Response template for Potential Partners

As outlined in section 2 of the EoIQ document, Potential Partners wishing to respond to this call for Partners should complete the following:

* + If you do not already have an e-Tendering Portal account, please register and create an account.
	+ Complete Parts 1 and 2 of the EoIQ and submit your response by noon (12:00) on 10/12/19.
	+ Submit any clarification questions through the TfL e-Tendering portal by 03/12/19.
	+ Complete and sign the EoIQ Declaration, which can be found on page 7 of this document (a copy can also be found in Appendix 3 of the EoIQ document)
	+ Complete and sign the Conflict of Interest Declaration, which can be found on page 8 of this document (a copy can also be found in Appendix 4 of the EoIQ document)
	+ This document (Response Template) should be attached to your submission on the e-Tendering Portal.

We recommend reading the Project Summary and EoIQ documents in advance of completing your submission.

**Part 1- Capability Assessment**

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| --- | --- | --- | --- |
| **No.** | **Question** | **Options** | **Response** |
| 1.1 | Name of Company / organisation |  |  |
| 1.2 | Registered Company / organisation Address  |  |  |
| 1.3 | Company / organisation Registration Number (if applicable) |  |  |
| 1.4 | Name of immediate parent or ultimate company / organisation (if applicable) |  |  |
| 1.5 | Within the past five years has your organisation or any 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. -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.If yes, please provide details. | Yes/No |  |
| **2.0 Financial Information** |  |
| 2.1 | 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 provide details. | Yes/No |  |
| **3.0 Environmental** |
| 3.1 | 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 of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. | Yes/No |  |
| **4.0 Health and Safety**  |
| 4.1 | In the last five years has your organisation, parent company or subsidiary company been:  -Prosecuted for a breach of HSE legislation? -Have any pending prosecutions?         -Issued with any improvement or prohibition notices for breaches of health, safety and environmental legislation?If answering yes to any of the above, please provide a summary for each occurrence.  In addition, provide full details of the most recent occurrence (i.e. investigation report) and the actions taken to prevent reoccurrence. | Yes/No |  |
| **5.0 Equal Opportunities** |
| 5.1 | Do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010?Is it your policy as an employer to comply with anti-discrimination legislation, and totreat all people fairly and equally so that no one group of people is treated less favourably than others? | Yes/No |  |
| 5.2 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("The Act")? | Yes/No |  |
| 5.3 | If you have answered yes to 5.2, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes/No |  |
| **6.0 FreightLab specific** |
| 6.1 | Categorisation of business-Please select one of the following that best fits your organisation type: * Couriers
* Retailers
* Servicing
* Consolidators
* Land owners (e.g. developers)
* Public bodies
* Other – if other please provide details
 |  |  |
| 6.2 | Provide the signed declaration contained on page 7 of this document (a copy can also be found in Appendix 3 of the EoIQ document) |  |  |
| 6.3 | Provide the signed declaration contained on page 8 of this document (a copy can also be found in Appendix 4 of the EoIQ document) |  |  |

Part 2 - Quality Evaluation

Question 1: Please provide details of your experience with freight and servicing operations in Greater London, including the scope and scale of your operations, and how that experience might be beneficial to this Project.

*(Up to a maximum of 2 sides of A4)*

Question 2: Explain how your organisation is trying to align, or has aligned, with the [Mayor’s Transport Strategy (MTS](https://www.london.gov.uk/sites/default/files/mayors-transport-strategy-2018.pdf)), in particular the goals around efficient freight and servicing outlined on pages 77-87 and proposals 15, 16 and 17.

*(Up to a maximum of 1 side of A4)*

Declaration

I confirm and accept that:

1. The information provided in this Expression of Interest Questionnaire (EoIQ) document was prepared by Transport for London (“TfL”) in good faith. It does not purport to be comprehensive or to have been independently verified. Neither TfL nor any member of the TfL group company has any liability or responsibility for the adequacy, accuracy, or completeness of, and makes no representation or warranty, express or implied, with respect to, the information contained in the EoIQ document or on which such documents are based or with respect to any written or oral information made or to be made available to any interested Potential Partner or its professional advisers, and any liability therefore is excluded.
2. The requirements of this EoIQ have been complied with.
3. Nothing in this EoIQ document or provided subsequently has been relied on as a promise or representation as to the future. TfL has the right, without prior notice, to change the procedure for the competition or to terminate discussions and the delivery of information at any time before the signing of any agreement.
4. TfL reserves the right (on behalf of itself and its group companies) to appoint a Partner for which responses are being invited in whole, in part or not at all.
5. The information provided by us is true and accurate.
6. Under no circumstances shall TfL incur any liability (including, without limitation, any liability in respect of any costs or expenses of the Potential Partner) in respect thereof. The Potential Partner will be solely responsible for their costs incurred in relation to this Process and in developing, preparing and submitting any response to the EoIQ.

|  |
| --- |
| **By signing below I confirm and accept the above.** |
| Name | Date |
| Signed |  |
| Position: |  | For and on behalf of (company name): |
| Telephone: | Facsimile: | Email: |
| TfL Reference No: tfl\_scp\_002002Expression of Interest Questionnaire (EoIQ) For London FreightLab Partners |

Conflict of Interest Declaration

In responding to the questions below the signatory is to include in its consideration of any matters, private interests or relationships which could or could be seen to influence any decisions taken or to be taken, or the advice you are giving to Transport for London, or that may result in an adverse impact on competition for the purposes of this project.

The types of interests and relationships that may need to be disclosed include investments, shareholdings, trusts or nominee companies, company directorships or partnerships, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary, social or personal relationships that could, or could be seen to impact upon your responsibilities and existing or previous involvement that could create a potential, actual or perceived conflict.

If response is yes to any of the questions below please provide full details as a separate attachment

|  |  |
| --- | --- |
| **Questions** | **Yes / No** |
| Are you affiliated or otherwise connected (e.g. in joint venture whether incorporated or unincorporated, partnership, alliance or as a sub-contractor/sub-consultant) with any firm that supplies products, works or services to TfL or is currently tendering to do so? |  |
| In the past 12 months, to the best of your knowledge, has any member of your organisation or your supply chain had any direct or indirect involvement (by way of trading, sharing information, participating in industry for or jointly delivery goods/works/services) with any other company acting as a supplier to TfL? |  |
| At any time in the past 12 months, to the best of your knowledge, has any member of your organisation or supply chain received any gift (other than promotional items) or hospitality from a supplier or employee to TfL? |  |
| At any time in the past twelve months, have you or anyone from your organisation or supply chain given any gift (other than promotional items) or hospitality to an employee of TfL? |  |
| Is there any occasion where you or members of your organisation or supply chain may use TfL resources (equipment, space, supplies or paid individuals) in performing paid or unpaid activities for organisations other than TfL? |  |
| Are there any other activities not reported under the previous questions that may give rise to a conflict of interest with respect to their work with TfL e.g. through personal or working relationships with current or former employees or through prior employment with TfL or third party suppliers or in connection with the London FreightLab project? |  |

I, as representative of all companies associated with the Applicants submission, hereby confirm that I have read and understood the above statements and that I will make full disclosure of interests, relationships and holdings that could potentially result in a conflict of interest.

I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify TfL promptly and no later than 28 days of becoming aware of such information and undertake to take such action as TfL may reasonably direct.

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |
| Designation: |  |
| Company: |  |
| Date: |  |