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**Invitation to tender for the provision of Office Move Services**

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Issued:	25 April 2018
Deadline for receipt of tender responses:	12:00 (midday) 25 May 2018
Site Visit:	9 May 2018
Deadline for receipt of request for clarification:	14 May 2018

THIS DOCUMENT IS ALSO AVAILABLE IN WELSH

## **Introduction**

This document invites tenders from companies and organisations interested in and capable of supplying to S4C **services relating to an office headquarters move** as more specifically described in the following pages.

This Invitation to Tender ("ITT") is divided into the following parts:

- Part 1 Background Information
- Part 2 Contract Specific Information
- Part 3 Information to be included in Tender Responses
- Part 4 Outline of Tender Process and Requests for Further Information
- Part 5 Evaluation Criteria and Contract Award
- Part 6 Legal Notes

- Appendix 1 Schedule of Furniture
- Appendix 2 Budget Template
- Appendix 3 Contract
- Appendix 4 Evaluation Matrix
- Appendix 5 Basic Information Form

**Please read this ITT carefully. Tender responses that do not comply with the requirements set out in this ITT may not be evaluated as part of this tender process.**

**Please note that this tender process, including this ITT, is subject to the legal notes set out in Part 6.**



## **Part 1 Background Information**

### **1.1 S4C**

S4C is the only Welsh language television channel and one of the UK's five public service television broadcasters. It is an independent broadcasting authority established under the Broadcasting Act 1981, and regulated by the Communications Act 2003 and the Broadcasting Act 1990.

S4C currently has one office in Cardiff and one office in Caernarfon. The Cardiff office has been the broadcaster's headquarters since 1991. S4C is embarking on a change programme involving the relocation of its office headquarters to Carmarthen. This will require the moving of furniture, equipment and other items for circa 55 members of staff from Cardiff to its new headquarters in Carmarthen.

S4C will also be co-locating a cohort of its staff with the BBC after the completion of the Central Square project in Cardiff. For the avoidance of doubt, the co-location project does not form part of this tender process, neither does the Caernarfon office.

For further information about S4C, please refer to the Annual Report 2016/17, available on S4C's website ([s4c.cymru](http://s4c.cymru)).

### **1.2 Contract Specific Background Information**

S4C is seeking through this tender process to appoint a company to organise and implement an office move project ensuring the least possible impact on S4C's business continuity.

S4C's current headquarters is located at: Parc Ty Glas, Llanishen, Cardiff, CF14 5DU and is hereinafter referred to as the "Cardiff Office". S4C's new headquarters will be located at: Yr Egin, Carmarthen, SA31 and is hereinafter referred to as the "Carmarthen Office".

The office move project is expected to start in early June and to continue for a period of 5 months.

Further information about the contract and S4C's requirements is set out in Part 2.

### **1.3 Site Visit and Further Information**

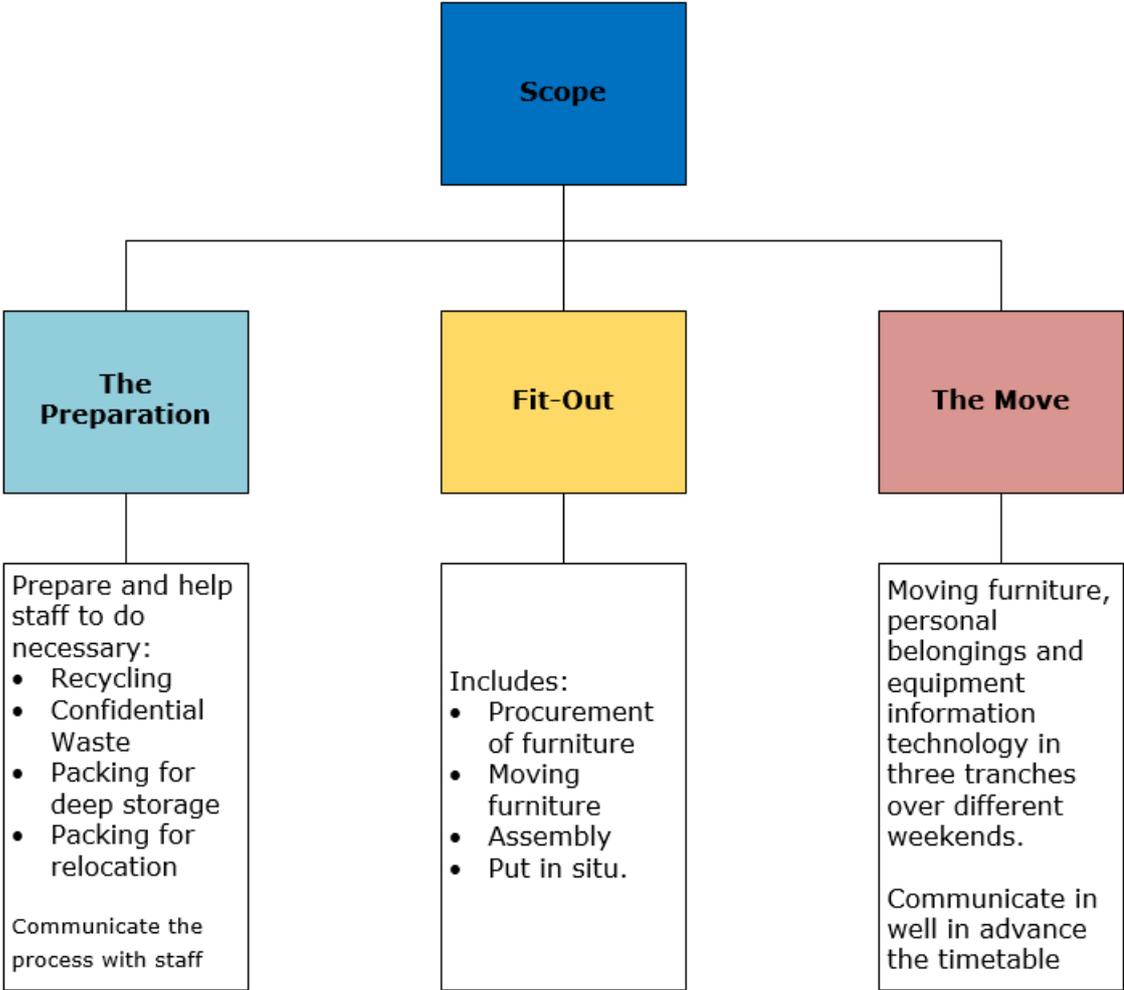
Tenderers are invited to attend a site visit at S4C's Cardiff Office on Wednesday 9<sup>th</sup> May 2018 at 3pm to view the site and ask questions regarding the service requirements. S4C anticipates that the site visit should take no longer than 2 hours. It will not be possible to accommodate site visits at any other time.

Please e-mail [tenderquestions@s4c.cymru](mailto:tenderquestions@s4c.cymru) before midday, 4<sup>th</sup> May 2018 to advise us whether you will be attending the site visit and provide names of attendees.

## **Part 2 Contract Specific Information**

**2.1 Scope of contract**

The scope of the contract involves three distinct but related phases of work as outlined below:



**Phase 1 – The Preparation**

Before S4C begins relocating to the Carmarthen Office, a thorough preparation process will need to be undertaken at the current headquarters to enable categorisation of all equipment, furniture, paperwork and other items into the Categories as noted below.

The successful applicant will be required to implement a plan, in conjunction with S4C staff, for identifying which category each item will fall under. S4C has prepared a Schedule of Furniture (at Appendix 1) detailing what current furniture will need to be moved to the Carmarthen Office. The successful applicant will be required to work with S4C staff to enable categorisation of the remaining equipment and material into the Categories. An adjacent property (a small warehouse) on the Cardiff site is available for this process to take place.

The successful supplier will be expected to arrange S4C’s entire furniture, equipment, paperwork and other items into the following Categories:

- Category A - Items to be positioned for removal into deep storage;
- Category B - Confidential material to be disposed of as confidential waste;
- Category C - Waste to be recycled or otherwise disposed of;
- Category D – Items to remain at the Cardiff Office; and
- Category E – All other items to be moved to the Carmarthen Office (including the items noted in the Furniture Schedule at Appendix 1).

The successful applicant will be required to cover all costs involved in the removal and disposal of Category B and Category C material and the packaging and removal of Category E material.

Category A material will need to be positioned for collection by S4C's storage supplier, in accordance with S4C instructions. For the avoidance of doubt, the successful applicant will not be required to cover removal or storage costs of Category A material.

### **Phase 2 - The Fit-Out**

The successful applicant will be required to procure new furniture and equipment for the Carmarthen Office as set out in the indicative Schedule of Furniture (at Appendix 1). The supplier will be responsible for sourcing a supplier for these items and purchasing the items within the budget and following a final sign off on itemised elements by S4C. The supplier will be required to ensure the safe delivery of the items to the Carmarthen Office and to arrange their assembly in situ in accordance with the requirements of S4C.

The successful applicant will need to ensure handover of all relevant documentation such as guarantees and warranties for the purchased equipment and furniture in a timely manner.

### **Phase 3 - The Move**

The successful applicant will be required to safely transport Category E items as noted above from the Cardiff Office to the Carmarthen Office in accordance with the requirements of S4C. It is anticipated that the move will take place in 3 stages to enable each department to continue to provide a seamless service throughout the move. Whilst S4C is not able to articulate the nuance of each department at this stage, indicative dates have been outlined below (Tenderers are requested to suggest a suitable timeline as part of their response):

#### Stage 1:

- Friday 14<sup>th</sup> September 2018 after 16:45 - pack and remove relevant equipment and furniture for the first instalment of the move;
- Saturday 15<sup>th</sup> September 2018 before 23:59 – completion of unloading and reassembly of all equipment and furniture;

#### Stage 2:

- Friday 21<sup>st</sup> September 2018 after 16:45 - pack and remove relevant equipment and furniture for the second instalment of the move;
- Saturday 22<sup>nd</sup> September 2018 before 23:59 – completion of unloading and reassembly of all equipment and furniture;

#### Stage 3:



- Friday 28<sup>th</sup> September 2018 after 16:45 - pack and remove relevant equipment and furniture for the final instalment of the move; and
- Saturday 29<sup>th</sup> September 2018 before 23:59 – completion of unloading and reassembly of all equipment and furniture.

### **Communication**

The relocation of S4C represents a significant change for S4C staff. The successful applicant will be expected to keep in regular communication with S4C and provide clear, concise and timely updates throughout the process. The successful applicant will also be expected to attend such meetings as requested by S4C during the agreement term, including an 'inception' meeting at the start of the contract and a 'washup' meeting at the end of the project.

### **2.2 Contract Duration and Terms**

The draft contract is attached at Appendix 3. The contract is expected to begin at the start of June 2018.

S4C is conducting this tender process using an open competitive process and therefore no negotiation of the draft contract is permissible. Amendments to the draft contract to reflect the successful tender response and/or to clarify the terms of the draft contract only are permitted. By submitting a tender response Tenderers are agreeing, if successful, to enter into a contract with S4C in the form set out in Appendix 3. Tenderers are asked to note in this context the provisions of Part 6.4.

### **2.3 Anticipated Cost**

S4C estimates that the services should be capable of being provided over the duration of the agreement in accordance with S4C's requirements for a total cost of approximately £105,000 (exclusive of VAT). Applications which present a lower figure will be welcomed.

## Part 3 Information to be Included in Tender Responses

### 3.1 Required Information

Tenderers should provide the following information as part of the tender response in order to demonstrate in detail how S4C's requirements will be met:

- Completed **Basic Information Form** in the form set out in Appendix 5.
- Method statement setting out how the Tenderer intends to plan and perform the services focusing on each phase as outlined at section 2.1 above.
- Method statement setting out how the Tenderer will manage the project lifecycle to include a project timetable outlining key deliverables, timelines and dependencies and how the Tenderer will ensure communication with S4C staff throughout the project.
- A comprehensive description of the relevant experience of the Tenderer in the last three years to include:
  - a) details of up to three contracts relevant to the services in this ITT detailing the customer name, contract dates, contract value and description of the contract delivered (if a Tenderer cannot provide at least one example please provide an explanation for this e.g. organisation is a new start up);
  - b) a description of how compliance with all relevant legislation (including health and safety legislation) will be achieved; and
  - c) a description of how best practice (e.g. sustainability/environmental considerations) will be ensured.
- Details of the fee for the services including a completed budget based on the Budget template document (as set out in Appendix 2) and a payment schedule (see part 3.2 for more information).
- Any comments on the draft contract

Tenderers may include additional information where relevant to their tender responses, but tender responses should not include any extraneous information not specifically requested or required by the ITT including, for example, sales literature and standard terms of trading.

Tender responses must remain open for a period of 3 months from the date for submission of tender responses.

If at any time the Tenderer becomes aware that any information which it has provided to S4C in connection with this tender process is incomplete, inaccurate or misleading in any respect or has ceased to be correct, S4C must be immediately notified thereof.

### 3.2 Fee

S4C requires the services to be provided for a fixed fee (save for the cost of procurement of furniture which will vary only dependent on S4C's final schedule of required items but will be in line with indicative costings supplied as part of the tender response) to include any set up costs, account management, administration, staffing, meetings and all other costs and expenses incurred in providing the service. This fixed fee must be expressed in or converted into pounds sterling, exclusive of VAT and must be fixed for the duration of the contract.

Tenderers should clearly set out the fee payable for the services by completing the "S4C budget template" spreadsheet as included at Appendix 2. Any assumptions used to inform the budget will need to be clearly set out.

Applicants are also requested to provide a payment schedule. S4C's initial suggestion is as follows (other suggestions will be considered):

- 12.5% upon signature of contract
- 25% on completion of Phase 1 – Preparation
- 25% following delivery of new furniture to the Carmarthen Office
- 25% following delivery of current equipment and furniture to the Carmarthen Office
- 12.5% following completion of the services and washup meeting

### **3.3 Maximum Pages**

Tenderers should seek to be concise in drafting their response to this ITT. Tender responses should not exceed 15 A4 pages in length and the font size should be no smaller than Georgia 10. S4C retains the right to exclude from the tender process any tender response that does not conform with this requirement.

The above page limit does not include any documents annexed to the main tender document.



## **Part 4 Outline of Tender Process and Requests for Further Information**

### **4.1 Outline of Tender Process**

Stage 0 Tour of S4C's current headquarters, Tŷ Glas	<b>15:00, 9 May 2018</b>
Stage 1 Deadline for requests for clarification	<b>12:00 (noon), 14 May 2018</b>
Stage 2 Deadline for receipt of tender responses	<b>12:00 (noon), 25 May 2018</b>
Stage 3 Evaluation of tender responses begins	<b>12:01, 25 May 2018</b>
Stage 4 Notification of results of evaluation	<b>1 June 2018*</b>
Stage 5 Inception Meeting & signature of contract	<b>5 June 2018*</b>

*Please note that dates marked \* may be subject to change.*

### **4.2 Submission of Tender Responses**

Tenderers are required to submit a tender response in Welsh or English in accordance with the requirements of this ITT electronically by the deadline for receipt of tender responses set out in Part 4.1 above.

Tender responses should be clearly marked **S4C OFFICE MOVE SERVICES TENDER** and sent by e-mail to [tender@s4c.cymru](mailto:tender@s4c.cymru)

Tenders may be submitted in Welsh or English. A tender submitted in Welsh will be treated no less favourably than a tender submitted in English.

NO TENDER RESPONSES RECEIVED AFTER THE DEADLINE FOR RECEIPT OF TENDER RESPONSES SET OUT IN PART 4.1 ABOVE OR RECEIVED BY S4C AT AN ADDRESS OTHER THAN THAT SET OUT ABOVE WILL BE CONSIDERED AND ANY SUCH TENDER RESPONSES WILL BE EXCLUDED FROM THIS TENDER PROCESS.

S4C accepts no responsibility for the shortcomings of any delivery system or for any lost, delayed or defective tender responses. It is up to Tenderers to ensure that their tender responses (and any attachments) are prepared in good time (taking into account the possibility of staff absences or technical failures) and are submitted in advance of the deadline for receipt of tender responses set out in Part 4.1 above.

Please note that 20Mb is the maximum email size that S4C can accept and permissible file formats are Word, Excel, PDF and Jpeg. These file formats are acceptable as Zip Files. Tenderers should be aware that their own ISP (Internet Service Provider) may impose lower limits on the maximum email capacity and as such are advised to check the size limit with their own ISP or IT department well in advance of despatch and deadline.

Proof of despatching will not be deemed to be proof of delivery and Tenderers are advised to seek an acknowledgement of receipt in a separate email.

### **4.3 Consideration of Tender Responses and Notification of Result**



S4C will consider all tender responses received by S4C in compliance with the requirements detailed in this ITT in accordance with the procedure and criteria detailed in Part 5 below. The award of the contract will be based on S4C's assessment of the tender response that is the most economically advantageous in accordance with the criteria set out in Part 5 below. All Tenderers who submitted a tender response will be notified of the outcome of S4C's evaluation by email. See further Part 5.4 below.

#### **4.4 Clarification of Tender Responses**

S4C may require Tenderers to provide further information and/or clarification of any matters contained in their tender responses.

#### **4.5 Requests for Further Information**

All contact in relation to this tender process including any requests for further information and/or guidance in completing tender responses must be made by email to S4C at [tenderquestions@s4c.cymru](mailto:tenderquestions@s4c.cymru)

Tenderers must not in any way canvass or solicit information relating to this tender process from any other officer, employee, agent or adviser of S4C.

Tenderers are encouraged to identify any further information and/or guidance that they may require in connection with this tender process as early as possible. The deadline for submission of requests for further information and/or guidance is set out in section 4.1 above. Any requests received after this deadline will not be considered. S4C will endeavour to deal promptly with all requests received before this deadline.

In the interests of fairness and transparency please note that all requests for further information and/or guidance in respect of this tender process and S4C's responses to such requests will be disclosed to all Tenderers. Such disclosures will be made by publishing such responses on the S4C website at <http://www.s4c.cymru/en/tenders/>

If Tenderers consider any request for further information and/or guidance which they make to be commercially sensitive, they must clearly mark the request as "commercially sensitive" and supply the reasons why they consider it to be commercially sensitive. Please note, however, that S4C will determine, in its sole discretion, whether it considers any such request to be commercially sensitive. If S4C determines that a request is commercially sensitive S4C will not disclose the request or its response to such request to other Tenderers. If S4C determines that a request is not commercially sensitive it will inform the Tenderer. If the Tenderer agrees that the request is not commercially sensitive S4C will respond to the request and will be entitled to disclose the request and its response thereto to all Tenderers. If the Tenderer does not agree that the request is not commercially sensitive or does not inform S4C whether or not it so agrees within a period of one working day, the request shall be deemed to be withdrawn and S4C will not respond to it. Nothing in this paragraph will be interpreted or construed as limiting in any way S4C's ability to disclose any information to any person in complying with its freedom of information obligations as outlined in Part 6.6 below.

Any requests and any responses thereto which are disclosed to all Tenderers will be deemed to form part of this ITT.

### **Part 5 Evaluation Criteria and Contract Award**



### 5.1 Compliance Testing

Prior to commencing formal evaluation of tender responses, S4C will check tender responses, in particular the Basic Information Form, to ensure that they are fully compliant with the requirements of the ITT. Non-compliant tender responses may be rejected. Fully compliant tender responses will be evaluated by S4C in accordance with the provisions set out in this Part 5.

### 5.2 Evaluation

The contract will be awarded on the basis of the most economically advantageous tender. To assess which tender response is the most economically advantageous, a panel of S4C representatives will evaluate and score all responses to this ITT in accordance with the following criteria and weightings:

	<b>Criteria</b>	<b>Weighting</b>
A	The supplier’s capability to fulfil S4C’s requirements including delivery of each phase of the project	30%
B	The suppliers’ ability to manage the project lifecycle within a timeline in accordance with S4C’s requirements	20%
C	The suppliers relevant experience and ability to conform to applicable legislation and best practice	10%
D	Staff and Available Resources	10%
E	Professional Qualifications	5%
F	Fee	15%
G	Payment schedule	5%
H	Comments on the draft contract	5%

Please find attached at Appendix 4 the matrix setting out how the information required at part 3.1 above will be evaluated in accordance with these criteria.

### 5.3 Disqualification of Tender Responses/Tenderers

S4C reserves the right to disqualify a tender response and/or a Tenderer from this tender process at any time if:

- (a) a tender response does not comply in any respect with the requirements of this ITT;
- (b) any information provided to S4C by the relevant Tenderer is incomplete, inaccurate or misleading in any respect or ceases to be correct;



- (c) the Tenderer has colluded with any person in relation to or in connection with its or any other Tenderer's tender response.

Disqualification of any tender response or Tenderer will be without prejudice to any other rights or remedies of S4C.

#### **5.4 Contract Award**

Subject to the provisions of Part 6.1 below and following completion of the evaluation of tender responses, S4C will inform Tenderers of the results of the evaluation. The Tenderer whose tender response has been successful will be required to enter into an agreement with S4C in the form of the draft contract. No contract will be formed unless and until S4C executes the agreement. No oral or written acceptance of any tender or notification that a Tenderer has been successful will constitute a contract.

## **Part 6 Legal Notes**

### **6.1 No Obligation to Offer the Contract**

Nothing contained in this ITT nor any communication between S4C and a Tenderer regarding the tendering process or the tender response shall constitute a contract for the provision of any service covered by this tender process nor a warranty or a representation that any contract will or may be awarded.

S4C reserves the right to withdraw from and/or abandon and/or defer this tender process at any time, not to award any contract as a result of this tender process, to supplement, revise and/or clarify the terms and conditions of this ITT and/or to require Tenderers to clarify their tender responses and/or to provide additional information in relation thereto.

### **6.2 Conflict of Interest**

Tenderers are required to provide details if it is envisaged that there may be a conflict of interest between individuals involved in the application and S4C staff, this is to enable S4C to ensure that it assigns staff to the tender process that have no personal relationship with any Tenderer or member of relevant staff.

### **6.3 Draft Contract**

The draft contract for the provision of the office move services is set out in Appendix 3.

By submitting a response to this ITT, Tenderers are indicating their acceptance of the terms of the attached draft contract. S4C reserves the right to amend the draft contract after publication once the details of the winning bid are known to conform with the deal specific terms agreed with the successful applicant.

### **6.4 Codes of Practice and Guidelines**

The successful Tenderer will be required to comply with the following codes of practice, legislation and guidelines (amongst others):

- Health and Safety Legislation
- Data Protection Legislation
- S4C Diversity and Equality Policy

Each Tenderer should include the cost of complying with the above (including to cost of appropriate advice) within the application. Many of these guidelines are available on the S4C Production Website which is available at:

<http://www.s4c.cymru/en/production/page/1154/guidelines/>.

### **6.5 Freedom of Information**

S4C is subject to the provisions of the Freedom of Information ("FOI") Act 2000. If any Tenderer considers that any information supplied by it to S4C pursuant to this ITT is commercially sensitive or confidential in nature, this should be highlighted explicitly and the reasons for its sensitivity set out in full in the tender response. Please note, however, that identifying information as confidential or commercially sensitive does not guarantee that it will be exempt from disclosure. S4C retains the discretion to decide whether or not particular information is exempt from disclosure.



## **6.6 Data Protection**

By submitting a tender response Tenderers authorise S4C to process all personal information provided as part of the tender response in accordance with applicable data protection legislation (including the Data Protection Act 1998, the General Data Protection Regulation (EU) 2016/679) and/or any other relevant legislation) and confirm that they have obtained all necessary third party consents to enable S4C to do so.

## **6.7 Confidentiality and Publicity**

By submitting a response to this tender, Tenderers agree to keep confidential any information which is disclosed or otherwise made available to them by S4C in any medium whatsoever during or in connection with this tender process. Tenderers shall not to use such information for any purpose other than the preparation of the tender response and shall not to disclose such information to any person other than in confidence and on a need to know basis to those persons who are directly involved in the preparation of the tender response. Such obligations of confidentiality shall not apply to documents already in the public domain at the time it is disclosed or made available to them by S4C.

By submitting a response to this tender Tenderers agree not to, and agree to ensure that their employees do not, issue any publicity of any kind (including but not limited to notices via social networking sites such as Facebook or Twitter or otherwise) regarding the subject of this tender or any decision of S4C in relation to any element of this tender unless S4C has provided prior written consent to such communication.

## **6.8 Disclaimer**

S4C gives no warranty or representation regarding the completeness or accuracy of any information contained in this ITT and any reliance placed on any such information by you is at your own risk.

## **6.9 Tender Costs**

Each Tenderer shall be responsible for its own costs and expenses incurred in connection with this tender process. S4C will not under any circumstances contribute towards any such costs and expenses.

## **6.10 Amendments to Tender Documents**

S4C reserves the right to make changes to the tender documents prior to the deadline set out in Part 4.1 above. To allow time for such amendment to be taken into account S4C may, at its discretion, extend the dates set out in Part 4.1 above.

## **6.11 Copyright**

S4C owns the copyright in the ITT and any other materials issued or made available by S4C. Tenderers are not permitted to copy, reproduce, use or issue copies of the ITT or such materials (or any part thereof) other than as and to the extent strictly required for the preparation and submission of their tender responses.

## **6.12 Non-Collusion**

By submitting a response to this ITT, each Tender certifies that:



1. the tender response is bona fide and intended to be competitive;
2. the Tenderer has not fixed or adjusted the response by or under or in accordance with any agreement or arrangement with any other person or required any other Tenderer to do the same; and
3. the Tenderer has not communicated to any person other than S4C the amount or approximate budget or price of the tender response, except where the disclosure, in confidence, was necessary to obtain insurance premium or other quotations required for the preparation of the tender.

### **6.13 Inappropriate Conduct**

If a Tenderer or an appointed advisor to a Tenderer makes any attempt to inappropriately influence this tender process or the award of the contract in any way, S4C may disqualify that Tenderer's tender response in S4C's absolute discretion. Any direct or indirect canvassing by a Tenderer or an appointed advisor to a Tenderer in relation to this procurement or any attempt to obtain information from any of the employees or agents of S4C concerning another tendering organisation may result in disqualification at S4C's sole discretion.

### **6.14 Governing Law**

This ITT shall be governed by the laws of England and Wales and each Tenderer agrees, by returning a tender response, to submit to the exclusive jurisdiction of the courts of England and Wales.



**APPENDIX 1**

**Schedule of Equipment and Furniture**

(see attached)



**APPENDIX 2**

**Budget Template**

(see attached)



**APPENDIX 3**

**CONTRACT DOCUMENT**

**SUBJECT TO CONTRACT**

(see attached)



**APPENDIX 4**

**TENDER EVALUATION MATRIX**

(see attached)

**APPENDIX 5**

**BASIC INFORMATION FORM**

**SECTION 1 – Supplier Information**

1.1 Supplier details	Answer	
Full name of the Supplier completing the Tender response		
Registered company address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
<i>Please mark 'X' in the relevant box to indicate your trading status</i>	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
<i>Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you</i>	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) <sup>1</sup>	<input type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes

<sup>1</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

<b>1.2 Bidding Model</b>	
<b>Please mark 'X' in the relevant box to indicate whether you are:</b>	
a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	<input type="checkbox"/> Yes
b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services  <i>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.</i>	<input type="checkbox"/> Yes
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  <i>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.</i>	<input type="checkbox"/> Yes

<b>1.3 Contact details</b>	
Applicant contact details for enquiries about this Tender response	
Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

<b>1.4 Licensing and registration (please mark 'X' in the relevant box)</b>		
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><i>If Yes, please provide the registration number in this box.</i></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><i>If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this.</i></p>

**SECTION 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 S4C for advice before completing this form.*

<b>2.1 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?</b>	<b>Please indicate your answer by marking 'X' in the relevant box.</b>	
	<b>Yes</b>	<b>No</b>
(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;		
(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;		
(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><b><u>Non-payment of taxes</u></b></p> <p><b>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?</b></p> <p><i>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?</i></p>		

**SECTION 3 - Grounds for Discretionary Exclusion**

*S4C may exclude any Applicant who answers 'Yes' in any of the following situations set out in paragraphs (a) to (j).*

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;		
(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), S4C may exclude the Applicant 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 Applicant to inform S4C, 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 S4C should not represent a conflict of interest for the Applicant.*

**Taking Account of Bidders’ Past Performance**

*In accordance with question (g), S4C may assess the past performance of an Applicant (through a Certificate of Performance provided by a Customer or other means of evidence). S4C may take into account any failure to discharge obligations under the previous principal relevant contracts of the Applicant completing this Tender response. S4C may also assess whether specified minimum standards for reliability for such contracts are met.*

*In addition, S4C may re-assess reliability based on past performance at key stages in the procurement process (i.e. Applicant selection, tender evaluation, contract award stage etc.). Applicants 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 Applicant 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 Applicant has to demonstrate it has taken such remedial action, to the satisfaction of S4C in each case.*



*If such evidence is considered by S4C (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 Applicant 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 Applicant shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by S4C to be insufficient, the Applicant shall be given a statement of the reasons for that decision.*

**SECTION 4 – Additional Modules**

*Applicants who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage.*

**4.1 Professional Qualifications**

Provide details of all relevant professional qualifications and affiliations with trading associations relevant to the contract, including evidence of British Association of Removers (BAR) membership.

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**4.2 Staff and Available Resources**

- a) Provide details of the total number of staff employed by the Applicant and the nature of the work they are employed to do.

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b) Provide details of the number of staff with relevant experience and qualifications who would be involved in providing the services. Please provide relevant information of key personnel.

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c) Where the Applicant has noted in Section 1.2 above that some of the work is to be delivered by a third party, please indicate the type of work to be sub-contracted and information regarding the experience of the Applicant in managing sub-contractors.

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**4.3 - Insurance**

<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          Product Liability Insurance = £10,000,000</p> <p><i>* 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.</i></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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#### 4.4 – Compliance with Equality Legislation

*For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.*

1.	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)?	<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><i>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.</i></p> <p><i>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.</i></p> <p><i>You may be excluded if you are unable to demonstrate to S4C's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</i></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

#### 4.5 – 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)?</p> <p><i>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></p> <p><i>S4C will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless S4C is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>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?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### 4.6 – Health and Safety

1.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<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><i>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.</i></p> <p><i>S4C will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to S4C's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No



**SECTION 5 - Declaration**

I declare that:

- (a) I have the requisite authority to complete and return this Tender response on behalf of the Applicant;
- (b) all information provided in this Tender response is complete and accurate to the best of my knowledge and belief; and
- (c) S4C will promptly be informed upon any person named below becoming aware that any information provided in this Tender response is incomplete or inaccurate in any respect.

I acknowledge and agree on behalf of the Applicant that:

1. S4C is subject to the provisions of the Freedom of Information Act 2000 ("FOI Act") and that information supplied by or on behalf of the Applicant to S4C may be disclosable by S4C under the provisions of the FOI Act. All information supplied by the Applicant to S4C pursuant to this Tender response that is commercially sensitive or confidential in nature, has been identified as such to S4C together with reasons explaining why such information is commercially sensitive or confidential in nature. The Applicant acknowledges that identifying information as confidential or commercially sensitive does not guarantee that such information will be exempt from disclosure. By completing and submitting this Tender response the Applicant accepts that S4C may disclose such information in response to any request under the FOI Act if S4C determines in its discretion that it is appropriate to do so;
2. by completing and submitting this Tender response, the Applicant authorises S4C to process all information provided as part of the application and confirms that it has obtained all necessary third party consents to enable S4C to do so;
3. by completing and submitting this Tender response, the Applicant agrees to keep confidential any information which is disclosed or otherwise made available to it by S4C in any medium whatsoever during or in connection with this tender process;
4. neither this completed Tender response nor any communication between S4C and the Applicant shall constitute a contract or an offer which may be accepted nor a representation that any contract will be awarded and that S4C reserves the right :  
(a) to withdraw from and/or abandon and/or defer this tender process at any time; and/or (b) not to award any contract as a result of this tender process;
5. if this Tender response is found to be incomplete, inaccurate or misleading in any respect S4C reserves the right to remove the Applicant from this tender process at whatever stage this tender process has reached; and
6. there is no conflict of interest in relation to S4C's requirement.

The following appendices form part of our submission;

<b>Section of Basic Information Form</b>	<b>Appendix number</b>



Signed:

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Name:

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Position:

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Duly authorised  
representative  
for and on behalf of:

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Dated:

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**Basic Information Form – Template for Appendices**

<b>Appendix Number -</b>
<b>Basic Information Form section -</b>
<b>Question number -</b>