**TENDER RESPONSE – QUALITY RESPONSES**

Please provide contact details for individuals responsible for this tender submission:

|  |
| --- |
| **Main Contact** |
| Name |  |
| Position |  |
| Company Name |  |
| Central Digital Platform unique identification number |  |
| Address |  |
| Telephone – Main |  |
| Telephone – Direct |  |
| Email |  |

|  |
| --- |
| **Additional Contact** |
| Name |  |
| Position |  |
| Company Name |  |
| Address |  |
| Telephone – Main |  |
| Telephone – Direct |  |
| Email |  |

**Pass/Fail questions:**

1. Are you on the debarment list? Yes/no

|  |  |
| --- | --- |
|  | Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below:* Employer’s (Compulsory) Liability Insurance\* = £5m Yes/No
* Public Liability Insurance = £5m Yes/No
* Professional Indemnity Insurance = £5m Yes/No
 |
|  | Please confirm that you have in place, or that you will have in place by the award of the contract, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects.* Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:
* to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services
* to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data
* to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable
* to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)
* to maintain records of personal data processing activities
* to regularly test, assess and evaluate the effectiveness of the above measures
 |

Yes/No

1. In the last five years have any of the following situations applied to your organisation:
* Violation of any procurement regulations in the UK or worldwide?
* Subject of insolvency proceedings, winding-up proceedings or instances of bankruptcy?
* Key personnel found to have committed gross misconduct?
* Your organisation has been the subject of a regulatory inspection?
* Your organisation has been a defendant in an Employment Tribunal Claim and had an award made against it?

 Yes/No

**Weighted questions**

**Firm Background - 20%**

* Please summarise your firm’s experience working within the education sector, addressing specifically the sector type in which Central is situated
* How do you propose to utilise sector specific experience to perform the contract?
* What is your approach to added value, ensuring appropriate insights are shared as part of the work you undertake?
* Please outline your organisation’s relationships with key industry bodies and regulators

Tenderer’s response:

**Account Management - 15%**

* How do you plan to undertake the services outlined within the specification? Please specifically address communication throughout the contract and mobilisation post award
* Please provide details of operational KPI’s, and state what mechanisms you have in place to report and deliver against them
* How do you propose to monitor and maintain service quality throughout the contract?

Tenderer’s response:

**Personnel - 20%**

* Please provide CV’s for the individuals you intend to assign to the institution, including at partner, manager, and specialist staff levels where relevant
* Please state your organisation’s availability of relevant specialist expertise
* How will you ensure continuity of service in any instances of unexpected absence?

Tenderer’s response:

**Service Approach - 20%**

* Please outline your approach to performing the requested services, including on-site/off-site timing where relevant
* How do you propose to meet the reporting requirements of the specification?
* Please detail how you propose to engage with and report to the institution’s management, Audit Committee and the Board
* Please enclose a copy of your standard terms of engagement which may apply to this tender.

Tenderer’s response:

**DECLARATION OF BONA FIDE TENDER**

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

a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.

b) Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.

c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other tender or proposed tender for the said work any act or thing of the sort described above.

2. We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the tender, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word “person” includes any persons and anybody or association, corporate or otherwise; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

4. I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Tender will inevitably lead to the termination of the agreement by Central.

Signature:

Print Full Name:

Date:

In the capacity of:

*(Please state official position, e.g., Director, Sales Manager, etc.)*

being a person duly authorised to sign tenders on behalf of:

Company Name:

Address:

**FORM OF TENDER**

To whom it may concern:

1. I/we have read the information provided in your Invitation to Tender and, subject to and upon the terms and conditions contained therein, I/we offer to supply the services described in the said tender documents in such manner as may be required.

2. Terms and Conditions: I/we agree that this tender and any contract which may result there from shall be based upon those provided by the Bidder and agreed with Central.

3. The prices quoted in this Tender are valid for acceptance for 90 days from the final day for submission of Tenders and I/we confirm that the terms of the Tender will remain binding upon me/us and may be accepted by you at any time before that date.

4. I/we note that the agreement shall be valid upon acceptance and signature by both parties of the agreement.

5. Law: I/we agree that the construction, validity, performance and execution of any contract that may result from this Tender shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.

6. I/we agree to bear all costs incurred by me/us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me/us prior to the award of any contract.

7. I/we agree that any other terms or conditions of the agreement or any general reservation which may be printed on any correspondence emanating from me/us in connection with this tender, shall not be applicable to this Tender or Contract.

8.

Signature:

Print Full Name:

Date:

In the capacity of:

*(Please state official position, eg. Director, Sales Manager, etc.)*

being a person duly authorised to sign tenders on behalf of:

Company Name:

Address: