Met Police logo

Sourcing Event: [XXXX] – [title]

Tender Notice Reference Number:

Invitation To [Tender/ Participate] Pack

Procurement Documents [Contents] and Checklist

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Instructions for Suppliers

Purpose of document

This checklist is used for procurements where the Tender notice is published on or after 24 February 2025 and is subject to the Procurement Act 2023.

The checklist lists out all documents that a Supplier must read, utilise and submit as part of the relevant Tender Pack- in order to request participation for the requirement.

To demonstrate you have considered each document, you should check the box in the relevant section of the list. This checklist does not replace the Form of Tender, and is for information only for prospective Suppliers, to aid in the consideration and completion of the Invitation to Participate Pack.

This document should be read in conjunction with the Tender Notice and any other Procurement documents, including the Tender Pack and appendices, which have been made available at this stage of the Procurement.

The Authority reserves the right to issue updated versions of this document and all the associated procurement documents to Suppliers as and when the need arises, in order to reflect the corresponding stage of the Competitive Flexible Procedure, together with any changes to the Procurement or any other new information

Key

Where a document under the heading of ‘Check’ has a **(U)**, this document is for information and consideration.

Where a document has a **(R)**, this document must be submitted as part of the Tender response.

Stage 1: Invitation to Participate

|  |  |
| --- | --- |
| **Document** | **Check** |
| **Invitation to Participate Pack-** Instructions for Bidders and Procurement Overview | **(U)** ☐ |
| **Procurement Selection Questionnaire**  Invitation to Participate Pack- Bidder’s Response- Part 1: Core Supplier Information | **(R)** ☐ |
| **Procurement Selection Questionnaire**  Invitation to Participate Pack- Bidder’s Response- Part 2: Additional Exclusions Information | **(R)** ☐ |
| **Procurement Selection Questionnaire**  Invitation to Tender- Bidder’s Response- Part 3: Conditions of Participation | **(R)** ☐ |
| **Invitation to Participate Pack-** Bidder’s Response- Part 1: Core Supplier Information, Additional Exclusions Information, Legal Conditions for Participation | **(R)** ☐ |
| **Invitation to Participate Pack-** Bidder’s Response- Part 4: Technical Assessment | **(R)** ☐ |
| **Invitation to Participate Pack-** Annex A – Lot 1 – Business Change, Business Design and Data Alignment Statement of Requirement | **(U)** ☐ |
| **Invitation to Participate Pack-** Annex B – Lot 2 – Training Services Statement of Requirement | **(U)** ☐ |
| **Invitation to Participate Pack-** Annex C – Service Levels, Service Credits and KPIs | **(U)** ☐ |
| **Invitation to Participate Pack-** Annex D – Draft Terms and Conditions | **(U)** ☐ |
| **Invitation to Participate Pack –** Annex E – Certificate of Non-Canvassing, Non-Collusion and Prohibited Use of Artificial Intelligence | **(R)** ☐ |
| **Invitation to Participate Pack –** Annex F – Commercially Sensitive information | **(R)** ☐ |
| **Invitation to Participate Pack –** Annex G – ITP Documents Checklist (this document) | **(U)** ☐ |
| **Invitation to Participate Pack –** Annex H – Team Structure and Timeline | **(U)** ☐ |
| **Invitation to Participate Pack –** Annex I – Conflict Assessment Form | **(R)** ☐ |

Stage 2: Invitation To Tender

Documents to be provided at Invitation to Tender (ITT) Stage