



Request For Quotation

Innovation Spaces Review

Reference: OXLEP-0816-001

Closing date for RFQ: 5pm 31st August 2016

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PART A - GENERAL INFORMATION

1. DEFINITION OF TERMS

1.1	Bid	means a Bidder's response to this RFQ
1.2	Bidder	means the entity responding to this Request for Quotation.
1.3	Bidder's Representative	means the Bidder's representative who will coordinate all communications with OxLEP's Representative in relation to this Request for Quotation.
1.4	OxLEP	Means Oxfordshire Local Enterprise Partnership
1.5	OxLEP Representative	means Richard Byard, OxLEP's representative who will coordinate all communications with the Bidder in relation to this Request for Quotation.
1.6	Method Statement	means the outline description of how the Bidder proposes to perform or deliver the Service.
1.7	Portal	means the e-tendering system accessed via the South East Business Portal.
1.8	Request for Quotation (RFQ)	means this document and all its appendices which have been sent to all Bidders.
1.9	Service	means the goods, works and/or services sought by OxLEP in accordance with the provisions of this Request for Quotation.
1.10	Specification	means the description of the Service contained in Appendix 1 to this Request for Quotation.

2. BACKGROUND TO THE PROCUREMENT

2.1 The Oxfordshire Local Enterprise Partnership (OxLEP), formally launched in March 2011, is responsible for championing and developing the Oxfordshire economy. Over the last four years, OxLEP has made considerable progress in strengthening Oxfordshire's economy by establishing robust and effective relationships between businesses, academia, civil society and the public sector.

Oxfordshire has a globally significant and very successful economy that has grown rapidly over the past few years. It is one of the best-performing and most innovative areas in England and has unique assets that support growth in the national economy. At its centre, Oxford is a global brand, known the world over for its pre-eminent academic institutions and heritage. Overall, we generate about £20.5bn (ONS 2014) annually. OxLEP is at the heart of the Thames Valley sub region, one of only three positive contributors to the Exchequer nationally.

Oxfordshire is a place committed to supporting entrepreneurs, investors and innovators to establish and grow new businesses and by so doing to add to the local economy through increased growth and productivity. A key aspect in supporting innovative new venture creation is the places and spaces that support innovative ideas to be conceived, developed and establish themselves as viable businesses. The places that provide this support vary greatly in the type of space, the support provided, access to technologies and the neighbouring activities.

Oxfordshire has a range of such spaces available each with different offerings which will be more or less attractive to different ventures depending on their stage of development, the customers they are addressing and the sector they are in. Navigating through this array of spaces is not straightforward for the entrepreneur; especially if they are new to the area.

OxLEP would like to commission a review of spaces available and to develop a way of categorising the various strengths of the different offerings. It is hoped that this will lead to a greater understanding of the different options available; and also highlight where there might be deficiencies in provision or scope to improve the service offering. The work will need to be undertaken in a fully inclusive way involving current users, potential users and providers.

2.2 Bidders are invited to quote for the provision of the Service described at Appendix 1 Specification, anticipated to commence on 1st October 2016. There is a maximum budget of £10,000 (excluding VAT, but including expenses) for this Service.

3. INSTRUCTONS FOR COMPLETION AND RETURN OF RFQ

- 3.1 Please email richard.byard@oxfordshirelep.com citing reference number OXLEP-0816-001, to ask any question(s) regarding this document and/or the RFQ process.
- 3.2 The documentation to be returned to OxLEP is listed as Sections A, B, C, and D of this RFQ. Failure to submit all documentation may result in your Bid being discounted.
- 3.3 Additional attachments should be clearly labelled in relation to the Section and question. In addition, please indicate under the relevant question that this has been done.
- 3.4 Bids must be in English.
- 3.5 If you reproduce the RFQ, the paragraph numbering, content or wording of the questions must not be changed in any way.
- 3.6 Where a question is not relevant to your organisation, you should respond “Not Applicable”.
- 3.7 Please do not supply general marketing, promotional or similar material in response to a question, unless such material is specifically requested or the material supplied is particularly relevant to the question. In either event, the material should be marked clearly to show your name, the number of the question to which it relates and, if appropriate, the page number or the section of the material which is relevant.
- 3.8 OxLEP may require you to clarify any part of your Bid or to supply additional information if it considers this appropriate.
- 3.9 Where this RFQ refers to UK legislation, qualifications, codes or similar matters you should, if you are established outside the UK, base your response on the equivalent legislation, qualifications or codes that apply in the relevant domestic jurisdiction.
- 3.10 If you are a member of a group of companies (e.g. sister organisation, subsidiary etc.), the Bid should be completed on behalf of your organisation only and not on behalf of the group as a whole (except where group information is specifically requested).
- 3.11 OxLEP will not accept a Bidder’s terms of business in lieu of or in addition to the conditions included at Appendix 2. By submitting a Bid, Bidders are agreeing to be bound by the conditions at Appendix 2 without further negotiation or amendment should their Bid be accepted, unless changes are agreed by OxLEP and such changes notified to all Bidders prior to Bid submission.

- 3.12 Please return an electronic copy of your Bid including any supporting material via email to: enquiries@oxfordshirebusinesssupport.co.uk. Please allow sufficient time to email the documents before the deadline.
- 3.13 Failure to submit your Bid by the closing time and date will result in your Bid not being evaluated.
- 3.14 Bids must remain valid and open for acceptance for three months from the closing date for return of the RFQ.

4. AWARD CRITERIA

- 4.1 Each Bid received will be evaluated against a range of scored and mandatory criteria comprising the following:
- Comparable relevant experience gained over the last three years, as set out in A6 (this section is Pass/Fail)
 - The grounds for mandatory rejection as set out in Part B Section A2 (this section is Pass/Fail)
 - The grounds for discretionary rejection as set out in Part B Section A3 (your Bid may be rejected at OxLEP's discretion)
 - The financial information requested in Part B Section A4 (this section is Pass/Fail. Financial standing will be assessed in accordance with the process set out in 4.2)
 - The insurance information requested in Part B Section A5 (this Section is Pass/Fail)
 - The scored criteria using the mechanism for scoring set out in Tables 1 and 2 respectively
 - The mechanism for scoring Price set out in Table 3

Table 1 Scored criteria for this RFQ and respective weightings:

Criteria	Weighting (%)
Technical merit of proposal - Interpretation of the brief	30
Staff and other resources – Relevance and quality of previous experience, and availability and ability to work as a team	30
Programme - Project plan and timescales	20
Financial – Value for money	20

Please note that if there are any mandatory requirements in the Specification which are not met, OxLEP will treat your Bid as non-compliant.

Table 2 Scoring mechanism for the scored criteria of this RFQ:

0 Unacceptable	Response is so incomplete that it is not possible to form a judgement
1 Poor	Almost unacceptable, response is limited or inadequate or substantially irrelevant
2 Very weak	Well below expectation, response only partially addresses the requirement, offers no explanation as to how the proposal meets a number of aspects of the requirement and gives major concerns about the potential reliability to meeting more than one aspect of the proposal
3 Weak	Below expectation, response gives considerable reservations about the proposal meeting some or some of the requirements and gives rise to a number of concerns about the potential reliability to meeting more than one aspect of the proposal
4 Marginal	Marginally below expectation, response gives some reservations about the proposal meeting some of the requirements and gives rise to a number of concerns about the potential reliability to meeting one aspect of the proposal
5 Meets expectations	Acceptable, response mainly compliant, generally meets requirement except for minor aspects, limited reservation, satisfactory
6 Marginally exceeds expectations	Satisfactory, response is considered acceptable, gives confidence as to reliability to meeting all key aspects of proposal, no reservations
7 Good	Exceeds expectations, good response which meets requirements, gives confidence that all aspects of proposal may be relied upon, describes how requirement will be met, no reservations
8 Very good	Exceeds expectations, good robust response which meets requirements, gives confidence that all aspects of proposal may be relied upon with relevant examples/material, no reservations
9 Outstanding	Excellent response, exceeds expectations of the requirement and its objectives, gives high confidence that proposal may be relied upon without reservation
10 Excellent	Exemplary and innovative response, exceeds expectations of requirement and its objectives, gives high confidence that all key aspects of the proposal may be relied upon without reservation, offers added value that is

	relevant to requirement
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- 4.2 Financial standing – see Section A4 below for the full financial assessment criteria.
- 4.3 OxLEP reserves the right to:
- 4.3.1 waive or change the requirements of this RFQ from time to time without prior (or any) notice;
 - 4.3.2 withdraw this RFQ at any time, or to re-invite Bids on the same or any alternative basis;
 - 4.3.3 choose not to award any contract as a result of the current procurement process, or to award the contract in part.
- 4.4 OxLEP will not be liable for any bid costs, expenditure, work or effort incurred by a Bidder in proceeding with or participating in this RFQ process including if the process is terminated or amended by OxLEP.
- 4.5 Any over-runs or additional works resulting in increased costs shall be carried out at the expense of the successful consultant unless otherwise agreed in writing with the client.
- 4.6 All IP will reside with OxLEP and reports should not contain confidential information as reports will be published on the OxLEP website.

5. ADDITIONAL INFORMATION

Freedom of Information

All information provided by you in your response to this RFQ will remain confidential and will not be disclosed to any other party except where required for official audit purposes or to the extent that OxLEP considers that disclosure is required pursuant to the Freedom of Information Act 2000 or any other applicable legislation, legal requirement or code of practice.

Confidentiality

By receiving this RFQ you agree to keep confidential the information contained in the RFQ or made available in connection with further enquiries and questions. Such information may be made available to your employees and professional advisers for the purpose only of responding to this RFQ.

Material Changes

At any time before the award of the contract, OxLEP reserves the right to disqualify any organisation whose circumstances change to the extent that it ceases to meet the selection criteria or makes a material change in respect of its Bid unless substantial justification can be provided to the satisfaction of OxLEP. Where a Bidder becomes aware after having submitted a Bid of a change in circumstances or information supplied, it should notify OxLEP of this as soon as possible.

6. INDICATIVE RFQ TIMETABLE

The deadline for the return of the RFQ is as set out here unless otherwise notified by OxLEP. All other dates are indicative only and subject to change.

Activity	Date
RFQ published to potential Bidders	1 st August 2016
Final date for submission of RFQ questions	8 th August
Final date for posting of answers	19 th August
RFQ closing time and date	5pm 31 st August
Notification of award outcome to Bidders	12 th September
Contract start date	1 st October 2016

Appendix 1

Specification

Scope

This Study is jointly commissioned by OxLEP and the University of Oxford; with the project being led by OxLEP.

As part of a wider Innovation support theme, OxLEP has the ambition to develop a database of Innovation Space that potential users can access through a web platform. The first part of this ambition requires a comprehensive mapping of the spaces available (and those that are likely to be available in the very near future) along with the identification and 'rating' of the features of each space. The identification of features is important to allow potential entrepreneurs and businesses to search the database and match their requirements with the spaces available.

The scope of this study is on innovation infrastructure; current provision and future demand-led provision. It includes an audit of existing facilities and a demand assessment, together with options for developing new space. Examples of the types of space available in Oxfordshire can be found at <http://www.eship.ox.ac.uk/workspaces-oxfordshire>

Out of scope is innovation support and skills provision. Also out of scope is a review of Oxfordshire as a 'Place' in as far as how can we design for creativity not just at the level of the building but also for the street and the spaces-in-between through to the neighborhood, the urban form and its hinterland. However, the need for informal spaces such as public spaces (libraries, for example) and coffee shops and a requirement for innovation Space may be in scope.

The Study should acknowledge the areas identified as out of scope and show how these support the options for creating any new space.

For this review the term "innovation space" is based on the definition introduced by Christine Prefontaine:

Innovation spaces are physical environments that promote community, learning, and making. They come in different flavours: Hubs, labs, libraries, hackerspaces, makerspaces, telecentres, co-working spaces. Yet all provide opportunities to (1) engage with people, ideas, and technologies, (2) experience participatory culture, and (3) acquire the literacies and skills needed to prosper in the 21st century.

Objectives

Review the current Innovation Space infrastructure within the Oxfordshire area, and assess the types of provision offered, locations and types of businesses supported. This should be based on an agreed taxonomy of space – such as Co-working space,

Managed offices or serviced offices, Business Park, Science Park etc. The definitions for this taxonomy should be based on industry standards or accepted practice where possible. It is not expected that new definitions or terminology will need to be created. It is recognised that there may be some 'blurring' between formal definitions and the actual space available.

A key task for this work will be to provide a 'rating' structure to indicate how strong the Innovation offer is in each space. It will be for the appointed consultant to propose and agree with the steering group the framework for such rating.

Develop an outline plan to support the planning and development of future Innovation Space across Oxfordshire, which builds on current facilities and enhances the offer of the area to attract new investment and new business growth.

Method

Consultants are free to recommend an approach and methodology for completing this assignment but it is anticipated that the following tasks will be included:

Establish an evidence base of the current innovation space offer across the Oxfordshire area and develop an assessment of how sufficient this is in terms of quantity and quality to meet future demand:

- Review the current supply of innovation space across Oxfordshire – categorising each type of space
- Develop a set of features that contribute to 'Innovation' and rate each Space on the availability of these features
- Critique the key requirements from innovation space that lead to business success and growth and how this matches the current offer and any key gaps which might need to be addressed – surveys, workshops, desk top review
- Consider national and where possible global demand for innovation space and consider how Oxfordshire might respond to this as part of its inward investment offer and competitive offer – desk top review of existing studies.

Develop a plan, with outline rationale for the development of new innovation space and improvement of existing space (these tasks are anticipated to be relatively light touch):

- Review of gaps in types of provision and locations, and best approach to encourage new space to be developed – desk top and tested with key stakeholders
- Business models and funding approaches – desktop and tested with key stakeholders
- Assess Local Plan and employment land reviews – specific to innovation space
- Develop a qualitative assessment, drawing on best practice and examples from across the UK and globally on how other destinations have

successfully evolved their innovation infrastructure offer, including business models and funding options.

Deliverables and Requirements

There are three distinct parts required as part of this Study:

1. A 'Mapping' report that provides an audit of existing innovation space across Oxfordshire (including the City, market towns, rural locations, business parks and science/research parks), the types and sizes of business supported, occupancy rates, and a general assessment of the quality of the current levels of provision (including accessibility). This should include both a quantitative assessment of each space (including features such as costs, space available, minimum rental terms location etc) and a qualitative assessment of the innovation support and opportunities provided at each space (this might include features such as access to specific technologies, opportunities for networking and collaboration as well as other softer features that support innovation). This report will form the basis of a potential on line directory.
2. A summary 'Gapping' exercise to identify new opportunities and potential improvements to current provision that would be worthy of further investigation. It is anticipated that within the budget for the overall study that this will be a relatively light touch assessment, including a demand assessment now and in the future and any particular sectorial focus and opportunities.
3. An outline development plan for taking forward any new space needed, both new and expansion / re-design of current provision setting out:
 - the approach to design
 - optimum size of new facilities
 - types of services that should be offered
 - the potential role for OxLEP
 - funding and income generation opportunities based on levels of demand identified
 - ownership models
 - potential locations and links to planning policy.

Again, this aspect is anticipated to be a light touch 'indication of the direction of travel needed' rather than a detailed analysis.

Each should be produced as a written report with a draft and a final report. These should be produced as printed copies and as an electronic version.

Presentations to key stakeholders and the OxLEP Board will be required.

Management of the commission

OxLEP will have overall responsibility for management of the commission. A lead representative will be supported by an internal working group. Day to day client liaison will be through the lead representative (to be named at the initial meeting with the successful consultant). The consultant is required to nominate one senior person to be in overall charge of the project and with whom OxLEP should liaise. A steering group led by OxLEP in partnership with University of Oxford and OxLEP's Business Support Team will oversee the development of this study. Your submission should set out how you intend to communicate progress. As a minimum a fortnightly teleconference is required.

Key milestones (to be specified by Bidder)

Activity	Timescale
1. Inception meeting with Working Group	
2. Draft Audit of Innovation Space and evidence base	
3. Final Audit of Innovation Space and evidence base	
4. Draft Mapping and Gapping Report with evidence base	
5. Final Mapping and Gapping Report with evidence base	
6. Draft Development Plan for Innovation Space	
7. Final Development Plan for Innovation Space	
8. Presentation and Workshop to present to OxLEP Board	

Requirements of the tender submission

Your submission should be set out in three parts:

Part One – Commercial Standing

Part Two – Qualitative Submission

Part Three - Fee Proposal

Part One see section A of this RFQ

Part Two of your submission should include:

- Your interpretation of the brief including proposed methodology linked to the project outcomes
- Up to five examples of relevant previous experience within the last three years (maximum of 500 words per example):
 - Experience of the Oxfordshire economy
 - Understanding of the innovation systems and needs of businesses at varying stages of maturity
 - Experience of analysing and interpreting a range of data sources to understand the impact of various development types
 - Experience of stakeholder engagement
- CVs for all proposed staff, their availability and the management arrangements including any sub-consultants

- Project plan and timescales

Part Three should include:

- A Lump Sum Fee proposal for completion of each of the outcomes listed above. Fees shall include all expenses, an initial briefing meeting with the client, all investigatory site visits, meetings with and management of any sub-consultants, and three progress meetings, including all workshop type events
- Itemised costs for each discrete work item
- Statement of assumptions

Appendix 2

Contract Conditions

Full contract conditions will be made available to the preferred Bidder. They may include:

- 1 Definitions and Interpretation
- 2 Contract Period
- 3 The Services – Provision/Standards/Monitoring
- 4 Payment
- 5 Variations
- 6 Staff
- 7 Complaints
- 8 Information
- 9 Compliance with Statute and Other Requirements
- 10 Indemnity and Insurance
- 11 Accounts and Records
- 12 Assignment and Sub-Contracting
- 13 Termination
- 14 Service of Notice
- 15 Waiver
- 16 Dispute Resolution
- 17 No Agency/Employment/Partnership
- 18 Acts of God etc.
- 19 Safeguarding

PART B – REQUEST FOR QUOTATION

SECTION A COMMERCIAL INFORMATION

A1 BIDDER INFORMATION

A1.1 Bidder details	Answer	
Full name of the Bidder completing the RFQ		
Registered company address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	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
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE – defined as a non-governmental organisation that is value-driven and which	<input type="checkbox"/> Yes

	principally reinvests its surpluses to further social, environmental or cultural objectives.)	
	ii) Small or Medium Enterprise (SME) ¹	<input type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes

A1.2 Contact details	
Bidder contact details for enquiries about this RFQ	
Name	
Company Name	
Postal Address	
Country	
Website	
Mobile	
E-mail	

A2 MANDATORY REJECTION CRITERIA

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).

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

If you have answered “yes” to question A2.1 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 OxLEP for advice before completing this form.

A2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking ‘X’ in the relevant box.	
	Yes	No
(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><u>Non-payment of taxes</u></p> <p>A2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?</p> <p>If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>		

A3 DISCRETIONARY REJECTION CRITERIA

OxLEP may exclude any Bidder that answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (j);

A3.1 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 Contract 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 Contract 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 Contract Regulations 2015; or		
(i) your organisation has undertaken to		
(aa) unduly influence the decision-making process of OxLEP, 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 A3.1 (e), OxLEP may exclude the Bidder 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 Bidder to inform OxLEP, 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 OxLEP should not represent a conflict of interest for the Bidder.

Taking Account of Bidders' Past Performance

In accordance with question (g), OxLEP may assess the past performance of a Bidder (through a Certificate of Performance provided by a Customer or other means of evidence). OxLEP may take into account any failure to discharge obligations under

the previous principal relevant contracts of the Bidder responding to this RFQ. OxLEP may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, OxLEP may re-assess reliability based on past performance at key stages in the procurement process (e.g. contract award stage). Bidders 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 Bidder that answers 'Yes' to questions A2.1, A2.2 and A3.1 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 Bidder has to demonstrate it has taken such remedial action, to the satisfaction of OxLEP in each case.

If such evidence is considered by OxLEP (whose decision will be final) as sufficient, the Bidder concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Bidder 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 Bidder shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by OxLEP to be insufficient, the Bidder shall be given a statement of the reasons for that decision

A4 All financial accounts and supporting information should wherever possible be in English and GBP Sterling. Where this is not possible, OxLEP will use an exchange rate for certain parts of its assessment of financial standing. The source of the exchange rate to be used and the rate itself will be notified to the Bidder by OxLEP at the time the assessment is made.

FINANCIAL INFORMATION									
A4.1	<p>Please provide one of the following to demonstrate your economic/financial standing;</p> <p>Please indicate your answer with an 'X' in the relevant box.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(a) A copy of the audited accounts for the most recent two years</td> <td style="width: 20%;"></td> </tr> <tr> <td>(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation</td> <td></td> </tr> <tr> <td>(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</td> <td></td> </tr> <tr> <td>(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</td> <td></td> </tr> </table>	(a) A copy of the audited accounts for the most recent two years		(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation		(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position		(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
(a) A copy of the audited accounts for the most recent two years									
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(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position									
(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).									
A4.2	<p>Where OxLEP has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this RFQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.</p> <div style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>								
A4.3	<p>(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</p> <p>If yes, please provide the name below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name of the organisation</td> <td style="width: 50%;"></td> </tr> <tr> <td>Relationship to the Bidder completing the RFQ</td> <td></td> </tr> </table> <p>If yes, please provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?</p> <div style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)</p> <div style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	Name of the organisation		Relationship to the Bidder completing the RFQ					
Name of the organisation									
Relationship to the Bidder completing the RFQ									

A5 OxLEP's minimum insurance requirements for any contract(s) awarded for the goods and/or services covered by this RFQ are set out below. Evidence in the form of valid certificates of insurance for at least the sums set out below will be required prior to contract award.

A5.1	<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 Liability Insurance = £10,000,000 Public Liability Insurance = £5,000,000 Professional Indemnity Insurance = £1,000,000</p> <p>* 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, or Limited Companies with no employees (other than the Directors).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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A6 Please provide details of up to five contracts performed during the past three years that are relevant to, and demonstrate your experience in providing the Service covered by this RFQ. Please note therefore that the customer contact should be prepared to confirm the accuracy of the information provided should OxLEP wish to contact them.

For each contract please provide the following information:

Customer organisation name	
Customer contact name, position in organisation, phone number and email address	
Contract start date Contract completion date Estimated Contract Value	
Brief description of contract (max 150 words)	

SECTION B METHOD STATEMENT

Please describe how you propose to deliver the Service described in Appendix 1 Specification:

METHOD STATEMENT

METHOD STATEMENT (continued)

SECTION C PRICING SCHEDULE

Please insert your quotation price for delivery of the Service set out in the Specification **excluding VAT** in GBP Sterling.

Cost component description	Costs (£)
Total Costs (£) *	£

* You should identify all potential cost components anticipated in your delivery of the Service described in Appendix 1 Specification. No additional costs will be considered by OxLEP unless these are clearly stated in your Pricing Schedule response.

SECTION D FORM OF QUOTATION

Contract for Provision of Innovation Spaces Review

Reference: OXLEP-0816-001

To Oxfordshire Local Enterprise Partnership

I/we the undersigned DO HEREBY OFFER to provide the Service upon and subject to the terms and conditions set out in such Contract Conditions, Specification, and the pricing and rates contained in the Pricing Schedule and other documents as are contained or incorporated herein. This offer remains valid and open for acceptance for three months.

The amount of my/our Bid has not been calculated by agreement or arrangement with any person other than OxLEP and that the amount of my/our Bid has not been communicated to any person until after the closing date for the submission of Bids and in any event not without the consent of OxLEP.

I/we have not and will not enter into any agreement or arrangement with any person that they shall refrain from bidding, that they shall withdraw or vary the amount of any Bid once offered or otherwise collude with any person with the intent of preventing or restricting full competition.

I/we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of OxLEP in connection with the award of the Contract and that no person employed by me/us has done or will do any such act.

Signature
Duly authorised for and on behalf of the Bidder
(Electronic/typed signatures are acceptable)

Position held

Name and Address
of Bidder
.....
.....

Dated

It must be clearly shown whether the Bidder is a Limited Company, Corporation, Partnership, or Single Individual, trading in his own or another name, and also if the person signing is not the actual Bidder, the capacity in which s/he signs or is employed.

SECTION E BIDDER CHECKLIST

Bidders should ensure that they have completed the following sections before returning their RFQ responses:

<u>SECTION HEADING</u>	<u>COMPLETED?</u>
Section A Commercial Questions	<input type="checkbox"/>
Section B Method Statement	<input type="checkbox"/>
Section C Pricing Schedule	<input type="checkbox"/>
Section D Form of Quotation	<input type="checkbox"/>

It is important that all sections are completed as failure to do so may result in your RFQ response not being considered.

Bidders who do not wish to provide a response to this RFQ are requested to advise OxLEP's Representative as soon as possible.