

Invitation to tender (ITT) application

Contract Period: May 2022 to September 2022

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**ITT return/deadline:
12:00 (GMT) 11 April 2022**

Notes for completing this questionnaire

- + Please complete all white boxes in the Questionnaire below, sections 1 -10 (inclusive) are required for organisations, section 1b, 7 -10 (inclusive) only for individual researchers*.
- + The questions in this Questionnaire are specific to this Tender exercise and therefore they are all applicable.
- + If you answer “N/A” or leave any white boxes blank, you will receive the following evaluation^:
 - Pass/Fail question – you will ‘Fail’ and your submission will be rejected at that point;
 - Scoring question – you will receive zero marks for that question.

** If appointed the tender will be awarded subject to satisfactory completion of Advance HE individual screening and employment checks.*

^ for Evaluation Matrix, refer to ‘ITT – Specification’.

1	Supplier details	
1.1	Name of the company	
1.2	Contact name for enquiries about this ITT:	
1.3	Job Title:	
1.4	Company Address: Post Code:	
1.5	Telephone number:	
1.6	E-mail address:	
1.7	Website address of company:	
1.8	Company Registration no.:	
1.9	Is your company an SME as defined by the Companies Act, 2006*? [*i.e. less than 250 employees and a turnover under £12.9m]	Yes/No
1.10	Is your company a Voluntary, Community and Social Enterprise (VCSE) organisation?	Yes/No
1.11	Do you propose to sub-contract or franchise any part of the delivery of the services to be provided?	Yes/No
	If Yes please give details of which part and how it has been managed in similar contracts:	

	If No please give details of your internal management processes: (Word limit of 250 Words)	
1b	Individual Researcher	
1.1	Name	
1.2	Job Title:	
1.3	Address: Post Code:	
1.4	Telephone number:	
1.5	E-mail address:	
1.6	Website (if applicable):	
1.11	Do you propose to sub-contract or franchise any part of the delivery of the services to be provided?	Yes/No
	If Yes please give details: If No please give details of your internal management processes : (Word limit of 250 Words)	

Please move directly to section 7.

NB: If appointed the tender will be awarded subject to satisfactory completion of Advance HE individual screening and employment checks.

2	Financial and economic capacity	
	Please provide one of the following to demonstrate your economic/financial standing. 'Pass' or 'Fail' on this question is based on your company's financial standing/capacity, which will be determined by Advance HE.	Attached?
	(1) A copy of the most recent audited accounts for your organisation that cover the last two years of trading or for the period that is available if trading for less than two years.	Yes/No
	(2) A statement of the company's turnover, Profit & Loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet, where this information is not available in an audited form at (1).	Yes/No

	(3) Where (2) cannot be provided, a statement of the company's cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position.	Yes/No
	(4) If the company is a subsidiary of a group, (1) to (3) are required for both the subsidiary and the ultimate parent.	Yes/No
3	Insurance	
3.1	Please confirm whether you have in place the following levels of insurance as required for this contract? + Public Liability – £10m + Employer's Liability – £10m + Professional Indemnity – £5m	Yes/No Yes/No Yes/No Yes/No
3.2	Where the required levels of insurance are not currently in place, do you confirm that, if successful in being appointed to complete work under this contract, the minimum insurances (as detailed above) will be obtained prior to contract award and maintained throughout the contract period?	Yes/No

4 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 4.2 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 Advance HE for advice before completing this form.

4.1	Within the past five years, has your organisation, Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	
(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;	Yes/No
(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;	Yes/No
(c)	the common law offence of bribery;	Yes/No

(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;	Yes/No
(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:	Yes/No
(i) the offence of cheating the Revenue;	Yes/No
(ii) the offence of conspiracy to defraud;	Yes/No
(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;	Yes/No
(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;	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;	Yes/No
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	Yes/No
(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;	Yes/No
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	Yes/No
(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;	Yes/No
(f) any offence listed—	Yes/No
(i) in section 41 of the Counter Terrorism Act 2008; or	Yes/No
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;	Yes/No
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);	Yes/No
(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;	Yes/No

(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;	Yes/No
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;	Yes/No
(k) an offence under section 59A of the Sexual Offences Act 2003;	Yes/No
(l) an offence under section 71 of the Coroners and Justice Act 2009	Yes/No
(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	Yes/No
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—	Yes/No
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or	Yes/No
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.	Yes/No
<p>Non-payment of taxes</p> <p>4.2 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?</p> <p>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>	Yes/No
<p>5. Grounds for discretionary exclusion</p> <p>Advance HE may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (i).</p> <p>5.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.</p> <p>(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;</p>	Yes/No

<p>(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;</p>	<p>Yes/No</p>
<p>(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;</p>	<p>Yes/No</p>
<p>(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;</p>	<p>Yes/No</p>
<p>(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;</p>	<p>Yes/No</p>
<p>(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;</p>	<p>Yes/No</p>
<p>(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;</p>	<p>Yes/No</p>
<p>(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</p>	<p>Yes/No</p>
<p>(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</p>	<p>Yes/No</p>
<p>(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>	<p>Yes/No</p>

Taking Account of Suppliers' Past Performance

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

In addition, Advance HE may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers 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 Supplier that answers 'Yes' to questions 4.1, 4.2 and 5.1 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 Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by Advance HE (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 Supplier 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 Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by Advance HE to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

6.1	Health and safety	
1	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p> <p>If 'No', please explain why:</p>	Attached?
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 is "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><i>Advance HE will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to Advance HE's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</i></p>	Yes/No
6.2	Equality and diversity	
1	Do you have a policy as an employer that sets out your commitment to both comply with Equality and Diversity legislation and to actively promote equality of opportunity?	Yes/No
2	Do members of your staff with managerial responsibilities receive mandatory training on equality and diversity?	Yes/No
3	Do you have a process in place to train staff in how to deal with the general public (or clients) whilst working, especially in situations where their actions and comments could very easily be misinterpreted?	Yes/No
4	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)?	Yes/No
5	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?	Yes/No

6.3	Quality assurance	
1	Does your company hold a recognised quality management certification – for example, BS/EN/ISO 9000 or equivalent?	Yes/No
2	If not, does your company have an in-house quality management system*? If Yes, please provide the contents page or Index of your Quality Manual. * “system” means processes and procedures to ensure that the quality is properly managed. This includes making sure that legal requirements are met.	Yes/No
	If you do not have quality certification or a quality management system, please explain why:	
6.4	Environmental management	
1	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. <i>Advance HE will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless Advance HE is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</i>	Yes/No
	Does your company have a Sustainability or Environmental Management Policy?	Yes/No
7	Technical and professional ability	
7.1	Compliance with specification: Please provide details on the following, it is recommended to familiarise yourself with the guidance, in particular the section ‘evaluation of bids’ : 1. Overview of proposed methodological approach for achieving the review, including search and inclusion parameters (max. 1,500 words); 2. Understanding of the conceptual issues relating to the review topic (max. 1,000 words); 3. Research outputs and dissemination/impact activities (max. 500 words); 4. Overview of challenges and limitations of proposed design (max. 1,000 words).	

7.2	<p>Project management Please provide details on how the project will be managed, including timelines, milestones, risk assessment, ethical considerations and quality assurance.</p>	
7.3	<p>Team experience: Please provide details of the expertise and experience of the staff involved in delivering the project including summary CVs (max. 1,000 words each) and references to previous relevant published work.</p>	
8	Experience and references	
	<p>Please provide two references, preferably from HE institutions or other public sector bodies (contracted during the last five years) that are relevant to Advance HE's requirement. Advance HE reserves the right to contact any of the referees at any point in the evaluation process. Advance HE staff cannot be presented as a reference.</p>	
		Reference 1
	Reference 2	
	Customer Organisation:	
	Customer contact name, position held, phone number and email address:	
	Date contract awarded:	
	Date contract completed/ends:	
	Brief description of contract (max. 100 words):	
	<i>Value (if confidential, a range of values or 'approx'. is acceptable, but note that if no figures are provided the score will be reduced accordingly):</i>	
9	Pricing Schedule	
	Please note: the fixed sum of £20,000 (twenty thousand pounds) is inclusive of VAT (where applicable).	

10	<p>Form or tender</p> <p>DECLARATION – I/We declare that to the best of my/our knowledge the answers submitted in this ITT are correct. I/We understand that this ITT submission may be rejected if there is a failure to answer all relevant questions fully or satisfactorily, or if I/We provide false/misleading information;</p> <p>TERMS & CONDITIONS – I/We have read the Standard Terms & Conditions* and agree to those terms without any amendments, alterations or deletions.</p> <p>ANTI-COLLUSION STATEMENT – I/We agree and/or certify that this offer is made in good faith and that I/we have not fixed or adjusted the amount of the offer by or under or in accordance with any agreement or arrangement with any other person;</p> <p>CONFLICT OF INTEREST – I/We confirm that there is no conflict of interest^ between our company and Advance HE</p> <p><i>*All goods/services supplied under this contract will be supplied under the Standard Terms and Conditions. A copy of the Terms and Conditions are included in this tender. No variations to the standard Terms and conditions will be considered. Tenderers must note that any submissions tabling proposed amendments may be rejected without further consideration</i></p> <p><i>^Where there is any indication that a conflict of interest exists or may arise, then it shall be the responsibility of the Tenderer to inform Advance HE, detailing the conflict in writing as an attachment to this tender. Advance HE will be the final arbiter in cases of potential conflicts of interest. Failure to notify Advance HE of any potential conflict of interest will invalidate any verbal or written agreement.</i></p> <p>A Conflict of interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular supplier is successful. Actual and potential conflicts of interest must be declared by a person involved in a tender process.</p>	
	Form completed by	
	Name:	
	Position (Job Title):	
	Date:	
	Telephone number:	
	Email address:	



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