|  |
| --- |
| **Thank you for registering to the Science Museum Group (“SMG”)’s e-tendering service and downloading this Tender Response Document.****Please read and complete all relevant sections.****Capitalised words and phrases used in this document are as defined in the Invitation to Tender.** |



Tender Response DOCUMENT

*for the provision of*

Ongoing WordPress website maintenance

SCM3680M

29 April 2025

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# **Schedule 1: Form of Tender**

*DECLARATION TO BE COMPLETED BY SUPPLIER.*

I warrant on behalf of the Supplier (as defined below) that I have the requisite corporate authority to sign this Form of Tender and confirm that the Supplier has complied with all the requirements set out in the Invitation to Tender (“**ITT**”).

I confirm that, to the best of my knowledge, the answers submitted and information contained in my/our Tender Response are complete, accurate and not misleading.

I/we confirm that, upon request and without delay I/we will provide any additional information requested of me/us.

I understand that I/we may be excluded from the procurement if requested information has not been provided, if any of my/our Tender Response is incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced decision-making in this procurement.

Having examined the Tender Notice, ITT and all other associated tender documents and clarifications (as updated or amended by SMG), and being fully satisfied in all respects with the requirements of the ITT (including the Conditions of Tender), I/we hereby offer to provide SMG’s requirements (as set out in the Specification and ITT), as specified in my/our Tender Response for the full term of the Agreement (including any options to extend), in accordance with the provisions of the Agreement and for the price/ rates offered by me/us. If this offer is accepted I/we will execute documents in the form of the Agreement within 30 days of being called upon to do so.

I/we confirm that the Supplier agrees with SMG in legally binding terms to comply with the provisions relating to confidentiality set out in the Invitation to Tender (ITT).

In compliance with SMG’s requirements I confirm I/we have read, fully understand and enclosed responses where necessary to the following sections of this Tender Response Document:

|  |  |  |
| --- | --- | --- |
| Description | Do you agree with the statements in the Schedules? Yes/No | Comments |
| Schedule 1 – Form of Tender |  |  |
| Schedule 2 – Collusive Behaviour  |  |  |
| Schedule 3 – Canvassing |  |  |
| Schedule 4 – Conflict of Interest |  |  |
| Schedule 5 – Response to Tender |  |  |
| Schedule 6 – Pricing |  |  |
| Schedule 7 – Contract and Amendments |  |  |

Our Tender Response shall remain open for acceptance by SMG for a period of 120 days after the deadline for return of tenders specified in the ITT.

|  |
| --- |
| Signed for and on behalf of the Supplier (as defined below):  |
| Company name: | [Insert supplier name here] (the “Supplier”) |
| Signature: | [Insert] |
| Date: | [Insert] |
| Name of Signatory: | [Insert] |
| Position: | [Insert] |
| Phone Number: | [Insert] |
| Email address: | [Insert] |
| Postal Address: | [Insert] |

# **Schedule 2: Collusive Behaviour**

The essence of the public procurement process is that SMG shall receive bona fide competitive Tenders from all suppliers which are evaluated fairly without distortion of competition.

In signing Schedule 1: Form of Tender, I/we warrant this is a bona fide and competitive tender representing the best offer from the Supplier and that I/we have not fixed or adjusted the price or amount of the Tender or the rates and prices quoted by me/us, under or in accordance with any agreement or arrangement with any other party.

I/we confirm that I/we have not done and undertake that I/we will not do at any time in the future, any of the following acts:

1. communicate to a party other than SMG the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender and/or insurance);
2. enter into any agreement or arrangement with any other party that they shall refrain from tendering or as to the pricing or amount of any other Tender to be submitted; or
3. offer or agree to pay or give or pay or give any sum of money inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused any act or omission to be done in relation to any other tender or the proposed Tender.

In this Schedule:

* the word “person” includes any person, body or association, corporate or incorporate.
* the phrase “any agreement or arrangement” includes any transaction, (formal or informal, verbal or written) whether legally binding or not.

# **Schedule 3: Canvassing**

In signing Schedule 1: Form of Tender, I/we hereby confirm that I/we have not canvassed any officer, employee, or agent of SMG or any government minister or official, in connection with the award of the SMG Ongoing WordPress Website Maintenance and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we further hereby undertake that I/we will not at any time canvass or solicit any employee, agent or provider of SMG or any government minister or official, in connection with the award of the SMG Ongoing WordPress Website Maintenance [or any proposed call-off contract for the provision of the SMG Ongoing WordPress Website Maintenance] and that no person employed by me/us or acting on my/our behalf will do any such act.

# **Schedule 4: Conflict of Interest**

In signing Schedule 1: Form of Tender, I/we hereby confirm that I/we have considered whether any of our officers, employees, secondees, agents and/or contractors have any interests (whether personal, financial or otherwise) which conflict with the duties and obligations of SMG or any other supplier in this procurement.

I/we have notified SMG in writing of any Conflicts of Interest identified as a result of our review, in advance of submitting this Tender Response.

I/we acknowledge and agree with the Conflicts of Interest conditions set out in the ITT and accept the continuing obligations it places on the Supplier.

# **Schedule 5: Tender Response**

Suppliers must complete this Schedule.

## **Part 1: Procurement Specific Questionnaire (“PSQ”) Response**

*Please read sections 2, 3 and 4 of the ITT prior to completing this section.*

**Overview**

1. The PSQ is made up of three parts.
	1. Part 1 – confirmation that the Supplier has registered on, submitted and shared their Core Supplier Information via, the Central Digital Platform (“CDP”).
	2. Part 2 – additional exclusions information, including:
		1. Part 2A – identification of the Supplier’s Associated Person(s); and confirmation that each Associated Person’s: basic information, Connected Person(s), and Exclusion Grounds information has also been shared (via the CDP)
		2. Part 2B – confirmation of the Supplier’s intended Sub-Contractors
	3. Part 3 – questions relating to Conditions of Participation, including:
		1. Part 3A – standard questions
		2. Part 3B – central government-specific questions (relating to PPNs)

**Instructions to Suppliers**

1. Suppliers are required to complete the following steps prior to the Response deadline. A failure to do so may result in the Supplier being disqualified from the procurement:
	1. Register on the CDP;
	2. Submit their most up to date Core Supplier Information;
	3. Where Suppliers intend to rely on Associated Persons to meet a Condition of Participation, Suppliers must ensure that Associated Persons submit and share the following information with SMG via the CDP:
		1. Basic information;
		2. Connected Person information; and
		3. Exclusion Grounds information (meaning information about the Associated Person(s) and their Connected Person(s) for assessment by SMG to determine whether the Supplier is an Excluded or Excludable Supplier).
2. Where an Associated Person is relied upon to meet Conditions of Participation related to financial standing, the Associated Person must (in addition to the information provided in 2.3) share their economic and financial standing information via the CDP.
3. Where Suppliers intend to sub-contract the performance of all or part of the Agreement, Suppliers must provide a list of all Sub-Contractors who are not otherwise Associated Persons to be checked against the published Debarment List. Sub-Contractors who are not Associated Persons do notneed to register or submit their Core Supplier Information on the CDP.
4. Suppliers must complete all fields highlighted yellow in the PSQ below.

|  |  |
| --- | --- |
| No. | Question |
| Preliminary Questions |
|  | What is your name? (Supplier name) |
| [Insert name] |
|  | *You must be registered on the central digital platform (CDP).*What is your central digital platform unique identifier? |
| [Insert unique identifier] |
|  | Please confirm if you are bidding as a single supplier (with or without Sub-Contractors) or as part of a group or consortium.If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide: 1. the name of the group/consortium
2. the proposed structure of the group/consortium, including the legal structure where applicable
3. the name of the lead member in the group/consortium
4. your role in the group/consortium (e.g. lead member, Consortium member, Sub-Contractor)
 |
| [Insert information] |
|  | [Where applicable] Please confirm which lot(s) you wish to bid for? |
| [Insert details] |
|  | Are you on the Debarment list? |
| [Insert Yes or No][If yes, insert details] |
| Part 1 – Confirmation of Core Supplier Information |
|  | You must submit up-to-date Core Supplier Information on the CDP and share this information with us via the CDP (either a share code or PDF download).This includes:1. basic information
2. economic and financial standing information
3. Connected Person(s) information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies)
4. Exclusion Grounds information

Please confirm you have shared this information with us. |
| [Insert reference / file name] |
| Part 2 – Additional Exclusions Information  |
| Part 2A – Associated Persons |
|  | Are you relying on any Associated Persons to satisfy the conditions of participation? (these are other suppliers who might be Sub-Contractors or Consortium Members but not a Guarantor).[The Conditions of Participation are outlined in Part 3]If so, please complete Q8, Q9 & Q10 (otherwise Q8, Q9 & Q10 are not applicable). |
| [Insert Yes or No] |
|  | For each Associated Person, please confirm which Condition(s) of Participation you are relying on them to satisfy. |
| [Insert name of supplier and brief description][Insert name of supplier and brief description] |
|  | For each Associated Person, you must confirm they are registered on the CDP and have shared with us their information (either a share code or PDF download):1. basic information
2. economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity)
3. Connected Person(s) information
4. Exclusion Grounds information
 |
| [Insert name of supplier and reference / file name] |
|  | Are any of your Associated Persons on the Debarment list? |
| [Insert Yes or No][If yes, insert details] |
| Part 2B – List of all intended Sub-Contractors |
|  | Please provide: 1. a list of all suppliers who you intend to sub-contract the performance of all or part of the Agreement to (either directly or in your wider supply chain)
2. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number, charity number, VAT registration number, or equivalent
3. a brief description of their intended role in the performance of the Agreement

If you are not intending to sub-contract the performance of all or part of the Agreement, then this question and Q12 and Q13 are not applicable.If a Sub-Contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the Supplier and relevant details of the Sub-Contractor should be provided once their identity and role is confirmed. This information should be shared with SMG as soon as possible and at least by final tenders. |
| [Insert name of supplier – unique identifier – brief description][Insert name of supplier – unique identifier – brief description] |
|  | Please confirm if any intended Sub-Contractor is on the Debarment List.The Debarment List can be found here [link to be populated once available] |
| [Insert Yes or No][If yes, insert sub-contractor(s) name and provide details] |
| 13. | Please confirm whether any intended Key Sub-Contractor is an Excluded Supplier or Excludable Supplier. For this purpose, a “Key Sub-Contractor” is a third party supplier to which the Supplier intends to sub-contract the performance of an essential role in the provision of the Agreement and/or ≥10% of the Agreement value. The mandatory and discretionary Exclusion Grounds can be found in Schedules 6 and 7 of PA23. [Insert Yes or No][If yes, insert sub-contractor(s) name and provide details] |
|  |  |
| Part 3 – Questions relating to Conditions of Participation |  |
| Part 3A – Standard Questions [You may edit, omit or add questions in this Part 3A as relevant to your procurement.] |
| Financial Capacity |
|  | Are you relying on another supplier to act as a Guarantor?If so, please provide their name and evidence of their economic and financial standing. |
| [Insert Yes or No][If yes, insert reference / file name] |
|  | Please confirm whether you already have, or can commit to obtain, prior to the award of the Agreement, the levels of insurance cover indicated below:1. Employer’s (Compulsory) Liability Insurance\* = £10 million
2. Public Liability Insurance = £10 million
3. Professional Indemnity Insurance = £5 million

\*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: [www.hse.gov.uk/pubns/hse39.pdf](http://www.hse.gov.uk/pubns/hse39.pdf). |
| [Insert Yes or No][Insert details of your insurances already in place][Insert details of your insurances which would be obtained following Agreement award (including information on how you will obtain this insurance – e.g. a quote)] |
| Legal Capacity |
|  | Please confirm that you have in place, or that you will have in place by the award of the Agreement, the human and technical resources to perform the Agreement 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 Agreement 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
 |
| [Insert Yes or No][Insert information] |
| Technical Ability |
|  | **Relevant experience and contract examples**Please provide details of up to three contracts to meet Conditions of Participation relating to technical ability set out in the relevant notice or procurement documents, in any combination from either the public or private sectors (which may include samples of grant-funded work). Where this procurement is for goods or services, the examples must be from the past three years.The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.For consortium bids, or where you have indicated that you are relying on an Associated Person to meet the technical ability, you should provide relevant examples of where the Associated Person has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a special purpose vehicle is to be created for this Agreement) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the special purpose vehicle or Sub-Contractors (three examples are not required from each member).If you cannot provide at least one example of previous contracts, please provide an explanation for this and how you meet the Conditions of Participation relating to technical ability. |
| [Insert information into the table below]

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contract 1 | Contract 2 | Contract 3 |
| Name of customerorganisation whosigned the contract |  |  |  |
| Name of supplierwho signed thecontract |  |  |  |
| Point of contact inthe customer’sorganisation |  |  |  |
| Position in thecustomer’sorganisation |  |  |  |
| Email address |  |  |  |
| Description ofcontract |  |  |  |
| Contract start date |  |  |  |
| Contract completion date |  |  |  |
| Estimated contractvalue |  |  |  |

|  |
| --- |
| [If you cannot provide at least one example of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the Conditions of Participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.] |

 |
|  | **Experience of Sub-Contractor Management**Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) (which may be the intended Sub-Contractor(s) for this procurement or any others used previously).The description should include the procedures you use to ensure performance of the contract. |
| [Insert information] |
|  | **Organisational Standards**Where Conditions of Participation have specified organisational qualifications or standards, please provide details of how these are met, or other equivalent standards that equal or exceed what has been requested.  |
| [Insert information] |
|  | **Health and Safety**Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the Agreement (including risks from the use of contractors, where relevant). Please use no more than 500 words. |
| [Insert information] |

|  |
| --- |
| Part 3B. Tackling Modern Slavery in Supply Chains (PPN 009) |
| 21. | **Modern Slavery Statement (or equivalent statement/document)**Supplier is ‘a relevant commercial organisation’\* and is compliant with the requirements contained within section 54 of the Modern Slavery Act 2015 and associated guidance and their statement includes information relating to: * 1. the organisation’s structure, its business and its supply chains
	2. its policies in relation to slavery and human trafficking
	3. its due diligence processes in relation to slavery and human trafficking in its business and supply chains
	4. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk
	5. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate
	6. the training and capacity building about slavery and human trafficking available to its staff

ORSupplier is not ‘a relevant commercial organisation’ but has a turnover of more than £36 million and has provided a link to an equivalent statement or document which demonstrates information relating to a to f above.*\*‘Relevant commercial organisations’ are defined as commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more.*  |
|  | [Insert information] |

## **Part 2: Tender Questions**

*Please refer to sections 19 and 20 of the ITT when completing this section, which set out the evaluation criteria and scoring methodology which will be used by evaluators.*

Qualitative Questions

|  |
| --- |
| Qualitative Questions  |
| Please describe your experience of developing and maintaining websites within WordPress, including at least one example of a website you have developed | 25% |
| Please outline your support process for raising, investigating and resolving issues with the website in a timely manner | 15% |
| Please give an example of when you have collaborated with non-technical teams as part of the web development process and describe any challenges you faced | 10% |
| How would you ensure that the website meets SMG’s accessibility criteria (WCAG 2.2 AA) and is open for all? Please outline any tools you might use. | 10% |
| Please provide details of your approach to environmental sustainability | 10% |

# **Schedule 6: Pricing**

*Please refer to section 20.3 of the ITT when completing this section, which sets out the basis on which price will be evaluated.*

Suppliers must list below all of the proposed charges/prices to provide the Agreement.

* The charges/prices must cover all requirements.
* All charges/prices must be expressed in pounds sterling and should be exclusive of VAT, all pricing information will form the basis of any resultant Agreement.
* The price will remain fixed for the duration of the Agreement

|  |  |  |
| --- | --- | --- |
| Item/Name | Timeline | Cost |
| e.g. initial review of websites | X number of days |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Schedule 7: Agreement and Amendments to Terms and Conditions**

The overarching Agreement will be between SMG and successful Supplier(s).

SMG is prevented from undertaking ‘negotiation’ of the draft Agreement. However, amendments to ‘clarify’ the Terms and Conditions are permitted. Should Suppliers wish to suggest amendments to the Terms and Conditions these should be entered below. SMG does not commit to make any of the amendments suggested by a Supplier. Suppliers must not qualify, or seek to include conditions to, their Tender Responses on the basis of amendments that have been requested by the Supplier, but not accepted by SMG.

In the event that SMG wishes to enter into an Agreement with any Supplier(s), that Agreement will consist of the Terms and Conditions annexed to the ITT, augmented with appropriate information from the Supplier’s Tender Response. The information required to augment the Terms and Conditions will largely be drawn from any successful Supplier’s Tender Response. In drafting Tender Responses, Suppliers must be mindful of this, and should ensure that their Tender Responses are drafted in clear and concise terms which will provide a basis for translation into firm contractual commitments.

|  |  |  |
| --- | --- | --- |
| Clause Number/Schedule ref | Proposed amendment with suggested revised wording | Reasoning for proposed amendment |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |