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| **Section 1** | **SUPPLIER INFORMATION**  Please answer the following questions in full | |
| 1.1 | Full name of the potential supplier submitting the information | Bidder Response |
| 1.2 | Registered office address (if applicable) | Bidder Response |
| 1.3 | Registered website address (if applicable) | Bidder Response |
| 1.4 | Trading status – please indicate your trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) | Bidder Response |
| 1.5 | Date of registration in country of origin | Bidder Response |
| 1.6 | Company registration number (if applicable) | Bidder Response |
| 1.7 | Charity registration number (if applicable) | Bidder Response |
| 1.8 | Head office DUNS number (if applicable) | Bidder Response |
| 1.9 | Registered VAT number - Please provide your VAT registration number if applicable | Bidder Response |
| 1.10 | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual 4. None of the above | Bidder Response |
| 1.11 | Are you a Small, Medium or Micro Enterprise (SME)? Please answer Yes/No  See EU definition of SME  <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> | Bidder Response |
| 1.12 | Details of immediate parent company (if applicable):  - 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) | Bidder Response |
| 1.13 | Details of ultimate parent company (if applicable):  - 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) | Bidder Response |
| 1.14 | **Contact Details and Declaration**  I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.  I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.  I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.  I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.  I am aware of the consequences of serious misrepresentation. | |
| Contact name | Bidder Response |
| Name of organisation | Bidder Response |
| Role in organisation | Bidder Response |
| Phone number | Bidder Response |
| E-mail address | Bidder Response |
| Postal address | Bidder Response |
| Signature (electronic is acceptable) | Bidder Response |
| Date | Bidder Response |

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| **Section 2** | **ELIGIBILITY QUESTIONNAIRE (EQ) CRITERIA** |
| **2.1** | The bidder confirms that they agree to the Terms and Conditions of Contract included in the Expression of Interest Guidance document (Section C)?  **Pass =** Yes, agreement to the Terms and Conditions  **Fail =** No, no response or no agreement to the Terms and Conditions |
| Bidder Response: |
| **2.2** | Please indicate by stating Yes or No:   * 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 listed on the following webpage (Mandatory Exclusions); and * 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 (Discretionary Exclusions). * <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>   If “Yes”, please provide full details and details of any mitigations, reparations made and steps taken to prevent reoccurrence.  PASS: You will pass this section if you answer “No” (i.e. none of the Mandatory or Discretionary Exclusions apply); OR you answer “Yes” in respect of any of the offences/situations listed and the Authority considers that you have provided sufficient evidence of ‘self-cleaning’ in respect of all the relevant offence(s) identified.  FAIL: You will fail this section and be excluded from the procurement if you answer “Yes” in respect of any of the specific criminal offences/situations as listed on the website and the Authority considers that you have not provided sufficient evidence of ‘self-cleaning’ in respect of the relevant offence(s)/situations. (See below for a full explanation of ‘self-cleaning’)  Self-cleaning  If you answer ‘Yes’ to any of the circumstances in 2.3.1 or 2.4.1 you should provide sufficient evidence, in a separate Appendix to your EQ response, which summarises the circumstances of the offence or misconduct and any remedial action which you have taken subsequently in each case to ‘self-clean’ the situation and demonstrate, to the satisfaction of the Authority, your reliability notwithstanding the existence of the relevant ground for exclusion.  If, in respect of the relevant section, the Authority decides the evidence of ‘self-cleaning’ is sufficient (and the Authority’s decision on this point shall be final), you will be allowed to pass the relevant section. For the evidence to be considered sufficient you must, as a minimum prove that you have:   * paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct. * clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and * taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.   The measures you have taken, and the evidence of these, shall be evaluated by the Authority taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the Authority considers such measures to be insufficient you will be provided with a statement of reasons. |
| Bidders Response: |

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| **Section 3** | **RELEVANT EXPERIENCE QUESTIONS** |
| 3.1 | Demonstrate that your organisation has past/present experience of delivering a service for vulnerable people medically fit for discharged from hospital in a hostel setting.  **[500 words max - No diagrams, charts or attachments]**  Pass: The Provider has shown that in the last 12 months that evidences they have specialities in providing hostel services for homeless patients discharged from a NHS hospital setting as their primary function.  Fail: The Supplier has not provided evidence that they specialise in providing hostel services for patients in a NHS hospital setting, with this being their primary and not secondary function.  A score of "Fail" will result in the Applicant's EOI submission being unsuccessful. |
| Bidder Response |
| 3.2 | Please demonstrate that your organisation has a suitable 6 bedded accommodation in the boroughs of Tower Hamlets or Hackney (***see Service Spec – Property Profile, 3.2a)*** to deliver the required service.  **[500 words max - No diagrams, charts or attachments]**  Pass: The Provider has given details of a suitable accommodation placed in the London boroughs of Tower Hamlets or Hackney  Fail: The Supplier has not provided details of a suitable accommodation in the London boroughs of Tower Hamlets or Hackney to deliver the required service.  A score of "Fail" will result in the Applicant's EOI submission being unsuccessful |
| Bidder Response |
| 3.3 | Please demonstrate that your organisation has adequate workforce (***see Service Spec – Staffing, 3.2e***) to deliver the required service.  **[500 words max - No diagrams, charts or attachments]**  Pass: The Supplier has provided details that the organisation has a workforce adequate to deliver the required service.  Fail: The Supplier has not provided details that the organisation has a workforce adequate to deliver the required service.  A score of "Fail" will result in the Applicant's EOI submission being unsuccessful |
| Bidder Response |
| 3.4 | Please describe what procedures you have in place to ensure effective safeguarding for the venerable people who will utilise the service.   1. Please answer the following questions regarding your safeguarding procedures: 2. Are all your staff trained to at least Level 1 Safeguarding Adults? Y/N ANSWER. 3. Are all your staff (including sub-contracted and interim staff) subject of appropriate DBS clearance prior to patient contact? Y/N ANSWER. 4. Does your Safeguarding training include elements on consent and the Mental Capacity Act 2005? Y/N ANSWER. 5. Does your Safeguarding training include elements on Domestic Abuse? Y/N ANSWER. 6. Does your Safeguarding training include elements on the Prevent programme? Y/N ANSWER. 7. Is the Safeguarding training you provide for different staff roles in line with the guidance in the relevant Inter-collegiate guidance? (Y/N ANSWER) 8. Do you have a named person accountable for Safeguarding Adults? If yes, please give contact details. Y/N and NARRATIVE ANSWERS. 9. Do you have an up to date safeguarding Policy (Adults) Y/N and EMBED/ATTACH POLICY.   **[500 words max - No diagrams, charts or attachments]**  Pass: The Provider has provided a description of effective safeguarding processes and has demonstrated that they have the technical and professional ability and safeguarding procedures and policies to support vulnerable adults.  Fail: The Supplier has not provided a description of effective safeguarding processes to the extent that the Authority is not satisfied that the Supplier has the technical and professional ability and safeguarding procedures and policies to support vulnerable adults.  A score of "Fail" will result in the Applicant's EOI submission being unsuccessful |
| Bidder Response |

**Obligatory undertakings required from the Bidder(s)**

**Project Name: PRJ-1168 - Expressions of Interest (EOI)** **for the** **provision of Hospital Discharge Scheme for Single Homeless Adults Program – NHS North East London**

**Declaration**

***Notes to Bidders:***

1. ***Please read the declaration below. This Schedule should then be completed, signed and returned via the e-tendering portal with your ITT response in response to the appropriate initial eligibility question.***
2. ***An authorised signatory, in his/her own name, on behalf of the Bidder and each of any partners, consortium members, or sub-contractors, must sign a copy of this declaration***

**CONFIDENTIALITY UNDERTAKING**

In consideration of the release by the Contracting Authority of the Confidential Information as set out below, the potential Bidder Entity undertakes and agrees with the Contracting Authority as follows:

1. This undertaking is binding upon the potential Bidder Entity and all persons associated with the potential Bidder Entity.

2. This undertaking extends to all information of whatsoever nature in whatsoever form relating to the above requirement, obtained from any source, including without limitation the service requirement documentation, information received from the Contracting Authority, and any named party to the procurement, or its appointed advisors and information obtained as a result of being allowed in or onto any premises associated with the delivery of the project (“Confidential Information”). It does not extend to information which, at the time it is obtained, is in the public domain.

3. The potential Bidder Entity shall use the Confidential Information solely for the purpose of responding to this ITT.

4. The potential Bidder Entity shall not use or disclose or permit the disclosure by any person of any of the Confidential Information for the benefit of any third party.

5. The potential Bidder Entity shall keep all materials containing Confidential Information in a secure place at all times.

6. No failure or delay by the Contracting Authority in exercising any right or power or privilege available to the Contracting Authority shall be deemed to be a waiver nor shall any single or partial exercise of any such right or power or privilege preclude any further exercise or the exercise of any such rights or power or privilege.

7. The agreement formed by the acceptance of this statement shall be governed by and constructed in all respects in accordance with English law, and each hereby submits to the exclusive jurisdiction of the courts of England and Wales in relation to all matters pertaining to or arising from this Agreement.

**CANVASSING**

The Contracting Authority reserves the right to disqualify (without prejudice to any other civil remedies available to the Contracting Authority and without prejudice to any criminal liability which such conduct by a potential; Bidder or any of their potential Bidder Members may attract) any potential Bidder or potential Bidder Member who, in connection with this EOI:

1. Offers any inducement, fee or reward to any representatives or advisors of the Contracting Authority, and any named party to the procurement, or NEL;
2. Does anything which would constitute a breach of the Bribery Act 2010;
3. Canvasses any of the persons referred to above in connection with this EOI; or
4. Contacts any of the persons referred to above prior to conclusion of the EOI process about any aspect of the EOI in a manner not permitted by this EOI (including without limitation contact for the purposes of discussing the possible transfer to the employment of the potential Bidder of such person).

Other than where specifically permitted by this EOI, no attempt should be made to contact the Contracting Authority’s project team office by telephone, nor to contact the Contracting Authority, or any named party to the procurement, NEL or the Contracting Authority’s or NEL’s advisers as part of the procurement. Any enquiries made to persons other than the Contracting Authority project team will be regarded as *prima facie* evidence of canvassing.

**NON COLLUSION UNDERTAKING**

The Contracting Authority reserves the right to disqualify (without prejudice to any other civil remedies available to them and without prejudice to any criminal liability which such conduct by a Bidder may attract) any potential Bidder or potential Bidder Member who, in connection with this EOI:

1. Fixes or adjusts their EOI response by or in accordance with any agreement or arrangement with any other potential Bidder or potential Bidder Member of another potential Bidder (other than a Bidder’s own Bidder Members); or
2. Enters into any agreement or arrangement with any other potential Bidder or potential Bidder Member of another potential Bidder to the effect that they shall refrain from submitting an EOI; or
3. Offers or agrees to pay or give or does pay any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other EOI or proposed EOI, any act of omission (without prejudice to any other civil remedies available to the Contracting Authority and without prejudice to any criminal liability which such conduct by a potential Bidder or potential Bidder Member may attract) relating to any other EOI or proposed EOI for this service; or
4. Causes or induces any person to enter such agreement as is mentioned in either paragraph (i) or (ii) or to inform the potential Bidder or potential Bidder Member of the content any rival EOI; or
5. Canvasses any of the persons referred to above (Canvassing) in connection with this EOI; or
6. Communicates to any party other than the Contracting Authority, the content of its EOI response.

**CONFLICT OF INTEREST DECLARATION**

All potential Bidders, including sub-contractors, members of a consortium, and advisers or other associated parties (Relevant Organisations) are required to identify any potential conflicts of interest that could arise if the Relevant Organisation were to take part in any procurement process and/or provide services under, or otherwise enter into any contract with the Contracting Authority, and any named party to the procurement.

If any assistance is required in order to complete this form, the Relevant Organisation should contact NEL Procurement via the messaging facility on the e-tendering portal.

Any changes to interests declared either during the procurement process, or during the term of any contract subsequently entered into by the Relevant Organisation and the Contracting Authority, must be notified to the Contracting Authority by completing a new declaration form and submitting it to the Contracting Authority via the e-tendering portal.

Relevant Organisations completing this declaration form must provide sufficient detail of each interest so that the Contracting Authority, and a member of the public, would be able to understand clearly the type of financial or other interest the person concerned has, and the circumstances in which a conflict of interest with the business of the Contracting Authority (including the award of a contract) might arise.

**If in doubt as to whether a conflict of interest could arise, a declaration of the interest should be made.**

**A copy of the Conflict of Interest Declaration is to be completed by an authorised signatory, in his / her own name, on behalf of each of the Bidder, partners, consortium members and/or sub-contractors.**

**Declarations:**

**PLEASE DO NOT LEAVE ANY FIELD BLANK – IF “NOT APPLICABLE” or “NO” PLEASE RESPOND BY ENTERING “N/A” or “NONE”. IF “N/A” PLEASE PROVIDE A BRIEF EXPLANATION**

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| **NAME OF RELEVANT ORGANISATION:** |  |
| **Role in this bid (Prime Supplier, sub-contractor, partner, consortium member)** |  |
| **Interests** | |
| **Type of Interest** | **Details** |
| Provision of services or other work for Contracting Authority, and/or named party to the procurement |  |
| Provision of services or other work for any other potential bidder in respect of this project or procurement process |  |
| Any other connection with the Contracting Authority, and/or named party to the procurement, whether personal or professional, which the public could perceive may impair or otherwise influence the Contracting Authority’s, and/or any named party to the procurement, or any of its members’ or employees’ judgements, decisions or actions |  |

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| **NAME OF RELEVANT PERSON** | **[*complete for each Relevant Person*]** | |
| **Role in this bid (Prime Supplier, sub-contractor, partner, consortium member)** | **[*complete for each Relevant Person*]** | |
| **Interests** | | |
| **Type of Interest** | **Details** | **Personal interest or that of a family member, close friend or other acquaintance?** |
| Provision of services or other work for the Contracting Authority, and/or named party to the procurement |  |  |
| Provision of services or other work for any other potential bidder in respect of this project or procurement process |  |  |
| Any other connection with the Contracting Authority, and/or named party to the procurement, whether personal or professional, which the public could perceive may impair or otherwise influence the Contracting Authority’s, and/or named party to the procurement, or any of its members’ or employees’ judgements, decisions or actions |  |  |

**Form Completion**

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| **I declare that, to the best of my knowledge, the answers submitted to these questions are correct. I understand that the information will be 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 the company named in this EOI. I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information** |

Signed:

Name:

Position:

Bidder:

Date: