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**INVITATION TO TENDER**

**Document 1: Instructions**

**For the provision of Fund Investment Adviser, Operator and Administrator Services for the Evergreen, Evergreen 2 and Low Carbon Funds**

## Contract Ref: DN716281 (GMCA890)

Return Time & Date: 12 noon on Friday 3rd May 2024

Contract Duration: 48-months

with a provision to extend for 2 x 12-month periods

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# 1. Section One – Instructions & Conditions

## Introduction

GMCA was established on the 8th May 2017 with the aim of providing local people more control over issues that affect their area. It means the region speaks with one voice and can make a strong case for resources and investment. It helps the entire north of England achieve its full potential.

Greater Manchester is one of the country's most successful city-regions. Our vision is to make it one of the best in the world.

We want the region to be more prosperous, better connected, and greener.

Local people will have more job opportunities, and new skills to contribute to, and benefit from, a stronger economy. They'll enjoy better health and a higher quality of life.

Greater Manchester Combined Authority to be referred to as the GMCA, requires the information sought in this Invitation to Tender (ITT) document from suppliers responding to the invitation.

This is a competitive procurement in accordance with the Open Procedure under EU Procurement Directives and implemented in English Law in the Public Contract Regulations 2015 (SI 2015 No.102) and such other UK regulations implementing its provisions as may be made from time to time.

This Invitation to Tender document is issued via The Chest, the North West Procurement portal, and can be accessed using the following link [www.the-chest.org.uk](http://www.the-chest.org.uk).

This procurement process relates to 3 sub-funds set up to invest European Regional Development Fund (“ERDF”) funding under the 2007-13 and 2014-20 ERDF Operational Programmes. Fuller details are set out in **Annex 1 – Background to the Funds**. The 3 sub-funds are referred to in this ITT as follows:

1. Evergreen (or “Evergreen1”)
2. Evergreen 2; and
3. Low Carbon

This procurement process is being run by Greater Manchester Combined Authority (GMCA) on behalf of the following 3 contracting authorities, in accordance with Regulation 38 of the Public Contracts Regulations 2015 (“PCR 2015”):

1. North West Evergreen Limited Partnership (“EG”) acting by its General Partner North West Evergreen (GP) Limited, responsible for managing the Evergreen sub-fund;
2. Greater Manchester Evergreen 2 Limited Partnership (“EG2”) acting by its General Partner Greater Manchester Evergreen 2 (GP) Limited, responsible for managing the Evergreen 2 sub-fund; and
3. Greater Manchester Low carbon UDF Limited Partnership (“LC”) acting by its General Partner Greater Manchester Low Carbon UDF (GP) Limited, responsible for managing the Low Carbon sub-fund.

Those 3 contracting authorities are referred to collectively as the **Authorities** in this ITT. A reference to an Authority is to any one of the Authorities, as the context requires, but any reference to the Authorities shall, as applicable, be read as including the words “(or any one or more of the Authorities)”.**In certain places, the Authorities are referred to as “we”, while Tenderers are similarly referred to using “you” and “your”; this is for consistency with the Government standard selection questionnaire on which Submission Requirement A in Part 3 is based.**

The Authorities have engaged GMCA to act as their delivery agent to manage the administrative aspects of this procurement process. GMCA is not the procuring contracting authority for this procurement process and will not be party to any contract(s) entered into.

This tender has been divided into 2 lots:

1. Lot 1 – the provision of the Services to the Evergreen and Evergreen 2 sub-funds; and
2. Lot 2 - the provision of the Services to the Low Carbon sub-fund.

The Authorities have considered whether the Services could be further subdivided into additional lots. The main reasons not to subdivide further are as follows:

1. In respect of the decision not to subdivide the administration from the advice and operations for each sub-fund – to ensure efficiency and a strong working relationship between those providing the administration services and those providing the advice and operations services;
2. In respect of the decision not to subdivide Evergreen from Evergreen – to ensure a complementary investment strategy across both sub-funds and avoid the risk of the sub-funds competing with each other for the same investments, as well as maximizing efficiency across two sub-funds that relate to similar asset classes.

Tenderers may submit Tenders for one or both of the Lots.

Fuller details of the Services for each Lots are set out in Annex **2** – Services Specification.

As explained in the **contract notice**, the scope of the Services may expand and / or contract over the term of the contract(s) to reflect changes to the funding that is made available. Such changes may include, in particular:

* + 1. increases of up to a maximum 100% of the value of the funds that are made available to the Evergreen and Evergreen 2 and Low Carbon sub-funds (from ERDF funds and/or other funding sources). The currently available funds are £60m for Evergreen, **£60m** for Evergreen 2 and **£30m** for Low Carbon. An increase of up to 100% of the value of the sub-funds would take the sub-fund values up to a maximum amount of £120m for Evergreen and £120m for Evergreen 2; and £60m for Low Carbon
		2. the reallocation of available funds between the Evergreen 2 and Low Carbon sub-funds (as appropriate) based on factors impacting the performance of the relevant sub-fund including, but not limited to, the successful Tenderer's performance and/or available pipeline.

Tenderers should ensure that they are capable of performing the expanded and / or contracted Services and that the pricing submission in the Tender for the Lot (to become the contractual pricing) will apply equally to any expanded and / or contracted scope (on a pro rata basis, where applicable).

The contractual terms

The contractual framework for the Services is provided with this ITT, in Annexes **2, 3 and 6**.

Annex **2** – Services Specification contains the service specification for the Investment Adviser which will form Schedule 1 of each Investment Adviser and Operator Agreement (which will be identical for each contract, except as indicated in the specification provided).

Annex **3** – Investment Adviser and Operator Agreement contains the following contracts (each a **contract** for the purposes of this ITT, with **contracts** being two of such contracts) which the successful Tenderer(s) will enter into:

for Lot 1:

* + - 1. the Investment Adviser and Operator Agreement for Evergreen, and
			2. the Investment Adviser and Operator Agreement for Evergreen 2.
1. For Lot 2:

iii) the Investment Adviser and Operator Agreement for Low Carbon.

With respect to the Investment Adviser and Operator Agreement(s), Tenderers should note that:

* + 1. each of the Authorities requires entry into its own contract. The successful Tenderer for Lot 1 will therefore be required to enter into separate contracts with EG (in respect of the provision of the Services to the Evergreen sub-fund) and EG2 (in respect of the provision of the Services to the Evergreen 2 sub-fund);
		2. the terms of the Investment Adviser and Operator Agreement for Evergreen 2 are the same as those for Low Carbon, except for references to the descriptions of the factual differences between the sub-funds; and
		3. the terms of the Investment Adviser and Operator Agreement for Evergreen are the same as those for Evergreen 2 and Low Carbon, except for references to the descriptions of the factual differences between the sub-funds, and references to the earlier set of ERDF regulations which apply to Evergreen.

Annex 6 – Contingent Loan Agreement contains the following:

* + 1. Lot 1:
			1. the Operational Agreement for Evergreen 1;
			2. the Contingent Loan Agreement for Evergreen 2.

Lot 2:

* + - 1. The Contingent Loan Agreement for Low Carbon.

With respect to the Contingent Loan Agreement(s), Tenderers should note that:

* + 1. the successful Tenderer(s) will not be a party to the Operational Agreement/ Contingent Loan Agreement(s). However, these are provided to Tenderers to shape their understanding of the terms governing how funding is made available to the sub-fund(s);
		2. the GMCA and the Greater Manchester FOF Limited Partnership (**FoF**) entered into a funding agreement with the Department for Levelling Up, Housing and Communities (“DLUHC”) concerning the ERDF funding made available by DLUHC. GMCA then established EG2 and LC to administer the investments of the ERDF funding made available. To ensure the flow of funds to Evergreen 2 and Low Carbon, the terms of the Contingent Loan Agreement mirrors the wording of the funding agreement between GMCA, FoF and DLUHC and sets out the conditions for the provision of ERDF funding by DLUHC that, in turn, must be complied with in relation to investments made by EG2 and LC; and
		3. there is no Contingent Loan Agreement for Evergreen, and the equivalent guidance document is the Operational Agreement as defined in the Investment Adviser and Operator Agreement for Evergreen.

Tenderers are not invited to propose changes to the contractual documents provided with this ITT or to submit a mark-up as part of their Tender. All Tenders must be on the basis of the contractual documents provided with this ITT. Notwithstanding the foregoing:

* + 1. if the questions or requests for clarification submitted by Tenderers in accordance with paragraph 1.2 reveal to the Authorities that any aspect of the terms of the Investment Adviser and Operator Agreement(s) is significantly different to standard market practice, and that difference will have a material impact on the quality or economy of Tenders, the Authorities reserve the right to revise and reissue the affected Investment Adviser and Operator Agreement(s) to all Tenderers, prior to the Closing Time (as set out in in 1.2).; and
		2. Tenderers should note that the Authorities may need to make non-substantial changes to the Contingent Loan Agreement(s) to reflect the governance arrangements within the Authorities. The Authorities therefore reserve the right to revise and reissue the Contingent Loan Agreement(s) to all Tenderers, prior to the Closing Time (as set out in paragraph 1.2).
	1. By submitting a Tender, the Tenderer accepts the terms of the Investment Adviser and Operator Agreement(s) and all other contractual documentation provided with this ITT (as amended in accordance with paragraph 1.1 and 1.2 where applicable, and confirms that it shall, if successful, enter into the contracts without negotiation or alteration.

## Instructions to Tenderers

**Discrepancies, Omissions and Enquiries concerning the Tender Documents**

**Clarification and Queries**

There will not be any negotiations of any of the substantive terms of the Tender Documents. Only clarification queries relating to the Tender Documents will be answered.

Any questions about the procurement should be submitted via the portal no later than: 19th April 2024.

Telephone or e-mail enquiries will NOT be accepted.

Any clarifications relating to this ITT must be submitted through The Chest portal.

The GMCA will respond to all reasonable clarifications as soon as possible through publishing the Tenderers' questions and the response to them on the procurement portal. If a Tenderer wishes the GMCA to treat a clarification as confidential and not issue the response to all Tenderers, it must state this when submitting the clarification. If, in the opinion of the GMCA the clarification is not confidential, we will inform the Tenderer and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Tenderers.

Should you find discrepancies in, or omissions from the Tender Documents, the GMCA’s Procurement Officer should immediately be notified via the Questions section of the portal.

**Circular Advices**

Any clarification by the GMCA prior to the Tender due date will be issued as a Circular Advice to all Tenderers via the portal.

**Study of Tender Documents**

The Tenderer is required to examine all the Tender Documents included in this information pack to obtain a full and clear understanding of the scope of the opportunity, prior to them to submitting a Tender. The Tenderer shall be deemed to have satisfied itself as to the correctness and sufficiency of its Tender. No claims whatsoever shall be entertained arising out of the Tenderers failure to study the Tender Documents.

**Tender Submission**

Tenderers must complete and return all Sections of this ITT document.

Tenderers must complete and return all of the required information in the tender by the tender return time and date of Friday 3rd May 2024 12.00 noon**.**

An electronic Tender submission must be submitted via The portal. The GMCA reserves the right to reject any Tender that fails to comply with the submission requirements set out in this ITT.

Tenderers are advised to keep a copy of their Tender submission for future reference.

The GMCA expressly reserves the right to require a potential supplier to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this ITT.

Please do **NOT** e-mail your tender submission direct to the GMCA, as only responses via the portal will be accepted.

**Electronic Tender Submission via the Portal**

This ITT documentation has been obtained via The Chest portal. If further information is required or if there are any problems using the portal, please contact the Procurement department on Tel: 0161 608 3577, Email: procurement@manchesterfire.gov.uk

Tenderers must complete an electronic submission via the portal. Details of how to do this will be made available to Tenderers on the portal, the address of which is [www.the-chest.org.uk](http://www.the-chest.org.uk)

Tenderers should note that the uploading process when submitting a Tender via the portal may take some time. Tenderers should therefore start this process in sufficient time to allow for the complete uploading of their Tender submission by the tender return time and date, Tenders submitted after the Tender deadline will NOT be accepted.

**Tender Errors and Omissions**

If the GMCA discovers errors or omissions in the Tender, the Tenderer may be required to justify the price/item(s) concerned. Any price adjustments to the Tender made by agreement between the GMCA and the Tenderer shall be confirmed in writing by the Tenderer to the GMCA before final acceptance by the GMCA.

**Procurement Timetable**

Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the GMCA does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| Activity | Date |
| OJEU contract notice sent for publication and Dispatch of ITT  | 27th March 2024 |
| Deadline for receipt Clarification questions  | 19th April 2024 |
| Return of ITT | 3rd May 2024 12.00 |
| Inform successful suppliers of interview details | w/c 6th May 2024 |
| Interviews | 13th May 2024 |
| Finalise evaluation and scores | 13th – 20th May 2024 |
| Internal Sign off | 13th – 20th May 2024 |
| Issue intent to award and 10-day standstill period begins | 20th May 2024 |
| 10-day standstill period ends | 30th May 2024 |
| Issue final contract award letter to successful Tenderer | 31st May 2024 |
| Service commencement as soon as practicable after contract signature | w/c 3rd June 2024 |

The GMCA reserves the right to change the above timetable and Tenderers will be notified accordingly where there is a change in the timetable.

The GMCA intends to award the Contract in line with the above timetable and reserves the right to award the Tender at such date or at a later date, or not at all.

The intended duration of the contract is **48 months with 2 x 12-month permissible extensions**.

**Debriefing Sessions**.

The contract award notification will be sent to each Tenderer following a comprehensive evaluation exercise. The GMCA will then inform all Tenderers of the relative advantages and characteristics of their bids in writing.

All requests for additional feedback should be made through the portal. The GMCA does not propose any debrief sessions until after the 10-day standstill period.

**Freedom of Information Act (2000)**

The GMCA is a public authority under the Freedom of Information Act 2000 (the “Act”).

##

## 1.3 Tender Conditions

**Acceptance of Tender**

The Tender shall constitute an irrevocable offer to perform the Service. The successful Tenderer shall conclude a formal Contract with the GMCA, which shall embody the Tenderer’s offer. No Tenderer may consider itself successful unless and until a formal Contract has been signed by a duly authorised representative of each party.

It is clearly understood that the ITT and the submission of the Tender shall not in any way bind the GMCA to enter into a contract with the Tenderer or involve the GMCA in any financial commitment whatsoever in this respect. The Tenderer is also advised that the GMCA do not bind themselves to accept the lowest, or any Tender but at the GMCA’s sole discretion may accept the whole or part of any Tender.

Any acceptance of a Tender by the GMCA shall be in writing and shall be communicated to the Tenderer. Upon such acceptance the Contract shall become binding on both parties and, notwithstanding that, the appointed contractor shall upon request of the GMCA execute a formal Contract in writing in the form of the Contract provided with the Tender Documents.

The Tender shall remain open for acceptance for a period of 6 months from the closing date for the receipt of Tenders.

All documents comprising the Tender must be completed, uploaded and submitted onto the portal by the deadline. Please ensure that all of the required documents are uploaded as incomplete tenders may be rejected.

The following requirements must be adhered to when submitting Tenders:

• The pages of the Tender documents must be numbered sequentially as "Page [x] of [xx]" and include the date and title of the document on each page of the main body.

• Any additional pre-existing material which is necessary to support the Tender should be included as schedules with cross-references to this material in the main body of the Tender. Cross-references to this ITT should also be included in the Tender whenever this is relevant.

• Where documents are embedded within other documents, Tenderers must upload and submit separate copies of the embedded documents.

• The Tender must be in English and drafted in accordance with the drafting guidance set out in this ITT.

• The Tender must be fully cross-referenced.

• A list of supporting material must be supplied (if requested by the GMCA).

The Tender must be clear, concise and complete. The GMCA reserves the right to mark a Tenderer down or exclude them from the procurement if its Tender contains any ambiguities, caveats or lacks clarity. Tenderers should submit only such information as is necessary to respond effectively to this ITT. Tenders will be evaluated on the basis of information submitted by the Deadline.

Bidders must ensure they complete the ITT document in its entirety, Bidders should not copy and paste elements of this document into other formats or incorporate items into the ITT document that are not asked for. Bidders can include links as part of their weighted responses to questions in section 4 (where appropriate) these will be included as supporting evidence and will be included within the word counts.

The Tenderer must upload and submit a duly executed Form of Tender (Schedule 7).

Where the Tenderer is a company, the Tender must be signed by a duly authorised representative of that company. Where the Tenderer is a consortium, the Tender must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the Contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of the sole trader, he should sign and give his name in full together with the name under which he is trading.

Tenderers should note that the terms and conditions published with the tender documents are not open for negotiation at award, no material changes will be accepted. Any queries must be raised during the clarification period.

GMCA reserve the right to withdraw any potential award to the winning bidder if the bidder does not accept the terms and conditions at award stage for expedited signatures as the handover period will be affected, this contract has a start date of week commencing the 3rd June 2024 or as soon as practicable after contract signature.

**Rejection of Tender**

The GMCA may in its absolute discretion refrain from considering or reject any Tender if

* Failure to return your submission within the ITT document format as request may result in your bid being rejected. The GMCA hold the right to reject any bids that are not return in the correct format.
* The Tender is incomplete or vague or is submitted later than the prescribed date and time; or
* It is not in accordance with the ITT and all other provisions of the Tender Documents or is in breach of any condition contained in the ITT;

Any Tender in respect of which the Tenderer:

* Has directly or indirectly canvassed any official of the GMCA or obtained information from any other person who has been contracted to supply goods or provide services or works to the GMCA concerning the award of the framework or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Tenderer; or
* Fixes or adjusts the prices shown in the Finance Schedule by or in accordance with any agreement or arrangement with any other person; or
* Communicates to any person other than the GMCA the amount or approximate amount of the prices shown in the Finance Schedule except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or for the purposes of insurance or financing; or
* Enters into any agreement with any other person that such other person shall refrain from submitting a Form of Tender or shall limit or restrict the prices to be shown or referred to by another Tenderer; or
* Offers to agree to pay to any person having direct connection with the ITT process or does pay or give any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done in relation to any other Tenderer or any other person’s proposed Tender, any act or omission; or

Shall not be considered for acceptance and shall accordingly be rejected by the GMCA provided always that such non-acceptance or rejection shall be without prejudice to any other civil remedies available to the GMCA or any criminal liability which such conduct by a Tenderer may attract.

**Amendment to Tender Documents**

Should any additions or deletions to the Tender Documents be considered necessary prior to the date for submission of Tenders, these will be issued by the GMCA to Tenderers and will be deemed to then form part of the Tender Documents; the GMCA reserves the right to extend any date for submission of the Tenders accordingly.

If changes occur in relation to the statements set out in the Tender, the applicable Tenderer must promptly notify the GMCA of them. The GMCA reserves the right to disqualify any Tenderer that fails to duly notify the GMCA. Tenderers are also reminded of the eligibility requirements that apply to the procurement process at all times.

GMCA reserves the right to reject any qualified bids received.

**Tenderers Responsibilities**

A Tenderer shall be deemed to have satisfied itself before submitting its Tender as to the accuracy and sufficiency of the prices and rates as stated in any Finance Schedule contained in that Tender which shall (except in so far as it is otherwise provided in the Contract) cover all obligations under the Contract and a Tenderer shall also be deemed to have obtained for itself all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect its Tender.

The Tenderer is responsible for obtaining all information necessary for the preparation of its Tender and all costs, expenses and liabilities incurred by a Tenderer in connection with the preparation and submission of a Tender shall be borne by the Tenderer.

**GMCA Representatives**

No person in the GMCA’s employ or other agent, except as so authorised by the Contract Officer, has any authority to make any representation or explanation to Tenderers as to the meaning of the Contract or any other Tender Document or as to anything to be done or not to be done by Tenderers or the successful Tenderer or as to these instructions or as to any other matter or thing so as to bind the GMCA.

**Confidentiality**

This ITT is made available on condition that its contents (including the fact that the Tenderer has received this ITT) is kept confidential by the Tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Tenderer to submit a Tender, or for the purpose of obtaining sureties guarantees and quotations necessary for the preparation and submission of the Tender.

As a public body, the GMCA is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The GMCA shall treat all Tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA.

While the GMCA aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, Tenderers are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to the GMCA in the template provided.

Tenderers should be aware that, in compliance with its transparency obligations, the GMCA routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

**Tender Documents**

The documents which constitute the Tender Documents and all copies thereof are and shall remain the property of the GMCA and save for the purposes of the Tender, must not be copied or reproduced in whole or in part and must be returned to the GMCA upon demand.

**GMCA’s Warranties and Disclaimers**

The fact that a Tenderer has been invited to submit a Tender does not necessarily mean that the Tenderer has completely satisfied all the GMCA’s criteria and the GMCA may require further information as appropriate and assess this as part of the Tender evaluation process.

The Tenderer shall have no claim whatsoever against the GMCA in respect of such matters and in particular (but without limitation) the GMCA shall not make any payments to the successful Tenderer save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by the GMCA to the Tenderer in respect of the Service by reason of the Specification being different to that envisaged by the Tenderer or otherwise.

Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. With the exception of statements made fraudulently, the GMCA does not accept any liability or responsibility for the adequacy, accuracy or completeness of such information. The GMCA does not make any representation or warranty (express or implied) with respect to the information contained in the ITT or with respect to any written or oral information made or to be made available to any Tenderer or its professional advisors.

Each Tenderer to whom the ITT is sent must make its own independent assessment of the proposed terms after making such investigation and taking such professional advice as it deems necessary to determine its interest in the Contract.

This ITT is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Tenderer to submit a Tender or enter into any other contractual agreement. Under no circumstances shall the GMCA be liable to a Tenderer in respect of any costs incurred by a Tenderer (whether directly or otherwise) in relation to the preparation or submission of a Tender.

## Evaluation Criteria

The objective of the selection process is to assess the responses to the tenders submitted and to then select a preferred bidder with the intention to appoint, in line with the timetable indicated at Section 1.2 of this document.

The tender evaluation exercise will seek to balance the issues of quality and price to ensure that the bidder chosen offers the best deal for the GMCA.

Upon receipt of formal tenders, the GMCA will be concerned to ensure that there has been full compliance with the ITT documents, and all necessary information has been supplied. The information supplied will be checked for completeness and compliance before responses are evaluated. The GMCA shall not be bound to accept the lowest price of any bid submitted.

**Section 3** is primarily marked using a pass/fail criteria. We want to verify that your organisation:

* Is a legitimate trading organisation;
* Has the required levels of financial standing to effectively undertake the Contract requirements;
* Promotes good practices in areas of employment, health & safety and environmental care & protection. Where requested, policies must be provided for evaluation.

In addition to the information requested, the GMCA will also undertake an independent financial check using a range of financial reports, these may include (but not limited to), Company Watch, Experian, Dun & Bradstreet.

Section 3 is to be completed once even if applying for both lots.

**Sections 4 & 5** will be evaluated on the basis of the most economically advantageous offer to the authority.

Tenderers are required to complete the evaluation questions applicable to the lot(s) being tendered for. **If tendering for both lots, the evaluation questions for both Lot 1 and Lot 2 are to be completed. Only one Standard Questionaire (SQ) is required.**

The evaluation criteria, and the associated weightings, which will be utilised in this assessment are:

|  |  |  |
| --- | --- | --- |
|  | **Score** | **Comment** |
| **Section 3**Company and Policy Information**Annex 3 Standard Questionaire** | **PASS/FAIL** | Where specifically requested, policies must be provided for evaluation.  |
| **Annex 4****Technical Capacity**(sub-weightings)Q1 – Staffing 20%Q2 – Risk Management 9%Q3 – Project Delivery 26%Q4 – Implementation 5%Q5 - Social Value 10% | **70% weighting** | A minimum score threshold of 3, (3 being a satisfactory response), has been applied to all questions except for Social Value (Question 5).The GMCA will exclude any bidder who scores below the minimum scoring threshold for Questions 1 - 4. A further breakdown of sub question weightings can be found in **Annex 4**. |
| **Annex 5** **Price** | **30% weighting** | **Price** - Prices should be fixed for the maximum term of the contract. The financial assessment will be made on a lump sum for provision of the services as described within this document. The scores will be awarded on the basis of percentage variation between the highest and lowest price with the lowest financial submission receiving the full marks available as further set out below. A further breakdown of weighting can be found below. |
| **Interviews / Presentation** | **Pass/Fail** | Following tender scoring, the top 3 scoring bidders in each Lot will be invited to interviews to test the knowledge and experience of bidders and the content of their bids. **GMCA reserve the right to Fail and therefore remove any bidder who fails to demonstrate their knowledge and understanding of the requirement.** |

**Section 3 Scoring**

Where a question requires a Yes/No answer, an answer of “No” may result in the GMCA taking the tender no further, unless it is demonstrated to the GMCA's satisfaction that any amendments/ qualifications are strictly necessary to give effect to any legal, regulatory or compliancy requirements of any related parties. The GMCA reserves the right to reject any such amendments/qualifications if they are deemed by the GMCA not to be strictly necessary or contrary to the principles of the procurement procedure.

**Quality Scoring**

Scores will be awarded by applying the following scoring descriptions. Only whole number scores between 0 and 5 will be used, but all whole number scores are available even where a score does not have a directly corresponding description.

|  |
| --- |
| **Questions 2.1 and 2.2 for Lot 1 (Evergreen and Evergreen 2) and Lot 2 (Low Carbon)** |
| **Score** | **Description** |
| 5 | CV(s) provided for the Key Personnel (or any one or more of them) demonstrates:* extensive experience and specialism in delivering fund management services;
* the experience extends over more than 8 years;
* the experience is very relevant to the delivery of the Services;
* the experience shows consistent successful delivery of services when measured across investment and realisation.
 |
| 4 | CV(s) provided for the Key Personnel (or any one or more of them) demonstrates:* reasonably extensive experience and specialism in delivering fund management services;
* the experience extends over 6 years or more;
* the experience is relevant to the delivery of the services;
* the experience shows in the main reliability in successful delivery of services when measured across investment and realisation.
 |
| 3 | CV(s) provided for the Key Personnel (or any one or more of them) demonstrates:* substantial experience and specialism in delivering fund management services;
* the experience extends over 5 years or more;
* the experience is relevant to the delivery of the Services;
* the experience shows fairly consistent success in delivery of services when measured across investment and realisation.
 |
| 2 | CV(s) provided for the Key Personnel (or any one or more of them) demonstrates:* some experience and specialism in delivering fund management services;
* the experience extends over 4 years or more;
* the experience is relevant to the delivery of the Services;
* the experience shows fairly consistent success in delivery of services when measured across investment and realisation.
 |
| 1 | CV(s) provided for the Key Personnel (or any one or more of them) demonstrates:* very limited experience of delivering fund management services;
* the experience extends over 3 years or more;
* the experience is not directly relevant to the delivery of the Services but not irrelevant;
* the experience shows some success in delivery of services when measured across investment and realisation.
 |
| 0 | No response submitted or experience is less than 3 years and / or irrelevant. |

|  |
| --- |
| **All other weighted and scored questions / sub-questions for Lot 1 (Evergreen and Evergreen 2) and Lot 2 (Low Carbon)** |
| **Score** | **Description** |
| 5 | Response demonstrates that the Tenderer fully understands the Authorities' requirements, has comprehensive, coherent and detailed proposals for delivering all of the Authorities' requirements which are supported by compelling evidence and / or other forms of assurance that such proposals will be delivered and will meet the Authorities' requirements.  |
| 4 | Response demonstrates that the Tenderer understands all of the Authorities' requirements with no gaps in the proposals to meet all the Authorities' requirements and has provided proposals which are detailed and coherent and are supported by credible evidence and / or other forms of assurance that is at least persuasive that the proposals are reasonably capable of meeting the Authorities' requirements and are reasonably likely to be delivered. |
| 3 | Response demonstrates that the Tenderer understands most of the Authorities' requirements. There are a few or more gaps, though none major, in the proposals to meet the Authorities' requirements and / or there are a few gaps in evidence and / or other forms of assurance, such that there remain some doubts as to whether the proposals would be likely to meet the majority of the Authorities' requirements or there is some risk that they would not all be delivered or with some reservation as to the reliability of the evidence that has been provided as to whether the proposals would be likely to be delivered. |
| 2 | Response demonstrates that the Tenderer has a limited understanding of the Authorities' requirements. There are a number of gaps, or a few gaps some of which may not be insignificant, in the proposals to meet the Authorities' requirements and / or there are a number of gaps or some significant gaps in evidence and limited other forms of assurance meaning that there remains more than a little doubt as to reliability of the evidence as to whether the proposals would be capable of meeting the Authorities' requirements and / or would be likely to be delivered. |
| 1 | Response does not demonstrate that the Tenderer has a satisfactory understanding of the Authorities' requirements. There are numerous and / or significant gaps in proposals and / or there is very little evidence or little credible evidence or other forms of assurance that the proposals would be capable of delivering the Authorities' requirements or the evidence has major gaps, or is otherwise unconvincing. |
| 0 | Failed to address the Authorities' requirements or no evidence provided to suggest that the proposals are capable of meeting the Authorities' requirements. |

A minimum score threshold of 3, (3 being a satisfactory response), has been applied to all questions except for Social Value, question 5.

The GMCA will exclude any bidder who scores below the minimum scoring threshold.

**Price Scoring**

**The Pricing Submission Template (Annex 5)** submitted will be scored as follows. For the avoidance of doubt, the scoring will be completed separately for each Lot.

The pricing sub-criteria for each Lot are as set out in the following tables.

**Lot 1 (Evergreen and Evergreen 2)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-Fund** | **Weighting** **(out of total 100% for Price and Quality)** | **Pricing Sub-Criterion****[row in Pricing Submission Template]** | **Sub-Weighting** |
| Evergreen | 13% | Fixed fee per annum | 8% |
| Fees payable by borrowers | 5% |
| Evergreen 2 | 17% | Fixed fee per annum | 10% |
| Fees payable by borrowers | 7% |

**Lot 2 (Low Carbon)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-Fund** | **Weighting** **(out of total 100% for Price and Quality)** | **Pricing Sub-Criterion** | **Sub-Weighting** |
| Low Carbon | 30% | Fixed fee per annum | 20% |
| Fees payable by borrowers | 10% |

For each pricing sub-criterion in the relevant Lot, the Authorities will identify the lowest fees (**Lp**) submitted in any Tender. In identifying Lp the Authorities will calculate the overall cost to the relevant sub-fund or the overall cumulative cost to all of the borrowers from that sub-fund (as applicable to the relevant sub-criterion) over the term of the contract.

The Tender offering Lp will be awarded 100% of the available marks for that pricing sub-criterion. Tenders with higher fees for that sub-criterion will be allocated scores on the following basis, to be calculated by reference to Lp, with scores depending on the number of percentage points by which the Tender's fees for that sub-criterion exceed Lp. Scores will be awarded on a straight-line allocation, on the basis that 1 percentage point of excess is equal to a deduction of 1% from the total available score for the sub-criterion, and a Tender that exceeds Lp by 100% or more (i.e. the fees are twice as much as Lp or higher) will score 0 for the relevant sub-criterion. Refer to paragraph 1.2 below for a worked example.

For the purposes of scoring, the percentage point excess will be round to the nearest 1%.

The following table summarises the available scores by reference to whole number percentage points:

|  |  |
| --- | --- |
| **Percentage excess above Lp** | **Percentage of available score awarded** |
| 0% | 100% |
| 10% | 90% |
| 20% | 80% |
| 30% | 70% |
| 40% | 60% |
| 50% | 50% |
| 60% | 40% |
| 70% | 30% |
| 80% | 20% |
| 90% | 10% |
| 100% or more | 0% |

* 1. This paragraph sets out a worked example of the price scoring. The prices used are deliberately simplistic and do not bear any relation to the expectations for this procurement process.

*For Lot 2 (Low Carbon), the percentages for the "Fixed fee per annum" sub-criterion for each of the following 3 Tenderers result in the following fees when applied to their respective drawdown profiles over the term of the contract (i.e. fees for all years cumulated):*

|  |  |
| --- | --- |
|  | ***Low Carbon – Fixed fee per annum (20%)*** |
| ***Tenderer A*** | *£160*  |
| ***Tenderer B*** | *£288*  |
| ***Tenderer C*** | *£208* |

*The three tenderers' scores for the "Lot 2 Low Carbon – Fixed fee per annum" sub-criterion are as follows:*

* *Tenderer A's price of £160 is the Lp.*
* *Tenderer A's price receives 100% of the marks available for the sub-criterion (i.e. 20%).*
* *Tenderer B's price is 80% higher than the Lp, so Tenderer B receives 20% of the marks available, being 4% (i.e. 20 x 20%).*
* *Tenderer C's price is 30% higher than the Lp, so Tenderer C receives 70% of the marks available, being 14% (i.e. 20 x 70%).*

***Interview/Presentation***

***It is envisaged the top 3 scoring bidders in each Lot will be invited to make a presentation*** which supports their bid, no longer than 30 minutes to be followed by clarification questions to ensure our understanding of the bidders’ experience and approach supports their written submission.

***The Authority reserves the right to Fail a bidder at this stage and withdraw the bidder from the competition if the evaluation panel deem the presenters did not sufficiently express and/or demonstrate sufficient knowledge and experience to meet the service specification and Authorities’ expectations.***

# 2. Section Two – Background/Overview

## 2.1 The Project

The Evergreen, Evergreen 2 and Low Carbon sub-funds deliver £150m of commercial property funding into the North West and Greater Manchester region. These sub-funds are designed to support eligible Urban Projects which demonstrate a clear fit with the underlying objectives of the respective ERDF programmes it supports. The sub-funds are now in recycling phase and are procuring for Investment Advisers to refine and implement its recycling investment strategy.

The Evergreen Fund was established under the 2007-13 ERDF Operational Programme and invests £60m capital into the North West (exc Merseyside) by way of senior, mezzanine and subordinated debt products over a tenor of up to 5 years. Investments typically include Grade A/B office stock, warehousing and infrastructure/logistics schemes.

Evergreen 2 and Low Carbon were established under the 2014-20 ERDF Operational Programme and hold allocations of £60m and £30m respectively to invest in the Greater Manchester region. Evergreen 2 focuses on investments into high-end laboratory and office floorspace to support GM’s science and innovation economy, and energy efficient new office stock. Low Carbon will focus on energy efficient new office stock and energy generation assets in the GM region to further GM’s low carbon aspirations.

Over the next 4 years, the Investment Adviser will be expected to market the funds, ensure continuous investment into eligible schemes and manage the existing portfolio. A more detailed set of Services for each sub-fund are included at **Annex 2 – Service Specifications**.

The contract for each Lot will be for **4** years, with an option to extend by 2 x 12 month periods if required.

## 2.2 Social Value

GMCA are committed to acting in a socially responsible way and to influencing others with whom we work with to do the same.  In accordance with the Social Value Act 2012 we must consider social value in all our decisions.

As we rebuild our economy in Greater Manchester during and following the crisis caused by COVID-19, it is increasingly important to secure the maximum possible value from every pound of public money that we spend.

This means GMCA will ensure every contract achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and economy, whilst minimising damage to the environment.

GMCA’s Social Value Framework has six priorities as shown in the diagram below. Further information on how suppliers can contribute to each can be found GMCA’s website:

<https://www.greatermanchester-ca.gov.uk/what-we-do/economy/social-value-can-make-greater-manchester-a-better-place/>



**We are committed to and we expect our suppliers to be committed to:**

* + supporting the local economy, including through any sub-contracting;
	+ reducing demand for public services and including appropriate incentives in contracts, such as contract extension opportunities for suppliers who effectively reduce demand;
	+ supporting the community and voluntary sector through our suppliers and contracts;
	+ robust enforcement in cases where suppliers fail to deliver agreed outcomes;
* working positively with suppliers to deliver the maximum possible social value together (e.g. we might offer a supplier discounted use of our buildings in order to enable district-based delivery of services across the region);
* paying our suppliers promptly;
* endorsing / promoting suppliers who engage successfully and positively with our social value approach to procurement;
* upholding and maintaining our ISO14001 environmental management system accreditation;
* consider formally adopting the **Real** **Living** **Wage** as a minimum.

**Evaluated Question**

In order for the GMCA to be satisfied of any prospective bidder’s commitment to supporting us in implementing our Social Value principles, can you please include within your tender submission, a response to the question(s) on Social Value included in the evaluated section of this ITT at Question 5.

To support GM priorities the following questions have been added to the Standard Selection Questionnaire in Part 3 - Real Living Wage, GM Good Employment Charter and Carbon Reduction.

## 2.3 Modern Slavery Act 2015

As part of Local Government, the GMCA recognises that it has a responsibility to take a robust approach to slavery and human trafficking. In addition to the GMCA’s responsibility as an employer, it also acknowledges its duty to notify the Secretary of State of suspected victims of slavery or human trafficking as introduced by section 52 of the Modern Slavery Act 2015. The GMCA is absolutely committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking. The GMCA requires that all direct suppliers, service providers and contractors to the GMCA are absolutely committed themselves to preventing slavery within their own activities and through their supply chain which includes manufacturers, and producers.

**2.4 SMEs**

The GMCA is committed to supporting the Government’s small and medium-sized enterprise (SME) initiative; its aspiration is that 25% of spend, direct and through the supply chain, goes to SMEs by 2015. Suppliers are encouraged to work with the GMCA to support the wider SME initiative. The link below to the Cabinet Office website provides information on the Government’s Crown Representative for, a link to the definition of an SME and details on the SME initiative <https://www.gov.uk/government/policies/buying-and-managing-government-goods-and-services-more-efficiently-and-effectively/supporting-pages/making-sure-government-gets-full-value-from-small-and-medium-sized-enterprises>

**2.5 Information Governance**

Since the introduction of the GDPR (General Data Protection Regulation) and the updated Data Protection Act in 2018, organisations are now held more accountable for their technical and organisational measures in relation to their security and protection of data, particularly data that identifies individuals (personal data).

When working with new suppliers/providers, the GMCA have a required Data Protection standard which must be evidenced through relevant policies and procedures. As a minimum we would expect your policies and procedures to be up to date with the changes that were made from the previous Data Protection Act 1998, and reflect the key areas of emphasis GDPR introduced, such as; updated data protection principles, reinforced individual rights, an up to date information security policy, data processing procedures and controls, and staff training on all of the above.

More information about the changes of GDPR and what is required from organisations can be found on the ICO (Information Commissioner’s Office) website: <https://ico.org.uk/for-organisations/>

When in application for a tender/ RFQ, you must provide a copy of your policies/procedures or at least direct references to them to evidence the above. Without this, you will not pass the minimum standard we require to consider the rest of your application

# Section Three - Company and Policy Information

The Standard Selection Questionnaire is a mandatory standard questionnaire asked across the public sector. Please note that all tenderers are required to complete this, along with any other organisations that form part of your bidding group or consortium, including any subcontractors that you rely on to meet the selection criteria.

It comprises three parts, with instructions set out below.

### Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2The Standard Selection Questionnaire includes a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion (exclusion grounds can be found in the online questionnaire). 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 form part of your bidding group / consortium (if relevant) and each subcontractor that you are relying on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

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

### Supplier Selection Questions: Part 3 You need to respond to all of the questions in this section. 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 Standard Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the award decision and award to the next compliant bidder.

### Consequences of misrepresentation

### If you seriously misrepresent any factual information in filling in the Standard 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 of Standard Selection Questionnaire

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 member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection must complete and submit the self-declaration.
6. For the mandatory exclusion grounds only (Q2.1(a))), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:
	* Members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
	* the second category of those with powers of representation, decision or control, is likely top be more complicated. As an illustration, entities or persons with 25% of more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages of liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.
7. All sub-contractors are required to complete Part 1 and Part 2[[1]](#footnote-1).
8. 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.
9. 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.
10. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in [Schedule 1](https://www.legislation.gov.uk/uksi/2015/102/schedule/1/made) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, read the [terms](https://www.gov.uk/government/publications/mystery-shopper-scope-and-remit) and email publicprocurementreview@cabinetoffice.gov.uk or phone 0345 010 3503.

**Supplier Response Questions**

**Please see Annex 4 – For the Supplier Response Questions**

The response will be evaluated on the basis of the most economically advantageous offer to the Authority.

The evaluation criteria, and the associated weightings, which will be utilised have been outlined in section 1.4 (Evaluation Criteria) of this document.

**Annex 5 – Pricing Schedule**

* Please read carefully the instructions in this section regarding the completion of the **Pricing** **Schedule in Annex 5 (in Excel Format)**
* Tenderers should ensure that all required costs are included within the Pricing Schedule, either as a percentage or fixed price per annum as directed by the highlighted areas. Where fees are suggested outside of the set parameters, these should be included in the other fees section with supporting narrative.
* All costs should be completed in pounds STERLING (£), EXCLUSIVE of VAT.
* The terms and conditions of GMCA will apply to all orders placed as a consequence of this process.
* Settlement terms are 30 days.
* Prices to be held for the full contract duration.

# Documentary Evidence

Before the GMCA awards a contract, it will request additional evidence from the successful supplier(s), as part of its due diligence process. Additional documentary evidence is required to support your responses in the Standard Selection Questionnaire. Any documents specifically requested in the Standard Selection Questionnaire must be provided at tender submission stage.

You will be notified through the GMCA’s e-tendering portal ‘The Chest’ of the information you will be required to provide before any contract award. Unless otherwise stated at time of request evidence and response to questions will be required to be submitted online within *48 hours of request.*

Award of contract is subject to documentary evidence to support your responses in the Standard Selection Questionnaire. If the successful supplier is unable to provide this evidence the GMCA reserves the right to not award the contract.

Relevant documentary evidence requested could include, but may not limited to the following:

## Finance

|  |
| --- |
| Enclose copies of your organisation’s most recent annual accounts submitted to Companies House by your organisation. Applicants must note that draft, abbreviated and unsigned accounts will not be accepted and that the documents must be signed by a director/partner showing the printed name of the director/partner who signed and the physical signature. If any of these requirements are not complied with then the application with either fail or receive no score (this will be dependent on the scoring criteria). Any applicant not required to submit accounts to Companies House must provide ACCOUNTING INFORMATION COMPRISING OF A BALANCE SHEET AND INCOME STATEMENT FOR THE LATEST FINANCIAL YEAR AVAILABLE in order to enable the GMCA to assess its financial viability. Please note that abbreviated accounts are not acceptable and that the documents must be signed by a director/partner showing the printed name of the director/partner who signed and the physical signature. If any of these requirements are not complied with then the application with either fail or receive no score (this will be dependent on the scoring criteria). If your organisation’s accounts are consolidated into those of your parent organisation or group then please provide a copy of the most recent annual accounts for both your organisation and the parent organisation or group. Please note these documents must be signed by a director/partner showing the printed name of the director/partner who signed and the physical signature.If any of these requirements are not complied with then the application will fail.  |
| If the accounts submitted are for a year end more than 10 months ago confirm the trading position now is similar, and if not please provide detailsName and address of your firm's bankers. The GMCA may seek a financial reference from them.  |
| Full Business Postal Address (provide full details for the past 10 years) |
| Copy of your Partnership Agreement |
| Copy of your Registration Certificate of Incorporate this is applicable to: (Private Limited Company) (Public Limited Company) (Company Limited by Guarantee) |
| Previous names by which the company or organisation was known |
| Organisations may provide against their accounts if they wish an explanation for improving stable or worsening trends. i.e. accounts show a negative net worth or deficit etc. |

## Insurance

|  |
| --- |
| Relevant insurance certificates to support your self-declaration.  |

## Employment, Equality and Inclusion

|  |
| --- |
| A copy of your business/organisation’s Whistleblowing Policy for employees and provide details of your process for employees to report a concern about suspected wrongdoing, malpractice, illegality or risk in the workplace. |
| Copy of your business/organisation's signed and dated Equality Policy. |
| Copy of your business/organisation's Diversity and Inclusion Strategy.  |
| Evidence your policy on Equality is set out in instructions to those employees concerned with recruitment, training |
| Evidence your policy on Equality is set out in recruitment advertisements or other literature |
| Copy of your Safeguarding Vulnerable Adults policy and procedure. Evidence that associates and sub-contractors employed or engaged in the provision of services who have access to vulnerable adults have undertaken all the necessary checks with the Disclosure and Barring Service (DBS) |

## Business Continuity

|  |
| --- |
| Copies of Business Continuity Plans and Disaster Recovery Arrangements for all services |

## Health and Safety

|  |
| --- |
| Certification that your organisation has a Health and Safety Policy that complies with current legislative requirements. |

## Human Trafficking and Slavery

|  |
| --- |
| If you have responded Yes to Part 3 Q7.1 and Q7.2 a signed and dated copy of your annual Slavery and Human Trafficking statement for the current year. |
| Provide evidence of your program to assure that human trafficking and slavery do not exist in your operations and supply chain – including in your response; policies (to include Whistleblowing policy), identifying risks, audits, management of your supply chain, training of employees, compliance, remedial of infractions etc. |

# Section Five – Tender Checklist & Supporting Documents

## Tender Documents List

1. ITT Instructions (This document) Includes the Standard Selection Questionnaire
2. Annex 1 – Background to the Funds
3. Annex 2 – Services Specifications
4. Annex 3a – Investment Advisor and Operator Agreement EG1
5. Annex 3b - Investment Advisor and Operator Agreement EG2
6. Annex 3c – Investment Advisor and Operator Agreement LCF
7. Annex 4 - Supplier Response Questions
8. Annex 5 - Pricing Schedule (Excel)

## Tender Checklist

|  |
| --- |
| Please confirm that the following information has been included in your Tender response. If the information has not been included, please ensure that the reason why it is not is provided either by the original questions in the Tender Document or below in the space provided. |
| **Section No.** | Document | **Please tick if enclosed** |
| THREE – Supplier Selection Questionaire found below within the ITT | Company & Policy Information including all policy documents and certificates requested |  |
| FOUR | Response to questions including all required evidence and completion of all requested appendices including CVs |  |
| FIVE | Financial Template (all relevant tabs to be completed) or Pricing Schedule |  |
| SIX | Form of Tender |  |
| SEVEN | Certificate against Canvassing |  |
| EIGHT | Non-Collusive Tendering Certificate |  |
| NINE | Standard Selection Questionnaire to Complete and return |  |

## 6.2 Supporting Documentation

|  |
| --- |
| Please detail any supporting documentation provided with the Tender response. Each document **MUST** clearly reference the question it related to. |
| Question Number | Details of Document Attached |
|  |  |
|  |  |

# Section SIX - Form of Tender

|  |
| --- |
| **TENDER - For the provision of:- GMCA 890 Lots 1 and 2****TO: GMCA*** Having read the Tender Documents relating to the above I undertake and agree as follows:-
* to deliver the required products and/or services on being notified of acceptance of my/our Tender in whole or in part;
* having examined the Tender Documents for the delivery/performance of the above products/services, we offer to deliver/carry out the said products/services in conformity therewith for the sum/sums enclosed in Section 5 of this Tender response;
* that my/our prices will not be divulged to any person, firm or company before the hour and date specified for the return of Tender submissions;
* not to withdraw the offer contained herein nor to refuse to execute or seal a formal agreement within 28 days of being called upon to do so and I/we clearly understand that any failure on my/our behalf to comply with the foregoing provisions may lead to my/our being disqualified from tendering for a minimum period of three years;
* we understand you are not bound to accept the lowest Tender or any Tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender;
* I/we understand and agree that any breach, non-observance or non-performance of the foregoing or any of these entitles the GMCA to cancel any agreement then existing between me/us and to recover from me/us the amount of any loss sustained by users in consequence thereof;
 |
| Signed: |
| Full Name: |
| Duly authorised to sign for and on behalf of:Company Name: | Position Held: |
| Address: | Company stamp: |
|  |
|  |
|  |
| E-mail: |
| Fax No: |
| Mobile No: |
| Tel No: |
| Date: |

# 8 Section SEVEN - Certificate against Canvassing

|  |
| --- |
| **TENDER FOR** GMCA 890 lots 1 and 2**TO: Greater Manchester Combined Authority****WE CERTIFY THAT:**We have not canvassed or solicited any Member, Officer or employee of GMCA, in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Goods or Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf has done any such act.We further hereby undertake that we will not in the future canvass or solicit any Member, Officer or employee of GMCA, in connection with this Tender or any other Tender or proposed Tender for the supply of Goods or Services and that no person employed by us or acting on our behalf will do any such act.**IN THIS CERTIFICATE**‘Person’ includes any person or anybody or association.‘Any canvassing or soliciting’ includes any direct or indirect canvassing or any attempts toobtain information by any means. |
| Signed: |
| Full Name: |
| Duly authorised to sign for and on behalf of:Company Name: | Position Held: |
| Address: | Company stamp: |
|  |
|  |
|  |
| E-mail: |
| Fax No: |
| Mobile No: |
| Tel No: |
| Date: |

|  |
| --- |
| **TENDER FOR** GMCA 890 Lot 1 / Lot 2**TO: Greater Manchester Combined Authority**In recognition of the principle that the essence of tendering is that GMCA shall receive bona fide competitive tenders from all those tendering.**WE CERTIFY THAT:** The tender submitted herewith is a bona fide tender that is intended to be competitive. We have not fixed or adjusted the amount of the 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 person calling for this tender 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);
* enter into any agreement 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.

**IN THIS CERTIFICATE** ‘Person’ includes any person or anybody or association. ‘Any agreement or arrangement’ includes any transaction of the sort described above, formal or informal and whether legally binding or not. |
| Signed: |
| Full Name: |
| Duly authorised to sign for and on behalf of:Company Name: | Position Held: |
| Address: | Company stamp: |
|  |
|  |
|  |
| E-mail: |
| Fax No: |
| Mobile No: |
| Tel No: |
| Date: |

**Section 9 – Standard Selection Questionnaire – For Completion and Return**

**The Standard Selection Questionnaire**

**For the provision of Fund Investment Adviser, Operator and Administrator Services for the Evergreen, Evergreen 2 and Low Carbon Funds**

**Contract Ref: DN716281 (GMCA890)**

Return Time & Date: 12 noon on Friday 3rd May 2024

 Company and Policy Information for guidance note on completion.

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| 1. **Part 1: Your information and the bidding model.**
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| 1. You must answer all questions in parts 1, 2 and 3
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| 1. Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2.
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Yes [ ]

No [ ]

N/A [ ]

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| **Section 1** | **Your information** |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Name (if registered, please give the registered name) |  |
| 1.1(b) – (i) | Registered address (if applicable) or head office address |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading statusa) - public limited companyb) - private limited companyc) - limited liability partnership1. d) - other partnership
2. e) - sole trader
3. f) - third sector
4. g) - other (please specify your trading status)
 |  |
| 1.1(d) | Date of registration (if applicable) or date of formation. |  |
| 1.1(e) | Registration number (company, partnership, charity, etc if applicable). |  |
| 1.1(f) | Registered VAT number. |  |
| 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established? | Yes **▢**No **▢**N/A **▢** |
| 1.1(g) - (ii) | If you responded yes to 1.1(h) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide- the website address,- issuing body- reference number. |  |
| 1.1(h) - (i) | For procurements for services only, is it a legal requirement in the country where you are established for you to:a) possess a particular authorisation, orb) be a member of a particular organisation,to provide the requirements specified in this procurement? | Yes [ ] No [ ]  |
| 1.1(h) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. |  |
| 1.1(i) | Relevant classifications (state whether you fall within one of these, and if so which one)a) Voluntary Community Social Enterprise (VCSE).b) Sheltered Workshop.c) Public service mutual. |  |
| 1.1(j) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | Yes [ ] No [ ]  |
| 1.1 (k) | Details of Persons with Significant Control (PSC)[[3]](#footnote-3), where appropriate[[4]](#footnote-4):- 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 ;- Which conditions for being a PSC are met:- Over 25% up to (and including) 50%- More than 50% and less than 75%- 75% or more(Please enter N/A if not applicable) |  |
| 1.1(l) | Details of your immediate parent company:- Full name of immediate parent company,- Registered or head office address,- Registration number (if applicable),- VAT number (if applicable),Please enter N/A if not applicable) |  |
| 1.1(m) | Details of ultimate parent company:- Full name of ultimate parent company,- Registered or head office address,- Registration number (if applicable),- VAT number (if applicable),(Please enter N/A if not applicable) |  |
| Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above). |

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| **Please provide the following information about your approach to this procurement:** |
| **Section 1 (cont.)** | **Bidding model** |  |
| **Question number** | **Question** | **Response** |
| 1.2 | Please indicate if you are bidding as a single supplier or as part of a group or consortium?*If you are bidding as a single supplier please go to Q 1.3.*If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:The name of the group/consortium.The proposed structure of the group/consortium, including the legal structure where applicable.The name of the lead member in the group/consortium.Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for |  |
| 1.3 | If you are proposing to use subcontractors please provide the details for each subcontractor[[5]](#footnote-5).- Name- Registration number- Registered or head office address,- Trading statusPublic limited companyPrivate limited companyLimited liability partnershipOther partnershipSole traderThird sectorOther (please specify your trading status)- Registered VAT number- SME (Yes/No)- The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known- The approximate % of contractual obligations assigned to each subcontractor, if known- Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |
| 1.4 | **Lots**Where applicable, please tell us which lot(s) you wish to bid for? | **Answer****Lot 1** **Lot 2** |

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| **Part 2: Exclusion Grounds** |
| Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2. |
| **Section 2** | **Grounds for mandatory exclusion** |
| **Question number** | **Question** | **Declaration** |
| 2.1 (a) | Within the past five years, anywhere in the world, have you or any person who:is a member of the supplier’s administrative, management or supervisory body orhas powers of representation, decision or control in the supplier[[6]](#footnote-6),been convicted of any of the offences within the summary below and listed in full on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)? |  |
|  | Participation in a criminal organisation. | Yes **▢**No **▢** |
|  | Corruption.  | Yes **▢**No **▢** |
|  | Terrorist offences or offences linked to terrorist activities. | Yes **▢**No **▢** |
|  | Money laundering or terrorist financing. | Yes **▢**No **▢** |
|  | Child labour and other forms of trafficking in human beings. | Yes **▢**No **▢** |
|  | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes **▢**No **▢** |
|  | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes **▢**No **▢** |
| 2.1(b) | **If you have answered yes to any part of question 2.1(a), please provide further details,** including:date of conviction and the jurisdiction,which of the grounds listed the conviction was for,the reasons for conviction,the 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. |  |
| 2.1(c) | If you have answered yes to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self cleaning). |  |

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| **Section 3** | **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions** |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf),[[7]](#footnote-7) and should be referred to before completing these questions.Please note, some questions from the government’s Standard Selection Questionnaire may have been removed if they are not relevant to this procurement, which is why some question numbers may appear to missing.  |
| **Question number** | **Question** | **Declaration** |
| 3.2(a) | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.If documentation is available electronically please provide:the web address,issuing authority,precise reference of the documents | Yes **▢**No **▢** |
| 3.2(b) | If you have answered no to 3.2(a) please provide further details including the following:Country concerned,what is the amount concernedhow the breach was established, i.e. through a judicial or administrative decision or by other means.if the breach has been established through a judicial or administrative decision please provide the date of the decision,if the breach has been established by other means please specify the means. |  |
| 3.3 | Please also confirm whether 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. | Yes **▢**No **▢** |
| Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions |

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| **Section 4** | **Grounds for Discretionary Exclusion** |
| The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf),[[8]](#footnote-8) and should be referred to before completing these questions. |
| **Question number** | **Question** | **Declaration** |
| 4.1 | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf) applied to you? |  |
| 4.1(a) | Breach of environmental obligations?To note that environmental law obligations include Health and Safety obligations. See [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | Yes **▢**No **▢** |
| 4.1(b) | Breach of social law obligations?  | Yes **▢**No **▢** |
| 4.1(c) | Breach of labour law obligations? | Yes **▢**No **▢** |
| 4.1(d) | Bankruptcy or subject of insolvency? | Yes **▢**No **▢** |
| 4.1(e) | Guilty of grave professional misconduct? | Yes **▢**No **▢** |
| 4.1(f) | Distortion of competition? | Yes **▢**No **▢** |
| 4.1(g) | Conflict of interest? | Yes **▢**No **▢** |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes **▢**No **▢** |
| 4.1(i) | Prior performance issues? | Yes **▢**No **▢** |
| 4.1(j)4.1(j) - (i)4.1(j) - (ii)4.1(j) –(iii)4.1(j)-(iv) | Do any of the following statements apply to you ?You have been 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.You have withheld such information.You are not able, without delay, to submit documents if/when required.You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes **▢**No **▢**Yes **▢**No **▢**Yes **▢**No **▢**Yes **▢**No **▢** |
| 4.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.If you are a relevant commercial organisation please -confirm that you have published a statement as required by Section 54 of the Modern Slavery Act.confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54. | Yes **▢**No **▢**Yes **▢**No **▢** |
| 4.3 | If your latest published statement is available electronically please provide:the web address,precise reference of the documents. |  |
| 4.4 | If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self cleaning) |  |

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| **Part 3: Selection Questions** |
| **Section 5** | **Economic and Financial Standing** |
| **Question number** | **Question** | **Response** |
| 5.1 | If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:the web addressissuing authorityprecise reference of the documents |  |
| 5.2 | If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).  |  |
| 5.35.3(a)5.3(b) | If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| 5.4 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes **▢**No **▢** |

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| **Section 6** | **Technical and Professional Ability** |
| **Question number** | **Question** |
| 6.1 | **Relevant experience and contract examples**Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples 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.For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/subcontractors have 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 members of the Special Purpose Vehicle or subcontractors (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 subcontractor(s) who will deliver the contract.For each contract please provide the following informationIf you cannot provide examples see question 7.2 |

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|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Name of customer organisation who signed the contract |  |  |  |
| Name of supplier who signed the contract |  |  |  |
| Point of contact in the customer’s organisation. |  |  |  |
| Position in the customer’s organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract. |  |  |  |
| Contract Start date. |  |  |  |
| Contract completion date. |  |  |  |
| Estimated contract value |  |  |  |

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| 6.2 | If you cannot provide at least one example for questions 7.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.**Response:** |
| 6.3 | Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).The description 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 and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes).**Response:** |

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| **Section 7** | **Additional Questions including Project Specific Questions** |
| **Question number** | **Question** | **Response** |
| **7.1** | **Insurance****Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:****Employer’s (Compulsory) Liability Insurance = £5M in respect of any one claim or £10m in aggregate.****Public Liability Insurance = £5m in respect of any one claim or £10m in aggregate****Professional Indemnity Insurance = £5m in respect of any one claim or £10m in aggregate****\*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information:** **http://www.hse.gov.uk/pubns/hse39.pdfInsurance** | Yes **▢**No **▢**Yes **▢**No **▢**Yes **▢** |
| **7.2** | **Data protection –**  |
| **7.2(a).** | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | Yes **▢**No **▢** |
| **7.10** | [**Tackling Modern Slavery in Supply Chains**](https://www.gov.uk/government/publications/ppn-0223-tackling-modern-slavery-in-government-supply-chains)Where the supplier is a commercial organisation subject to Section 54 of the Modern Slavery Act 2015, contracting authorities should set appropriate selection criteria and methodology by which to assess compliance.As compliance with the Modern Slavery Act is only relevant to UK bidders, criteria can be broadened to relate to non-UK bidders by asking them to provide a link to published modern slavery statements in their own jurisdiction or where these are not required, to a relevant company document containing the same type/level of information.  A pass/fail selection criterion may be set that either:the bidder must have complied with the requirements contained within Section 54 of the Modern Slavery Act 2015 and associated guidance including information relating to:a. the organisation’s structure, its business and its supply chains;b. its policies in relation to slavery and human trafficking;c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;d.the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;f. the training and capacity building about slavery and human trafficking available to its staff; orwhere the bidder is a non-UK supplier, the bidder must have provided a link to an equivalent statement or document which demonstrates information relating to a-f above.Alternatively, if neither of the above are met, but the bidder provides a satisfactory explanation and assurances that either requirement will be met before contract award, this will be sufficient to pass the selection criterion but will be verified prior to contract award. | Yes **▢**No **▢** |

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| **7.11** | **Real Living Wage (Pass / Fail)** **A Pass is to answer ‘Yes’ to either 7.11.a or 7.11.b and ‘Yes’ to X.1.c** |  |
| **a.** | Greater Manchester Combined Authority is an accredited Real Living Wage employer and has an aspiration to procure contracts with organisations that pay their employees the Real Living Wage as calculated by the Living Wage Foundation. <https://www.livingwage.org.uk/>Please confirm that your organisation currently pays all direct employees in the UK aged 18 or over an hourly rate equal to or higher than the Real Living Wage.(Currently £10.90 for UK or £11.95 in London) | Yes **▢**No **▢** |
| **b.** | If your answer to 7.11.a was ‘No’ please indicate if successful at contract award stage, that you are willing to enter a contractual commitment that within [12 months] of contract commencement your organisation will pay all direct employees in the UK aged 18 or over an hourly rate equal to or higher than the Real Living Wage. | Yes **▢**No **▢** |
| **c.** | Please indicate if successful at contract award stage your organisation will make it a contractual commitment for key sub-contractors\* directly involved in delivery of this contract will pay their UK employees who are directly involved in the delivery of this contract and aged 18 or over an hourly rate equal to or higher than the Real Living Wage within [12 months] of contract commencement. \**“key sub-contractor****”****means a Sub-Contractor directly engaged in connection with the provision of the Goods / Services where either:*1. *[20%] or more of the operational expenditure incurred by the Operator under this Agreement and/or in connection with the provision of the Services is incurred through sub-contracts with the Sub-Contractor; or*
2. *the Sub-Contractor employs one or more persons who are engaged solely in providing works, services or supplies to the Operator.*
 | Yes **▢**No **▢** |
| **7.12** | **Real Living Foundation (Information Only)**  |
| **a.** | Is your organisation accredited as a Living Wage Employer with the Living Wage Foundation?<https://www.livingwage.org.uk/> | Yes **▢** No **▢** |
| **b.** | Do you provide all direct employees in the UK aged 18 or over with employment conditions that meet the Real Living Hours standard as set out below? * Decent notice periods for shifts: of at least 4 weeks’ notice, with guaranteed payment if shifts are cancelled within this notice period
* The right to a contract that reflects accurate hours worked
* A guaranteed minimum of 16 hours a week (unless the worker requests otherwise)

<https://www.livingwage.org.uk/living-hours> | Yes **▢**No **▢** |
| **7.13** | **GM Good Employment Charter (Pass / Fail)** **A Pass is to answer yes to either 7.13.a or 7.13b or 7.13.c****Applicable only to organisations based within Greater Manchester or employing staff based within Greater Manchester** |
| **a.** | Greater Manchester Combined Authority is a member of the Greater Manchester Good Employment Charter and seeks to contract with other organisations who share a commitment to improving employment standards. <https://www.gmgoodemploymentcharter.co.uk/>Is your organisation a registered Member or registered Supporter of the Charter. Registration as a Supporter is zero cost but commits an organisation to working towards verifiable good employment standards.  | Member [ ] Supporter [ ] Neither [ ]  |
| **b.** | If not already registered and if successful at contract award stage, is your organisation willing to become a supporter of the Charter within 3 months of contract commencement. | Yes **▢**No **▢** |
| **c.** | If you answer to both X.3.a and X.3.b was ‘No’ please indicate your organisation already does or proposes to (within 12 months of contract commencement) conform to the principles outlined by the Charter which can be found [here](https://www.gmgoodemploymentcharter.co.uk/the-charter/).  | Yes **▢**No **▢** |
| **7.14** | **Carbon Reduction Plan (Pass / Fail ) – Discretionary** **A Pass is to answer yes .4.b** |
| **a.** | In 2019 the UK Government amended the Climate Change Act 2008 by introducing a target of at least a 100% reduction of greenhouse gas emissions (compared to 1990 levels) in the UK by 2050. This is otherwise known as the ‘Net Zero’ target. In accordance with [Procurement Policy Note 06/21](https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts), please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard  | N/AYes **▢**No **▢** |
| Provide a link or embed your most recently published Carbon Reduction Plan here: |
| **b.** | Greater Manchester Combined Authority has an ambition that the city region will be Carbon Neutral by 2038. [5-year-plan-branded\_3.pdf (greatermanchester-ca.gov.uk)](https://www.greatermanchester-ca.gov.uk/media/1986/5-year-plan-branded_3.pdf)Please confirm that your organisation is taking steps to reduce your Green House Gas Emissions over time and is publicly committed to achieving Net Zero by 2050 and/or Greater Manchester’s Carbon Neutral ambition by 2038 | Yes **▢**No **▢** |

1. **Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

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| Signature (electronic is acceptable) |  |
| Date |  |

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| **Contact details of those making the declaration** |
|  | Response |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

1. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-1)
2. See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). Overseas bidders are required to provide equivalent information. [↑](#footnote-ref-3)
4. Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. [↑](#footnote-ref-4)
5. This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. [↑](#footnote-ref-5)
6. see Notes for Completion [↑](#footnote-ref-6)
7. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-7)
8. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-8)