



Office of the Children's Commissioner

Invitation to tender

A Survey of Children in Care and Care Leavers for the Children's Care Monitor 2014/15

July 2014

About the Office of the Children's Commissioner

The Office of the Children's Commissioner (OCC) is a national public sector organisation led by the Children's Commissioner for England, Dr Maggie Atkinson. We promote and protect children's rights in accordance with the United Nations Convention on the Rights of the Child and, as appropriate, other human rights legislation and conventions.

We do this by listening to what children and young people say about things that affect them and encouraging adults making decisions to take their views and interests into account.

We publish evidence, including that which we collect directly from children and young people, bringing matters that affect their rights to the attention of Parliament, the media, children and young people themselves, and society at large. We also provide advice on children's rights to policy-makers, practitioners and others.

The post of Children's Commissioner for England was established by the Children Act 2004. The Act makes us responsible for working on behalf of all children in England and in particular, those whose voices are least likely to be heard. It says we must speak for wider groups of children on the issues that are not-devolved to regional Governments. These include immigration, for the whole of the UK, and youth justice, for England and Wales.

The Children and Families Act 2014 changed the Children's Commissioner's remit and role. It provided the legal mandate for the Commissioner and those who work in support of her remit at the Office of the Children's Commissioner to promote and protect children's rights. In particular, we are expected to focus on the rights of children within the new section 8A of the Children Act 2004, or other groups of children whom we consider are at particular risk of having their rights infringed. This includes those who are in or leaving care or living away from home, and those receiving social care services. The Bill also allows us to provide advice and assistance to and to represent these children.

Our vision

A society where children and young people's rights are realised, where their views shape decisions made about their lives and they respect the rights of others.

Our mission

We will promote and protect the rights of children in England. We will do this by involving children and young people in our work and ensuring their voices are heard. We will use our statutory powers to undertake inquiries, and our position to engage, advise and influence those making decisions that affect children and young people.

1. Glossary

1.1 This invitation to tender document regulates the conduct of the Potential Provider and the Authority throughout the Procurement.

1.2 Except for the words and expressions set out below, the capitalised words and expressions used in this invitation to tender shall have the following meanings given to them:

'Authority' means the Office of the Children's Commissioner

'Contract' means the contract and schedules for the delivery of the services

'Contract Commencement Date' means the date upon which the successful Potential Provider begins to deliver the Services to the Authority;

'ITT' means this Invitation to Tender document incorporating these terms and all related documents published by the Authority in relation to this Procurement

'Potential Provider(s)' means any person or legal entity submitting a response to this ITT that will ultimately enter into the Contract with the Authority and therefore assumes liability for the performance of the Contract

'Procurement' means the process used to establish the contract that facilitates the supply of the services to the Authority as described in this ITT

'Services' means the services to be provided by the Supplier appointed to the Contract

'Tender' means the tender submitted by the potential provider to the Authority in response to this ITT

'Response' means a submission prepared by a Potential Provider in response to a qualification questionnaire or an invitation to tender (as the context requires).

2. Introduction

- 2.1 Please read the information and instructions carefully before attempting to complete your Tender.
- 2.2 To ensure all communications relating to this Procurement are received the Potential Provider must ensure that the point of contact it nominates is accurate at all times.
- 2.3 This ITT which consists of this document comprises:
 - 2.3.1 information regarding the Procurement, including the timetable
 - 2.3.2 details of the Services that the Potential Providers will be required to supply)
 - 2.3.3 instructions explaining how to submit questions and requests for clarification
 - 2.3.4 instructions explaining how to complete and submit a Tender
 - 2.3.5 details of the evaluation and assurance processes used by the Authority

3. Summary of tender

Authority:	Office of the Children's Commissioner
Description:	Children's Care Monitor 2014/15 survey
Contract value:	We anticipate that the total value of the Contract is in the region of £40,000 inclusive of VAT
Closing date:	9am – Thursday 4 th September 2014
Management:	You will report to the Director of Policy and in her absence, to Rachel Cook, Principal Policy Adviser
Telephone:	To contact the Director of Policy or Rachel Cook please first contact Lisa Prendergast on 0207 7838680
Email:	Rachel.Cook@childrenscommissioner.gsi.gov.uk
Please note:	To discuss the Invitation to Tender or others aspects of this project please contact initially <u>Rachel Cook, Principal Policy Adviser, Advice and Assistance</u>

3.1 Overview

The legislation governing the operation of the OCC requires us to have regard to the United Nations Convention on the Rights of the Child (UNCRC) in all our activities. In relation to this research, the following Articles of the Convention have the most relevance:

- Article 9 Separation from Parents
- Article 20 Children deprived of family environment

Furthermore, this research project will be informed by, compliant with and conducted in the spirit of:

- Article 3 The best interest of the child must be a top priority in all actions concerning children
- Article 12 Every child has the right to say what they think in all matters affecting them, and to have their views taken seriously

The Children's Care Monitor is an annual survey and report of children in care and care leavers across England. The Office of the Children's Commissioner (OCC) has a unique remit to collect and report the views and experiences of this population of children and young people, and from April 1st 2014 has taken over the responsibility for the survey and report from the Children's Rights Director.

This is an invitation for organisations to tender for the work of:

- Assisting the OCC in the design and set-up of the survey, based on work already carried out with stakeholders and young people. This will take place between September and October 2014.
- Hosting and running the survey from 1st November – December 31st 2014
- Assisting OCC with the promotion of, and engagement with, the survey
- Providing the OCC with an analysis of the results in a format that can be easily translated into the final report.

OCC will work with the organisation appointed to run the survey to assist with communicating and publicising it. All promotional material will need to be consistent with the OCC's brand guidelines. OCC will recruit and manage a young people's reference group and wider networks who will be able to advise on promotional material, survey design and content, and review the analysis. The successful organisation will be expected to work and meet with this reference group. Whilst the organisation will produce the analysis of results for OCC, the final report will be written and produced by the OCC, who will also require access to the data for future use. All data collected through the survey will be the property of OCC and need to be transferred to the organisation following completion of the survey.

3.2 Background

The Children's Commissioner and her Office was established by the Children Act 2004 to promote and protect children's views and interests. The Office's remit was enhanced and strengthened by the Children and Families Act 2014 to promote and protect children's rights. The reforms included tasking OCC with having 'particular regard' to children living away from home or receiving social care. The main population of children and young people covered by this definition are children in care and care leavers.

The responsibilities that flow from this section of legislation are inherited from the Children's Rights Director, whose office was abolished as a part of the reform of the OCC. One of the roles adopted by the Children's Rights Director (CRD) since 2008 was to publish an annual report on children's views and experiences of social care (in England). This report was based on a survey whose main respondents were children in care and care leavers.

While the survey may be extended in future years may grow to cover the full extent of children living away from home or receiving social care, OCC has decided that in 2014/15 it will focus on surveying children in care and care leavers age of eight to 24 years old.

The Children's Care Monitor 2014/15 is expected to provide a comprehensive picture and robust evidence base of children and young people in care and care leavers' experiences in key parts of their lives, including social care and education. This will be used by OCC, the Government, local authorities, voluntary organisations and others to inform and direct policy development and service delivery so that it better meets their needs and improves outcomes.

3.3 Research Objectives

The objective of this research is to:

- To capture children and young people's views and experiences of entering care, being in care and leaving care

- To have a representative sample of children in care and the care leaving population based on geography (local authority area), age, gender, ethnicity, type of care placement, and other criteria to be agreed with the OCC
- To design and set-up a valid and reliable survey that will deliver a robust evidence base
- To host and run the survey in house through secure and encrypted software – with respondents directed to it through the OCC website
- To provide results that can be disaggregated based on geography (local authority area), age, gender, ethnicity, type of care placement, and other criteria to be agreed with the OCC
- To provide an analysis of the results in a format that can be easily translated into the final report. And to provide a local area report based on findings from each local authority

3.4 Research Design

The views and experiences of children and young people are the focus of Care Monitor and its unique value to service providers and policy makers. Whereas previous years have surveyed all young people who fall under section 8A of the Children and Families Act 2014, it is proposed Care Monitor 2014/15 will only survey children and young people in care and care leavers. This would mean that the potential sample size is 60,000 – 90,000 children and young people. The target cohort is aged 8 to 24, in line with OCC's statutory remit. We require that:

- The survey questions will be developed with the guidance of the OCC and the Young Expert Group to fulfil the research objectives
- The survey will need to be delivered online either via the OCC website or via an appropriately secure site. Hard copies may also need to be provided and the responses inputted, in particular in accessible versions, e.g. surveys in widget format and accessible through mobile technology. Inputting information provided through hard copies will be the responsibility of the survey host.
- OCC and the successful bidder will encourage local authorities and voluntary sector organisations to engage the young people they work with to complete the survey
- The survey design will need to enable children and young people from a particular local authority to have a unique identifier
- The disaggregated raw data will be handed or made available to OCC in an agreed format
- The survey responses will be analysed according to the research objectives and organised in terms of themes and trends

- The survey and analysis will produce reliable and valid data and a robust evidence base
- The final report will provide a breakdown of results and arising themes in a comprehensible format

OCC does not, at this stage, propose to offer financial incentives to large numbers of young people for completing the survey, but is open to discussing effective methods that encourage young people to complete surveys which could include other forms of incentivising participation. The OCC is also keen to incentivise local authorities to promote and support the survey by offering local area results and would welcome suggestions on how this may be done.

It is not anticipated that the researchers will conduct additional research directly with children and young people. However the OCC welcomes proposals which seek to engage children and young people in the research to complement the survey methodology. Clarity will be required as to the added value of involving children and young people. Should this be suggested, the proposal will need to consider how best to identify and engage with children and young people ethically whilst being mindful of articles 3 (best interests) and 12 (participation) of the UNCRC and in line with OCC's safeguarding policy and participation strategy

3.5 Additional Information for Tenderers

OCC is dedicated to ensuring that its work is rigorous and meaningful to those who take part, to policy makers and those delivering services and especially to the children and young people who respond to the survey as well as the children in care and care leavers who choose not to. Therefore, as part of undertaking the survey for the first time OCC has reviewed:

- Care Monitor's primary objectives
- What young people are asked and why?
- How OCC asks for young people's views and experiences – survey design and architecture?
- How to increase survey response rates?
- What information is reported and how can it be done in a way that leads to improved outcomes for children and young people?

The OCC has already:

- convened a young expert group of children with experience of the care system
- undertaken an internal review of the topics and questions contained in the 2013/14 Care Monitor¹
- assessed key messages from engagement with voluntary and statutory agencies who work with young people in care and care leavers

- considered key messages from related projects and work undertaken by OCC over the past few years
- identified key data sources that can be used to support survey findings (e.g. key statistics on children in care and care leavers held by DfE)

We expect this work to guide and shape the design of the final published survey.

3.6 Communications and presentation

OCC will work with the successful organisation to develop and deliver a comprehensive communication plan to support the Care Monitor Project. This will include OCC contacting every Local Authority's Director of Children's Services directly and establishing a key contact in each of these Authorities. OCC will be responsible for the writing and disseminating of the final report which will be based on the evidence and analysis produced by the successful organisation.

OCC will expect the successful organisation to input into and implement elements of the communications plan.

3.7 Research governance:

- The project will be overseen and managed by the Director of Policy and the Principal Policy Adviser for children living away from home or receiving social care
- Once the successful organisation has been appointed, we expect a start-up meeting to take place within the first week, with regular updates to the project manager thereafter. These can be by phone, by email or in person.
- Regular updates (at least fortnightly) on response rates during the period the survey is open will also be provided to the OCC project manager, (Principal Policy Advisor), with a short report delivered once the survey is closed and final figures established. Other reports and updates will be linked to the project's key milestones.
- There will be a Young Expert Group (approximately 6-8 young people who are care experienced and care leavers) to assist with the development and running of the survey
- An interim report of findings will be required at the end of January 2015 and will be presented to the OCC
- A final report on the project will be delivered at the end of February 2015, designed to contribute to the OCC's care monitor.

3.8 Ethics:

It is important that when conducting the research, and if dealing with children and young people, that the highest possible ethical standards are applied and maintained. We will therefore look to assess the ethical framework and guidelines which organisations propose to use in light of our Research Strategy, Participation Strategy and Safeguarding Policy. All staff involved in this work must have up to date enhanced DBS checks in place before the work

commences.

Safeguarding: this project may lead to young people's disclosure of issues of risk or problems which raise safeguarding concerns. We expect those tendering to explain how they will monitor for such responses and how they will respond to any safeguarding concerns.

3.9 Contract Value

The potential value of the Contract that is the subject of this Procurement is estimated to be no more than £40,000 including VAT.

Task	Date
ITT submission deadline	9 a.m. Thursday, 4 th September 2014
Interviews for shortlisted organisations	Tuesday, 9 th September, 2014
Organisation Appointed	Wednesday 10 th September, 2014
Set-up meeting	Tuesday 16 th September, 2014 Meeting Young people's expert group TBA (last half of September)
First draft of survey delivered to OCC for comment	Monday 6 th October 2014
Draft survey tested	Wk beginning Monday 13 th October, 2014
Final draft survey agreed	Wk beginning Monday, 20 th October, 2014
Online Survey tested/ hard copies produced	27 th October, 2014
Survey launched	Monday, 1 st November, 2014
Survey closes	Sunday, 31 st December, 2014
Draft analysis/ survey results delivered	30 th January, 2015 Meeting with Young people's expert group TBA (early February)
Final report of analysis/survey results & data delivered to OCC	28 th February, 2015

4. Completing and submitting a tender

4.1 Tendering arrangements

The Authority would like to hear from you if you feel you could be able to provide the Services detailed. We reserve the right not to accept any Tenders or award any contracts as a result of this Tender exercise.

4.2 Tender requirements

Tenderers are requested to include in their Tender submission the following information:

4.2.1 Details of the organisation

Information provided in this section is required for back-ground and to enable the Authority to carry out an assessment of the Potential Providers' economic and financial standing. Details provided here will be used by the Authority to issue any notices should your organisation be successful at this Procurement.

- Background information on the organisation to include:
 - the organisation's full legal name and address
 - type of organisation
 - the management structure
 - the resource available locally, and in other offices
 - any specialist knowledge available to the firm
 - the organisation's contact and email address
 - financial statement and solvency information (annual report).
- A commitment to ensuring that supplier staff and managers involved in the project will be DBS checked (where relevant).
- Copies of policies (or supporting statements) validating your organisations commitment to:
 - child protection
 - sustainable development
 - equal opportunities and diversities
 - risk management
 - business ethics.

4.2.2 Delivery of services

Please provide the following:

- details of the proposed approach and methodology to be applied in the delivery of all parts of the specification

- an outline project plan
- a proposal for reporting which will make the information as user-friendly as possible
- an assessment of the principal risks associated with the project and a plan for dealing with them.
- a nominated project manager for the appointment who shall not be changed during the term of the appointment without the consent of the Authority, together with brief details and CVs of the project team, to demonstrate that they possess the necessary qualifications and experience in the delivery of the project. The Potential Provider must provide appropriate numbers of sufficiently qualified staff that are properly experienced. Any substitutions shall be similarly notified.
- details of the bidder's relevant experience in relation to all parts of the specification.

Where it is found that a Potential Provider has withheld or mislead information at any stage of the process they will immediately be disqualified from the Procurement process.

4.2.3 Value for money

Potential Providers are required to quantify their costing, submitting a breakdown of costs to explain the final price calculation including details of expenses which are chargeable in addition to fees, including mileage rates, rail fares etc.

All Tenders must be accompanied by The Form of Tender (Annex 1) showing the overall tender sum for the different parts of the specification together with indicative provision for ad hoc work in the future.

A failure to provide a price where one is required will result in the Tender being deemed non-compliant and shall be disqualified from further participation in this Procurement.

4.3 Completion and return of tender

- 4.3.1 Tender Submission Deadline for Responses: **9am – 4th September 2014**
 Interviews: **9th September 2014**
 Appointment date: **no later than 10th September**

All Responses should be directed to:

procurement.mailbox@childrenscommissioner.gsi.gov.uk

- 4.3.2 All Tenders should be sent as an e-mail attachment and submitted in PDF format. Please note we will not accept receipt of hard paper copies unless

previous agreement has been reached.

4.3.3 All Tenders must be received by the Authority, by the Tender submission deadline. The Authority reserves the right to revise the Tender submission deadline to a later date.

4.3.4 Any submission received after the **Tender Submission Deadline** specified above will be disqualified. No exceptions will be made for any reason. However, the Authority may, at its own absolute discretion, extend the closing date and time for receipt of tenders specified above without request. Any such extension will apply to all Tenders.

4.4 Costs and expenses

4.4.1 All costs expenses and liabilities incurred by the Potential Providers in connection with preparation and submission of their Tender submissions will be borne by the Potential Providers.

4.4.2 The Potential Providers shall have no claim whatsoever against the Authority in respect of such costs save as expressly provided for in the Contract.

4.5 Right to Cancel or Vary the Procurement

The Authority reserves the right:

4.5.1 to amend, clarify, cancel, add to or withdraw all or any part of the procurement documentation or the Procurement at any time during the Procurement;

4.5.2 to vary any timetable or deadlines set out in the procurement documentation; and

4.5.3 not to conclude a Contract for some or all of the Services (as applicable) for which responses are invited.

4.6 Tender Documents

The following requirements must be adhered to when submitting Tenders.

4.6.1 The Tender must be in English and drafted in accordance with the drafting guidance as set out in this ITT.

4.6.2 Where documents are embedded within other documents Potential Providers must provide separate electronic copies of the embedded documents.

4.6.3 Each Tender must be uniquely named or referenced.

4.6.4 A table of contents must be provided.

4.6.5 The Tender must be fully cross referenced with a full list of supporting

material.

- 4.6.6 Any electronic copies of the Tender must be in MS Word 2010 and PDF formats.
- 4.6.7 Pages must be A4 in size or where necessary A3 folded in half, and Potential Providers should use Arial 12 double spaced.
- 4.6.8 A Potential Provider may modify and resubmit its Tender at any time prior to the Tender Submission Deadline. Tenders cannot be modified by Potential Providers after the Tender Submission Deadline.
- 4.6.9 A Potential Provider may withdraw from this Procurement by choosing not to submit a Tender by the Tender Submission Deadline.

4.7 Tender Validity Period

- 4.7.1 A Tender must remain valid and capable of acceptance by the Authority for a period of 120 days following the Tender Submission Deadline.
- 4.7.2 A Tender with a shorter validity period will be rejected.

4.8 Clarifications and Questions regarding this Procurement

Any queries in relation to the submission process should be made to:

Rachel Cook or
Principle Policy Adviser

David Ryan
Director of Corporate Services

Both available at:

Office of the Children's Commissioner
Sanctuary Buildings
London
SW1P 2QF
Telephone: 0207 7838330

Please direct issues relating to the project and survey to the Principle Policy Adviser and issues relating to the terms of the contract with OCC or tender process to the director of Corporate Services.

- 4.8.1 Every Tender Response received by the Authority shall be deemed to have been made subject to the conditions of Tender as set out in this ITT. The Authority shall only consider the Tenders that are compliant with the terms of this ITT.
- 4.8.2 The Procurement documentation and any attachments or references have been prepared in good faith but do not purport to be a comprehensive statement of all matters relevant to this Procurement exercise nor has it been independently verified. Neither the Authority nor its advisers, directors,

officers, members, employees or other staff or agents:

- 4.8.2.1 accept any liability or responsibility for the adequacy, accuracy or completeness of the Procurement documentation
- 4.8.2.2 make any representation or warranty, express or implied, with respect to the information the Procurement documentation contains nor shall any of them be liable for any loss of damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 4.8.3 The Potential Provider should form its own conclusions and make its own independent assessment of the Contract requirements and should seek its own financial and legal advice about the methods and resources needed to meet the Authority's requirements.
- 4.8.4 The Potential Provider is responsible for obtaining all information required to prepare its Tender at its own expense.

4.9 Acceptance of a Successful Tender

The Authority is not bound to accept the lowest tender. The selection criteria, and relative weighting, are as follows:

Evaluation Type	Evaluation criteria	Evaluation Weighting
Knowledge & Expertise	<p>Knowledge and understanding of the care system and the experiences of children in care and care leavers.</p> <p>Expertise in designing and conducting large-scale surveys incorporating quantitative and qualitative questions</p> <p>Expertise in conducting engaging and creative online surveys with children and young people</p>	30
Experience	<p>Experience in developing, recruiting to and running large-scale surveys with children and young people and ensuring accessibility to the widest group</p> <p>Experience in analysing and presenting quantitative and qualitative survey data.</p> <p>Experience of conducting research into the care system and/or children in care and care leavers</p>	25
Capacity	<p>Ability for the organisation to deliver the work on time and within budget. Demonstrates that risks will be managed appropriately.</p>	25

	Capacity to assist with the wide dissemination of the survey, to maximise the response	
Methodology	Whether the proposed methodology for conducting the survey will deliver a robust piece of work that meets the OCC's objectives and is within the time and budget set out above.	10
Value for money	Whether the bid provides good value for money in relation to what will be delivered, comparable 'market rates' for similar work.	10
Total		100

The successful Potential Provider will be notified in writing and will be required to enter into a formal agreement with the Authority in the form of a Contract. All unsuccessful Tenders will be notified at contract award stage.

4.10 Canvassing

4.10.1 Any Potential Provider who directly or indirectly canvasses any member, official, officer, public sector employee or agent of the Authority concerning the award of the Contract for the provision of the Services, or who directly or indirectly obtains or attempts to obtain information from any member, official, officer, public sector employee or agent of the Authority concerning any other tender or proposed tender for the Services described herein, shall be disqualified from this Procurement.

4.11 Confidentiality of Tender Information and Documentation

4.11.1 All information supplied by the Authority in connection with this Tender shall be regarded as confidential at all times, unless it is already in the public domain and the Potential Provider shall only use such information for the purposes of preparing a Response (or deciding whether to respond).

4.11.2 The ITT and accompanying documentation and publications are and shall remain the property of the Authority and must be returned upon demand to the Authority. The Potential Providers grant the Authority an irrevocable, perpetual, non-exclusive licence to copy, amend and reproduce any intellectual property contained within the Response for the purposes of carrying out this Procurement; complying with the law and/or any government guidance; and/or carrying out the Authority's business activities.

4.11.3 A Potential Provider may disclose, distribute or pass any of the information supplied by the Authority to its advisers, agents, subcontractors, consortium members or to another person provided that:

4.11.3.1 it is done for the sole purpose of enabling it to submit a Response and the person receiving the information undertakes to keep the information confidential on the same terms imposed by this ITT; or

- 4.11.3.2 it obtains the Authority's prior written consent in relation to such disclosure, distribution or passing of information; or
- 4.11.3.3 the disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the Procurement; or
- 4.11.3.4 the Potential Provider is legally required to make such a disclosure.

4.12 Collusion

4.12.1 Any Potential Provider who:

- 4.12.1.1 Fixes or adjusts the amount of his Tender by or in accordance with any agreement with any party, or
- 4.12.1.2 Communicates to any other party (other than the Authority) the approximate amount of the proposed value, price or rates set out in the Response Tender, (except where disclosure is made confidentially and is deemed necessary to obtain quotations for insurance and contract guarantee bond valuation), OR
- 4.12.1.3 Enters into an agreement or arrangement with any other party that they will refrain from tendering or as to the amount of any tender submitted, or
- 4.12.1.4 Offers or agrees to pay, give, or does pay any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, causing or having caused to be done in relation to any other tender or proposed Tender for the Service any act or omission,

SHALL (without prejudice to any civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Potential Provider may attract) be disqualified from further participation in the Procurement.

4.13 Recycled Paper

- 4.13.1 We seek proposals from organisations that use paper from sustainable sources such as the FSC credited paper stock.

4.14 Law and Jurisdiction

- 4.14.1 Any dispute (including non-contractual disputes or claims) relating to this Procurement shall be governed by and construed in accordance with the laws of England and Wales.
- 4.14.2 The courts of England and Wales shall have exclusive jurisdiction to settle

any dispute or claim that arises out of or in connection with this Procurement (including non-contractual disputes or claims).

Annex 1: Form of Tender

Potential Providers should present their proposals in the following format:

- Section 1 Table of Contents
- Section 2 Executive Summary
- Section 3 Meeting the Specification
 - Proposed methodology
 - Project management
 - Risk assessment
- Section 4 Cost and Charging Arrangements
- Section 5 Experience and References
 - Bidding organisation
 - Individual project manager
- Section 6 Declarations, Undertakings and Attachments

Annex 2: Certificate of Conclusive Tendering

DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER

The words and expressions set out in this Certificate of Conclusive Tendering have the meanings given to them in the Invitation to Tender.

Declarations

- 1
(Name of Potential Provider)
- 2 declare that we have not communicated to any other party the amount or approximate amount of the Tender price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this Tender. The Tender price has not been fixed nor adjusted in collusion with any third party, and
- 3 declare that the tender will remain valid 120 days following the Tender Submission Deadline and that we are not entitled to claim from the Authority any costs or expenses incurred in preparing the Tender or subsequent negotiations whether or not the Tender is successful.
- 4 declare to provide the Services as specified.
- 5 declare to accept the terms of the Contract when agreed and execute the Contract (as amended to incorporate relevant aspects of the Tender such as your prices) within 5 calendar days of being called upon to do so by the Authority.
- 6 warrant that all the information contained in the Response to the ITT is accurate and true and you undertake to notify the Authority of any changes as soon as practicable.
- 7 warrant that you have all the requisite corporate authority to sign this Tender and this Certificate of Conclusive Tendering.

Signed on behalf of the Potential Provider

.....

Undertaking

The Authority requires all Potential Providers to make full and frank disclosure to the Authority in the form of a signed undertaking in respect of any or all of the following:

- a) any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings;

- b) any convictions for a criminal offence committed by the Potential Provider (or being a company, by its officers or any representative of the company);
- c) any acts of grave misconduct committed by the Potential Provider (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business;
- d) any failure by the Potential Provider (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of Social Security contributions; and
- e) any failure by the Potential Provider (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of taxes

Appendix A

Tenderer's Commercially Sensitive Information Form ITT Ref No:
Description of Tenderer's Commercially Sensitive Information:
Cross Reference(s) to location of sensitive information in Tender:
Explanation of Sensitivity:
Details of potential harm resulting from disclosure:
Date of applicability - Period of Confidence (if applicable):
Contact Details for Transparency/Freedom of Information matters: Name: Position: Address: Telephone Number: Email Address: