


Catalyst

Appendix:

Facilitation services to collaboratively set and achieve 3 needle moving goals for the Northern Ireland economy.



Company Details

Company Name:	Contact Telephone:
Contact Name:	Contact E-Mail:

Customer References

Please note, customer references will only be contacted if your organisation is shortlisted.

Reference 1

Company Name:	Contact Telephone:
Contact Name:	Contact E-Mail:

Reference 2

Company Name:	Contact Telephone:
Contact Name:	Contact E-Mail:

We confirm that the service outlined in your Terms of Reference can be carried out within the specified timescale at the total cost quoted above.

Appendix: F1 – Company Details and Customer References

Signed for and on behalf of Applicant: _____

Date: _____

Print Name: _____

A. VAT REGISTRATION

Part 1 or Part 2 to be completed as appropriate by the Tenderer and returned at the time of tendering.

1. My/Our VAT Registration Number is: _____

Signed: _____

For and on behalf of: _____

Date: _____

2. We are "**EXEMPT**" from VAT under the terms of the Finance Act 1972.

Signed: _____

For and on behalf of: _____

Date: _____

FAIR EMPLOYMENT DECLARATION

DECLARATION AND UNCERTAKING TO BE SIGNED BY ALL MAIN CONTRACTORS, NOMINATED SUB-CONTRACTORS OR CONSULTANTS TENDERING FOR THE EXECUTION OF WORKS OR THE SUPPLY OF GOODS OR SERVICES AND MUST BE RETURNED AT THE TIME OF TENDERING.

FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

1. Article 64 of the Fair Employment and Treatment (Northern Ireland) Order 1998 provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Article 64(4) also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed, or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
2. For the purposes of Articles 64 – 66 of the Order, an unqualified person is a person on whom a notice has been served under Article 62(2) or Article 63(1) of the Order and which has not been cancelled.
3. Mindful of its obligations under the Order, NISP has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purposes of Article 64 – 66 of the Order.
4. Contractors are therefore asked to complete and return the form endorsed hereon, with their tender, to confirm that they are not unqualified persons and to undertake that no work shall be executed, or goods or services supplied by an unqualified person for the purposes of any contract with NISP to which Article 64 of the Order applies.

FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

I/We hereby declare that I am/we are not unqualified for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998.

I/We undertake that no work shall be executed, or goods or services supplied by any unqualified person for the purposes of any contract with NISP to which Article 64 of the Order applies.

Signed: _____

Duly authorised to sign for and on behalf of: _____

Appendix: F3 – Fair Employment Declaration

Date: _____

CERTIFICATE RELATING TO BONA FIDE TENDER

1. The essence of tendering is that the client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this 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 agreements or arrangements with any other person.
2. We also certify that we have not:
 - a) Communicated to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the appropriate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of this tender.
 - b) Entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
 - c) Offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.
3. We undertake that we will not do any of the acts mentioned in paragraphs 2a, 2b or 2c above at any time before the acceptance or rejection of this tender.
4. In this certificate the word "person" includes any persons and anybody or association corporate or unincorporated any "any agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not.

Signed by or on behalf of the Tenderer: _____

Name of Tenderer: _____

Registered Address: _____

Date: _____

FREEDOM OF INFORMATION STATEMENT

With reference to Section 11 of the Instructions to Tenderers, please complete where appropriate.

I/We consider that:

1. The information in this tender is sensitive*. ☐ Sensitive
2. The information in this tender is not sensitive*. ☐ Not Sensitive

*Delete as appropriate

3. If the information supplied in this tender is considered sensitive, please state which information should not be disclosed and provide reasons.

4. Period for which information should remain commercially sensitive. Please state:

Signed by or on behalf of the Tenderer:

Block Capitals: _____

Date: _____

CONFLICT OF INTEREST DECLARATION

With reference Instructions to Tenderers, please complete where appropriate.

I/We warrant that:-

1. There would be no conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.
2. There could be a possible conflict or perceived conflict of interest in relation to [

] and their involvement in this contract.
3. Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.

*Enter name

Signed by or on behalf of the Tenderer:

Block capitals: _____

Date: _____

FORM OF TENDER

CONTRACT FOR

1. I/We the undersigned hereby tender for the above contract in accordance with the attached Conditions or Contract and Specification at the prices quoted.
2. I/We agree that this Tender together with your written acceptance thereof shall constitute a binding contract between us in relation to the whole or such part of the Tender as may be specified in your written acceptance.
3. I/We accept and agree to abide by the attached Conditions of Contract which take precedence over any terms, conditions, stipulations or provisos which may appear on or be annexed to any correspondence submitted by me/us in connection with this Contract.
4. I/We understand that NISP does not bid itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender.
5. I/We understand that the acceptance of any Tenders will be on the basis of the published evaluation criteria.
6. I/We understand that the acceptance of this Tender does not bind NISP to place any orders under it and that NISP may accept more than one Tender for the supply of the service covered by this Tender.
7. I/We understand that NISP reserves the right to discontinue the award procedure in the event of irregular tenders or in the absence of appropriate tenders and in such circumstances may use the negotiated procedure without a further call for competition.
8. I/We warrant that I/we have all the requisite corporate authority to sign this tender.

Name of Tenderer: _____

Signed by or on behalf of the Tenderer: _____

Registered Address: _____

Dated: _____