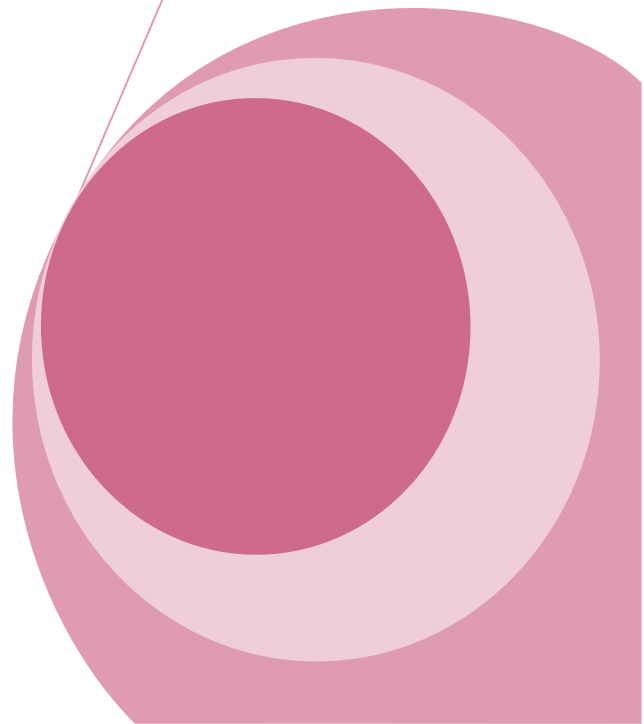


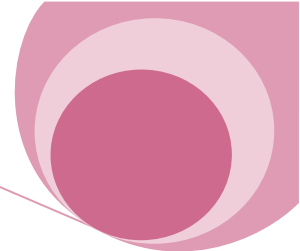
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<Enter Contract Name>

<Enter Contract Reference
(See Corporate Procurement for register
no.)>

[Pick the date]

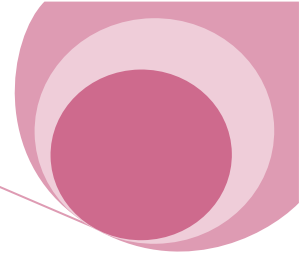




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1 Introduction & Background

1.1 States of Jersey

www.gov.je

<Provide an explanation of the States of Jersey and Jersey, with explanation of Independent Governance and position outside of the EU. Detail depends upon the understanding of the suppliers likely to bid. E.g.

The States of Jersey (SoJ) is the government (www.gov.je) of the Island of Jersey and is responsible for the management of the Islands finances and operation of its public services. Jersey does not sit within the European Union but as a Public Sector body it applies the principle of transparent procurement practices in accordance within the boundaries of their own laws and financial regulations.

The Government employs in the region of 6,500 staff and is currently organised into the following Ministerial Departments: -

- *Chief Ministers (CMD)*
- *Economic Development (EDD)*
- *Education, Sport & Culture (ESC)*
- *Home Affairs (HA)*
- *Health & Social Services (HSSD)*
- *Housing (HD)*
- *Non-Ministerial*
- *Planning & Environment (P&E)*
- *Social Security (SSD)*
- *Transport & Technical Services (TTS)*
- *Treasury & Resources (T&R)*

The functions of the Departments follow similar roles to the UK Government but on a smaller scale, with diverse requirements. >

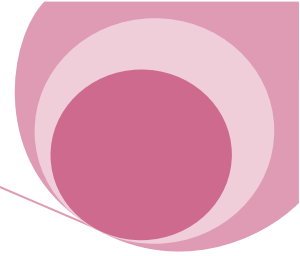
1.2 Project Background

<Set the scene for the supplier. Detail the project and aims, including problems that you are trying to resolve. The more background you can provide the better the understanding of the supplier>

1.3 Background Documentation

<If possible provide background documents or links that may assist the supplier in research e.g. States Strategic Plan, consultants reports (if not commercially sensitive or if the document is subject to copyright)>

NEVER REVEAL YOUR BUDGET TO THE SUPPLIER – IF IN DOUBT DISCUSS WITH CORPORATE PROCUREMENT TEAM



1.4 Key Drivers

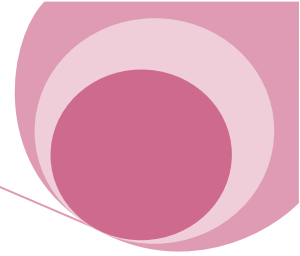
<List your key reasons for issuing the tender>

1.5 Legal Requirements for working within Jersey

<Insert requirements of local and non local companies to be registered>

1.6 Community Benefits

<Insert requirements for visiting the Back to Work Team to encourage local employment if applicable>



2 Specification / Scope of Work

2.1 Contract period

<Advise the supplier the contract duration. A contract **must** have an end date. If this is part of the bid response (i.e. piece of work depends on the supplier identifying timeline) please state this.

Financial Directions state this should not be longer than 5 years unless agreed by way of Exemption by Accounting Officer and Director of Strategic Procurement>

2.2 Description of goods / services / works required

<See specification guides if assistance is required. Include drawings etc >

2.3 Evidence of compliance to specification required from tenderers

<You should request detail of how the supplier can evidence their ability to meet the specification. The output from this section must be included within the evaluation criteria as this will be scored. Check should be performed against this as part of the Due Diligence process. E.g. Reference checks, site visits, samples etc.>

2.4 Key Performance Indicators

<Describe how you will manage the supplier and what measurements will be used in order to ensure that they are fulfilling their contract requirements>

2.5 Contract Management

<It is a requirement within the Financial Directions for us to manage our suppliers and adequately maintain records to evidence this. Identify to the supplier how you will undertake the reviews and what will be required from them. Templates are available on the Corporate Procurement site>

2.6 Payment Schedule

<Identify how the suppliers will be paid. Standard terms state payment within 30 days of submitted invoice (this can only be amended with permission from Director of Strategic Procurement). However in some contracts stage payments are required after different delivery / achievement points. Be very aware of paying a supplier before work is completed or goods delivered – refer to finance for credit rating review of the supplier if this is required>

2.7 Terms and Conditions

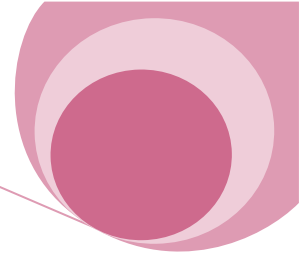
<Insert appropriate T&Cs document from Corporate Procurement /JPH website. These are available on the e-portal or intranet>

2.8 Supply Jersey

The States of Jersey are implementing a web-based Procure to Pay system called 'Supply Jersey' to improve the way we transact with our suppliers. The system includes a supplier portal which allows suppliers to easily view purchase orders, acknowledge orders and submit invoices for all States departments; reducing processing times whilst improving communication and accuracy. The system also allows the States of Jersey to store supplier catalogues and agreed pricing electronically, from which we can generate purchase orders against the agreed contract pricing.

It will be mandatory for Suppliers to transact with the States of Jersey through the Supply Jersey portal. As part of this contract all suppliers shall agree to register on Supply Jersey, create and maintain their own catalogue (where applicable).

Further details on Supply Jersey are available at www.gov.je/supplyjersey.



3 Pricing Schedule

3.1 Tender Pricing Format

<Attach a spreadsheet or table, which asks for a full breakdown of the supplier's price. Provide a template for the supplier so that you receive prices in a uniform format so it is easy for you to compare. This will help you identify mistakes or where the supplier is charging more / less compared to another bid>

3.2 Acceptance period

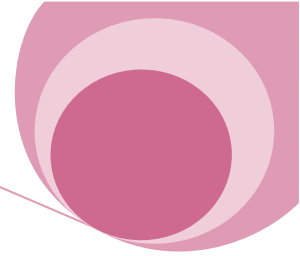
Your Tender shall remain open for acceptance for **ninety (90) days (amend if necessary – see declaration statement too)** from the tender return date.

3.3 Currency

All prices are to be quoted in pounds sterling (GBP) unless otherwise stated.

3.4 Value Added Tax (VAT)

Jersey is not subject to VAT so please exclude this from any tender price submitted.



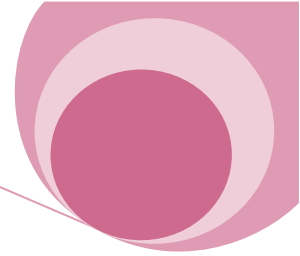
4 Tender Timetable

<Example table Delete as appropriate>

Activity	Date / Time
Expression of Interest Close	
Tender Issue Date	
Supplier tender briefings (if applicable)	
Tender close time & date	[minimum of 4 weeks*]
Tender evaluation process	[minimum of 1 week**]
Tender clarification	
Supplier presentations / interviews (if applicable)	
Preparation of Evaluation Report	
Evaluation process complete (AO sign off)	
Preferred supplier notified	
Unsuccessful supplier debriefs completed	
Contract documentation finalised	
Supplier implementation period	
Contract start date	
Contract end date	

*extra time should be awarded during public holiday periods to ensure a good quality response. Tender close times should be on a working day between 10am and 4pm.

**All evaluators should have this period pre scheduled in their diary.



5 Evaluation criteria

5.1 Selection basis

All tenders submitted will be reviewed in accordance with pre-determined contract award criteria. Tenders acceptance will not be bound to the lowest bid submitted but will be awarded on the basis of the industry standard “Most Economically Advantageous Tender (MEAT)”. The Authority does not bind itself to accept any tender.

5.2 The criteria

<Please list the criteria that you will be judging the suppliers against. This should be based on the specification you have provided and be weighted and scored. See templates for evaluation matrix. You will need this for Population Office if work is given to off island supplier. Examples could include the following>

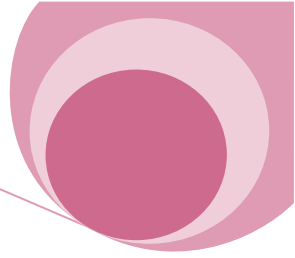
- Price
- Ability to offer local residents employment via Back to Work scheme (Policy)
- Demonstration the brief is understood including specific complexities
- Experience of similar work undertaken including case studies
- Calibre of the representatives carrying out the work (CVs, references)
- Demonstration of ability to comply with the deadlines for completion of the work (project plan)
- The Contractors contractual terms and conditions(differences from SOJ standard)
- Evidence of Internal quality assurance process
- Range of services provided
- Number of and location of Offices
- Acceptable references
- Declarations submitted
- Samples provided

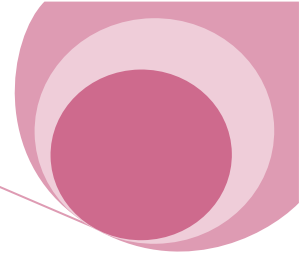
<Weightings do not have to be provided to the suppliers. You can include high level weightings if you wish but not the evaluation detail or assessment / scoring model>

5.3 Feedback

Feedback will be provided for unsuccessful tenderers. Tender prices submitted will not be provided as a comparison.

<Please note that you are required to give the suppliers feedback as to why they were unsuccessful. However do not reveal other bids received>





6 Instructions for submitting a response

6.1 Tender Return Date

As identified within Tender Timetable.

6.2 Documents to be returned

- Signed declaration statements
- Pre-qualification questionnaire <delete if completed previously>
- Pricing schedule (full breakdown required)
- Proposal including
<List all documents / information that you require the supplier to submit>

6.3 Instructions for Tenderers

6.3.1 Acknowledgement of receipt of invitation to tender

Tenderers must check that all the documents listed in the index have been received and are complete in all respects. **If you decide to decline this Invitation to Tender please respond using the 'opt out' icon on the e-portal.**

6.3.2 Tender queries

If Tenderers have queries regarding the Invitation to Tender, they are to be submitted by e-mail by using the **Question and Answer** facility within the Tender screen, not less than five **(5) working days** prior to the date for receipt of Tenders.

If the question is felt to be of general interest to other Tenderers such as the structure, content, and meaning of any documents then the Director of Strategic Procurement at their sole discretion will make the response(s) to these queries available to all Tenderers.

6.3.3 Completion of Tenders

Tenders must be submitted in accordance with these instructions and the other documents in the Invitation to Tender, together with all other information required to sufficiently describe the tender fully, not later than the date stated in the Invitation to Tender.

Completed tenders shall be submitted via the electronic system using the **Response Wizard**. If you have any queries with this process please contact procurement@gov.je

The Authority may reject tenders not submitted in accordance with these instructions.

6.3.4 Language

The Tender and all communications are to be in the English Language.

6.3.5 Amended or Qualified Tenders

No alterations or qualifications to any of the Invitation to Tender documents shall be made unless the Authority has notified them in writing.

6.3.6 Tender Bulletins

The States of Jersey reserves the right to issue Tender Bulletins detailing changes to the Invitation to Tender at any time after the issue and up to **three (3) working days** prior to the

date and time for the return of the Tender. These changes must be taken into account by Tenderers when preparing their submissions.

6.3.7 Tenderers Expenses

Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of the Tender.

6.3.8 Obligations of the Agreement

Tenderers must ensure that they are fully familiar with the nature and extent of the obligations of the Agreement and be aware that the Agreement will be strictly supervised and the standard of the performance enforced. The Tenderer will be deemed to have read, examined and accepted the Agreement and the terms and conditions contained therein to the submission of the Tender. It is the responsibility of the Tenderer to obtain for itself at its own expense all information necessary for the preparation of its Tender.

6.3.9 Sufficiency and Accuracy of Tender

Tenderers are cautioned to check the accuracy of their Tender prior to submission. A Tender containing any clerical errors may, at the sole discretion of The Authority, be referred back to the Tenderer for correction. Tenderers shall familiarise themselves with all laws, regulations, bye-laws, site conditions and all other factors that may affect the Tender.

6.3.10 Late Receipt of Tender

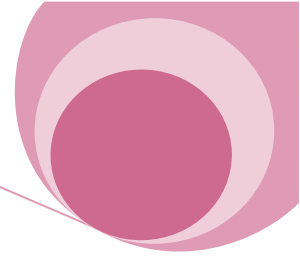
Tenders received after the date for receipt of Tenders set out in the Invitation to Tender Letter, or not strictly in accordance with these Instructions may, at the sole discretion of the Authority, be disregarded.

6.3.11 Confidentiality

Tenderers shall treat the Invitation to Tender Documents as confidential and restrict their circulation and distribution to a 'need to know' basis. Tenderers shall not disclose their Tender in whole or in part to any third party prior to either the award of a contract by The Authority, or receipt of notification that the Tender has not been accepted (in accordance with the non-disclosure agreement submitted)

6.3.12 Contract Award

The Authority reserves the right: to discuss confidentially, any aspects of your Tender with you prior to any award of Contract.



7 Declaration Statements

7.1 Form of Tender & Tender Declaration

We undertake to provide the following services: -

<Enter tender name and reference>

We accept the provisions of the Invitation to Tender and offer to provide goods, services or works in accordance with the prices, terms and conditions stated herein.

We understand that The Authority will disregard any oral agreement or arrangement made by us, and that we are cautious to check our Tender before submission, as amendments to or withdrawals of Tender submitted, if received by The Authority after the time specified for receipt of tender, may not be considered.

We undertake, and it shall be a condition of any Contract that;

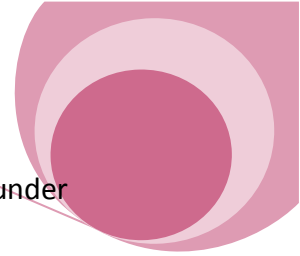
the following is a 'bona-fide' Tender, intended to be competitive and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any other person. We also certify that we have not done and we undertake that we will not do any of the following:

- communicate to any person other than the person calling for these Tenders the rates or approximate rates in the proposed Tender,
- enter into an agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted,
- offer to pay or give or to receive, or agree to pay or give or receive, any sum of money or consideration directly or indirectly to or from any person for doing or having done or causing or having caused to be done in relation to this or any other Tender or proposed Tender for the said goods or services any act or thing of the sort described above. In this context "person" includes any person and any body or association, corporation or incorporate and "any agreement or arrangement" includes any such transaction formal or informal whether legally binding or not.
- that no variations in, or acceptance of any Invitation to Tender, or Tender shall be binding unless agreed in writing.

This Tender shall remain open for acceptance for a period of **ninety (90) days** from the final date for the submission of Tenders.

We also confirm that we have not allowed any amount in our Tender for Value Added Tax.

Unless and until a formal agreement is executed this Tender together with your written acceptance thereof, shall constitute a binding agreement between us.



We undertake that any of our employees, agents or servants providing the services under this Contract, where so required by The Authority will enter into and abide by a Confidentiality Agreement to be in a form acceptable to The Authority.

We understand and it is agreed that The Authority shall retain the right to reject any and all Tenders, in whole or in part and it is furthermore agreed that The Authority shall be under no obligation to select the lowest or any other Tender.

We understand that The Authority reserves the right to alter or cancel any requirement stated in the contract at any time during the period of the contract.

We have taken all necessary steps to inform ourselves regarding this requirement and we understand and agree that The Authority shall not be liable for any inaccuracy or insufficiency in the information available to us in connection with this Tender.

Dated:

Signed:

Name (Capitals):

Title:

On behalf of:

Address:

.....

.....

.....

.....

8 Due Diligence Questionnaire (delete if PQQ process undertaken)

8.1 Section A – Company Information

No.	Question	Answer
1	Organisation trading name	
2	Correspondence address (including postcode)	
3	Registered office address (if different to Q1)	
4	Please list the full names of Directors, Company Secretaries, Partners and / or Associates	
5	Please list full names of persons occupying a position of authority or responsibility as part of this bid	
6	Main contact(s) and company position(s)	
7	Contact telephone number(s)	
8	Contact email address(es)	
9	Date established	
10	Company website address	
11	Type of organisation (i.e. Private, PLC, Partnership, voluntary, charity, consortium)	
12	If applying as a consortium, please the registered names, addresses, company registration numbers, and websites of all entities and / or companies that form a part of the consortium.	

8.2 Section B – Company Profile, Accreditation and Insurances

No.	Question	Answer			
1	Please supply details of your organisations current insurance arrangements	Description	Value (£)	Start Date	Expiry Date
		Employers Indemnity			
		Public Liability			
		Products Liability			
		Professional / Design Indemnity			
		Third Party			

2	Please supply copies of certificates for insurance cover	<Attach document(s)>
3	Please provide names and addresses of accredited to which your organisation belongs, including trade and professional	
4	Does your organisation have ISO9001 accreditation?	<Yes / No> <If yes please attach certificate>

8.3 Section C - Declarations & Conflicts of Interest

No.	Question	Answer
1	Has any person named in this Tender response ever been subject to bankruptcy, insolvency or receivership proceedings?	<Yes / No delete as appropriate> <If yes please provide details>
2	Does your organisation, or any other relevant organisations, have any convictions relating to bribery?	<Yes / No delete as appropriate> <If yes please provide details>
3	Does your organisation, or any other relevant organisations, have any convictions relating to conspiracy?	<Yes / No delete as appropriate> <If yes please provide details>
4	Has your organisation, or any relevant companies' Directors or Partners ever committed the offence of conspiracy to defraud?	<Yes / No delete as appropriate> <If yes please provide details>
5	Does your organisation, or any other relevant organisations, have any convictions relating to corruption?	<Yes / No delete as appropriate> <If yes please provide details>
6	Have any Directors or Senior Members of your organisation ever been found guilty of any criminal offence, or professional misconduct, relating to the conduct of your organisation?	<Yes / No delete as appropriate> <If yes please provide details>
7	Does any person named in this Tender have links to an organisation that may also be submitting a response to this PQQ?	<Yes / No delete as appropriate> <If yes please provide details>
8	Has your organisation, or any relevant companies' Directors or Partners ever committed the offence of defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994?	<Yes / No delete as appropriate> <If yes please provide details>
9	Has your organisation, or any relevant companies' Directors or Partners ever destroyed, defaced or concealed documents of procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968?	<Yes / No delete as appropriate> <If yes please provide details>
10	Has your organisation, or any relevant companies' Directors or Partners ever	<Yes / No delete as appropriate>

	committed fraudulent trading within the meaning of section 458 of the Companies Act 1985?	<If yes please provide details>
11	Has your organisation, or any relevant companies' Directors or Partners had legal or administrative finding of commission of an act of grave misconduct in the course of business?	<Yes / No delete as appropriate> <If yes please provide details>
12	Has your organisation, or any relevant companies' Directors or Partners failed to provide information when required or provided inaccurate/misleading information when participating in a procurement exercise?	<Yes / No delete as appropriate> <If yes please provide details>
13	Are you willing to ensure that all employees undertaking works arising from the award of this contract are subjected to personnel and employment checks relating to their criminal records?	<Yes / No delete as appropriate> <If no please provide details>
14	Please confirm that your organisation is working in accordance with the Control of Housing and Work (Jersey) Law 2013?	<Yes / No delete as appropriate> <If no please provide details>
15	Please confirm that all parties involved in the delivery of this service will keep their knowledge of the building layout and contents thereof completely confidential	<Yes / No delete as appropriate> <If no please provide details>

8.4 Section D – Financial Status & Legitimacy

A credit reference agency may be appointed to check financial status.

No.	Question	Answer																												
1	Please complete the table detailing the most recent 3 years of trading	<table border="1"> <thead> <tr> <th>Year</th> <th>2011</th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>Total Assets</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Current Assets</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Liabilities</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Current Liabilities</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Net Profit after Tax</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Overall Turnover (£)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	2011	2012	2013	Total Assets				Current Assets				Total Liabilities				Current Liabilities				Net Profit after Tax				Overall Turnover (£)			
Year	2011	2012	2013																											
Total Assets																														
Current Assets																														
Total Liabilities																														
Current Liabilities																														
Net Profit after Tax																														
Overall Turnover (£)																														
2	A copy of company records for the last complete financial year may be requested. Can this information be supplied if requested?	<Yes / No delete as appropriate> <If no please provide details>																												
3	Please confirm that your organisation tax payments are up to date	<Jersey registered companies only>																												

	(evidence in the form of tax certificate to authenticate may be requested)	
4	Please confirm that your organisation Social Security payments are up to date (evidence in the form of a certificate to authenticate may be requested)	<Jersey registered companies only>
5	Has your organisation, or any other relevant organisations, ever been subject to a financial investigation by an accredited regulatory authority?	<Yes / No delete as appropriate> <If yes please provide details>
6	Does your organisation have any outstanding legal or financial claims against them?	<Yes / No delete as appropriate> <If yes please provide details>
7	Please confirm if there have been any significant post balance sheet events for your organisation, or any other relevant organisations.	<Yes / No delete as appropriate> <If yes please provide details>

8.5 Section E - Health & Safety

No.	Question	Answer
1	Has your organisation ever been prosecuted under the Health and Safety at Work (Jersey) Law 1989 / Health and Safety at Work Act 1974 or been served with an Improvement or Prohibition Notice?	<Yes / No delete as appropriate> <If yes please provide details>
2	Please provide a copy of your current Health & Safety statement / policy	<if less than 5 full time employees please provide a signed statement or if more than 5 full time employees attach policy>
3	If your organisation employs a designated Health & Safety Officer please provide details	<Please supply name and contact information>

8.6 Section F - Environmental Management

No.	Question	Answer
1	Does your organisation have ISO14001 accreditation?	<Yes / No> <If yes please attach certificate>
2	Does your organisation have an environmental management policy?	<Yes / No> <If yes please supply details>
3	Is your organisation registered with the ECO-ACTIVE Business?	<Yes / No> <If yes please attach certificate>