**INVITATION TO QUOTE**

**for the provision of**

**Workforce for the Future summative assessment**

Supply the South West reference number: C1156

Published – 26/05/2023

Submission by: 14:00 on 16/06/2023

Procurement LEAD – Greg Derrick

**West of England Combined Authority**

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It’s also a place that a diverse population of people call home.

The West of England Combined Authority was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

The Combined Authority is made up of three of the local authorities in the region – Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Combined Authority continues to work closely with North Somerset Council. The Combined Authority is also the accountable body for the West of England Local Enterprise Partnership.

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**SECTION 1 – THE REQUIREMENT**

**Introduction**

Operating under the ESF strategic priority of “Improving the labour market relevance of education and training systems”, Workforce for the Future was created to support small, medium and micro sized enterprises (SMEs) within the region (Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire) to identify their skills needs and gaps and support businesses to engage with skills providers to make sure they have the skills needed within their workforce to achieve their ambitions. Through the project a minimum of 471 businesses will be supported to identify their skills needs (categorised as CO23 support) and at least 354 of those SMEs will complete projects which increase employer engagement in the skills system and/or the number of people progressing into or within skills provision (categorised as R9 support). The number of learner participants involved in the SME projects is projected to be approximately 1062 (categorised as O1 support).

The Combined Authority grant funds a set of partners (brochure explaining the WftF offer is [here](https://www.westofengland-ca.gov.uk/growth-hub/wp-content/uploads/sites/2/2021/09/Workforce-for-the-Future-Brochure-2022.pdf)) to deliver the support to the businesses, with each partner delivering a unique and specialised support service (partner project summaries are available under ‘What projects do we fund’ section [here](https://www.westofengland-ca.gov.uk/what-we-do/employment-skills/applying-funding/)). The majority of partners support businesses across all sectors and geographies however there are some partners who have a specific geographic or sector focus. Businesses are able to receive as much or as little support from one or more partners as they choose.

**1.2 What will the Project deliver?**

The successful tenderer will deliver:

* An evaluation methodology that meets the requirements of this Invitation to Quote, which will be assessed and approved by the Combined Authority
* An evaluation that provides all of the information required in the Specification in the form of a final report; the final report to include at a minimum:
* data summaries and data analysis (and full data tables annexed to the report) with qualitative information reviewed and added to bring the quantitative data to life
* lessons learnt logs where appropriate
* strategic outcomes for the Combined Authority as a result of the overall project and the merits of each delivery partners offer
* assessment as to whether the project has supported the ESF priority
* results of customer satisfaction surveys and alongside these qualitative highlights from SMEs feedback on support received (noted on the support paperwork)
* findings from project reviews with a sample of SMEs (sample to be taken from various timeframes of the project) and considered in the context of outside impacts such as Covid. And in addition, reviews with partners involved in providing support to businesses.
* recommendations for changes to be made to subsequent project delivery

**1.3 Specification**

**Detailed outputs**

The evaluation methodology, once prepared, can be presented in a format determined by the Supplier, to be provided to the Combined Authority as one of the milestones described later in this section.

Once approved, the project evaluation can commence. The evaluation report should be provided initially in draft as a Microsoft Word document for review, and the final version should be provided as a PDF document (with supporting data tables as appropriate). **The report should include a summary section or report that highlights key messages.**

Information about Workforce for the Future will be annexed to this document to help prospective Suppliers understand the scope of the project to be evaluated.

Both the evaluation methodology and the evaluation itself should be informed by the below requirements.

Minimum Requirements:

The evaluation should be structured around answering the below research questions:

* Has the project been delivered to the required scope, time and cost? What impact has current circumstances like inflation, the Ukraine War, Brexit and COVID had on delivery?
* Has the project achieved the desired outputs? Have the outputs been appropriately measured throughout the project?
* What benefits and impacts, both directly and indirectly, related to the project have been achieved (at a minimum to review those detailed in the benefits tracker)
* Does the overall project and its sub parts delivered by partners represent value for money?
* What lessons have been learnt from project delivery, both operationally and strategically (for the Combined Authority) and specifically for subsequent similar projects?
* What level of satisfaction with project delivery do recipients, delivery partners and internal partners report? What has worked well and what has not worked well?
* How does the West of England Combined Authority’s project delivery compare to projects delivered by other authorities?

The evaluation must include a consideration of the below themes:

*Relevance and consistency:* the summative assessments must explore the continued relevance and consistency of the project, in light of any changes in policy or economic circumstances during its delivery period.

*Progress:* the summative assessments will set out the progress of the project against contractual targets, any reasons for under or over performance, and the expected lifetime results.

*Delivery and management:* the summative assessment must explore the experience of implementing and managing the project and any lessons which have emerged from this.

*Impacts:* the summative assessment, where possible, must show the economic impact attributable to the project, including both the intended and actual outcomes and impact.

*Assessing value for money:* the summative assessments must analyse the cost-effectiveness of the project in light of its intended and unintended outcomes and impacts, and hence its value for money.

Additional Requirement:

The project has gathered significant amounts of data – both quantitative and qualitative.

Quantitative data sources - surveys conducted at the start and end of a business's support as well as performance data returned quarterly by delivery partners throughout the duration of the project are the main sources of quantitative data. The various data sets will be made available however some data cleansing may be required in order for analysis to be undertaken and conclusions made in relation to the project. A summary of the data should be provided as part of the report.

Qualitative data sources – delivery partners have a set of forms to complete based on the type of support given (CO23, R9 or O1, see Introduction section for details). These forms contain information that is not quantifiable but which will provide insights and supplement the quantitative data gathered through the project. This information should therefore be reviewed, and key insights pulled out and included in the report narrative. Any data summaries able to be produced should be appended to the final report.

**Summary of key asks:**

**- What we want**

* A report that is tailored to the project and is reflective of the region, the challenges faced by SMEs as well as the West of England Combined Authority and its delivery partners and which reflects on the complexities of skills provision
* A detailed report accompanied by a summary and data appendices
* A report that uses infographics and other tools to highlight key findings and make it an easier read
* A report that answers the key questions referenced above, but in summary: has the project made a difference and if so how and what?
* Specialists in the field of this type of project evaluation e.g. skills and business support
* A report that is compliant with Government accessibility requirements

**- What we don’t want**

* An off the shelf, generic report that could relate to any project delivery
* Pages of only text
* A methodology and outline of the evaluation process that is unclear on what review activities will be undertaken and the content and depth of the final report
* Changes of numerous staff during the evaluation process, appreciating that there may be turnover and also specialists for certain elements of the evaluation

**Data used to support evaluation**

The below data should be used to support the development of the evaluation

*Provided by the West of England Combined Authority:*

Number / % of SMEs investing in staff training in the last 12 months

Number / % of SMEs engaging in the skills and education provision

Number of SMEs that have received support through Workforce for the Future to provide a work placement experience

Number of new apprenticeship starts

Number / % of SMEs reporting that they have a better understanding of their skills needs and how they can be met

Reduction in no. of hard to fill vacancies

Increase in GVA per hour worked

Number / % of businesses reskilling / upskilling their current workforce

Number / % of SMEs reporting that their current employees have the skills required to help their business achieve the business aims and aspirations

Increase in the % of SMEs engaging with schools

Number / % of SMEs reporting that they are confident they can find employees with the skills needed to help their business succeed

Number / % of SMEs reporting that current curriculum (provided by Further and Higher Education) reflects their business needs

Increase in the number of learners with higher skills levels: Levels 1 – 2 and 3- 4 (split by NVQ and apprenticeship)

Increased earnings potential for participants

Number / % of SMEs reporting a lack of applicants with the right attitude and mindset

Number of learners/placements through Workforce for the Future who are i) from a BAME background ii) have a disability

Number / % of SMEs reporting that they feel confident their business growth plans can be achieved

*Gained as part of evaluation:*

|  |  |
| --- | --- |
| **Project** | **Information** |
| Workforce for the Future  | **Via surveys of participants (SMEs):**Reported changes in skills gaps and understanding of skills sectorReported change in earningsReported changes in business confidence and ambitions to growReported wider outcomes and impacts related to benefits trackerExperience of using the project linking to case studies and testimonials referenced below**Via individual interviews with SMEs**Process evaluation to understand issues and benefits of delivery and improvementsCase studies, testimonials and other feedback**Via interviews with Delivery Partners**Process evaluation to understand issues and benefits of deliveryAdvantages and disadvantages of working in a multi-partner projectHow the relationship between the West of England Combined Authority and the partners worked |

**Phases of delivery**

As suggested above, there are two phases of delivery:

*Phase 1:* preparation and approval of an evaluation methodology, questionnaires and discussion guides

*Phase 2:* delivery of a project evaluation, to be summarised in a final evaluation report

**Milestones**

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Publication of Invitation to Quote | 26/05/2023 |
| Clarification period finishes | 06/06/2023 |
| Deadline for quote submissions | 16/06/2023 |
| Inception meeting | w/c 26/06/2023 |

**Expertise**

Submissions should reflect the key expertise required to deliver this work:

* Delivering and managing evaluation projects
* Developing research methodologies
* Sufficient depth of experience to ensure consistent delivery regardless of leave or staff changeover
* Data cleansing and analysis of extensive data sets

Standard quality questions will request additional details regarding expertise.

**Annexed document:**

* Benefits Tracker (Monitoring and Evaluation Plan)

**1.4 Terms of Contract**

Delivered according to the West of England Combined Authority’s standard Contract Terms

**1.7 Assessment criteria**

|  |  |  |
| --- | --- | --- |
| **QUALITY** | **70%** | A proposal detailing how the specification will be met and the expertise used to deliver.  |
| **PRICE** | **30%** | As per pricing schedule |

**SECTION 2 – INSTRUCTIONS TO BIDDERS (**

2.1 **E-Quote System**

The Authority uses ProContract as its e-procurement system. Assistance in relation to the e-procurement system is available to suppliers via the Supplier Help Icon within the system. Supplier Guidance documents are also available to view and download.

**Suppliers must ensure that they have the most up to date Invitation to Tender document by registering on the e-tendering system at** [**www.supplyingthesouthwest.org**](http://www.supplyingthesouthwest.com)**.uk and expressing an interest. This will enable suppliers to view the latest documents and see any comments and discussions on those documents.**

If you are still unable to resolve your issue in using the system you should send an e-mail to ProContractsuppliers@Proactis.com explaining the nature of your query.

2.2 **Register Intent or opt out**

Once the Quote Information has been viewed suppliers will be able to click on “Register Intent” which will inform the Authority of your intention to respond to this opportunity.

If a supplier does not wish to or is unable to submit a Quote and not interested in proceeding, then they are required to click on “Opt Out” to decline the opportunity.

2.3 **Preparation of Quote**

Suppliers must obtain for themselves all information necessary for the preparation of their Quote response and all costs, expenses and liabilities incurred by the supplier in connection with the preparation and submission of the Quote shall be borne by the supplier, whether or not their offer is successful.

Information supplied to the supplier by Authority staff or contained in Authority publications is supplied only for general guidance in the preparation of the Quote. It shall remain the property of the Authority and shall be used only for the purpose of this procurement exercise.

Suppliers must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by the Authority for any loss or damage of whatever kind and howsoever caused arising from the use by suppliers of such information.

2.4 **Pricing Schedule**

**As part of your proposal please submit a cost for each milestone.**

**Please provide a list of all staff who would work on the project their title and hourly rate as per table below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff grade** | **Hourly rate** | **Proposed hours** | **total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

All prices shall be in Pounds Sterling.

2.5 **Other Documents or Supporting Evidence**

If instructed to do so within the e-procurement system, the supplier must complete and upload other documentation that may be provided with this Invitation to Quote, or upload evidence to support their submission.

Documentation: Do not include any macro enabled spreadsheets or embedded documents. Acceptable file formats are: *txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers and pages*. If you are uploading multiple documents, it is recommended that you zip them using WinZip or WinRAR

Quotes must not be qualified or conditional. Only Quotes submitted without qualification will be accepted for consideration. If a Quote is excluded from consideration, the supplier will be notified.

2.6 **Submission deadline**

Suppliers are required to submit their Quote within the e-procurement system by 14:00 Hour on the 16th May 2023and should allow enough time to complete questions and upload documentation where requested to do so. Quotes received after the closing date will not be considered and will result in the Authority rejecting the Quote as a Fail / Non-compliant Quote. Emailed or hard copy Tenders will not be accepted.

The Authority is under no obligation to consider partial or late submissions.

If the Authority issues an amendment to the original Quote and if it regards that amendment as significant, an extension of the closing date may, at the discretion of the Authority, be given to all Organisations.

The Authority expressly reserves the right to require a supplier to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the Quote. However, the Authority is not obliged to make such requests.

Suppliers shall accept and acknowledge that by issuing this ITQ the Authority shall not be bound to accept any Quote and reserves the right not to conclude a Contract for some or all of the services for which Quotes are invited.

2.7 **Quote Validity**

The Quote should remain open for acceptance for a period of 90 days. A Quote valid for a shorter period may be rejected.

2.8 **Communication**

All contact and communication during this procurement should be submitted in writing through the e-procurement system including any clarification questions in sufficient time before the closing date, to enable to the Authority to respond to all suppliers. It is not acceptable for suppliers to seek clarifications via telephone or e-mail outside of the e-procurement system.

2.9 **Confidentiality**

The supplier must keep confidential and will not disclose to any third parties any information contained within their bid. They shall not release details other than on an ‘In Confidence’ basis to those whom they need to consult for the purpose of preparing the Quote response, such as professional advisors or joint bidders.

The Quote shall not be canvassed for acceptance or discussed with the media, any other Organisation, member/officer of the West of England Combined Authority, or their representatives. Any supplier trying to exert any undue influence during the tender process could be excluded from the process.

2.10 **Disclaimer**

Neither the Authority, [nor any relevant Other Contracting Bodies], nor their advisors, respective directors, officers, members, partners, employees, other staff or agents:

1. make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITQ; or
2. accepts any responsibility for the information contained in the ITQ or for their fairness, accuracy or completeness of that information nor shall any of then be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
3. Can be responsible for any costs you may incur in preparation and submission of your bid

Any resulting Contract shall be governed by English law.

2.11 **Freedom of Information Act**

Suppliers should note that the Authority is subject to the ‘Freedom of Information Act 2000’. Suppliers are requested to state which part, if any, of the information supplied with their Quote is confidential or commercially sensitive or should not be disclosed in response to a request for information and why. Suppliers’ statements will be considered however the Authority is unable to give any guarantee that the information in question will not be disclosed.

2.12 **Transparency**

Suppliers and those organisations who bid should be aware that if they are awarded a contract, the resulting contract between the supplier and the Authority will be published under the government transparency policy. To view details of what we MUST publish, see the Local Government Transparency Code 2015 at [Local Government Transparency code 2015](file:///S%3A/Corporate%20Procurement%20Team/Procurement/Transparency%20Code%202014/Local%20Government%20Transparency%20code%202015.pdf)

The Authority is required to publish details of all expenditure over £500 made to its suppliers and all contracts and framework agreements over £5000.

Details will be published on the Authority’s website and the government’s transparency website (Data.gov.uk) and Contracts Finder.

2.14 **Required documents**

Within this process suppliers have been provided with the following documentation. Where indicated these are required to be completed and uploaded within the e-procurement system.

You may choose the format of our submission; however, you must clearly state the question we are asking and proceed with your response. You may submit appendices to support your response, but they will only be considered if they are clearly referenced in your response and are clearly identifiable. Numbering or lettering your appendix as well as a title will meet this requirement.

|  |  |
| --- | --- |
| **DOCUMENT TITLE** | **COMPLETE AND UPLOAD** |
| Section 1 – The Requirement including Specification | Y |
| Section 2 – Instructions to Suppliers |  |
| Section 3 – Questionnaire | Y |
| Section 4 – Pricing Schedule | Y |
| Section 5 – Evaluation and Award |  |
| Appendix 1 – Non- Collusion Certificate | Y |

Please Note: The completion and electronic return of all the documents ticked above is mandatory.

**SECTION 3 – QUESTIONNAIRE**

The purpose of the Questionnaire is to enable the Authority to assess supplier suitability for providing goods and services.

**Notes for completion**

i. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If it does not apply to you, please state clearly ‘N/A’.

ii Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration.

iii. Please return a completed version of this document with your Quote submission using the e-procurement system.

**Verification of Information Provided**

iv. Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. The Authority will request evidence from the winning Contractor only after the final Quote evaluation decision.

**Sub-contracting arrangements**

v. The Supplier should advise in a separate appendix the names of sub-contractors, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

**Confidentiality**

vi. The Authority reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

vii. 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 Public Contract Regulations.

**PART A – General Information**

|  |
| --- |
| **Contact details** |
| Supplier contact details for enquiries  |
| Name |  |
| Postal address |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

|  |  |
| --- | --- |
| Registered company/charity number |  |
| Registered VAT number |  |
| Name of parent company |  |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company  |  ▢ Yes |
| ii) a limited company |  ▢ Yes |
| iii) a limited liability partnership | ▢ Yes |
| iv) other partnership | ▢ Yes |
| v) sole trader | ▢ Yes |
| vi) other (please specify) | ▢ Yes |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i)Voluntary, Community and Social Enterprise (VCSE) | ▢ Yes |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-2) | ▢ Yes |
| iii) Sheltered workshop | ▢ Yes |
| iv) Public service mutual | ▢ Yes |
| **Bidding model** |  |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** |  |
| 1. Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself
2. b) Bidding as a Prime Contractor and will use third parties to deliver some of the services
 | ▢ Yes▢ Yes |  |

**PART B – Technical Questions**

Questions which will be used to assess the Quality element are reproduced below, and the Price/Quality split is detailed in section 4.1.

**Demonstrate prior experience delivering project evaluations in the public sector, on ESF projects and with extensive data sets, and explain how this qualifies you to deliver this project**

**Detail the specific staff that will work on this project and provide CVs that demonstrate relevant experience**

**Provide a high-level methodology for how you would deliver this evaluation, including the handling of data sets and interviews and an indicative timetable as well as suggestions for additional analysis that could be made to fully assess the individual grant schemes**

**PART C – Cost**

As per pricing schedule

**SECTION 4 – EVALUATION AND AWARD**

4.1 **Evaluation**

This request for quote will be evaluated as follows.

The price and quality split is detailed in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AWARD CRITERIA** | **OVERALL WEIGHTING** | **Question** | **Word Count** | **Sub Weighting** |
| **Price** | 30% | **As per pricing schedule** |  |  |
| **Quality** | 70% | Criteria 1 **Demonstrate prior experience delivering similar project evaluations in the public sector, on ESF projects and with extensive data sets, and explain how this qualifies you to deliver this project** | 600 | **20** |
| Criteria 2 **Detail the specific staff that will work on this project and provide CVs that demonstrate relevant experience** | As required | **10** |
| Criteria 3 **Provide a high-level methodology for how you would deliver this evaluation, including the handling of data sets and interviews and an indicative timetable as well as suggestions for additional analysis that could be made to fully assess the individual grant schemes** | 1000 | **30** |

4.2 Scoring Methodology

Where responses to questions are to be scored, the following scores are applied by a panel of evaluators to a Bidder’s submitted responses. The scores are awarded dependent on the level of evidence provided to each question.

A score of 3 (Satisfactory) represents an acceptable level of evidence and is the minimum acceptable score for any question. Providers who score less than a 3 in any one area will have their bid rejected.

0 – No response and/or evidence is unacceptable or non-existent, or there is a failure to properly address any issue. The Authority does not have any confidence in the Bidder’s experience, capacity and ability to meet its requirements.

1 – The response and/or the evidence are deficient (or not relevant) in the majority of areas and the Authority has a low level of confidence in the Bidder’s experience, capacity and capability to meet its requirements.

2 – Large portions of the response are not satisfactory and/or are not supported by a satisfactory level of evidence and the Authority has limited confidence in the Bidder’s experience, capacity and capability to meet its requirements.

3 – The response is satisfactory and supported by an acceptable standard of relevant evidence but with some reservations/issues not addressed. The Authority is satisfied with the Bidder’s experience, capacity and capability to meet its requirements.

4 – The response is comprehensive and supported by a good standard of relevant evidence and provides the Authority with a good standard of confidence in the Bidder’s experience, capacity and capability to meet its requirements.

5 – The standard of the response is very high, and the relevance of the response and the supporting evidence is very comprehensive and provides the Authority with a very high level of confidence in the Bidder’s experience, capacity and capability to meet the Authority’s requirements.

This contract is being awarded on Most Economically Advantageous Terms (MEAT) MEAT is the combination of both the Quality and Cost scores. The highest scoring bidder will be recommended for the award of contract.

**Quality – % Total – High Best**

Quality Scores will be calculated using the following formula:

Your evaluated score (0-5) X question weighting

Sum total of your weighted score (out of 5)

Your weighted score X

Maximum score available (5)

**Price Evaluation – % Total - Low Best**

All price bids are compared against the lowest bid to reach the percentage difference from the lowest bid.

The lowest priced bid will receive %

Other Suppliers cost score will be calculated using the following formula:

Lowest Bid Price X 30

Your Price

Your TOTAL SCORE will be calculated by adding your Quality + Cost weighted scores.

The most economically advantageous provider will be determined by the provider with the highest TOTAL SCORE. This outcome will produce the winning contractor.

4.2 **Recommendation**

An evaluation will be produced by the panel and recommendation made to award to the winning Contractor.

4.3 **Contract Award**

The approval of the award will be made by the appropriate Authority representative. The Contract award process is completed, and the procurer will debrief all suppliers in writing.

**APPENDIX 1**

**NON-COLLUSION CERTIFICATE**

I, the undersigned, in submitting the accompanying Quote to

(Name of Client)………………………………………………

………………………………………………………………………………………………

in relation to (details of Quote and reference)……………………………............

……………………………………………………………………………………………….

certify on behalf of (name of supplier)………………………………………………

that, with the exception of any information attached hereto (see \* below):

1) this Quote is made in good faith, and is intended to be genuinely competitive;

2) the amount of this Quote has been arrived at independently, and has not been fixed, adjusted or influenced by any agreement or arrangement with any other undertaking, and has not been communicated to any competitor;

3) we have not entered into any agreement or arrangement with any competitor or potential competitor in relation to this Quote;

4) I have read and I understand the contents of this Certificate, and I understand that knowingly making a false declaration on this form may result in legal action being taken against me.

In this certificate, the word ‘competitor’ includes any undertaking who has been requested to submit a Quote or who is qualified to submit a Quote in response to this request for Quote, and the words ‘any agreement or arrangement’ include any such transaction, whether or not legally binding, formal or informal, written or oral.

\* Information is/is not attached hereto (delete as appropriate)

SIGNED: ....................................................

FOR AND ON BEHALF OF:........................................

DATE:.........................................

1. [↑](#footnote-ref-2)