

Contact at ESS ERIC	Dr Lorna Ryan, Research Manager lorna.ryan.1@city.ac.uk	Closing time and date for Receipt of Tenders: 12 noon (local time) on 21 January 2019
Telephone	0207 040 8387	

You are invited to submit a proposal for the supply of the service stated below.

Introduction and Requirement

The European Social Survey (ESS) is an academically-led biennial cross-national general social survey. From 2013 onwards, the ESS was established as a European Research Infrastructure Consortium (ESS ERIC), a legal entity formed by its participating member countries. The ESS ERIC has a General Assembly (GA), which is the ultimate decision-making organ of the infrastructure. Each country is represented on the GA by a representing entity. The statutes for ESS ERIC can be found [here](#). The GA appoints a Director who is charged with ensuring the effective direction and operation of the research infrastructure. The current Director is Professor Rory Fitzgerald and the Deputy Directors HQ are Dr Eric Harrison and Dr Sarah Butt. The ESS HQ is at City, University of London, UK.

The survey aims to chart stability and change in the social fabric of Europe as well as developing and utilising the highest standards in cross-national research. The core of ESS operations are the conduct of an hour-long face-to-face survey every two years amongst a representative sample of the general residential population aged 15 and older in around 25 participating European countries (plus Israel). It is therefore a repeat cross-sectional cross-national general survey. Further details about the ESS can be found at www.europeansocialsurvey.org.

1. Background and Procedure

This document sets out the requirements for the provision of:

- Research services for omnibus testing of prospective ESS questions

This Invitation to Tender is made available under the Open Procedure of the *Public Contract Regulations 2015* and a Notice of this opportunity was submitted to the *Official Journal of the European Union* on **14 December 2018**.

2. Scope of service requirement

The Director of the European Social Survey, European Research Infrastructure Consortium (ESS ERIC) seeks to commission the testing of draft questions using high quality face-to-face omnibus surveys in several EU/EEA countries.

3. Proposed Approach to Omnibus Testing

Background and Aims

The European Social Survey ('ESS') is a large-scale cross-national survey conducted in around 25 European countries every two years. In order to try and devise optimal, functionally equivalent and methodologically sound questions, omnibus surveys will be used to test draft questions. The key aim of carrying out these tests is to provide empirical evidence about question performance. This will be important in making decisions about which questions are suitable for inclusion in Round 10 of the main stage ESS.

Test Sites

We require questions to be tested in Great Britain and two other EU/EEA countries. Potential contractors who bid to carry out this work *must* have the capacity to conduct face-to-face omnibus surveys in Great Britain and at least two of the European countries shown in Table 1. Having the capacity to conduct face-to-face omnibus surveys in more than two of the European countries shown in Table 1 will be positively assessed. Proposals should specify in which countries agencies have face-to-face omnibus surveys in which the questions may be tested.

Table 1: ESS participating countries where testing may take place

Austria	Bulgaria	Czechia	Estonia
France	Germany	Hungary	Italy
Latvia	Lithuania	The Netherlands	Poland
Portugal	Slovenia	Slovakia	

The final selection of countries will be made in consultation with the appointed agency depending on fieldwork capacity but there must be a sufficient choice of countries available to allow testing in different geographic/cultural contexts.

Sample

Quota sampling methods are expected to be used for omnibus testing possibly mixed with random selection of sample points and addresses. The quotas used should broadly reflect the general population living in each country. Please outline the sampling methods used for face-to-face omnibus surveys in each country you cover, the quotas specified and any other general issues (*e.g.* minimum age, maximum age, geographic or linguistic exclusions *etc.*). Ideally the omnibus sample would cover adults aged 18+. The ESS ERIC team require samples of either 500 or 1000 per country and you are invited to submit your pricing based on those two models.

Mode

All interviewing must be face-to-face as in the main stage ESS. The omnibus testing should ideally be conducted by CAPI methods. This will allow split sample tests of different question formulations to be carried out, the order of some questionnaire items to be rotated. If agencies can only offer PAPI methods in specific countries this should be stated and may still be considered. Some CASI questions may need to be included.

Test items

We envisage that 50 items will be tested in each country based on the testing requirements identified during the questionnaire development process. (The decision on whether items are tested in a single omnibus or two omnibus surveys will be agreed between the contractor and ESS ERIC HQ team.)

There will be items developed for the two rotating modules for ESS Round 10 on ‘Digital Social Contacts in Work and Family Life’ and ‘Europeans’ Understandings and Evaluations of Democracy’ (see www.europeansocialsurvey.org for the original module proposals). We also wish to test questions which will become part of the ‘core’ questionnaire fielded in every round of the ESS. These are on a variety of topics, likely to include political engagement, social capital and socio-demographic questions.

Most of the questions will be closed and require just a single answer. Showcards are used frequently and many questions use attitude answer scales. Agencies can consult previous versions of the ESS questionnaire to see questions fielded to date on our website (www.europeansocialsurvey.org).

Potential contractors should specify the cost for each country listed in the tables below (*4 Application, Section 3 Costs*). *Please specify costs for the specified number of each question type, e.g pre-coded, closed et cetera.* If discounts are offered for ‘bulk-buying’ space (e.g. discounts for fielding batches of questions at the same time) this should be specified in the price schedule (see *4 Application, section 3* below). This information should be provided for each country where omnibus provision is available.

Ideally, we would like to field the ESS questions as close to the start of the interview as possible and to be informed of the topics that might precede the ESS questions. Contractors should state whether this will be possible in their proposal.

Tenders should also outline the demographic data that might be available as part of the standard omnibus service.

Questionnaire and Translation

All questions to be fielded will be made available to the successful survey agency in the main language spoken in that country by the ESS ERIC team (including in Great Britain in British English). The translations generated will use ESS translation procedures. The questions must be administered using the formulations provided by the ESS ERIC team. Potential contractors should therefore ensure that translation costs are not included in their price schedule. The final choice of countries used will depend on the availability of ESS national teams to undertake the translation.

Interviewer Feedback Form

We would like to receive interviewer feedback on the questions fielded to help us understand more about how they were understood by respondents. The ESS ERIC will provide an interviewer questionnaire, which should be completed once by each interviewer based on their experience of all the interviews conducted. This questionnaire will ask for feedback on up to 10 of the ESS items fielded and we anticipate it to take no longer than 20 minutes to complete. We may also want to consider conducting a telephone debrief with a selection of interviewers in the UK to hear more about their experience of asking these questions. Contractors should indicate whether this optional task will be possible in their proposals (and if this differs by country), and cost this exercise separately in *4 (Application, section 3 below)*.

We would like the main dataset supplied to include an interviewer id variable. This should be a random identifier which allows us to identify respondents interviewed by the same interviewer but does not identify the interviewer.

Timetable

In order to adhere to the ESS pre-testing timetable, we would like to have the flexibility to test items on omnibus surveys throughout the period of the contract. Contractors are asked to specify their omnibus schedules for the whole of 2019. Contractors are also asked to indicate the ‘turn-around’ time from receipt of questions to data delivery and specify how far in advance of fieldwork the test questions need to be provided. Items may be tested in a single survey or, if not, within two surveys that are at least three months apart. The number of items tested in each survey will be subject to agreement.

Outputs

The following outputs will be required:

1. A short technical report outlining testing procedures / methodology used;
2. Topline tables of data;
3. A fully anonymised respondent dataset in SPSS format according to a specification provided by the ESS ERIC HQ team;
4. A short summary report of key findings from interviewer questionnaire (in English) plus an excel file giving verbatim responses of interviewers (in original language).

Analysis of the dataset will be undertaken by researchers at ESS ERIC HQ and other members of the ESS questionnaire design team.

4. Application

Applications should contain the following sections and must be submitted in English (the working language of the ESS). All proposed personnel should be fluent in written and spoken English.

Section 1 Details of the applicant

- i. General information about the survey agency (this must clearly outline the relationship between the branches of your company in different countries or the contractual relationship between different agencies operating an omnibus survey as a consortium)
- ii. Information about experience of conducting face-to-face omnibus surveys across multiple countries (including Great Britain).
- iii. Field force information (i.e. number and experience of interviewers, supervision and quality control standards to be employed) for each country for a face-to-face omnibus survey

The ESS ERIC team will need to be able to contact a key contact person within the survey agency who is responsible for overseeing the implementation of the fieldwork across countries. A named contact person should be identified in the tender

Section 2 Details of the approach to the testing of draft questions on omnibus surveys and pricing schedule

Detailed information about how the specification will be addressed (the specification for omnibus testing is included in 3 *Proposed Approach to Omnibus Testing*, above).

Ethical considerations

ESS ERIC subscribes to the Declaration on Ethics of the International Statistical Institute (<https://isi-web.org/index.php/activities/professional-ethics/isi-declaration>).

Please state how your organisation will comply with the ISI's Declaration of Professional Ethics and whether your organisation adheres to any other ethical code or guidelines.

Please also specify what procedures are in place to meet the ethical requirements outlined below:

- secure informed consent from respondents to take part in the study;
- safeguard the confidentiality of respondents;
- ensure that participation is voluntary;
- minimise the risk of respondents being subjected to over-research;
- ethical use of respondent incentives (if any);
- respond in the unlikely event that a respondent discloses an emotional, psychological, health, education or other issue during the course of the research;
- ensure compliance with any local research ethics requirements in the EU/EEA countries in which fieldwork is conducted;
- deal with any respondent complaints that may arise during fieldwork (note that ESS ERIC will expect the completion of a Research Ethics Adverse Events log as part of the contractual arrangements).

The contractor will also be required to act in accordance with the relevant national data protection law and the EU General Data Protection Regulation (GDPR).

The successful contractor will be asked to sign a Data Processing Agreement with ESS ERIC.

Details of the following should be included in the initial bid:

- procedures in place for the secure storage and use of the survey data collected;
- their organisation's policy on data retention;
- how data will be anonymised and shared with the research team.

(See also ESS ERIC's General Conditions of Purchase on the Procurement page of the European Social Survey website: <https://www.europeansocialsurvey.org/about/procurement.html>)

Performance / Quality monitoring

The ESS ERIC team will monitor the performance of the appointed survey agency against the requirements set out in this tender specification. The survey agency will be expected to inform the ESS ERIC team of any problems as soon as they arise as well as the proposed strategy for dealing with these. The appointed survey agency will be expected to provide short fortnightly project updates by e-mail outlining progress in regard to the agreed timetable and discussing any problems that may arise and proposed solutions.

The tender should outline the quality control procedures in place and any measures undertaken to try and ensure that comparable survey methods are used across countries.

Section 3 Costs

All costs should be specified in Euros (the ESS ERIC operates its budget and pays only in €). Quotations for the work should show a full breakdown of costs in different countries and indicate if this varies depending on the question format. Costs for the following elements should be itemised separately:

- Topline data tables
- Administering an interviewer questionnaire and providing related outputs
- Any co-ordination/management costs

Please specify any additional costs that may be incurred if the proposed 50 items are split between two omnibus surveys, rather than all 50 items being carried in one survey.

This contract will be with the ESS ERIC and may be VAT zero rated (subject to the supplier being located in the EU). Contractors should note that this tender is totally separate from the tender process for the mainstage ESS fieldwork which is the responsibility of research councils/funders in each country and not the ESS ERIC.

Due to the possible exit of the UK from the EU on 29 March 2019, the statutory seat of ESS ERIC may move. Should the statutory seat, currently the UK, move, the ESS ERIC will reimburse any VAT charges applied.

We require questions to be tested in Great Britain and up to two other European countries.

Potential contractors who bid to carry out this work **MUST** have the capacity to conduct face-to-face omnibus surveys in Great Britain and at least some of the European countries shown in Table 1 in Section 3 (above).

Cost for 500 interviews per country (by format for the specified number of items)

Please specify costs for the specified number of each question type, e.g pre-coded, closed et cetera.

Country	FORMAT				
	PRE-CODED CLOSED (n=22)	PRE-CODED OPEN (n=3)	PRE-CODED BATTERY / SCALE QS (n=22)	FULLY OPEN (n=3)	COMPLETED INTERVIEWER QUESTIONNAIRE (PER INTERVIEWER)
Austria	€	€	€	€	€
Bulgaria	€	€	€	€	€
Czechia	€	€	€	€	€
Estonia	€	€	€	€	€
France	€	€	€	€	€
Germany	€	€	€	€	€
Great Britain ¹	€	€	€	€	€

¹ An Omnibus Test in Great Britain is a *sine qua non* of this exercise.

Hungary	€	€	€	€	€
Italy	€	€	€	€	€
Latvia	€	€	€	€	€
Lithuania	€	€	€	€	€
The Netherlands	€	€	€	€	€
Poland	€	€	€	€	€
Portugal	€	€	€	€	€
Slovenia	€	€	€	€	€
Slovakia	€	€	€	€	€

Costs for 1,000 interviews per country ((by format for the specified number of items)

Please specify costs for the specified number of each question type, e.g pre-coded, closed et cetera.

Country	FORMAT				
	PRE-CODED CLOSED N=22	PRE-CODED OPEN N=3	PRE-CODED BATTERY / SCALE QS N=22	FULLY OPEN N=3	COMPLETED INTERVIEWER QUESTIONNAIRE (PER INTERVIEWER)
Austria	€	€	€	€	€
Bulgaria	€	€	€	€	€
Czechia	€	€	€	€	€
Estonia	€	€	€	€	€
France	€	€	€	€	€
Germany	€	€	€	€	€
Great Britain ²	€	€	€	€	€
Hungary	€	€	€	€	€
Italy	€	€	€	€	€

² An Omnibus Test in Great Britain is a *sine qua non* of this exercise.

Latvia	€	€	€	€	€
Lithuania	€	€	€	€	€
The Netherlands	€	€	€	€	€
Poland	€	€	€	€	€
Portugal	€	€	€	€	€
Slovenia	€	€	€	€	€
Slovakia	€	€	€	€	€

Budgets of up to €90,000 can be considered but value for money should be demonstrated.

Proposals should be sent as a single PDF to tenders.esseric@city.ac.uk by noon (local time) on 21 January 2019. Decisions will be communicated in early February 2019.

5. **Criteria** (weighting shown in brackets)

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Experience of the proposed applicant(s) (40%): Experience of conducting omnibus surveys in European countries.

Ability to meet the specification (40%): Human resource and technical capabilities to implement the task as per the specification. Ability to adhere to the ethical principles of the International Statistical Institute and other codes of ethics and data protection requirements

Costs within the specified budget and well justified (20%): A detailed breakdown of the costs as outlined in section 4 must be provided.

6. **Award criteria**

The criteria for the ESS ERIC in choosing the successful tender(s) are:

Criteria	Weighting
1. Experience of the applicant(s)	40%
2. Ability to meet the specification	40%
3. Price (within budget as defined in Section 4 and 7) and well specified	20%

The weights attached to each criterion in the decision process are indicated in brackets. Tenderers should ensure that their bid demonstrates ability and compliance in each of these areas as well as highlighting value added. The successful tenderer(s) will subsequently be required to provide details of its insurance policy in relation to all aspects of cover, including public liability.

Your tender should be written to demonstrate your firm's ability to meet the above criteria.

Each application will be scored on each criteria (3 – fully met and added value, 2 – Fully met, 1 – partially met, 0 – Criteria not met). Applications demonstrating added value beyond the specified details but within the budget available will be especially welcomed.

7. Budget and reporting

The ESS ERIC anticipates that the budget for the omnibus testing that include all costs, is likely to fall within the guideline range of up to €90 000. The VAT exemption arrangements applying to goods and services for the ESS ERIC apply to suppliers in EU Member States. Arrangements for reimbursement of VAT charges by the ESS ERIC will be in place should the existing VAT exemption arrangements no long apply.

Please note that the budget should be specified in Euro and payments to the contractor will be in Euro.

8. Potential Business Available

The request for a proposal within this process may or may not result in a contract being awarded, the ESS ERIC does not commit to entering into a contract or commitment of any kind as a result of this process, commitment will only be by way of issue of a formal ESS ERIC purchase order.

9. Contract Duration and Scope

It is planned that the appointment will be made in **February 2019**; the work will commence in February/March 2019 and conclude by the end of 2019.

10. Terms and Conditions

Any contract(s) resulting from this Invitation to Tender will be subject to the General Conditions of Contract available from ESS ERIC website: <http://www.europeansocialsurvey.org>. The preferred bidder(s) may be asked to submit further corporate information appropriate to the business in hand.

You should particularly note the payment terms of the ESS ERIC.

11. Clarifications

All queries must be submitted to the ESS ERIC Director (tenders.esseric@city.ac.uk) **by 12 noon on 15th January 2019**. Clarifications (unless of a purely administrative or trivial nature) will be anonymised and made available via the European Social Survey website (Procurement page) to all interested firms.

12. Submission of Tenders

Tenders must be submitted to the ESS ERIC Director. Tenders must be received no later than:

(Local time). 12:00 noon on Monday 21 January 2019

Late submissions will not be accepted.

In the event of any problems, please contact ESS ERIC HQ (Tel: 0207 040 4901 or 0207 040 8387)

13. Decision process / Next steps

The tenders will be considered by the ESS ERIC and a decision is likely to be taken within three weeks of the closing date for the tender. The ESS ERIC may invite firms to present/discuss the proposals, as appropriate.

14. Schedule of pricing

Please provide a total price (in euros), covering all specified requirements, for surveying in Great Britain plus two other countries. The costs for the two other countries should be calculated using the mean costs for the other countries quoted for x 2. Please provide costs for 500 interviews per country and 1,000 interviews per country in the table below’.

ITEM	€
a. ESS ERIC OMNIBUS TESTING ROUND 10 - 500 interviews per country	
b. ESS ERIC OMNIBUS TESTING ROUND 10 – 1,000 interviews per country	

Please state any assumptions or exclusions that you have made in your pricing proposal.

15. References and CVs

Please provide two referees whom we can contact to obtain references for similar type, size and scope of work undertaken, ideally at least one Institution of Higher Education. The contact details must include a telephone number and an email address.

Please provide the *curriculum vitae* of the key personnel whom you would plan to deploy to this contract (as a guide, two-three pages maximum for each key member of staff). You should also provide your procedure for knowledge transfer within your organisation in the event of a key member of staff leaving your firm.

16. Intellectual Property

All work commissioned by ESS ERIC under this agreement shall be the property of the European Social Survey ERIC.

The intellectual property (including, but not limited to, copyright, trade-marks and patents) and any derivative intellectual property in work carried out by the appointed firm shall transfer to the ESS ERIC on delivery.

The ESS ERIC shall be at liberty to update such work as its needs dictate.

17. Tender submission (proposal)

Your submission (in your firm’s standard format) must include, as a minimum:

- i. Your Proposal (section 1 to 4 as outlined in Section 4 above);
- ii. A schedule of pricing (as stated above);
- iii. References (as stated above);
- iv. Completed, signed Form of Tender and Statement of Non-Collusion (form attached within this document);
- v. Company registration number (if registered at Companies House) or similar document (if available);
- vi. Audited accounts for your firm’s most recent financial year;
- vii. Evidence of professional indemnity cover of at least €5 million; and
- viii. Evidence of public third party liability insurance cover of at least €10 million for any one claim.

18. Timetable

It is planned that the following timetable will apply; but some dates may be subject to change during the procurement/tendering process:

Date	Event
14 December 2018	Notice to be issued to the <i>Official Journal of the European Union</i> ; and Issue date of the Invitation to Tender
12 noon (local time) on 15 January 2019	Deadline for requests for Clarifications. (Clarifications (unless of a purely administrative or trivial nature) will be anonymised, sent to all firms invited to tender and deployed as an update on the ESS website – www.europeansocialsurvey.org/about/procurement.html as soon as practical after this time.)
12 noon on 21 January 2019	Deadline for submission of tenders via tenders.esseric@city.ac.uk (electronic submission only – no hard copies are required)
28 January 2019	Award Decision
10 day period from Award Decision	‘Standstill’ period
8 February 2019	Award Notice to be issued
11 February 2019	Contract start date (or alternative, mutually agreeable date)

Date of issue: 14 December 2018

Appendix 1: Conditions

- 1) **Tenders** must be submitted via the ESS tenders email: tenders.esseric@city.ac.uk
- 2) Tenders must be received no later **12 noon (GMT/local time) on 21 January 2019. The Tenderbox (Email) will close at that time and late submissions will not be possible.** ESS ERIC does not bind itself to accept the lowest tender or any offer and reserves the right to accept a tender either in whole or in part.
- 3) **Information**
 - a) Information supplied to Tenderers as part of the procedure is supplied in good faith. However, Tenderers must satisfy themselves as to the accuracy of such information and no responsibility is accepted for any loss or damage of whatever kind or howsoever caused, arising from the use by Tenderers of such information.
 - b) ESS ERIC is subject to the provisions of the Freedom of Information Act 2000 (the “Act”) The Act provides that anyone can ask ESS ERIC for any information held by it, or on its behalf and, unless an exemption applies, the information must be supplied. This means that all the information which a Tenderer has provided and may provide in future to ESS ERIC will be subject to the Act.
 - c) The Act provides for certain information to be exempt from the general right of access if, for example, it is confidential information or its disclosure would, or would be likely to, prejudice the commercial interest of any person. Tenderers may therefore request that certain information in their Tender be treated as covered by these (or other) exemptions in the Act if appropriate. Please note, only information which is truly commercially sensitive, confidential or otherwise exempt should be marked as such. A *carte blanche* approach to confidentiality will not be acceptable to ESS ERIC or to the Information Commissioner who enforces the Act and can compel disclosure of information.
 - d) If information is requested by any person, ESS ERIC may be obliged to disclose such information, irrespective of the Tenderer’s wishes. This is because the availability of exemptions may be subject to a test of whether the public interest lies in disclosing the information or keeping it confidential. The decision to disclose rests with ESS ERIC but is subject to review by the Information Commissioner or Tribunal.
 - e) Requests for information to be treated as commercially sensitive, confidential or otherwise exempt under the Act should accompany your Tender and must include a clear and substantive justification (which ESS ERIC is able to disclose) together with a time limit after which any such information may be disclosed. Tenderers should ensure any information considered to be exempt is clearly marked as such (preferably by watermarking relevant pages of the document “FOI exempt”).
 - f) Tenderers should be aware however that any such information may still be disclosed if the public interest requires it or if the Information Commissioner or the Information Tribunal determines it must be disclosed.
 - g) Regardless of the success or otherwise of the Tender, information about the Tender may be disclosable under the Act, subject to statutory exemptions.
 - h) If ESS ERIC receives a request under the Act, which involves information provided in a Tender, ESS ERIC may, but is not obliged to, consult you. However, ESS ERIC has a very limited time in which to decide whether information can be released, so it is imperative that you ensure that ESS ERIC has up-to-date contact details and that the contact is able to respond to a request quickly. If a quick response cannot be provided, ESS ERIC will have to make a decision without your input.

4) This Invitation and any accompanying documents are and shall remain the property of ESS ERIC.

5) Prices

- a) Prices must be stated in accordance with the response to the Specification and must remain open for acceptance for **at least 60 days from date of offer**.

6) Tender Documentation and Submission

- a) Services offered should, wherever possible, be in accordance with every element of the Requirements statement. Alternative services may be offered but all differences between such items and the Specification must be indicated in detail on the response to scope of service requirement.
- b) All queries or clarifications must be submitted via the ESS ERIC tender email – tenders.esseric@city.ac.uk by 12 noon on **15 January 2019**. Clarifications (unless of a purely administrative or trivial nature) will be anonymised, sent to all firms invited to tender and deployed as an update on the ESS website (www.europeansocialsurvey.org).
- c) Tenderers must not alter any of ESS ERIC's Invitation to Tender documents.
- d) Tenders must be made up of:
- i) your Proposal;
 - ii) a Schedule of Price (see above);
 - iii) references;
 - iv) completed signed Form of Tender and Statement of Non-Collusion;
 - v) evidence of professional indemnity cover of at least €5 million;
 - vi) evidence of public third party liability insurance cover of at least €10 million for any one claim ;
 - vii) your company registration number (if registered at Companies House); and
 - viii) audited accounts for the most recent financial year.
- e) If a Tender submission has gaps, omissions or obvious errors, ESS ERIC reserves the right to reject that offer. In signing the Form of Tender the Tenderer accepts all the conditions listed in this section.

7) Evaluation Criteria and Award

- a) The contract(s) will be awarded on the basis of the Most Economically Advantageous Tender as set out above.
- b) Whilst new proposals for all the individual elements are invited and will be evaluated and added to the final contract element by element, the award of the contract will be based on the services in the Schedule and scored using the scoring mechanism described above.

8) Collusive Tendering and Inducements

- a) Any Tenderer who directly or indirectly canvasses any Member, Officer or Representative of ESS ERIC concerning the award of the Contract, or who directly attempts to obtain

information about the Tender or Contract other than from the published contact for the tender will be disqualified.

- b) Any Tenderer, employee of the tenderer, or consultant acting on behalf of the tenderer, who is known to any Member, Officer or Representative acting on behalf of ESS ERIC concerning this Tender or Contract, must declare the names of the persons and their relationship, in the Tender submission.
- c) Any Tenderer who:
 - i) fixes or adjusts the amount of his tender by or in accordance with any agreement or arrangement with any other person; or
 - ii) communicates to any person other than ESS ERIC the amount or approximate amount of his proposed tender (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender or for insurance purposes); or
 - iii) enters into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; or
 - iv) tenders, or agrees to pay, or gives 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 tender or proposed tender for the Services any act or omission;

shall (without prejudice to any other civil remedies available to ESS ERIC and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified.

9) Proposed period of work

It is envisaged that the contract will be let in **February 2019**, for work to start in February/March 2019 and it is anticipated that the work should be completed by end of 2019. There will be a requirement for regular progress reviews.

10) Sustainability

- a) It is ESS ERIC's policy actively to promote sustainability through procurement. ESS ERIC's approach to sustainable procurement means that the long-term environmental, social and economic factors must be considered by the contractor over the whole life of the contract in the drive for continuous improvement.
- b) ESS ERIC encourages contractors to reduce all unnecessary waste, re-use and to recycle wherever possible.
- c) ESS ERIC also welcomes new developments and innovation by contractors to reduce waste, energy and water consumption; only to use raw materials where possible from renewable resources and to support economic sustainability.
- d) Where sustainability proposals are considered to be directly relevant to the contract they will be included in the criteria used for tender evaluation.

11) Equality of Opportunity and Diversity Policy

- a) ESS ERIC has responsibilities to ensure that organisations that deliver services on its behalf, or from whom ESS ERIC purchases goods and services, do so in accordance with its policies. ESS ERIC expect all organisations with whom it has a contract to deliver services as required on an equal and fair basis and to have, and implement, equality and diversity policies that are compatible with ESS ERIC's.

Appendix 2: Form of Tender and Statement of Non-Collusion

Form of tender

We confirm that our Tender submission is fully compliant with this Invitation to Tender. We accept that our Tender may form part of any contract if successful.

Statement of non-collusion

The essence of selective tendering for any contract is that ESS ERIC shall receive *bona fide* competitive Tenders from all Tenderers.

In recognition of this principle, we certify that this is a *bona fide* offer, intended to be competitive and that we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

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

- a) communicate to a person other than ESS ERIC, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
- b) enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
- c) offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to this or any other offer or proposed offer, any act or omission.

We agree that ESS ERIC may, in its consideration of the offer and in any subsequent actions, rely upon this Statement.

Signed

Signature

Name

Name of signatory

In the capacity of (and authorised to sign this Form)

Job title

Tenderer

Name of firm

Date

Date

Appendix 3: Tenderer Questionnaire

1.1 Tenderer details	Answer	
Full name of the Tenderer completing the Questionnaire		
Registered company address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes
	vi) other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) ³	<input type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes
1.2 Bidding model		
Please mark 'X' in the relevant box to indicate whether you are:		
a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	<input type="checkbox"/> Yes	

³ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

<p>b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services</p> <p>If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p>	<p><input type="checkbox"/> Yes</p>
<p>c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services</p> <p>If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p>	<p><input type="checkbox"/> Yes</p>
<p>d) Bidding as a consortium but not proposing to create a new legal entity.</p> <p>If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.</p> <p>Please note that the authority (i.e., The ESS ERIC) may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.</p>	<p><input type="checkbox"/> Yes</p> <p><u>Consortium members</u></p> <p><u>Lead member</u></p>
<p>e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).</p> <p>If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix.</p>	<p><input type="checkbox"/> Yes</p> <p><u>Consortium members</u></p> <p><u>Current lead member</u></p> <p><u>Name of Special Purpose Vehicle</u></p>

1.3 Contact details	
Tenderer contact details for enquiries about this Questionnaire	
Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

1.4 Licensing and registration (please mark 'X' in the relevant box)		
1.4.1	<p>Registration with a professional body</p> <p>If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please provide the registration number in this box.</p>
1.4.2	<p>Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this.</p>

2 - Grounds for mandatory exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have

not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		
(c) the common law offence of bribery;		
(d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		
(e) any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
(i) the offence of cheating the Revenue;		
(ii) the offence of conspiracy to defraud;		
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		

2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		
(f) any offence listed—		
(i) in section 41 of the Counter Terrorism Act 2008; or		
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		
(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
(i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		

2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		
(k) an offence under section 59A of the Sexual Offences Act 2003;		
(l) an offence under section 71 of the Coroners and Justice Act 2009		
(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		
<p> <u>Non-payment of taxes</u> 2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? </p>		

3. Grounds for discretionary exclusion – Part 1

The authority may exclude any Tenderer who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (i);

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking ‘X’ in the relevant box.	
	Yes	No
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;		
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		
(g) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;		

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(h) your organisation— (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or		
(i) your organisation has undertaken to		
(aa) unduly influence the decision-making process of the contracting authority, or		
(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or		
(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Conflicts of interest

In accordance with question 3.1 (e), the authority may exclude the Tenderer if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Tenderer to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Tenderer.

Taking Account of Bidders' Past Performance

In accordance with question (g), the authority may assess the past performance of a Tenderer (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Tenderer completing this Questionnaire. The authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Tenderer selection, tender evaluation, contract award stage etc.). Tenderers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

‘Self-cleaning’

Any Tenderer that answers ‘Yes’ to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Tenderer has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Tenderer shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Tenderer shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the authority to be insufficient, the Tenderer shall be given a statement of the reasons for that decision.

4. Grounds for discretionary exclusion – Part 2

The authority reserves the right to use its discretion to exclude a Tenderer where it can demonstrate the Tenderer’s non-payment of taxes/social security contributions where no binding legal decision has been taken.

Please note that Section 4 relating to tax compliance only applies where the authority has indicated that the contract is over £5million in value, and the authority is a Central Government Department (including their Executive Agencies and Non-Departmental Public Bodies).

“Occasion of Tax Non-Compliance” means:

- (a) any tax return of the Tenderer submitted to a Relevant Tax Authority on or after 1 October 2012 is found to be incorrect as a result of:
 1. a Relevant Tax Authority successfully challenging the Tenderer under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
 2. the failure of an avoidance scheme which the Tenderer was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or

- (b) the Tenderer’s tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a penalty for civil fraud or evasion

From 1 April 2013 onwards, have any of your company’s tax returns submitted on or after 1 October 2012; (Please indicate your answer by marking ‘X’ in the relevant box).		
4.1	Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion;	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2	<p>Been found to be incorrect as a result of:</p> <ul style="list-style-type: none"> ▪ HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle; or ▪ A Tax Authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the “Halifax” abuse principle; or ▪ the failure of an avoidance scheme which the Tenderer was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Tenderer is established. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If answering “Yes” to either 4.1 or 4.2 above, the Tenderer may provide details of any mitigating factors that it considers relevant and that it wishes the authority to take into consideration. This could include, for example:</p> <ul style="list-style-type: none"> ● Corrective action undertaken by the Tenderer to date; ● Planned corrective action to be taken; ● Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or ● Changes in financial, accounting, audit or management procedures since the OONC. <p>In order that the authority can consider any factors raised by the Tenderer, the following information should be provided:</p> <ul style="list-style-type: none"> ● A brief description of the occasion, the tax to which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign 		

Tax Authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc.

- Where the OONC relates to a DOTAS, the number of the relevant scheme.
- The date of the original “non-compliance” and the date of any judgement against the Tenderer, or date when the return was amended.
- The level of any penalty or criminal conviction applied.

5 - Economic and Financial Standing

FINANCIAL INFORMATION				
5.1	<p>Please provide one of the following to demonstrate your economic/financial standing;</p> <p>Please indicate your answer with an ‘X’ in the relevant box.</p>			
	(a) A copy of the audited accounts for the most recent two years			
	(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation			
	(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position			
	(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).			
5.2	Where the authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this Questionnaire, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.3	<p>(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</p> <p>If yes, please provide the name below:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<table border="1"> <tr> <td>Name of the organisation</td> <td></td> </tr> </table>	Name of the organisation		
Name of the organisation				

Relationship to the Tenderer completing the Questionnaire	<input type="checkbox"/> Yes
If yes, please provide Ultimate / parent company accounts if available.	<input type="checkbox"/> No
If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?	<input type="checkbox"/> Yes
If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)	<input type="checkbox"/> No

6 – Technical and Professional Ability

6	Relevant experience and contract examples			
	<p>Please provide details of at least two and up to <u>three</u> contracts, in any combination from either the public or private sector, that are relevant to the authority's requirement. Contracts for supplies or services should have been performed during the past <u>three</u> years. Works contracts may be from the past <u>five</u> years, and VCSEs may include samples of grant funded work.</p> <p>The named customer contact provided should be prepared to provide written evidence to the authority to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Tenderer is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p>			
		Contract 1	Contract 2	Contract 3
6.1	Name of customer organisation			
6.2	Point of contact in customer organisation Position in the organisation E-mail address			
6.3	Contract start date Contract completion date Estimated Contract Value			

6.4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.			
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6.5 If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.

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7. Additional Questions

Tenderers who self-certify that they meet the requirements for these additional questions will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking 'X' in the relevant boxes.

A – Project specific questions to assess Technical and Professional Ability

Further project specific questions relating to the technical and professional ability of the Tenderer.

B - Insurance

1.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = €5,000,000 Public Liability Insurance = €10,000,000 Professional Indemnity Insurance = €5,000,000 Product Liability Insurance = €5,000,000</p> <p>* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of €5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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C – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p> <p>If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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D - Environmental Management

1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

E - Health and Safety

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8 – Declaration

	<p>I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of..... (Insert name of Tenderer).</p> <p>I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.</p> <p>I also declare that there is no conflict of interest in relation to the authority’s requirement. The following appendices form part of our submission;</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 35%;">Section of Questionnaire</th> <th style="width: 65%;">Appendix number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Section of Questionnaire	Appendix number				
Section of Questionnaire	Appendix number							
	QUESTIONNAIRE COMPLETED BY							
8.1	Name							
8.2	Role in organisation							
8.3	Date							
8.4	Signature							