# Appendix A – Response Form

**A: Structure and Organisation**

|  |  |
| --- | --- |
| **A1** | **Full name of the organisation submitting the Tender:** |
| Type answer here |
| **A2** | **Details about the organisation named in A1 (organisation submitting the tender):** |
| GUIDE | *A response to these questions is mandatory.* |
| **a** | Date of Incorporation | DD/MM/YYYY |
| **b** | Place of Incorporation | Type answer here |
| **c** | Address  | Type answer here |
| **d** | Description of business activities | Type answer here |
| **e** | Please select which of the following applies to your organisation:  | 1 | a public limited company |  |
| 2 | a limited company |  |
| 3 | a sole trader |  |
| 4 | a partnership |  |
| 5 | a Limited Liability Partnership |  |
| 6 | a consortium |  |
| 7 | other |  |
| **f** | Website address | xxxxxxxxx.xxx |
| **g** | Company Registration Number  | Type answer here |
| **h** | Number of years’ experience of providing similar Goods | St Helena | xx Years |
| Internationally | xx Years |
| **A3** | **Please provide full contact details of a primary contact to whom future correspondence is to be sent in connection with this tender:** |
| GUIDE | The person listed as the Primary Contact will be the person that receives any future communications regarding this Tender. A response to this question is mandatory. |
|  | Primary Contact |
| Name | Type answer here |
| Position | Type answer here |
| Address | Type answer here |
| Telephone number | Type answer here |
| Fax number | Type answer here |
| E-mail address | xx@ xxxx |
| **A4** | **Please confirm the status of the organisation to be considered:** |
| GUIDE | *A response to this question is mandatory and is for SHG information to understand the organisation.* |
| ***a*** | Your organisation is bidding to provide the goods required itself. |  |
| ***b*** | Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some goods.  |  |
| ***c*** | Your organisation is part of a consortium that is submitting this Tender. |  |
| **A5** | **Please provide the names and responsibilities of Executive Directors/Partners of your organisation.** |
| GUIDE | A response to this question is mandatory (continue on a separate sheet if required, clearly referencing A6). |
| **Name** | **Role/Job Title** | **Area of Responsibility** |
| Type answer here | Type answer here | Type answer here |
| Type answer here | Type answer here | Type answer here |
| Type answer here | Type answer here | Type answer here |
| Type answer here | Type answer here | Type answer here |
| Type answer here | Type answer here | Type answer here |
| **A6** | **Please provide the name and address of your bank**  |
| GUIDE | A response to this question is mandatory. |
| Type answer here |
| **A7** | **Banking Reference** |
| GUIDE | A response to this question is mandatory. |
| We may approach your bankers for a reference. Please indicate that this is acceptable? |  |
| **A8** | **Banking and Loan Obligations**  |
| GUIDE | *The response to this question is mandatory.* |
| ***a*** | Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year? If **No** please provide details below  |  |
| Type answer here |
| **A9**  | **Creditors and Staffing Obligations**  |
| GUIDE | *The response to this question is mandatory.* |
| ***a*** | Has your organisation met all its obligations to pay its creditors and staff during the past year? If **No** please provide details below. |  |
| Type answer here |
| **A10** | **Professional and Business Standing** |
| GUIDE | *The response to this question is mandatory.* |
| ***a*** | Please confirm whether your organisation (or its directors or any other person who has powers of representation, decision or control of the named organisation) have been convicted, or pending trial, of any of the offences listed below* conspiracy
* corruption
* collusion
* bribery
* fraud
* money laundering
* any other offence as defined by the national law of any relevant State.

If you answered **Yes** please provide succinct details in an attached document |  |
| ***b*** | Please confirm whether any of the grounds set out below apply to your organisation (or its directors or any other person who has powers of representation, decision or control of the named organisation). * Been declared bankrupt
* Been the subject of a winding up order
* Has not fulfilled obligations relating to the payment of taxes under the law which the economic operator is established or required to pay taxes;
* Is guilty of serious misrepresentation in providing any information required of him
* Is guilty of operating, or within, a cartel

If you answered **Yes** please provide succinct details in an attached document |  |
| **A11** | **References**  |
| GUIDE | *The response to this question is mandatory.* |
|  | Please provide details of a recent contract relevant to the requirements that demonstrates your experience in supplying similar Goods/Services/Works. |
|  |  | Reference  |
| ***a*** | Customer name | Type answer here |
| ***b*** | Contact name, telephone number and email address | Type answer here |
| ***c*** | Date contract awarded | Type answer here |
| ***d*** | Brief description and scope of requirement | Type answer here |
| ***e*** | Value (£) of over life of Contract | Type answer here |
| ***f*** | Any further information | Type answer here |

**B Undertaking**

|  |  |
| --- | --- |
| **B1** | **Validity** |
| GUIDE | *Response to this question is mandatory.*  |
| ***a*** | Please confirm your Tender is valid and capable of acceptance for 180 calendar days from the Tender closing date. |  |
| If No, please detail the validity period you are proposing. |
| **B2** | **Undertaking** |
| GUIDE | *The response to this question is mandatory.* |
| On behalf of the Company submitting this Tender I certify and declare;1. That this tender is made in good faith; and
2. we have not fixed or adjusted the amount of the tender in accordance with any agreement or arrangement with any other person; and
3. that we have no knowledge either of the sum quoted or of any other particulars of any other tender for this contract; and
4. that no member of staff or other person acting on behalf of the Company submitting this Tender has communicated, or will communicate, with any elected Member, Officer or employee of SHG or Connect (except the Procurement Team as stated in this RFP) with regard to the application of the Company’s tender; and
5. that the information provided in this Tender is accurate; and
6. we have not, and we undertake that we will not, before the award of any contract for the work:
7. Disclose the tender price or any other figures or other information in connection with the tender to any other party (including any other company or part of a company forming part of a group of companies of which I am/we are a part).
8. Enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered, or that they shall vary the amount of any tender to be submitted.
9. Otherwise collude with any person with the intent of preventing or restricting full competition.
10. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done any act or thing of the sort described above in relation to this tender.

I acknowledge that any breach of the foregoing provisions shall lead automatically to this tender being disqualified and may lead to myself and/or the Company I represent being automatically de-selected from future contract opportunities and depending on the seriousness of the breach to possible criminal or civil proceedings.I also understand that it is an offence, to give or offer any gifts or consideration whatsoever as an inducement or reward in connection with this Tender to any elected Member, Officer or employee of SHG or Connect. After careful consideration of the documents referred to in this Invitation to Tender, we confirm we have the capability to undertake the requirements detailed in the RFP and hereby offer to enter into the determined Form of Contract and carry out the whole of the requirements detailed in the RFP to your satisfaction for the sum outlined in our response. |
| Signed for and on behalf of the Company **SIGNATURE** |  |
| **PRINT** Name of person signing on behalf of the Company |  |
| **PRINT** Position/status in the Company |  |
| **PRINT** Company’s name and address |  |
| Date |  |