

RFQ Application Form

RFQ Name: PR2082 – Telemarketing Campaign – Green Recovery and Innovation Programme (GRIP)

Please return this form and any additional document as part of your response.

SECTION 1: BUSINESS DETAIL

Business name			
Contact name			
Contact position			
Company address including post code			
Principal activities			
Legal status	Sole Trader Partnership Limited Company Other:		
Company number		Number of FTE employees	
Can you confirm your business is VAT registered? If yes, please provide a number			
Business incorporation date		Date trading commenced	
Telephone number		Mobile number	
Email address			
Website			

SECTION 2: REFERENCES

Please provide a contact name, organisation details, telephone number, the value and the type of work carried out.

Reference 1:

Reference 2:

PART A (SELECTION CRITERIA)

The questions 1, 3, 6 and 7 are pass/reject questions. If your application passes on those questions the it will progress to "Part B".

SECTION 3: ECONOMIC AND FINANCIAL STANDING OF APPLICANT

Suitability to pursue procurement, technical and professional ability.

1. In the last three years, has your organisation committed any criminal offences or other matters (See "Summary of ineligibility conditions", available after section 6 of this application form) related to your business which would qualify as "mandatory exclusions" under Regulation 57 of the Public Contracts Regulations 2015 or discretionary exclusions under Regulation 58. If yes, rejected.	Yes/No
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2. What has the turnover of your organisation been over the last three years . A copy of your financial accounts <i>may</i> be required in due course.	Year		£
	Year		£
	Year		£

SECTION 4: SUITABILITY

3. In the last three years have you been prosecuted for any environmental offence or do you have any case pending? If yes, rejected.	Yes/No
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4. Has your company initiated any processes or actions in relation to improving your environmental performance?	Yes/No
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SECTION 5: EQUALITY

5. In the last three years have any findings of unlawful discrimination been made against you or your firm by the Employment Tribunal, the Employment of Bill	Yes/No
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Tribunal or any other court or incomparable proceedings in any other jurisdiction? If yes, rejected.		
6. Is it your policy as an employer to comply with your statutory obligations under the Equality Act 2010 not to treat any one group of people less favourably than others because of their “race, gender, age, religion, belief, gender re-assignment, disability, pregnancy/maternity or sexual orientation”? If no, rejected.		Yes/No
7. In the last three years has your organisation been prosecuted or had notice served on it for contravention of the Health & Safety at Work Act 1974 or associated regulations or been a subject of a full investigation by the Health & Safety Executive or similar body. If yes, rejected.		Yes/No
8. Does your organisation have a written health and safety at work policy with arrangements for implementing and monitoring the policy? You <i>may</i> be asked to provide a copy.		Yes/No
SECTION 6: INSURANCE		
9. Please advise below what Employers, Public & Professional Indemnity Liability Insurance you hold. Have you made any claims above £50,000 in value within the last three years? (if so, give details below).		Yes/No
Employers Insurance	Liability	£
Professional Liability	Indemnity	£
Public Liability		£
PART B (AWARD CRITERIA) If your application passes “Part A” it will progress to “Part B”. Please note that the sections 7 to 10 below are part of the award criteria.		
SECTION 7 – PRICE (Weighting 25%)		

It is necessary to illustrate the value for money in the proposal please provide details of how your proposal will deliver the best value per £ of public funds and provide information related to the prices requested on the Specification.

Item Description	Qty	Price	VAT	Total - Including VAT
Total		£		

Additional Costs *(to be considered at the discretion of SEMLEP)*
 Please set out below any additional costs **related that is relevant to the specification** that you believe are necessary to complete this work *(insert additional rows if necessary)*:

Item Description	Qty	Price	VAT	Total - Including VAT
Total including additional costs (if applicable) and VAT		£		

Hourly Rate (if applicable) £

SECTION 8 – ABILITY TO DELIVER THE REQUIRED SERVICE AND WITHIN TIMESCALES (Weighting 35%)

Please provide details of how you would provide the service based on the “Key Requirements and Key Deliverables” the business relevant experience in working on projects comparable to the one which you are tendering for and the timescales. **(No more than 1000 words)**

SECTION 9: QUALITY OF DELIVERY (Weighting 20%)

Please provide details about how you will quality assure delivery of this project, indicating the key members of the team that will be working on the project and relevant experience compared to the requirements in the ‘Key Deliverables’ section. **(No more than 1000 words)**

SECTION 10: SOCIAL VALUE (Weighting 5%)

Please set below the social value that you offer within this contract and how your business contributes to the society and community in which you operate. **(No more than 500 words)**

SECTION 11: DECLARATION

I confirm that the information provided herein is correct to the best of my knowledge. I understand that my data is protected under the terms of the Data Protection Act 2018.

Declaration of conflict of interest

Contracted organisations will strive to avoid any conflict of interest between the interests of the organisation (SEMLEP Board or any member of staff) and personal or professional or business interests of another. This is to ensure integrity and transparency of SEMLEP's decision making process and the reputation of the organisation and staff.

I hereby declare that, to my knowledge, I nor anyone working on the project has any conflict of interests with any individuals or contractors who have applied to participate in this procurement procedure or submitted a tender for this procurement or are involved in the project delivery.

To the best of my knowledge and belief, there are no facts or circumstances, past or present, which might call into question the independence of the staff within the business.

I confirm that if I discover, or should it become apparent during the course of the procurement process (including performance of or amendment to the contract) that such a conflict exists, I will declare it immediately to SEMLEP.

I confirm that I will keep all matters entrusted to me confidential. I agree to hold in trust and confidence any information or documents disclosed to me, discovered by me or prepared by me in the course of, or as a result of contact award. I agree that any information received will be used only for the purposes of this contract and will not be disclosed to any third party.

If there are any potential conflicts of interest, please provide details below:

Name:		Position:	
Signature:		Date:	

SUMMARY OF INELIGIBILITY CONDITIONS

- a) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
- b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
- c) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;
- d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;
- e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
- f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
- g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
- h) has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
- i) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;
- j) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;

- k) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10.61991 on prevention of the use of the financial system for the purpose of money laundering. Statement confirming that items (a) to (k) do not apply.

Please remember to email this response to procurement@semlep.com before the deadline specified in Timescales.

END OF RFQ DOCUMENT