | Tender Response Document |
| Annex B4 | Commercial Schedule |
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ANNEX B1  
ELIGIBILITY QUESTIONS AND RESPONSES

Part 3 of the Eligibility Questions

Part 3: Selection Questions

|  |  |  |
| --- | --- | --- |
| 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 |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 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. 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.  The named 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 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).  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 | Contract 2 | Contract 3 |
| Name of customer organisation |  |  |  |
| Point of contact in the organisation |  |  |  |
| Position in the organisation |  |  |  |
| E-mail 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. |
|  |  |

|  |  |  |
| --- | --- | --- |
| Section 7 | Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 | |
| 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  N/A |
| 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 …  No  Please provide an explanation |

8. Additional Questions

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 = £5 million  Public Liability Insurance = £5 million  Professional Indemnity Insurance = £5 million  Product Liability Insurance = £x N/A  \*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. |

|  |  |  |
| --- | --- | --- |
| 8.2 | Suppliers’ Past Performance | |
| a. | Can you supply a list of your relevant principal contracts for services provided in the last three years? | Yes  No |
| b. | On request can you provide a certificate from those customers on the list? | Yes  No |
| c. | If you cannot obtain a certificate from a customer can you explain the reasons why? | Yes  No |
| d. | If the certificate states that goods and/or services supplied were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it? | Yes  No |
| e. | Can you supply the information in questions a. to d. above for any sub-contractors [or consortium members] who you are relying upon to perform this contract? | Yes  No |

|  |  |  |
| --- | --- | --- |
| 8.3 | **Project Specific Questions to assess Technical and Professional Ability This is a pass/fail criteria. If you fail to provide a yes to any of the questions in this section your bid will be non-compliant and will not be evaluated any further** | |
| a. | Each module to provide a minimum of 20 credits | Yes  No |

Only the winning supplier (and any organisations relied upon to meet the winning supplier's selection criteria) will be required to submit evidence.

ANNEX B2  
SPECIFICATION

Note that references in this Annex B2 to schedules and clauses are to schedules and clauses of the contract.

**Specification for Training for Community Public Health Nurse**

**Introduction**

Kent Community Health Foundation Trust (KCHFT) is one of the largest community health providers in England. They serve a population of approximately 1.4 million across Kent and 600,000 in East Sussex and London in settings such as, people’s homes, schools, community clinics and community hospitals.

KCHFT employs more than 5,000 staff, including doctors, community nurses, health visitors, physiotherapists, dieticians and other allied health professionals.

The Health Visiting service within KCHFT operates from twelve districts. Health Visitors are specialist practitioners and leaders of the healthy child Programme for children aged 0-5 years of age and the service is fundamental to ensuring every child has the best start in life. The service comprises of a skill mix team of Health visitors, Community Public Health Nurses, Senior Public Health Assistants and Public Health Assistants.

The Community Public Health Nurse (CPHN) role is integral to the delivery of the Healthy Child Programme in accordance with national and local strategy or guidance. They provide antenatal and postnatal programmes, conduct universal health and well-being reviews including initial assessment of family strengths and needs and deliver packages of care in line with evidence-based practice.

Whilst health visitors hold the Targeted and Specialist Caseloads following assessment of the family by the Health Visitor they may request a CPHN to complete an identified piece of work for a family with a Child Protection Plan, Child in Need Plan, Looked After Child, Early Help support, Infant or Child with complex needs or Premature baby. This may include growth monitoring, maternal mood assessment, developmental reviews, parenting programmes and packages of care.

CPHNs are qualified nurses and midwives that are recruited from a variety of settings such as adult nursing, children’s nursing and community nursing. When they commence in post they do not have the experience or knowledge of working within Public Health or with children and families in the context of the Health Visiting Service.

KCHFT are seeking Training Providers (the Supplier) to deliver annual training to selected staff over the next 3 years (with an option to extend by 24 months in tranches of 12 months), in order for CPHNs to develop the essential knowledge base and application of evidence-based practice to work effectively and safely within the Health Visiting service.

**The training must include the following:**

An understanding of the Public Health Skills and Knowledge Framework 20161

Healthy Child Programme2

Understanding of early intervention and achieving best outcomes3

Family strengths and Needs assessment

Child development and assessment

Understanding of health inequalities and the impact upon families.

Public health priorities including breast feeding, mental health, healthy weight, managing minor illnesses and accident prevention and associated interventions.

Working with families in group settings

Safeguarding of children and vulnerable adults

Reflective practice

The training should be delivered over two modules, early intervention and child development - utilising a reflection in practice model for assessment of knowledge learnt. Portfolio of evidence of learning or assignment set. Evidence should be provided of previous success rates.

1Public Health Skills and Knowledge Framework 2016 Department of Health Governance <https://www.gov.uk/government/publications/public-health-skills-and-knowledge-framework-phskf>

**2**Department of Health/Department of Children, Schools and Families (2016) *Healthy Child Programme: Pregnancy and the First Five Years of Life*. London: Department of Health

[Healthy Child Programme](https://www.gov.uk/government/publications/healthy-child-programme-pregnancy-and-the-first-5-years-of-life)

**3**Public Health England (2021) *Best start in life and beyond. Improving public health outcomes for children, young people and families. Guidance to support the commissioning of the healthy child programme0-19: health visiting and school nursing services (commissioning guide 1).* London: Public Health England. Available at: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/969168/Commissioning_guide_1.pdf>

**Standards and Service Specifications**

**The successful supplier MUST meet the following criteria: -**

* Deliver training that provides the essential skills for Community Public Health Nursing within health visiting
* Training to be delivered at level 6
* Face to face training except in the event of future pandemics
* Able to change training according to new government guidance on public health
* Identify what support and how you can provide for students who have additional learning needs
* Identify how flexible and adaptable the training is to support differing learning styles of students
* Provide an example timetable in advance
* Provide information on what resources are available to support student learning
* Confirmation of how you plan to deliver the COHORTS and whether there are any restrictions to the number of students per COHORT and if there are any timetable restrictions?
* Identify the assessment processes to ensure evidence of appropriate learning through a reflective practice
* Deliver the training within the geographical area of the Trust – Kent (reasonable distance for KCHFT staff attendance at providers’ site/campus)

|  |
| --- |
| Please confirm here site/campus address: |
|  |

**Timescales**

Training to commence September 2022.

Period of Contract : 3 years, plus 2 x 12 month extensions

**Intake**

The annual intake in total is approximately 15-20 and KCHFT would like some flexibility on Cohort numbers, as this is dependent on the KCHFT staff turnover.

**Course outline**

The course will include at least 10 days of protected learning time in practice (per module) and students are to be supervised and supported by a practice teacher or mentor (KCHFT Trust staff, health visiting or school nursing), with an aim to integrate the classroom and practice learning.

The course will consist of 2 consecutive modules at level 6

Module 1 Early Intervention Public Health to be delivered in semester 1

Module 2 Child Development and Assessment 0-19 will be delivered in semester 2

Class-based attendance will generally be a minimum of 4 hours per week per semester

KCHFT Staff will be responsible for registering themselves onto the course.

KCHFT staff will be assessed through reflection logs and assignments

**Note to Bidders:**

**The Bidder must respond to each row of the Specification below.**

**Write "Confirmed" to confirm acceptance of the row.**

**Specification –** **Part 1: General**

|  |  |  |
| --- | --- | --- |
| **Specification** | **Bidder's response** |  |
| General  The Supplier will provide Services  as follows:  Delivery of Training Services over 2 modules for Community Public Health Nurse within the Health Visiting Service;  Module 1: Early Intervention Public Health to be delivered in semester 1  Module 2 : Child Development and Assessment 0-19 will be delivered in semester 2 |  |  |

**Specification –** **Part 2: Services only**

| **Specification** | **Bidder's Response** |  |
| --- | --- | --- |
| 1. **Key performance indicators (****Schedule 2, clause 1.4)**    1. The Supplier will comply with the following key performance indicators:   100% pass rate |  |  |
| 1. **Staff (****Schedule 2, clause** **5.3)**    1. Supplier Staff who will be treated as key staff are:   The Trainer |  |  |
|  |  |  |
|  |  |  |
| 1. **Supply to the Authority of information, data and other records and documents (****Schedule 2, clause** **10.2)**    1. The Supplier will provide information, data and other records and documents to the Authority as follows:  * **Weekly attendance rates** * **Reports on any student concerns** |  |  |
| 1. **Information security management (****Schedule 3, clause** **4.2)**    1. The Supplier will put in and maintain an information security management plan:   **Schedule 9 – Data protection Protocol** |  |  |

ANNEX B3  
TENDER RESPONSE DOCUMENT

**Note to Bidders: Your response to this Annex B3 will be included in** **Schedule 5 (Specification and Tender Response Document) of the contract. As such, it will form part of your contractual obligations to the Authority if you are awarded a contract.**

1. TECHNICAL AND QUALITY QUESTIONS AND METHOD STATEMENTS

# Overview

* 1. Please provide a concise summary highlighting the key aspects of the proposal. (**This response is not evaluated** and should be used to contextualise your detailed responses).

|  |
| --- |
| **Response – maximum of 300 words** |
|  |

# Confirmation of full compliance with Specification

* 1. See Annex B2, which you must complete.

# Method statement questions

* 1. Suppliers are required to answer all questions in the response box provided, concisely and by using no more 300 words maximum, excluding supporting attachments only where specified, which must be clearly identified/numbered. Any information provided over what is required, will not be considered or evaluated.

• Total Number of marks available based on the following scoring criteria = 192

Bidder’s response to each question will be evaluated and scored in line with the scoring table below. The total score for each question will be calculated as follows:

Weighting (allotted to the question) x Score (evaluated response) (see weighting definition table below also).

As an example: weighting of 5 x score of 4 = 20 points

|  |  |  |
| --- | --- | --- |
| **Grade label** | **Grade** | **Definition of Grade** |
| Unacceptable | 0 | The proposal completely fails to meet the required standard or does not provide an answer |
| Weak | 1 | The proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other aspects of the Tender |
| Satisfactory | 2 | The proposal meets the required standard in most material respects, but is lacking or inconsistent in others |
| Good | 3 | The proposal meets the required standard in all material respects |
| Excellent | 4 | The proposal meets the required standard in all material respects and exceeds some or all of the major requirements |

|  |  |
| --- | --- |
| **Weighting against criteria is as follows;** | |
| Description | Weighting |
| Least Desirable aspects | 1 |
| Desirable aspects | 2 |
| Strong desirable aspects or criteria | 3 |
| Essential aspects or criteria only | 4 |
| Most Critical / Essential aspects to service requirements | 5 |

|  |  |
| --- | --- |
| **Method Statement questions** | **Weighting : 70%** |
| Question 1:  Please describe how you will ensure that the content of the course is current and relevant to community public health nursing | Weighting = 5  Total score available : 20 |
| Guidance/Evidence:  Relevant policies, understanding of SCPHN role, evidence of relevant topics in timetable, evidence of guidance of directed learning and resources available. Evidence of who is delivering each element of the programme. | |
| **Response**  **Word count:** | |
| Question 2:  Training to be delivered at level 6. How many credits will be awarded for this training and what can they be used for? | Weighting = 5  Total score available : 20 |
| Guidance/Evidence:  What evidence can you provide of course validation and what programme moderation procedures are in place. | |
| **Response**  **Word count:** | |
| Question 3:  How will you ensure the modules are updated to reflect changes in guidance and research? | Weighting = 5  Total score available : 20 |
| Guidance/Evidence:  Processes in place that ensure the modules are reviewed regular basis and are evidence based | |
| **Response**  **Word count:** | |
| Question 4:  What evidence can you provide that demonstrates your training is accessible to all? | Weighting = 5  Total score available : 20 |
| Guidance/Evidence:  Policies in place to allow additional time and support for dyslexia etc | |
| **Response**  **Word count:** | |
| Question 5:  How is your training adaptable and flexible to meet differing learning styles | Weighting = 5  Total score available : 20 |
| Guidance/Evidence:  Provide examples of course delivery and example time table. Provide information on what resources are available to support student learning | |
| **Response**  **Word count:** | |
| Question 6:  Confirmation of how you plan to deliver the COHORTS and whether there are any restrictions to the number of students per COHORT and if there are any timetable restrictions?  How will you ensure that the course provides consistent outcomes when numbers in cohorts vary? | Weighting = 5  Total score available : 20 |
| Guidance/Evidence:  Example timetables | |
| **Response**  **Word count:** | |
| Question 7:  How will you ensure that each student has met the required standard? | Weighting = 5  Total score available : 20 |
| Guidance/Evidence:  Details of assessment process. | |
| **Response**  **Word count:** | |
| Question 8:  How will you support a pass rate of 100%. What support will be in place for failing students? | Weighting = 5  Total score available : 20 |
| Guidance/Evidence:  Plan of additional support and resubmission | |
| **Response**  **Word count:** | |
| Question 9:  Sustainability. Are you currently quantifying your carbon impact on the environment? | Weighting = 3  Total score available : 12 |
| Guidance/Evidence:  Please provide details and evidence of how you are planning to reduce the carbon emissions associated with provision of the service specified and how you will collaborate and share data with (the contractor) consistent with national and NHS goals towards net zero carbon emissions across Scopes 1, 2 and 3. | |
| **Response**  **Word count:** | |
| Question 10:  Can you demonstrate the social value associated with delivering the service requested? | Weighting = 5  Total score available : 20 |
| Guidance/Evidence:  Social value refers to the wider financial and non-financial impacts of the contract, including the wellbeing of individuals and communities. Can you outline content in course that adheres to this. | |
| **Response**  **Word count:** | |

* 1. Please specify any areas or elements for which you wish to use a subcontractor and provide the following details:
     1. which subcontractor you wish to use and for what elements;
     2. what reasons you have for such subcontracting;
     3. why particular third parties would be chosen;
     4. any existing relationship with each such subcontractor; and
     5. how you would ensure that appropriate management controls would be put in place.
  2. Please explain what contractual arrangements you have (if any) with subcontractor(s) to ensure that your obligations to the Authority will adequately flow down to the subcontractor(s).

|  |
| --- |
| **Response** |
|  |

ANNEX B4  
cOMMERCIAL SCHEDULE

1. GENERAL INSTRUCTIONS
   1. All pricing should be in pound sterling (£GBP). If applicable please convert you currency into UK sterling using the rate published by the European Central Bank on the date you submit your Tender.
   2. Costs should be quoted exclusive of VAT. Please confirm this in your Commercial Schedule, and indicate if the project will attract VAT and at what rate.

* 1. If your proposal includes costs for sub-contractors these costs must be identified and shown inclusive of any VAT they will charge you.

1. PRICING MODEL AND CONNECTED QUESTIONS

* 1. Please break down your price by completing the tables below. This should include your total charges for all of the services, which should be broken down into individual service elements and as specified in the tables.

|  |  |  |
| --- | --- | --- |
| **Fixed cost for initial contract period – 3 years** | **Charges (£) per member of staff** | **Discounted charge per maximum COHORT reached per Module per member of staff** |
| Module 1: Early Intervention |  |  |
| Module 2: Child Development |  |  |
| Is VAT applicable and at what rate |  |  |
|  |  |  |

* 1. Any Tender which exceeds the Authority's available budget shall be treated as non-compliant and rejected. The available budget not to be exceeded is £2,400 per person for the 2 combined modules. (£1,200 per module, per person) inclusive of VAT where applicable.
  2. Years 4 and 5 costs subject to agreement by both parties.
  3. If it appears to the Authority that any Tender may be abnormally low then the Authority may ask the Bidder to explain its price or costs. If following the Bidder’s explanations, the Authority is not satisfied with the Bidder's account for the low level of price or cost in the Tender, the Authority may treat the Tender as non-compliant and reject it. It will not be an opportunity for the bidder to change their bid or costs.

ANNEX B5  
CONFIDENTIAL AND COMMERCIALLY SENSITIVE INFORMATION

1. INFORMATION SUPPLIED BY THE AUTHORITY
   1. All the information that the Authority supplies as part of this contract may be regarded as Confidential Information as defined in Schedule 4 of the NHS Terms and Conditions.
2. INFORMATION THAT THE BIDDER CONSIDERS TO BE EXEMPT FROM DISCLOSURE
   1. The Bidder considers that the type of information listed below is exempt from disclosure under the Freedom of Information Act 2000 ("**FOIA**") and/or the Environmental Information Regulations 2004 ("**EIR**") for the reasons given below.

|  |  |  |
| --- | --- | --- |
| **Information considered exempt from disclosure (include page/paragraph reference)** | **Reason for FOIA/EIR exemption** | **Period exemption is sought** |
|  |  |  |
|  |  |  |
|  |  |  |

ANNEX B6  
ADMINISTRATIVE INSTRUCTIONS

**Note to Bidders: Please complete this Annex. If you are awarded a contract, the details you provide here will be copied into** **Schedule 1 of the contract (Key Provisions).**

1. CONTRACT MANAGERS
   1. For the Supplier, the Contract Manager at the commencement of the contract will be as follows (see clause 3):

|  |  |
| --- | --- |
| **Name** | [*Insert name*] |
| **Contact details** | [*Insert address, e-mail address*] |
| **Role** | [*Insert details]* |

1. NOTICES
   1. Any notices served on the Supplier under the contract are to be delivered to (see clause 4):

|  |  |
| --- | --- |
| **Name** | [*Insert name*] |
| **Address** | [*Insert address*] |
| **Role** | [*Insert details*] |

1. MANAGEMENT LEVELS FOR DISPUTE RESOLUTION
   1. The management levels at which a dispute will be dealt with are as follows (see clause 5):

|  |  |
| --- | --- |
| **Level** | **Supplier representative** |
| **1** | [*Contract manager*] |
| **[2]** | [*Insert role*] |
| **[3]** |  |

ANNEX B7  
FORM OF TENDER

**DECLARATIONS BY THE BIDDER (TO BE SIGNED AND RETURNED BY THE BIDDER)**

**FORM OF TENDER, NON-COLLUSION, CONFLICTS OF INTEREST AND ANTI-CANVASSING**

**DECLARATIONS**

**TO: Kent Community Health NHS Foundation Trust**

**PROPOSAL FOR The delivery of Training Services over 2 modules for Community Public Health Nurse within the Health Visiting Service; Module 1: Early Intervention Public Health, Module 2 : Child Development and Assessment**

**REFERENCE NUMBER: Find a Tender Service Ref: 2022/S 000-016283**

**ITT REFERENCE NUMBER: DN617043**

## **Form of Tender**

## We have examined the invitation to tender ("**ITT**") dated [*insert date of ITT*] and all accompanying annexes and schedules. This Tender is made subject to the terms of the ITT, including but not limited to the instructions to Bidders.

## We declare that to the best of our knowledge the answers submitted in response to the Eligibility Questions (including the self-declaration) are correct.

## We tender against the requirements, and offer to enter into a contract with the Authority comprising the following:

* the NHS Terms and Conditions (Annex A1 of the ITT);
* the Specification (Annex B2 of the ITT) (including our response to the Specification);
* our responses to the Tender Response Document (Annex B3 of the ITT); and
* our response to the Commercial Schedule (Annex B4 of the ITT).

## Accordingly, this Tender is a contractual offer capable of acceptance by the Authority. If the Authority accepts this Tender, we will execute any agreement that the Authority produces to record in one place the offer and acceptance.

## We undertake to keep the Tender open for acceptance by the Authority for a period of ninety (90) days from the deadline for receipt of Tenders.

## We understand that you are not bound to accept the lowest priced, or any, Tender.

## **Non-collusive tendering**

## In recognition of the principle that the essence of tendering is that the Authority, shall receive bona fide competitive Tenders from all those tendering, we certify that this Tender is a bona fide Tender that is intended to be competitive.

## We have not fixed or adjusted the amount of this Tender under, or in accordance with, any agreement or arrangement with any other person.

## We have not done, and we undertake that, we will not do at any time before the hour specified for the return of the Tender any of the following acts:

* communicate to a person other than the Authority the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);
* agree with any person that they shall refrain from tendering or as to the amount of any Tender to be submitted; and
* offer 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 any act or thing of the sort described above.

**Conflicts of interest**

We acknowledge that we are responsible for ensuring that no conflicts of interest exist between us (and our advisers) and the Authority.

So far as any possible conflict of interest has arisen, we have notified the Authority promptly in writing of that potential conflict of interest and have taken any steps agreed with the Authority to avoid the conflict.

We acknowledge that if we fail to comply with this requirement, we may be disqualified from the procurement at the discretion of the Authority.

**Anti-canvassing confirmation**

We have not canvassed or solicited any member, officer or employee of the Authority, in connection with the proposed contract award and to the best of our knowledge and belief nor has any person employed by us or acting on our behalf done any such act.

We further undertake that we will not in the future canvass or solicit any member, officer or employee of the Authority, in connection with the proposed contract and that no person employed by us or acting on our behalf will do any such act.

Name of person duly authorised to sign tenders:

Date: .............................................................................

Name: .............................................................................

in the capacity of: ................................................................

duly authorised to sign tenders for and on behalf of:

............................................................................................

**By completing this Form of Tender and submitting your Tender you have agreed that the statements in this Form of Tender are correct and that you have complied, and will continue to comply, with the Authority's policies on non-collusion, conflicts of interest and anti-canvassing.**