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**Tender Response Pack (Open)**

**OCSB and OASB Training Platform**

**and Website 2022**

**I-1206**

**Closing date for return of ITT**

**25th October 2021 at 10.30am**

**You must read the Invitation to Tender and Conditions of Contract before completing this pack.**

**Tenderers must answer all questions in this document**

**SECTION A MANDATORY CRITERIA (PHASE 1) PASS/FAIL**

**Standard Selection Questionnaire**

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| **Section 1** | **Potential supplier information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information | Click or tap here to enter text. |
| 1.1(b) – (i) | Registered office address (if applicable) | Click or tap here to enter text. |
| 1.1(b) – (ii) | Registered website address (if applicable) | Click or tap here to enter text. |
| 1.1(c) | What is your trading status? | Choose an item. |
| 1.1(c) | If other, please specify | Click or tap here to enter text. |
| 1.1(d) | Date of registration in country of origin | Click or tap here to enter text. |
| 1.1(e) | Company registration number (if applicable) | Click or tap here to enter text. |
| 1.1(f) | Charity registration number (if applicable) | Click or tap here to enter text. |
| 1.1(g) | Head office DUNS number (if applicable) | Click or tap here to enter text. |
| 1.1(h) | Registered VAT number | Click or tap here to enter text. |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Choose an item. |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). | Click or tap here to enter text. |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Choose an item. |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. | Click or tap here to enter text. |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement | Click or tap here to enter text. |
| 1.1(l) | Relevant classifications (select whether you fall within one of these, and if so which one) | Choose an item. |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Choose an item. |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - 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. [[3]](#footnote-3)  (Please enter N/A if not applicable) | Click or tap here to enter text. |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) | Click or tap here to enter text. |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) | Click or tap here to enter text. |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

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| **Section 1** | **Bidding model** | |
| **Question number** | **Question** | **Response** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators?  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | Choose an item. |
| Details: Click or tap here to enter text. | | |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) | |
| Details: Click or tap here to enter text. | | |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. | |
| Details: Click or tap here to enter text. | | |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use subcontractors? | Choose an item. |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each subcontractor in the following table: we may ask them to complete this form as well.  Complete table at Annex A | |

**Contact details**

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| **Section 1** | **Contact details** | |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name | Click or tap here to enter text. |
| 1.3(b) | Name of organisation | Click or tap here to enter text. |
| 1.3(c) | Role in organisation | Click or tap here to enter text. |
| 1.3(d) | Phone number | Click or tap here to enter text. |
| 1.3(e) | E-mail address | Click or tap here to enter text. |
| 1.3(f) | Postal address | Click or tap here to enter text. |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| **Section 2** | **Grounds for mandatory exclusion** | |
| **Question number** | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](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 been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).  Please mark X in relevant box/boxes. | |
|  | Participation in a criminal organisation. |  |
|  | Corruption. |  |
|  | Fraud. |  |
|  | Terrorist offences or offences linked to terrorist activities |  |
|  | Money laundering or terrorist financing |  |
|  | Child labour and other forms of trafficking in human beings |  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. | |
| Details: Click or tap here to enter text. | | |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning) | Choose an item. |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Choose an item. |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. | |
| Details: Click or tap here to enter text. | | |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| **Section 3** | **Grounds for discretionary exclusion** | |
|  | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**  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), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.  Please mark X in relevant box/boxes | |
| 3.1(a) | Breach of environmental obligations? |  |
| 3.1 (b) | Breach of social obligations? |  |
| 3.1 (c) | Breach of labour law obligations? |  |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? |  |
| 3.1(e) | Guilty of grave professional misconduct? |  |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? |  |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? |  |
| 3.1(h) | Been involved in the preparation of the procurement procedure? |  |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? |  |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Choose an item.  Choose an item.  Choose an item.  Choose an item. |

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| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |
| Details: Click or tap here to enter text. | |

**Part 4: Selection Questions**[[4]](#footnote-4)

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| **Section 4** | **Economic and Financial Standing** **Not Required – Please complete Section D of this pack.** | |
|  | **Question** | **Response** |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Choose an item. |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Choose an item. |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Choose an item. |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Choose an item. |
| **4.2** | 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 the requirements set out. | Choose an item. |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:**  **Not Required – Please complete Section D of this pack.** | |
| Name of organisation | | Click or tap here to enter text. |
| Relationship to the Supplier completing these questions | | Click or tap here to enter text. |

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| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Choose an item. |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Choose an item. |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Choose an item. |

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| **Section 6** | **Technical and Professional Ability** |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3 |

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| **Contract 1** | |
| **Name of customer organisation** | Click or tap here to enter text. |
| **Contact in the organisation** | Click or tap here to enter text. |
| **Position in the organisation** | Click or tap here to enter text. |
| **E-mail address** | Click or tap here to enter text. |
| **Description of contract** | Click or tap here to enter text. |
| **Contract Start date** | Click or tap here to enter text. |
| **Contract completion date** | Click or tap here to enter text. |
| **Estimated contract value** | Click or tap here to enter text. |

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| **Contract 2** | |
| **Name of customer organisation** | Click or tap here to enter text. |
| **Contact in the organisation** | Click or tap here to enter text. |
| **Position in the organisation** | Click or tap here to enter text. |
| **E-mail address** | Click or tap here to enter text. |
| **Description of contract** | Click or tap here to enter text. |
| **Contract Start date** | Click or tap here to enter text. |
| **Contract completion date** | Click or tap here to enter text. |
| **Estimated contract value** | Click or tap here to enter text. |

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| **Contract 3** | |
| **Name of customer organisation** | Click or tap here to enter text. |
| **Contact in the organisation** | Click or tap here to enter text. |
| **Position in the organisation** | Click or tap here to enter text. |
| **E-mail address** | Click or tap here to enter text. |
| **Description of contract** | Click or tap here to enter text. |
| **Contract Start date** | Click or tap here to enter text. |
| **Contract completion date** | Click or tap here to enter text. |
| **Estimated contract value** | Click or tap here to enter text. |

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| **6.2** | Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
|  | Click or tap here to enter text. |

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| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  | Click or tap here to enter text. |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015 (Only relevant where annual turnover is >£36m)** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Choose an item. |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?  If Yes please provide the relevant url  If No please provide an explanation | Choose an item. |
| Details: Click or tap here to enter text. | | |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

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| **Section**  **8** | | **Additional Questions** | |
| **8.1 Insurance** | | | |
| 8.1.1 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £10 million  Public Liability Insurance = £5 million  Professional Indemnity Insurance = £5 million - £10 million  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5million as a minimum. Please note this requirement is not applicable to Sole Traders. | | Choose an item. |
| **8.2 Equality & Diversity** | | | |
| 8.2.1 | Do you have an Equality & Diversity Policy?  The Equality Act 2010 provides protection from unlawful discrimination for people with the following protected characteristics:  § Age  § Disability  § Sex  § Gender reassignment and gender identity  § Marriage and civil partnership  § Pregnancy and maternity  § Race – this includes ethnic or national origins, colour or nationality  § Religion or belief – this includes lack of belief  § Sexual orientation | | Choose an item. |
| 8.2.2 | Please detail any finding of unlawful discrimination that has been made by any court or industrial or employment tribunal in the last 3 years? | | |
| Details: Click or tap here to enter text. | | |
| **8.3 Safeguarding** | | | |
| 8.3.1 | Do you agree to adopt the Council’s Safeguarding principles and standards throughout your organisation as part of your normal operating practice?  Link to [Adults Safeguarding Procedures](http://www.osab.co.uk/professionals/multi-agency-procedures/)  [Children's Safeguarding Procedures](http://www.oscb.org.uk/inter-agency-procedures/) | | Choose an item. |
| 8.3.2 | Please detail any safeguarding issues you have had in the last 3 years. | | |
| Details: Click or tap here to enter text. | | |
| **8.4 Health & Safety** | | | |
| 8.4.1 | Do you have a health and safety policy? | | Choose an item. |
| 8.4.2 | a) Do you have a documented system in place for recording and investigating Health & Safety Incidents? | | Choose an item. |
| 8.4.3 | b) Do you have a process to analyse data to identify trends and to use this to improve? | | Choose an item. |
| 8.4.4 | Please provide details of any breach of the Health & Safety Act or of any improvement/prohibition notice by the Health & Safety Executive (HSE) during the last 3 years. | | |
| Details: Click or tap here to enter text. | | |
| **8.5 Data Protection** | | | |
| 8.5.1 | Do you comply with all the relevant articles of the General Data Protection Regulations (GDPR)? In particular have you updated your practices, policies and procedures (if necessary) to ensure their effectiveness in recording and demonstrating compliance with the GDPR?  *NB: please note the successful Tenderer(s) will be asked to provide evidence of compliance in the form of a questionnaire.* | | Choose an item. |
| 8.5.2 | Will personal data owned by the Council, or that the Council is responsible for at law, be held inside and not transferred outside the UK? If so, where will it be held? | | Choose an item. |
| 8.5.3 | Have you had any data protection or information security breaches in the last 3 years? If yes, please provide details of any remedial action or changes to procedures as a result.  *NB: the Council will exclude Tenderers who are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent further occurrences* | | Choose an item. |
| Details: Click or tap here to enter text. | | |
| 8.5.4 | Please confirm that a secure email method is always used to share personal and/or sensitive information electronically, stating the name of the secure email system that your organisation uses. | | Choose an item. |
| Details: Click or tap here to enter text. | | |
| **8.6 Environmental Management** | | | |
| 8.6.1 | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Council will not select Tenderers that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | | Choose an item. |
| Details: Click or tap here to enter text. | | |
| 8.6.2 | If you use subcontractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | | Choose an item. |

**SECTION B SERVICE QUESTIONS (PHASE 2) 60%**

Please describe how you propose to deliver the Services described in Appendix 1 Specification:

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| Question 1 Experience |  | Weighting 10%  Word Limit 500 Words |
| What experience do you have in providing (i) Learning Management Systems and (ii) websites for multi-agency partnerships?  What transferrable experience could you apply to this arrangement? | | |
| Response | | |

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| Question 2 Meeting the specification |  | Weighting 15%  Word Limit 2000 Words |
| Please demonstrate how your service will meet the specification and highlight where your product requires further development? | | |
| Response | | |

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| Question 3 Innovation / road map / upgrades |  | Weighting  5%  Word Limit 500 Words |
| Please set out your ‘road-map’ with respect to development of the (i) Learning Management System and (ii) website including timescales and training? How will you communicate this to us on an ongoing basis? | | |
| Response | | |

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| Question 4 Support and maintenance |  | Weighting  5%  Word Limit 500 Words |
| Please provide your plan for ongoing support and scheduled maintenance of the system e.g., customer experience, hours of support, notice of change, system-downtime, impact of changes? | | |
| Response | | |

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| Question 5.  Training |  | Weighting 10%  Word Limit 500 Words |
| Please provide a training plan, which states what will you provide in terms of training for system users at the initial start of the contract and ongoing as well as for new users with respect to both the website and learning management system? | | |
| Response | | |

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| Question 6 Implementation |  | Weighting 15%  Word Limit 750 Words |
| Please provide an implementation plan, which will meet the deadline of 01/04/21 e.g. steps, deadlines, risk management, bearing in mind that it will require the migration of users and content from two Learning Management Systems and two websites | | |
| Response | | |

**SECTION C** **PRICING (PHASE 2) 40%**

Please insert your Tender price for delivery of the Services set out in the Specification **excluding VAT** in GBP Sterling.

* Providers should provide a detailed Pricing Schedule showing ALL costs as an appendix to the Tender response

|  |  |
| --- | --- |
| **Cost component description** | **Costs (£)** |
| A OSCB Learning management System (LMS) and an OSCB Website platform |  |
| A OSAB Learning Management System and an OSAB website platform |  |
| A Joint OSCB / OSAB Learning management System and a Joint OSCB / OSAB Website platform. |  |
|  |  |
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| **Total Costs (£) \*** | **£** |

**SECTION D ECONOMIC & FINANCIAL STANDING (PHASE 3) PASS/FAIL**

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| --- | --- | --- |
| **Question** | **Economic and Financial Standing** | |
|  | **Question** | **Response** |
| **D.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Choose an item. |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Choose an item. |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Choose an item. |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Choose an item. |
| **D.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 the requirements set out. | Choose an item. |

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| **Section D.3** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | |
| Name of organisation | | Click or tap here to enter text. |
| Relationship to the Supplier completing these questions | | Click or tap here to enter text. |

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| --- | --- | --- |
| **D.3.1** | Are you able to provide parent company accounts if requested to at a later stage? | Choose an item. |
| **D.3.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Choose an item. |
| **D.3.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Choose an item. |

**Please Note: Tenderers do not need to submit the selected financial information as part of their submission. Please have this information ready to submit from 25th October 2021.**

**SECTION E FORM OF TENDER**

Contract for Provision of OCSB and OASB Training Platform and Website 2022

Reference I-1206

To Oxfordshire County Council / Cherwell District Council

I/we the undersigned, having examined and accepted the ITT documentation, DO HEREBY OFFER to provide the Services upon and subject to the terms and conditions set out in such Contract Conditions, Specification and other documents as are contained or incorporated in the ITT documentation at the prices and rates contained in the Pricing Schedule and in accordance with the documents forming our Tender. This offer remains valid and open for acceptance for six months.

If this offer is accepted, we will execute such documents in the form of the Contract within 14 days of being called on to do so.

This is a bona fide Tender intended to be competitive.

The amount of my/our Tender has not been calculated by agreement or arrangement with any person other than the Council and the amount of my/our Tender has not been communicated to any person until after the closing date for the submission of Tenders and in any event not without the consent of the Council.

I/we have not and will not enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw or vary the amount of any tender once offered or otherwise collude with any person with the intent of preventing or restricting full competition.

I/we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Council in connection with the award of the Contract and no person employed by me/us has done or will do any such act.

|  |  |
| --- | --- |
| Signature  Duly authorised for and on behalf of the Tenderer.  Electronic/typed signatures are acceptable |  |
| Position Held | Click or tap here to enter text. |
| Name and Address of Tenderer | Click or tap here to enter text. |
| Dated | Click or tap here to enter text. |

It must be clearly shown whether the Tenderer is a limited company, partnership or single individual trading in his own or another name, etc, and also if the person signing is not the actual Tenderer, the capacity in which s/he signs or is employed.

**SECTION F TENDERER CHECKLIST & PRECONTRACT CHECKLIST**

Tenderers should ensure that they have completed the following sections before returning their ITT responses:

|  |  |
| --- | --- |
| **SECTION HEADING** | **COMPLETED?** |
| **Section A Mandatory Criteria (Phase 1)** |  |
| **Section B Service Questions (Phase 2)** |  |
| **Section C Pricing (Phase 2)** |  |
| **Section D Economic & Financial Standing (Phase 3)** |  |
| **Section E Form of Tender** |  |

It is important that all sections are completed as failure to do so may result in your ITT response being deemed non-compliant and not further considered by the Council.

Tenderers who do not wish to provide a response to this ITT are requested to advise the Council’s Representative as soon as possible.

**PRE-CONTRACT CHECKLIST**

Following evaluation the following documents will be required by the Council from the Tenderer(s) who has the Most Economic Advantageous Tender. These documents must be checked prior to contract and the Council is providing this list so Tenderers can be prepared.

|  |  |
| --- | --- |
| **SECTION** | **SECTION HEADING** |
| **8.1** | **Insurance Certificates** |
| **8.2** | **Equality & Diversity Policy** |
| **8.3** | **Safeguarding Policy** |
| **8.4** | **Health & Safety Policy** |

**Appendix A – Subcontractors (Part 1 - 1.2 (b) (ii))**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each subcontractor |  |  |  |  |  |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need 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). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
4. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-4)