**Enterprise Hub**

**Business Advisers (Start-Up)**

**Invitation to Tender**

Tender Brief and Response Document

Deadline for responses: 5pm on the 16th April 2016



Part A : Guidance

**1. Introduction**

Everton Development Trust (EDT) is seeking to procure suitable providers of business start-up and enterprise engagement services targeting people in the Liverpool City Region, and in particular targeting people from disadvantaged communities.

EDT is the community anchor organisation for Everton and will be working with providers (associate organisations or individuals) with knowledge and experience of working with local people from specific geographical areas, communities of interest or demographic profiles in order to further extend its reach throughout the Liverpool City Region.

The contract(s) will commence after award in April 2016 and be deliverable up to November 2018. Contract extension of time and value may be possible depending upon EU programme timelines up to March 2019.

The Contract will be part funded by the European Union - European Regional Development Fund and co-funded by Liverpool City Council and EDT.

**2. Programme Background**

Enterprise Hub (EH) is a comprehensive entrepreneurship promotion and business support programme, which will foster the creation of new enterprises from pre start to early stage businesses. Providing assistance to 6360 potential-entrepreneurs and helping create 1272 new business ventures. The Enterprise Hub will reach and provide high quality business brokerage and business support services to a diverse customer profile e.g. graduate, female and BME would be entrepreneurs; resulting in the creation of high value SMEs and social businesses across all sectors and providing a simplified route for customers to access the support when and how they need it.

The Enterprise Hub is a consortium of partner organisations of which EDT is one.

**3. Procurement Process and Timetable**

This Tender is provided on the same basis to all Suppliers.

This Tender takes the form of a Single Stage Tender. All interested suppliers are invited to tender.

No information contained in this Tender or in any communication made between EDT and any Supplier in connection with this Tender exercise, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this Tender.

EDT reserves the right to cancel the process at any time.

Under no circumstances shall EDT incur any liability in respect of this Tender or any supporting documentation. EDT will not reimburse the costs incurred by Suppliers in connection with the preparation and submission of their response to this Tender.

Direct or indirect canvassing of any EDT Director or employee by any potential bidder concerning this requirement, or any attempt to procure information from any of the above concerning this Tender may result in disqualification of the Supplier from consideration for this requirement.

The Tenders are to be evaluated against the following pre-determined award criteria.

|  |  |
| --- | --- |
| **Evaluation Factor** | **Weighting** |
| Quality | 80% Price weighting |
| Price | 20% Quality weighting |

A Capability Assessment will be required to be completed and passed before Suppliers can proceed to further evaluation of Quality and Price. **Part A – section 6 Evaluation Criteria, Selection and Scoring** sets out the evaluation criteria, selection and scoring methodology on which this tender exercise will be evaluated. Suppliers should refer to this information throughout the completion of **Part B: Tender Response**.

The Contract will be awarded on the basis of the Most Economically Advantageous Tender (MEAT).

Set out below is the proposed procurement timetable. This timetable is intended as a guide and, whilst EDT does not intend to depart from the timetable, it reserves the right to do so at any time.

|  |  |
| --- | --- |
| **Procurement Stage** | **Indicative Date** |
| Contract Notice published | 17/03/16 |
| Deadline for Tender Questions | 12/04/16 |
| **Deadline for Tender Submissions**  (at Everton Development Trust (EDT)) | **16/04/16** |
| Notification of Intention to Award contract | 18/04/16 |
| Contracts awarded and signed | 28/04/16 |
| Commencement | 28/04/16 |

**3.1 Procurement Queries**

EDT’s named point of contact for the procurement of this contract is Andrew Williams. All requests for further information in respect of the contract should be sent using the contact details below. No approach of any kind should be made to any other person within, or associated with, EDT, in respect of this contract.

Any questions in respect of this tender should be submitted in writing:

By e-mail to: andrew.williams@edt.org.uk

Subject line: Enterprise Hub – Business Adviser ITT Clarification Question

**3.2 Submission of Tender**

To respond to the tender please provide the information requested in Part B of this form by 5pm on 16th April 2016 to:

By e-mail: andrew.williams@edt.org.uk

Please state in subject line: FAO Andrew Williams : Enterprise Hub - Business Adviser ITT Response

Tender documents can also be submitted in hard copy to Andrew Williams, Everton Development Trust, 98 Great Homer Street, Liverpool, L5 3LF. Responsibility for ensuring that the tender is received by EDT lies with the applicant.

Completed Tender documents may be submitted at any time before the closing date. Please note that completed Tenders received after the closing date will be rejected.

**4. Contract Brief**

EDT’s delivery strategy consists of utilising a multi-disciplinary enterprise team; currently comprising a Project Director, Senior Business Adviser and Finance and MI Manager. We are seeking to complete this team by looking to work with up to four (4) delivery sub –contractors (associate organisations or individuals) to provide business start-up support and enterprise engagement services; two (2) Business Advisers and two (2) Community Enterprise Facilitators. This document relates **only** to the procurement of Business Advisers.

Business Advisers will, in their role in EDT’s Enterprise Hub team, support individuals to:

* Prepare a business plan, cash flow, and personal budget
* Marketing
* Market research / Competitor Analysis
* Sales Forecasting
* Advice on appropriate insurances
* Advice on appropriate premises
* Staffing requirements
* Legal requirements and Company Registration
* Access to Finance – signposting and supporting to access a loan/grant fund (if required) to supply a start-up financial package

A minimum of 12 hours of appropriately evidenced adviser support, a full business plan and evidence of start-up are required.

The complex nature of exclusion that people face requires additional investment to equalise opportunity in starting their own business. We are seeking Suppliers to engage with people from the following demographic profiles in Liverpool City Region:

* BME groups
* Disabled people
* NEET young people
* Long term unemployed people
* Lone parents
* Returners to the labour market
* Older people
* People in receipt of benefits
* People with language, literacy or numeracy issues
* Parents and carers
* People with limited access to public transport or living in deprived wards
* People with lack of access to finance and business networks
* People with poor credit rationing and access to business finance
* Any person who is experiencing social exclusion from mainstream service provision as a result of their personal circumstances

The target beneficiary group are people who face a range of barriers to enterprise, such as:

* Low confidence and self-esteem
* Unemployment, under-employed, unstable or temporary employment
* Low educational qualifications
* Lone Parents
* Benefit dependency
* Ex-Offenders
* Age

**5. Proposal Requirements**

Business start-up support activities will be required from April 2016 - November 2018 (with a possible extension to March 2019 if the EU Programme is extended at a later date).

Applications are sought from associate organisations or individuals with knowledge of Liverpool City Region communities, both geographical and of specific interests, and expertise in supporting people to start a business. Applicants are requested to indicate where there expertise lies and which communities they are interested in working within as part of their application.

EDT will select up to two proposals (depending upon final budget allocations) to take forward depending on the scale of specialist skills and experience offered.

EDT will work alongside successful associate organisations/individuals, and the methods of delivery to be utilised will be determined in discussion with EDT. Common evaluation and reporting tools will be provided.

The successful applicant must state;

* Name of company/entity offering services with business structure details included
* Main contact person and contact details
* The company’s fitness to become a sub-contractor (Capability Assessment)
* Describe their experience of working with and relationship with the communities they propose to engage with
* Methodology /approach to the task as described in the Brief
* Describe the organisation’s approach to diversity, gender and cultural understanding
* Available start date
* Price structure and terms
* Estimated deliverables

**6. Evaluation, Selection, and Scoring**

**Selection Criteria :**

Quality: Capability to, and experience of delivering the contract brief.

**Award Criteria :**

Most Economically Advantageous Tender (MEAT)

Quality: How would you deliver the brief? Added value? 80%

Price: 20%

**6.1 Sections One and Two – Capability Assessment**

This is the Capability Assessment with a Pass or Fail score, applicants that Fail will not be assessed at Section Three. Scoring from the Capability Assessment will not be taken forward to the Overall Score; this will be based Quality and Price.

Scoring Methodology

Pass – all information/documentation provided

Fail – major information requirements are missing

If any part is left incomplete the section will be marked as Fail.

**6.2 Section Three – Proposed Delivery**

Quality will account for 80% of the Overall Score.

Evaluation criteria will be based on a scoring of 0 – 10, the details of which are:

|  |  |
| --- | --- |
| Score | Classification |
| 9-10 | Exceptional, excellent response to the requirement - good range of examples, highly relevant to the contract requirements |
| 7-8 | Above expectations, Good response to requirement and good range of examples provided |
| 5-6 | Meets expectations, Average response to requirement and reasonable range of examples provided |
| 3-4 | Below expectations, Poor response to requirement and few examples provided |
| 1-2 | Well below expectations, Poor response to requirement and no examples provided |
| 0 | Unacceptable, No response to the requirement was provided |

Scoring Methodology

Evaluators will initially work independently. Once they have competed their independent marking they will meet to discuss, understand and moderate any difference in the marks they have awarded via a consensus meeting, where a single consensus score for each question will be agreed.

The scoring will be on the basis of whole numbers and the consensus score will also be a whole number. A good response will, for example, gain a score of 8 or 7. The difference in the score will be on the basis that limitations have been identified, but these are not so serious as to reduce the score to 6 (i.e. average). These minor limitations are however sufficient that a score of 7 may be more appropriate than 8. Where scores are subsequently weighted, there is potential for fractions of full marks to be awarded. These will be expressed as decimals to two decimal places

Worked example :

*How Quality score will be used to give a weighted score*

Technical Question 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Score out of 10** | **Weighting** | **Weighting Multiplier** | **Weighted Score** |
| A | 6 | 40% | 4 | 24 |
| B | 8 | 40% | 4 | 32 |

Technical Question 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Score out of 10** | **Weighting** | **Weighting Multiplier** | **Weighted Score** |
| A | 5 | 40% | 4 | 20 |
| B | 7 | 40% | 4 | 28 |

Technical Questions 3 and 4

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Score out of 10** | **Weighting** | **Weighting Multiplier** | **Weighted Score** |
| A | 0 | 0% | 0 | 0 |
| B | 0 | 0% | 0 | 0 |

*How Price will be used to calculate a score*

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier A** | **Supplier A Form of Tender price** | **Lowest price as % of Supplier A price** | **Supplier A marks out of 60** |
| 350 | 350/350 = 100% | 100%\*20 = 20 |
| **Supplier B** | **Supplier B Form of Tender price** | **Lowest price as % of Supplier B price** | **Supplier B marks out of 60** |
| 700 | 350/700 = 50% | 50%\*20 = 10 |

*Worked example of Overall Result*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Quality Score** | **Price Score** | **Total Score** | **Ranked Position** |
| A | 44 | 20 | 64 | 2 |
| B | 60 | 10 | 70 | 1 |

Questions to be answered:

3.1 Please provide details of your methodology /approach to the task as described in the Brief. What Added Value can you offer? – **Max**.**40%**

3.2 Please describe your approach to diversity, gender and cultural understanding in the delivery of the contract, specifically given the geographic focus of delivery – **Max. 40%**

3.3Please describe previous similar Business Start-up Advice work you have carried out and how you would apply the techniques to the Enterprise Hub project. – **Not Scored**

3.4Please indicate how many outputs you envisage delivering over the duration of the contract (‘Your total’) from the total available deliverables outlined earlier in this document – **Not Scored**

3.5Please state your price structure and terms, with lowest price securing 20% and score reducing pro rata with price increase The quoted price must remain valid for a minimum of 30 days from the date of submission. If we accept your quotation, the price must remain fixed (non-revisable) for the duration of the resulting contract. – **Max. 20%**

You may express the price either as a daily rate or a price per output delivered. If you choose a daily rate you should include a forecast of how many days you envisage being paid for each output generated.

3.6 What is your readiness to commence delivery upon notification of a successful bid? **Not scored**

**Deliverables**

The deliverables which the entire project will deliver over its lifetime:

530 potential entrepreneurs assisted to be enterprise ready (minimum 3 hours support)

193 individuals/enterprises receiving support to start up a business (minimum 12 hours support)

106 business start-ups, evidenced at point of starting trading through trading evidence, VAT or NI contributions

You may tender for all or part of any or all of the above deliverables. An assessment will be made of your Organisation’s capacity and competence to deliver the basket of outputs you have selected and we reserve the right to award a contract of a smaller number if we believe that this is appropriate given all the circumstances.

**6.3 Threshold and Ranking**

Threshold: Any applicant with an overall score of **less than 65%** will not be considered for contracting.

Ranking: Applicants will be ranked and offered contracts in ranked order (above threshold) based upon budget availability.

**Instructions for completing this Invitation to Tender**

1. Your tender must be made by answering the questions on this response form, inserting your answers into the spaces provided.
2. Your responses should be complete, factual and to the point. Where necessary you may increase the size of response boxes but not excessively.
3. Please answer all questions as failure to do so may invalidate your response.
4. Don’t forget to complete the sections relating to Agreement to Terms, Certificate as to Collusion and Canvassing and Statement Relating to Good Standing.
5. Please do not include general marketing or promotional material from your Organisation as answers to any of the questions unless specifically requested to do so.
6. This Invitation to Tender does not commit EDT to any specific course of action; to award any contract pursuant to the Tender Process; nor does it constitute an offer to enter into a contractual relationship. The issuing of the ITT does not bind EDT to accept any tender or proposal, in whole or in part.
7. In the event that EDT awards a contract as a result of this Invitation to Tender, the responses to the questions contained in this document will be incorporated into the contract. If any responses are subsequently found to be false or inaccurate EDT will be entitled to terminate the contract without notice.
8. Tenderers will be deemed for all purposes connected with their Tender and any contract arising from it to have satisfied themselves of the requirements in respect of the nature, extent and character of the services to be provided and all other matters which may affect their Tender.
9. The copyright in this ITT is vested in Everton Development Trust and may not be copied, reproduced or stored in any medium without the prior written consent of EDT except in relation to the preparation of a Tender.
10. You must submit your tender to be received by EDT by 5.00pm on 16th April 2016. Tenders may be delivered by email to [andrew.williams@edt.org.uk](mailto:andrew.williams@edt.org.uk) or hard copy delivered by hand or by post to:

Andrew Williams  
Everton Development Trust  
98 Great Homer Street   
Everton  
Liverpool  
L5 3LF

1. Proof of postage or proof of sent email will not be accepted as proof of delivery.
2. In the case of physical delivery, the envelope should be marked STRICTLY PRIVATE AND CONFIDENTIAL but must not include any other external markings which might indicate the identity of the sender.
3. In the case of email delivery, the subject line of the email should read FAO Andrew Williams : Enterprise Hub - Business Adviser ITT Response.
4. Under no circumstances will EDT be liable for any costs incurred in the preparation of this tender.

**Please complete your responses on the next page.**

Part B : Tender Response

**Section 1: Overview Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Name** |  | | |
| **Organisation** |  | | |
| **Address** |  | | |
|  |  | | |
| **Phone Number** |  | | |
| **Email address** |  | | |
| **Website** |  | | |
| **Legal Structure**  **(Please tick all that apply and include registration numbers in right hand column)** | 🞏 Public Limited Company |  | |
| 🞏 Private Limited Company (by shares) |  | |
| 🞏 Private Limited Company (by guarantee) |  | |
| 🞏 Community Interest Company |  | |
| 🞏 Partnership |  | |
| 🞏 Limited Liability Partnership |  | |
| 🞏 Sole Trader |  | |
| 🞏 Statutory Corporation |  | |
| 🞏 Registered Charity |  | |
| **Parent Company or Part of a Group** If your organisation is owned by another organisation or if your organisation is part of a group, please include the name and registration number of the parent organisation. | | | |
| **Employees** | Please state the number of people employed by your organisation. | |  |

**Section 2: Financial, Economic and Technical Capacity**

|  |
| --- |
| Please answer the following questions which will confirm that your organisation satisfies our criteria and has the capacity to deliver the project. Tick each item 🗹 to confirm your organisation’s compliance. Before awarding any contract arising from this invitation to tender we may ask you to provide evidence to support your responses.  If there are any items that you are unable to confirm, please include full details of the reasons in a separate attachment which you should submit with this tender response form. |
| **Financial** |
| 🞏 Please confirm that you are **attaching** a copy of the most recent published accounts for your organisation that cover the last two years of trading or for the period that is available if trading for less than two years. |
| 🞏 Please confirm that the organisation is not in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any similar state, or subject to relevant proceedings. |
| 🞏 Please confirm that the Organisation has fulfilled all obligations related to the payment of taxes and social security obligations. |
| **Insurances and Permissions** |
| 🞏 Please confirm that you have in place professional indemnity insurance which offers an amount of cover which is suitable for this piece of work. Please include the name of the insurer and policy number below. |
| 🞏 Please confirm that you have in place employer’s liability insurance (not required for sole traders). Please include the name of the insurer and policy number below. |
| 🞏 Please confirm that the organisation has in place all licences and permissions required to carry out the work. |
| 🞏 Please confirm that the organisation is a member of an appropriate trading or professional organisation where this is required by law. |
| 🞏 Please confirm that the organisation has in place a Data Protection Policy which includes (if required) registration under the Data Protection Act etc. |
| 🞏 Please confirm that the organisation has in place a documented Complaints Procedure. |
| **Quality Assurance** |
| 🞏 Please confirm that the organisation has in place a documented Quality Policy. Please provide details of any relevant quality assurance certification that your Organisation holds. |
| Please include details of any relevant trade or professional bodies which your organisation, or individuals within your organisation, is a member of. |
| **Health and Safety** |
| 🞏 Please confirm that the organisation has in place a Health and Safety Policy which complies with all relevant legislation and which protects the health, safety and welfare of all employees; that this policy is incorporated into business processes; and that it is communicated to and available to all employees and associates. |
| 🞏 Please confirm that in the last three years the Organisation has not been prosecuted for contravention of the Health & Safety at Work Act 1974 or equivalent national legislation, or been the subject of a formal investigation by the Health and Safety Executive or similar body charged with improving health and safety standards. |
| **Equality and Diversity** |
| 🞏 Please confirm that the Organisation has in place and adheres to an Equal Opportunities and Diversity Policy which meets or exceeds the requirements of all current relevant legislation; that this Policy is incorporated into business processes including recruitment, promotion and remuneration; and that it is communicated to and available to all employees and associates. |
| 🞏 Please confirm that in the last three years there has been no finding of unlawful discrimination against the Organisation by any court or Employment Tribunal or equivalent body. |
| **Professional Standing** |
| 🞏 Please confirm that your Organisation has never been removed from a contract before its intended completion date. |
| 🞏 Please confirm that none of the directors or principals of the organisation (or any other person with power of representation) has ever been convicted of any of the following offences: conspiracy; corruption; bribery; fraud; money laundering; or any other offence involving dishonesty. Complete **Statement Relating to Good Standing.** |
| **Branding and Acknowledgment** |
| 🞏 Please confirm that in any work which you carry out under any contract arising from this tender you will acknowledge:   * The work is funded by the European Regional Development Fund (ERDF), Liverpool City Council (LCC) and EDT; * The project is managed by EDT as the accountable body for all the above funding; * Any work which you may carry out will form part of and be used in the Enterprise Hub; * You will use all funders’ logos and branding as advised by EDT and will not attempt to suggest that the work is funded or supported by any other organisation, including your own. |
| 🞏 Please confirm that, in the event that your tender is accepted, your Organisation will be able and willing to commence work within a reasonable timescale. |

**Section 3: Proposed Delivery**

|  |  |  |
| --- | --- | --- |
| **3.1 Please provide details of your methodology /approach to the task as described in the Contract Brief (Maximum 40%).** | | |
| **3.2 Please describe your approach to diversity, gender and cultural understanding in the delivery of the contract, specifically given the geographic focus of delivery**. **(Maximum 40 %).** | | |
| **3.3 Please describe previous similar Business Start-up Advice work you have carried out and how you would apply the techniques to the Enterprise Hub project. (Not Scored)** | | |
| **3.4 Please indicate how many outputs you envisage delivering over the duration of the contract (‘Your total’) from the total available deliverables outlined earlier in this document. (Not Scored)** | | |
| Your total | Deliverable | Maximum |
|  | Potential entrepreneurs assisted to be enterprise ready (minimum 3 hours support) | 530 |
|  | Individuals/enterprises receiving support to start up a business (minimum 12 hours support) | 193 |
|  | Business start-ups, evidenced at point of starting trading through trading evidence, VAT or NI contributions | 106 |
| **3.5 Please state your price structure and terms, with lowest price securing 20% and score reducing pro rata with price increase**  **The quoted price must remain valid for a minimum of 30 days from the date of submission. If we accept your quotation, the price must remain fixed (non-revisable) for the duration of the resulting contract.**  **You may express the price either as a daily rate or a price per output delivered. If you choose a daily rate you should include a forecast of how many days you envisage being paid for each output generated. (Maximum 20%)** | | |
| **3.6 What is your readiness to commence delivery upon notification of a successful bid? (Not Scored)** | | |

Signed:

Name:

Position in Organisation:

Date:

**Agreement to Terms**

To Everton Development Trust (EDT):

I/We, the undersigned, do hereby agree on being notified of the acceptance of my/our tender in whole or part, to carry out the fulfilment of the contract in accordance with the terms of this Invitation to Tender.

I/We confirm that the information provided in this document is to best of my/our knowledge accurate at the time of writing.

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the quotation. I/We understand and accept that the provision of false or inadequate information could result in the rejection of this tender.

I/We understand that it is an offence to give or offer any gift or consideration whatsoever as an inducement or reward and will result in the cancellation of any contract currently in force and will result in the rejection of this tender.

Signature .............................................................................................

Name ............................................................................................

Position .............................................................................................

Organisation .............................................................................................

Address ............................................................................................

.............................................................................................

.............................................................................................

Date .............................................................................................

**Certificate as to Collusion and Canvassing**

**EVERTON DEVELOPMENT TRUST – Enterprise Hub Project**

Please complete – to be signed and completed by each Applicant.

TO: Everton Development Trust (EDT)

I/We certify that this is a bona fide bid, and that I/we have not fixed or adjusted the amount of the bid or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/we also certify that I/we have not done and undertake that I/we will not do at any time of the following acts:

1. Communicate to a person other than EDT the amount or approximate amount of my/our proposed bid (other than in confidence to professional advisors in order to obtain advice in relation to the bid or quotations necessary for the preparation of the bid for insurance or a contract guarantee bond); or
2. Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid 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 to be done in relation to any other bid or proposed bid for the service any act or omission;
4. Canvas or solicit any Director or employee of the Everton Development Trust in connection with the award of this bid or any other bid or proposed bid for services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed: …………………………………….…………… Date: ……………………….……………..

Signatory Name: …………………………….………… Position: ………………………………….

Statement Relating to Good Standing

**EVERTON DEVELOPMENT TRUST – Enterprise Hub Project**

**STATEMENT RELATING TO GOOD STANDING**

Please complete – to be signed and completed by each Applicant.

I/We confirm that, to the best of our knowledge:

The Applicant and any Relevant Organisation named below (and its directors and partners where relevant) has not (or has not been).

* in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings;
* convicted of a criminal offences relating to business or professional conduct;
* committed an act of grave misconduct in the course of its business or profession;
* failed to fulfil its obligations relating to the payment of social security contributions;
* failed to fulfil obligations relating to the payment of taxes;
* been guilty of serious misrepresentation in providing information required as set out in the preceding requirements and/or information required to be provided in response to the prequalification questionnaire.

Signed: ……………………………………

Date: …………………………………..

Name: ……………………………………

Position: ………………………………..

Name of Applicant/Relevant Organisation: …………………………………………

Checklist of Enclosures

**EVERTON DEVELOPMENT TRUST – Enterprise Hub Project**

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Provided (Y/N)** |
|  | Have you provided EITHER one paper hardcopy or an email containing your Tender in Microsoft Word or PDF format only? |  |
|  | If you have submitted your Tender Response by post, is it response in a plain sealed envelope marked **Strictly** **Private & Confidential**?  The envelope must not bear any external markings enabling the identification of the submitting organisation. |  |
|  | Have you provided all the information requested or included a separate attachment for any explanatory information ? |  |
|  | Have you signed and dated the:   1. Acceptance of Terms 2. Statement Relating to Good Standing 3. Certificate as to Collusion and Canvassing |  |