

**Tender for graphic design services Contract**

**Tender – DOCUMENT Four**

**Response Document: To be Completed and Returned**

When completed, please return your response via <https://www.eastmidstenders.org>

Please ensure that Appendices 1, 2 and 3 are completed.

|  |
| --- |
| **To be received no later than 12:00pm on 25 July 2018.****Late submissions will be disregarded.** |

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**STANDARD SELECTION QUESTIONNAIRE (SQ)**

**1** **POTENTIAL SUPPLIER INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Response** |
| 1.1 (a) | Full name of the potential supplier submitting the information |  |
| 1.1 (b) (i) | Registered office address (if applicable) |  |
| 1.1 (b) (ii) | Registered website address (if applicable) |  |
| 1.1 (c) | Trading Status:i) public limited companyii) limited companyiii) limited liability partnershipiv) other partnershipv) sole tradervi) third sectorvii) other (please specify) | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| 1.1 (d) | Company/charity registration number (if applicable) |  |
| 1.1 (e) | Are you a Small, Medium or Micro Enterprise (SME)? | Yes [ ] No [ ]  |
| 1.1 (f) | Contact details for person completing the form:i) Nameii) Position in Organisationiii) Phone numberiv) Email address |  |

**2 GROUNDS FOR EXCLUSION**

|  |  |  |
| --- | --- | --- |
|  **Question No.** | **Question** | **Response** |
| 2.1 (a) | Regulations 57(1) and (2):The detailed grounds for exclusion are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of any of the offences within the summary below and listed on the [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).  |
| Participation in a criminal organisation | Yes [ ] No [ ] If yes, please provide details in 2.1 (b) |
| Corruption | Yes [ ] No [ ] If yes, please provide details in 2.1 (b) |
| Fraud | Yes [ ] No [ ] If yes, please provide details in 2.1 (b) |
| Terrorist offences or offences linked to terrorist activities | Yes [ ] No [ ] If yes, please provide details in 2.1 (b) |
| Money laundering or terrorist financing | Yes [ ] No [ ] If yes, please provide details in 2.1 (b) |
| Child labour and other forms of trafficking in human beings | Yes [ ] No [ ] If yes, please provide details in 2.1 (b) |
| Breach of environmental obligations? | Yes [ ] No [ ] If yes, please provide details at 2.1 (b) |
| Breach of social obligations? | Yes [ ] No [ ] If yes, please provide details at 2.1 (b) |
| Breach of labour obligations? | Yes [ ] No [ ] If yes, please provide details at 2.1 (b) |
| Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the law and regulations of any State? | Yes [ ] No [ ] If yes, please provide details at 2.1 (b) |

|  |  |  |
| --- | --- | --- |
|  | Guilty of grave professional misconduct? | Yes [ ] No [ ] If yes, please provide details at 2.1 (b) |
| Entered into agreements with other economic operators aimed at distorting competition? | Yes [ ] No [ ] If yes, please provide details at 2.1 (b) |
| Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes [ ] No [ ] If yes, please provide details at 2.1 (b) |
| Been involved in the preparation of the procurement procedure? | Yes [ ] No [ ] If yes, please provide details at 2.1 (b) |
| Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes [ ] No [ ] If yes, please provide details at 2.1 (b) |
| Has it been established, for your organisation, by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK) that the organisation is in breach of obligations related to the payment of tax or social security contributions? If ‘yes’, please also confirm that 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 [ ]  |
| 2.1 (b) | If you have answered ‘yes’ to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (self cleaning) |  |

**3** **ECONOMIC AND FINANCIAL STANDING**

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Response** |
| 3.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested?If no, can you provide one of the following (answer with a ‘yes’ or ‘no’ in the relevant box):1. A statement of the turnover, Profit and Loss Account, Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation
2. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position
3. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or bank, charity accruals accounts or an alternative means of demonstrating financial status).
 | Yes [ ] No [ ] Yes [ ] No [ ] Yes [ ] No [ ] Yes [ ] No [ ]  |
| 3.2 | Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self certify by answering ‘yes or ‘no’ that you meet those requirements | Yes [ ] No [ ]  |
| 3.3 | If applicable, are you able to provide parent company accounts if requested at a later stage? | Yes [ ] No [ ] N/A [ ]  |
| 3.4 | If applicable, would the parent company be willing to provide a guarantee if necessary? | Yes [ ] No [ ] N/A [ ]  |
| 3.5 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes [ ] No [ ]  |

**4 TECHNICAL AND PROFESSIONAL ABILITY**

4.1 Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VSCE) that are relevant to our requirement. VCSEs may include examples of grant funded work. Contracts for supplies or services should have been performed during the last three years. Works contracts may be from the last five years.

 The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Name of Customer organisation |  |  |  |
| Point of contact in the organisation |  |  |  |
| Position in the organisation |  |  |  |
| Email address |  |  |  |
| Description of contract |  |  |  |
| Contract start date |  |  |  |
| Contract completion date |  |  |  |
| Estimated contract value |  |  |  |

Where you cannot provide at least one example for question 4.1, in no more than

500 words please provide an explanation for this, e.g. your organisation is a new start-up or you have provided services in the past but not under contract.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 4.2 | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).Evidence should include, but not be limited to, details of your supply chain management tracking systems to ensure performance of the contract and prompt payment or membership of the UK Prompt Payment Code (or equivalent) |
| **Response:**  |

**5 REQUIREMENTS UNDER MODERN SLAVERY ACT 2015**

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Response** |
| 5.1 | Are you a relevant commercial organisation as defined by section 54 (Transparency in supply chains etc.) of the Modern Slavery Act 2015  | Yes [ ] No [ ]  |
| 5.2 | If you have answered ‘yes’ to question 5.1, are you compliant with the annual reporting requirements contained within section 54 of the Modern Slavery Act 2015 | Yes[ ] Please provide the relevant URLNo[ ] Please provide an explanation |

**6 ADDITIONAL QUESTIONS**

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Response** |
| **6.1** | **Insurance:**Please self certify whether you already have or are able to obtain, prior to the commencement of the contract the levels of insurance cover indicated below.Employers (Compulsory) Liability Insurance\* = £5mPublic Liability Insurance = £10mProduct Liability Insurance = £10m\* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note that this requirement does not apply to Sole Traders. | Yes [ ] No [ ] Yes[ ] No [ ] Yes [ ] No [ ] Yes [ ] No [ ]  |

**7** **DECLARATION**

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of …………………… (**Insert name of Supplier**).

I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information

I also declare that there is no conflict of interest in relation to the Council’s requirement.

**SQ Completed by:**

|  |  |
| --- | --- |
| 7.1 Name |  |
| 7.2 Role in Organisation |  |
| 7.3 Date |  |
| 7.4 Signature |  |

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**8. TENDER SUBMISSION**

**Please note that only those organisations which pass the standard Selection Questionnaire (SQ) will have their Tender submissions evaluated.**

Please see Document One for details on how responses will be evaluated.

**QUALITY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 1:** |  | **Word limit:** | 450 |
| Please confirm that you can deliver the full range of services as detailed in the Specification and details of the software and equipment to be used. |
| **Answer:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 2:** |  | **Word limit:** | 500 |
| Please tell us about the organisational structure of your agency the structure that will be supporting Blaby District Council. Please provide the following details for those staff who will be working on the contract: * Name
* Job title
* Qualifications
* Experience
* How long they have been with your organisation.
 |
| **Answer:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 3:** |  | **Word limit:** | 300 |
| If, you have to enlist the support of subcontractors in the delivery of the service, please describe their role in delivering the services and detail the maturity of the relationship and how this shall be managed throughout the delivery of the contract. |
| **Answer:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 4:** |  | **Word limit:** | 350 |
| Please describe the process, and how it will be managed, from the initial request through to sign off and delivery |
| **Answer:** |

|  |
| --- |
| **Question 5: Word limit:** 350Please provide details of your quality control process and outline how you ensure work is to the highest quality. |
| **Answer:**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 6:** |  | **Word limit:** | 250 |
| Once a job has been agreed can you please advise how revisions/edits will be managed and charged. For instance, will any revisions be included in the original quote, if there are any additional charges, how will these be applied? |
| **Answer:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 7:** |  | **Word limit:** | 250 |
| Please provide details on security of information and confirm that data will only be processed on the basis of the authorisation received from the authority. |
| **Answer:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 8:** |  | **Word limit:** | 500 |
| Please describe your contingency and risk planning in the event of a crisis or emergency, e.g. equipment failure, data loss etc. Please describe the process, including timescales for resolution, for a problem/emergency that may have impact on delivery. |
| **Answer:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 9:** |  | **Word limit:** | 500 |
| Below are two typical examples of a design request that you may be asked to design.Please submit a design for the following providing full details of your procedures and timeline on receipt of the design request to submitting first design. Please provide a design that includes photos and charts/illustration.DESIGN BRIEF1. **A4 Poster**

**THIS IS BLABY**Take a trip out of the city and delve into the idyllic sights of Blaby. Blaby offers something for everyone; whether it’s a stroll around its designated conservation area, verturing into the historic sights of Blaby or having a family fun day out at crazy golf or Hollywood Bowl. Hottest visitor spots:* Foss Shopping Park
* UK’s National Diving Centre
* Kirby Castle
* Stanton Lakes

**Blaby - A great place to live, work and visit**How to get to BlabyBus: 84, 85 from Liecester City CentreTrain: Narborough Railway StationMotorway J21 M1Find out more: [www.exploreblaby.co.ik](http://www.exploreblaby.co.ik)Map of Blaby district: <https://www.google.com/maps/d/viewer?mid=1cCMuVonsjgra_BflHtKGkVtTgjY&ll=52.578844061484666%2C-1.1992649999999685&z=11> |
| 1. **An A5 leaflet folded with 4 sides.**

**The Council wants to produce a leaflet to raise awareness of how residents in their district can participate in a collective switching scheme; the aim is to gather a large number of people to sign up to the scheme to switch supplier easily and pay less for their energy.****The leaflet should include the following text:****Blaby Switch and Save**Blaby District Councl, have enlisted the help of Collective Switching organisation, to ensure the residents of Blaby are in control of who they which energy supplier they use and pay less for their energy. Collective Switching with in the UKAlthough the UK energy market was deregulated a number of years ago, and was followed by an increased level of switching, there are still many people who paying far too much for their gas and electricity and haven’t changed suppliers in many years, if ever.There are four main reasons behind this inactivity amongst UK energy consumers:1. People are afraid to switch; 2. They don't have the time to compare suppliers;3. They don't trust the suppliers;4. People think it involves a lot of hassle. We understand that Collective Switching is a relatively new concept in the UK and we are on hand to guide you through the process. Why you should consider Collective Switching:* Opportunity to reduce your energy bills
* No obligation! You are not committed to switching supplier by registering; you can still choose not to switch after receiving your offer
* Grouping together means you’ll get a better deal rather than doing it individually
* SAVE MONEY!

Key Facts!* 325,000 households have registered for our UK collective switching schemes
* 55,000 households took part in our November auction. Other auctions have seen

sign-ups from 1,600 (during the pilot) to 160,000 (in April 2013)* 60% of registrants could make a saving by switching (average across all auctions)
* £179 was the average annual saving to be made over all categories by switching in

our November auction (this was calculated including those on prepayment meters)* 60% of registrants have not switched energy supplier in the last 3 years
* 5 - 30% of registrants switch supplier (varying for each scheme and auction)
* 79% of people say they would switch if they could save up to £150
* 92% of participants would take part again

If you would like more information on Collective Switching and how it will benefit you, please contact us in the follwing ways:W: [www.blaby.gov.uk/SwitchandSave](http://www.blaby.gov.uk/SwitchandSave)E: BlabySwitchand Save@Blaby.gov.ukT: 0116 272 7613 |

## 9. PRICE

Please complete the following Pricing Schedule, ensuring that you have provided a cost in each of the relevant boxes. All prices quoted should exclude VAT.

Please note that all additional costs must be identified and inserted in any other costs of the table below, additional costs which are not identified at this stage cannot be charged for during the Contract Term unless by the express agreement of the Council.

# PRICE SCHEDULE

Please sign and date the pricing schedule. All text for designs would be provided in word format.

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Contact Name:** |  | **Position:** |  |
| **Telephone No:** |  | **Email:** |  |

|  |  |
| --- | --- |
| **Item Description** |  |

|  |  |
| --- | --- |
| **9.1 TABLE 1 – Design Products (per Item inc. Hourly rate)** | **£ Price** |
| A4 | 1 sided |  |
| A4 | 2 sided |  |
| A4 | 3 fold ( DL ) |  |
| A4  | 8 pp booklet |  |
| A4  | Landscape 24pp booklet |  |
| A5 | 1 sided |  |
| A5 | 2 sided |  |
| A5 | Booklet 4pp |  |
| A5  | Booklet 8pp |  |
| Pull Up Display / Roller Banner | 800 x 2100mm |  |
| Advert  | 900x600mm |  |

|  |  |
| --- | --- |
| **9.2 TABLE 2 – Other** | **£ Price** |
| Design Work Rate (per hour rate only) | Per hour |
| Charge for each image (from library) | Each |
| Number of inclusive revisions in original cost |  |
| Cost of additional revisions outside of original pricing |  |

|  |  |
| --- | --- |
| **9.2 TABLE 3 – Task** | **£ Price** |
| Design brief - A4 poster 1 sided |  |
| Design brief - A5 leaflet folded with 4 sides |  |

|  |  |
| --- | --- |
| Please advise on the number of revisions/edits which are included within the original quotation. |  |

|  |
| --- |
| All costs must be exclusive of VAT |

|  |  |  |
| --- | --- | --- |
| Signed |  | Dated |
|  |  |  |

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**Appendix 1: Form of Tender**

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

**Tender for Blaby District Council Graphic Design Services Contract**

I/We the undersigned, hereby tender and offer to provide the Contract as listed above which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

I/We undertake in the event of acceptance of our Tender to execute the Contract within 15 business days of such acceptance and if required in the interim provide the Contract in accordance with the Contract if necessary.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Bidder to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by:

Name…………………………………….

Position………………………………….

Name…………………………………….

Position………………………………….

for and on behalf of

………………………………………………………………………………………(Bidder)

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**APPENDIX 2: COLLUSIVE TENDERING CERTIFICATE**

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done so and we undertake that we will not do so at any time before the hour and date specified for the return of this tender any of the following acts:

1. Communicating to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
2. Entering into agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
3. Offering or paying or giving or agreeing to 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 of any tender or proposed tender for that said work or thing of any sort described above.

In this certificate, the word ‘person’ includes any persons and any body or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, whether legally binding or not.

SIGNED: ………………………………………………………………………..

NAME: …………………………………………………………………………

ON BEHALF OF:……………………………………………………………………

DATE: …………………………………………………………………………

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**APPENDIX 3: CONFIDENTIAL & COMMERCIALLY SENSITIVE INFORMATION**

**The following form should be submitted with all bids to indicate areas of the submission that are considered to be either *confidential* or *commercially sensitive*.**

**Confidential material** is as defined in Section 41 of the Freedom of Information Act, 2000 (FoI) where the disclosure of the information would constitute an actionable breach of confidence.

**Commercially sensitive** material is as defined in Section 43 of the FoI Act and relates to *‘information, the disclosure of which would be likely to prejudice the commercial interests of any person’*.

Bidders should make themselves aware of the definition of each term as well as the circumstances in which FoI & Environmental Information Regulations 2004 (EIR) exemptions apply.

**Confidential Material Checklist**

|  |
| --- |
|  |

Name of Organisation:

Confidential documents not for disclosure to third parties under the FoI & EIR. The Council may be obliged to disclose information in or relating to this bid following a request for information under FoI or EIR therefore please outline in the table below all items which you consider are genuinely confidential and which are not for disclosure in respect of your application.

|  |  |  |
| --- | --- | --- |
| **Information / Document**  | **Reference / Page No.** | **Reasons for non-disclosure**  |
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|  |  |  |

The applicant acknowledges that the confidential information listed in this schedule is of indicative value only and the Council may be obliged to disclose it following a request under FOI or EIR.

The Council shall act reasonably and use its discretion, ensuring that the latest guidance/case law is taken into account, when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information believed to be confidential the Council will consider those views however the Council will make the final decision to disclose information or not.

**Commercially Sensitive Material Checklist**

**Commercially sensitive documents not for disclosure to third parties under FoI or EIR**

|  |
| --- |
|  |

Name of Organisation:

The Council may be obliged to disclose information in or relating to this bid exercise following a request for information under FoI or EIR therefore please outline in the table below items which are considered genuinely commercially sensitive and which are not for disclosure in respect of this bid.

|  |  |  |  |
| --- | --- | --- | --- |
| Information / Document | Reference / Page No. | Reasons for non-disclosure (cite exemption(s) to be considered) | Duration of confidentiality |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The applicant acknowledges that the commercially sensitive information listed in this schedule is of indicative value only and the Council may be obliged to disclose it pursuant to a request under FOI or EIR.

The Council shall act reasonably and use its discretion, ensuring that the latest guidance/case law is taken into account, when making a decision to release or withhold information pertaining to the above if it is requested. By indicating what information is believed to be commercially sensitive the Council will consider those views however the Council will make the final decision to disclose information or not.

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