

# **Request for Quotation (RFQ)**

# **For the provision of audit and support services for eSafety and relevant legislation**

# **Ref: ELTPROC-2017-IT-003**

**This digital RFQ pack consists of 3 documents:**

1. **This RFQ to be completed**
2. **The short form terms & conditions**
3. **ELT tender evaluation guidance**

Issue Date: Monday 14th August 2017

Closing Date: 12.00 noon, Tuesday 29th August 2017

For abbreviation purposes, the procurer, Enquire Learning Trust, is usually defined as “ELT” within this document

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# **CONTENTS**

**SECTION**

1 Introduction ………………………………………………….

2 Specification ………………………………………………

3 Pricing Schedule …………………………………………

4 Conditions of Contract *(see separate Tender Guidance doc) ……*

5 Supporting Information ………………………………….

6 Payment Details ………………………………………….

7 Contract Conditions Acceptance ……………………….

8 Supplier Contact Information …………………………..

9 Collusive Quotation Certificate …………………………

10 Form of Quotation ……………………………………….

11 Articles of Agreement ……………………………………

12 Freedom of Information Disclosure Form …………….

13 E-Mail Submission Instructions.…………………..

Appendix A – Health & Safety Policy Guidance ……..

Appendix B – ELT Academy Clients……

# **SECTION 1 - INTRODUCTION**

**INTRODUCTION**

Enquire Learning Trust operates a new procurement service for a group of, at present, 25 Primary Academies in three geographical areas (see appendix B for details). This RFQ is for provision of eSafety audit and services. This service is currently not being supplied by ELT to its Academy Clients. For efficiency and support management, ELT now requires a qualified supplier to supply and support all academies with the eSafety services.

**GENERAL REQUIREMENTS**

ELT’s detailed requirements are defined in the Specification section of this document. The contract awarded will be for a duration of 1 year.

**BACKGROUND TO THE SUPPLY REQUIREMENT**

**The Enquire Learning Trust (ELT)** isa multi-academy trust working to improve learning and achievement in primary and special schools across the North of England.

ELT believes that all students can be powerful learners if they are given access to good learning experiences. ELT wants children, and the academies they attend, to be confident, successful and ambitious.

ELT envisages a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.

ELT wants to add value to achievement and raise standards and also wants to change lives. ELT knows this requires its provision and its practice to be world class. Because of the distance to be travelled, ELT understands that good will not be good enough and that it needs to develop a shared appreciation of excellence and then strive to enact it every day.

ELT needs to show that it takes learning seriously and will work together to create a vibrant culture in which this can happen.  It knows that it’s what it does that counts and that its thinking must be visible in classrooms if it is to have leverage.  Children are at the forefront of all that ELT does and aspires to do. ELT needs to take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that taps into their passions and interests and use the potential of emergent technologies.

**SUBMISSION OF QUOTATION**

To manage this procurement and to communicate with potential bidders, ELT uses a digital process which is a combination of its procurement pages on its websites and direct email communication with its Office Manager, Phillipa Worrall.

The RFQ notice is also available on Contracts Finder [www.gov.uk/contracts-finder](http://www.gov.uk/contracts-finder)

No hard copy documents will be issued and all communications with ELT (including the submission of quotations) will be conducted through email. To ensure all communications relating to this Procurement are received, you must ensure that the point of contact you nominate in the e-tendering system is accurate at all times as ELT will not be under any obligation to contact any other point of contact.

All bids must be submitted to ELT in electronic format. The bids documents are to be submitted as outlined in Section 13: E-MAIL TENDERING INSTRUCTIONS. Quotations must be received by the date and time set out in the table below. Any requests for clarification are to be submitted via email to:

**Phillipa.Worrall@enquirelearningtrust.org**

Your attention is drawn to the date and time for receipt of your quotation and **no submission will be allowed for whatever reason after this date and time.** When returning your quotation please ensure that:

* all documentation is properly completed and enclosed with your quotation.
* the deadline by which the quotation must be returned is complied with.

All Suppliers must keep their respective quotation valid and open for acceptance by ELT until the expiry of 90 calendar days from the deadline for the receipt of quotations.

**PROCUREMENT TIMETABLE**

This procurement is intended to follow the time-line below:

|  |  |
| --- | --- |
| 1. Request for Quotation Issued | Monday 14th August 2017 |
| 1. Deadline for receipt of clarification requests | Noon, Friday 25th August 2017 |
| 1. Deadline for Quotation Responses | NOON- Tuesday 29th August 2017 |
| 4. Quotation Evaluation | 29th August 2017 |
| 5. Contract Awarded (subject to pre-  contract checks) | 29th August 2017 |
| 6. Contract Issued | 31st August 2017 |
| 7. Delivery commences | 1st September 2017 |

Please note that ELT reserves the right to amend this timetable and steps 3 to 7 inclusive are provided for indicative purposes only.

**EVALUATION OF QUOTATIONS**

# ELT will accept the quotation which is most economically advantageous which is a balance between cost and quality.

# Based on the information provided by suppliers, each submission will be evaluated based on a combination of price and quality.

|  |  |
| --- | --- |
| **Criteria** |  |
| Price | **40%** |
| Quality | **60%** |
| **Quality will be evaluated based on the following:** |  |
| Experience/Knowledge of similar work | **40%** |
| Proposed operational methodology/delivery of services | **20%** |

The supplier’s quotations will be scored using the ELT Tender Evaluation Guidance which is a document attached as part of this RFQ set.

The Quotation must consist of answers to all of the questions asked in the Supporting Information section below. Bidders must also complete the Pricing Schedule on Section 3.

The submission must be electronically signed and the Quotation must be valid and open for acceptance by ELT until the expiry of 90 days from the last date for the receipt of Quotations.

**SUPPLIER CHECKLIST**

Suppliers should ensure that they have completed the following sections before returning their quotation responses:

|  |  |  |
| --- | --- | --- |
| **SECTION HEADING** | | **COMPLETED?** |
| **Section 2.5 – Information Requested in Specification** | 🞏 | |
| **Section 3 – Pricing Schedule** | | 🞏 |
| **Section 5 – Supporting Information (Parts A, B, C & D)** | | 🞏 |
| **Section 7 – Contract Conditions Acceptance** | | 🞏 |
| **Section 8 – Supplier’s Contact Information** | | 🞏 |
| **Section 9 – Collusive Quotation Certificate** | | 🞏 |
| **Section 10 – Form of Quotation** | | 🞏 |
| **Section 13- Data Protection Declaration** | | 🞏 |
| **Section 14 – Freedom of Information Disclosure Form** | | 🞏 |

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

# **SECTION 2 - SPECIFICATION**

Quotations are invited for the following: -

To supply to individual ELT Academy Clients a service to audit each school against eSafety legislation and best practise. The supplier will also be required to provide a report to ELT of the supplier’s findings and prepare an action plan for each school. In addition the supplier will be required to provide policy writing support and training for both the ELT central team and to all staff in the individual academies. Support training sessions would be held per school and not centrally.

The training element needs to have flexibility as each school (Academy) may have a slightly different need (e.g. parent sessions, drop-in’s, twilights).

CEOP trained is regarded as a minimum professional certification standard from the supplier.

This contract is for a period of 1 year.

ELT seeks to appoint a single contractor to deliver the above to its existing and any new Academy clients.

2.1 The Commencement Date is 1st September 2017

* 1. The Contract Period is 1 years till 2nd September 2018

2.3 The Contract Manager is Phillipa Worrall, Office Manager, Enquire Learning Trust, Unit 18 Appleton Court, Wakefield WF2 7AR

2.4 The Services to be provided are described above and can be seen as in three parts for pricing which is a) the provision of the audit, report, action plan for each academy b) support with policy writing and ELT team training and policy writing and c) the provision of training to all staff at the individual academies

2.5 We request that copies of the following documentation are submitted.

* A copy of each of your current Employers Liability, Public Liability, and Professional Indemnity Insurance certificates.
* A copy of current Data Protection Policy
* A copy of your organisation’s Equal Opportunities Policy.
* Copy of DBS clearance for any employer who will visit any of ELT Academy clients

If any of the certificates are not held, or any of the systems are not in place, please can you provide an explanation of the reasons why, in order for this to be taken into account when evaluating your submission.

**FURTHER INFORMATION AND QUERIES**

Suppliers should seek to clarify any questions that they may have in relation to the ELT’s requirement before submitting their proposal. All such requests for clarification should be submitted via email ONLY to:

[Phillipa.Worrall@enquirelearningtrust.org](mailto:Phillipa.Worrall@enquirelearningtrust.org)

The deadline for receipt of clarification questions is Noon, Friday 25th August 2017.

# **SECTION 3 - PRICING SCHEDULE**

Prices are to be submitted in Pounds Sterling and exclusive of VAT. It should be assumed that all the requirements under the specification should be included in the costing proposal.

Prices are to be based upon the following

|  |  |
| --- | --- |
| **Description of Services** | **Price (excluding VAT)** |
| 1. eSafety audit of each academy, report and action plan per school | £ |
| 1. Report preparation for ELT, policy writing support and ELT team training | £ |
| 1. Training of all staff in each individual academy customised to the needs of each academy | £ |

**Please Note: Your quotation must be per Academy for a) and c) and must include all three of the above requirements.**

# **SECTION 4 – CONDITIONS of AWARD**

*Please see the ELT Tender Evaluation Guidance document included with this RFQ set and the short form terms and conditions.*

**ELT will not accept bids where amendments or additions to the published Terms and Conditions are proposed.**

**ELT will NOT accept variations to the specification and requirement.**

# **SECTION 5 - SUPPORTING INFORMATION**

|  |  |
| --- | --- |
| **Company Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Established:** |  | **Registration No** |  |
| **Status:** (sole trader, partnership, limited company etc) | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Insurance Levels Held:**   |  |  |  | | --- | --- | --- | | **Employer Liability** | **Public Liability** | **Professional Indemnity**  (where appropriate) | | £10,000,000 (Minimum required) | £5,000,000 (Minimum required) | £1,000,000 (Minimum required) | | **Actual value held by Tenderer** | | | |  |  |  | |

**Turnover**

A bidding organisation will be deemed to pass a financial viability test to perform the contract providing that it can demonstrate the following:

* An assessment of the bidding organisation’s turnover value for each of the last two years will be undertaken.  Based upon CIPFA Guidance the value of the contract will not exceed 50% of a company’s turnover.
* In addition, ELT may undertake an external credit check on the organisation to establish its financial stability. Any organisation rated with a risk indicator of “Average risk” or better will be considered for evaluation.

**Please complete the below table.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year 2 | Year 1 | Latest (201…) |
| Turnover |  |  |  |
| Profit |  |  |  |

Is your company a Small- Medium Enterprise\* (SME)? **YES/NO**

\*An SME is an enterprise which has less than 250 employees and has a turnover less than £25 million.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you had any County Court judgements (or equivalent) made against the company in the last three years?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Yes |  | No |  | If Yes, how many? ……………………………….. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Resources:**   |  |  |  |  | | --- | --- | --- | --- | | Management & Admin |  | Operations |  | |
| **Equal Opportunities:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Do you operate a written policy on Equal Opportunities and Race Equality covering recruitment and employment matters? | Yes |  | No |  | |  | | | | | In the last 3 years have any findings for discrimination been made against your organisation by a court or tribunal? | Yes |  | No |  | |  | | | | |
| **Quality:**  **Does your Company hold any current accreditation for your quality systems?**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Yes |  | No |  | Accreditation ………………………………… | | | | | | Do you have a dedicated Quality Manager / Consultant? | | | | | Yes |  | No |  | |  | | | | |
| **Evidence of registration with appropriate professional/trade body(s):**  **Either insert required details or state ‘None’** |
| **Health & Safety:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Do you have a written Health & Safety Policy? | Yes |  | No |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Do you have a risk assessment process? | Yes |  | No |  |   **In the last 3 years how many prosecutions, prohibition notices and improvement notices has your company received?**   |  |  | | --- | --- | | Prosecutions |  | | Prohibition Notices |  | | Improvement Notices |  |   **(Please provide details on a separate sheet)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Environmental:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Do you have a written Environmental Policy? | Yes |  | No |  |   (Please provide details of any environmental initiatives you have/are running to minimise the environmental impact of your operations.) |

**Disclosure and Barring Service**

ELT is committed to fulfilling its duty to protect children and vulnerable adults to whom it, or its clients, provides a service by ensuring the highest integrity of those appointed to positions of trust and, in doing so, complying with the relevant legislation and codes of practice.

Where an employee of the supplier is required to visit an Academy then DBS certification is required for that employee. Please complete the information below.

Please confirm that ALL employees working on the premises of an ELT Client Academy will have current DBS certification. You may be asked to provide evidence

|  |  |
| --- | --- |
| **Confirmation that all employees working on ELT client site will have DBS clearance** | **YES / NO** |
| **If answering “NO” please give reason or explanation** | Supplier to complete |

**DECLARATION**

I declare that the details submitted in this Application Form are correct.

I declare that the applicant is the organisation which it is proposed will enter into a formal contract with ELT if awarded the contract.

I understand that the information disclosed in this application form will be used in the evaluation process to assess my firm's general suitability and competence to conduct the service to be tendered by Enquire Learning Trust.

Signed:

Name:

Position:

Date: \_\_/\_\_/\_\_\_\_

A digitally scanned signature is acceptable.

**SECTION B Previous relevant performance of the Company**

B-1 Please provide brief details of your company’s previous relevant performance in delivering the type of services required under this contract.

**SECTION C References**

Please provide the names and contact details of **at least THREE** recent (last 2 years) clients from whom we may seek references. Your referees must be relevant to the service you are applying to provide.

**The supplier is responsible for providing up to date contact details for each reference. It is important that you confirm with your referees that they are current (e.g. still working for the organisation), willing and available to provide a reference via email.**

**Suppliers should be aware that if references are not returned within 3 working days this may affect the contract award decision.**

**Note that failure to provide appropriate references will disqualify consideration of the tender.**

**REFEREE 1**

Name of client:

Address:

Telephone:

Name of person to contact:

E-mail address

Scope of services provided:

Contract Value / Duration:

**REFEREE 2**

Name of client:

Address:

Telephone:

Name of person to contact:

E-mail address

Scope of services provided:

Contract Value / Duration:

**REFEREE 3**

Name of client:

Address:

Telephone:

Name of person to contact:

E-mail address

Scope of services provided:

Contract Value / Duration:

**SECTION D Proposed Working Methods/ Project Plan**

D-1 Please provide Method Statements which are designed to assess your planned approach to delivering the contract and the support.

**SECTION 6 – PAYMENT DETAILS**

ELT’s standard payment terms are 30 days from receipt of invoice following completion of the required services.

Payment is by BACS.

It is the policy of ELT to make payments to all suppliers direct into their bank account using the Bankers Automated Clearing Systems (BACS). Please complete your bank and relevant company details below. If your sales are factored to an Agency, please enclose a copy of the authorisation to make payment directly to them. The bank details will then be those of the factor and not yours.

Bank Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account No.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No invoices will be accepted from any Contractor without an official written order from ELT and the order number in full being quoted on all invoices.

**IMPORTANT** - All invoices should be addressed to:

Enquire Learning Trust

Unit 18 Appleton Court

Wakefield

WF2 7AR

**Failure to do so may lead to a delay in payment.**

The following section should only be completed and submitted by the successful tenderer following award of the contract.

**SECTION 7 – CONTRACT CONDITIONS ACCEPTANCE**

Contract for the Provision of a eSafety audit and training.

**To: Enquire Learning Trust**

I/we the undersigned DO HEREBY UNDERTAKE to provide the Services upon and subject to the terms and conditions set out in such Conditions of Contract, Specification, and the pricing and rates contained in the pricing schedule and other documents as are contained or incorporated herein.

Signature ...............................................................

## *Duly authorised agent of the Supplier*

(Electronic/typed signatures are acceptable)

Position held ...............................................................

Name and Address ...............................................................

of Supplier

...............................................................

...............................................................

...............................................................

Dated ...............................................................

It must be clearly shown whether the Supplier 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 tenderer, the capacity in which he signs or is employed.

**SECTION 8 – SUPPLIER’S CONTACT INFORMATION**

Name of person to whom any

queries relating to this quotation

should be addressed

Telephone/Mobile

Email

Address

**SECTION 9 – COLLUSIVE QUOTATION CERTIFICATE**

I/We declare that:

1. This is a bona fide Quotation, intended to be competitive, and that I/we have not fixed or adjusted the amount of the Quotation by or in accordance with any agreement or arrangement with any other person.

2. I/We have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this Quotation any of the following acts:

a communicating to a person other than the person calling for those quotations the amount or approximate amount of the proposed Quotation except where disclosure, in confidence, of the approximate amount of the quotation was necessary to obtain premium Quotations required for the preparation of the quotation.

b entering into any agreement or arrangement with any other persons that they shall refrain from Quoting or as to the amount of any Quotation to be submitted.

c offering or paying or giving or agreeing 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 Quotation or proposed Quotation for the said work any act or thing of the sort described above. We acknowledge that if we, or anyone who acts on our behalf behaves improperly or commits an offence under the Bribery Act 2010, that ELT may cancel the contract and recover all costs and losses.

In this certificate, the word ‘person’ includes any persons or anybody or associated, corporate or unincorporated, and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

Dated this ……………………………day of ……………………………..20…….

Signature …………………………………………………………………………..

For and on behalf of ………………………………………………………………

*(Name of firm or Company)*

Status of signatory…………………………………………………………………

*(eg Partner or Director)*

Note: Refusal to give this declaration and undertaking means that your Quotation will not be considered.

**SECTION 10 – FORM OF QUOTATION**

To Enquire Learning Trust

Having examined carefully and understood the Conditions of Quotation, Conditions of Contract, the Specification and all other documentation issued by ELT in connection with Contract for the provision of eSafety audit, action plan and training services

We ………………………………………………………………………………………………

Of ………………………………………………………………………………………………

………………………………………………………………………………………………

hereby offer to supply the Services subject to the terms and conditions set out in such Conditions of Quotation, Conditions of Contract Specification and other documents (if any) at the prices and rates contained in the Pricing Schedule.

We understand you are not bound to accept the lowest or any quotation you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this quotation.

Signature ………………………………………………………

*Duly authorised agent of the Person Quoting*

Position held ………………………………………………………

Name and Address of Person Quoting………………………………………………………

………………………………………………………

………………………………………………………

………………………………………………………

Dated ………………………………………………………

It must clearly be shown whether the Person Quoting is a Limited Company, Statutory Corporation, Partnership, or Single Individual, trading in their own or another name, and also if the person signing is not the actual Tenderer, the capacity in which they sign or are employed.

**SECTION 11 – ARTICLES OF AGREEMENT**

This CONTRACT is made the day of 2017

Between Enquire Learning Trust, Unit 18 Appleton Court, Wakefield WF2 7AR and

(‘the Supplier’) of the other part

WHEREAS

1 ELT wishes to have provided the Products and Services set out in the Contract and has appointed the Supplier for the supplying the Services; and

2 The Supplier is willing to provide such Services in accordance with the provisions of the Contract.

NOW IT IS AGREED between ELT and the Supplier as follows:

1 The Contract constitutes the sole agreement between ELT and the Supplier for the provision of Services;

2 The Supplier shall provide the Services in accordance with the provisions of the Contract and to the satisfaction of ELT for the Contract Period.

IN WITNESS WHEREOF the parties hereto

SIGNED for and on behalf

of ELT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the presence of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, name, address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED for and on behalf \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of the Supplier

In the presence of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, name, address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Do not complete and return this document. It will be required to be completed by the successful Supplier.***

**Enquire Learning Trust**

**SECTION 12 – FREEDOM OF INFORMATION DISCLOSURE FORM**

**Freedom of Information Act 2000: Information Disclosure Form**

**In response to: Provision of eSafety audit, action planning and training services**

ELT is committed to the principle of open procurement and may disclose, upon request, information that it considers to be in the public interest to disclose.

Please state below any information that you specifically do not wish ELT to disclose together with any timescale relating to this non-disclosure e.g. for first 6 months, lifetime of the contract etc.

Please note that ELT may still need to disclose such information if necessary to comply with its obligations under the Act and on behalf of its Academy clients.

I agree that information relating to this offer/contract may be disclosed, save for the information specified below which we consider to be commercially confidential:

Signature ………………………………………………………

Position held ………………………………………………………

Name and Address of Contractor ………………………………………………………

………………………………………………………

Dated ………………………………………………………

*Note – You may adjust the size of the text boxes to suit your response.*

|  |  |  |
| --- | --- | --- |
| Information not for Disclosure | Reason for Non-Disclosure | Timescale |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Note – Electronic signatures or typed names are acceptable. In the event that your organisation is successful you will be required to resign this form with an original signature.*

### **SECTION 13 – DATA PROTECTION POLICY AGREEMENT**

Contractors are required to declare that they will comply with the Data Protection Policy of the Contracting Authority as stipulated within the provisions of Section D Conditions of Contract, Sub-section F3 Data Protection as detailed below.

F3 **DATA PROTECTION**

The Contractor shall (and shall procure that any of its employees involved in the provision of its services) comply with any requirements under the Data Protection Act 1998 and in particular will observe the following:

F.3.1 **SECURITY OF INFORMATION PROVIDED**

Copies of all policies and procedures will be provided to ELT with regard to security of information on the following issues:

i) how information will be stored and how access will be obtained to electronic and non-electronic data;

ii) how access will be afforded to any systems in place involving access to information;

iii) details of any security arrangements in place where data protection issues will arise;

iv) the arrangements in place for the disposal of any information provided by ELT and its Academy clients including any back up data;

v) policies in place for dealing with computer viruses and firewalls;

vi) details of how data will be recovered should there be any system failure;

vii) details of any policy in place for remote access to information provided;

viii) any policy in place for monitoring actual or potential information technology security breaches; and

ix) should data need to be transferred between any authorised personnel entitled to see such data then the policies to safeguard secure transfer of the data needs to be provided.

F.3.2 a) In Awarding the Contract the Contractor agrees with ELT

the selling or sharing of any information passed to the

Contractor under this Contract is not permitted in any circumstances.

b) all data provided to the Contractor will always remain within the ownership of ELT and its Academy clients and must only be retained by the Contractor whilst the Contract is in place, and then must be destroyed or returned to ELT.

c) the use of data provided under the Contract must only be for the purpose

of fulfilling the Contract and for no other reason.

d) under the Data Protection Act 1998 Principle 8 personal information must not be transferred to any other countries and must remain within the United Kingdom.

e) under the Data Protection Act 1998 Principle 7 the personal information must be kept secure and in this respect the policies referred to above under Security of Information must be provided to ELT before the Contract is awarded.

f) the Contractor will notify ELT in the event of any breach of the above provisions or the Data Protection Act 1998 generally where the breach concerns the data of ELT and its Academy clients.

**Declaration**

I/we confirm that we accept and comply with the above terms and conditions of the Contracting Authority in respect of Data Protection in accordance with the Data Protection Act 1998.

Signature ………………………………………………………

*Duly authorised agent of the Tenderer*

Position held ………………………………………………………

Name and Address of Tenderer ………………………………………………………

………………………………………………………

………………………………………………………

………………………………………………………

Dated ………………………………………………………

It must clearly be shown whether the Tenderer is a Limited Company, Statutory Corporation, Partnership, or Single Individual, trading in their own or another name, and also if the person signing is not the actual Tenderer, the capacity in which they sign or are employee

***Guidance on how to submit your bid***

**SECTION 14 - ELECTRONIC SUBMISSION INSTRUCTIONS**

1. All bids for this RFQ must be submitted via email to:

[Phillipa.Worrall@enquirelearningtrust.org](mailto:Phillipa.Worrall@enquirelearningtrust.org)

Please ensure you have submitted well before the quotation return deadline to avoid any problems.

In the subject line please include the procurement reference as detailed on the front of this document.

1. Quotations must be submitted on this Request for Quotation Document, in Word and PDF format (unless otherwise specified), which must be duly completed and signed where appropriate. These include (as in this document) the:
2. Supplier Standard Questions Responses
3. Methodology Plan
4. Pricing Schedule
5. Disclosures
6. Collusive Quotation Certificate
7. Freedom of Information Disclosure Form

Extremely large files or submissions may be zipped for ease of uploading.

**APPENDIX A - HEALTH AND SAFETY POLICY GUIDANCE**

1. **Health and Safety Policies**

Any business employing **five** or more people has, by law, to prepare and bring to the attention of employees a written Health and Safety Policy Statement.

A Health and Safety Policy usually consists of three distinct sections namely:

***General Policy Statement*** – a short statement outlining the organisation’s commitment to Health and Safety ***signed and dated*** by the senior organisation official (for example, the Managing Director).

***Organisation*** – how the organisation addresses health and safety; lines of communication between managers and staff; and any specific duties/ responsibilities assigned within the organisation – this should be relatively straightforward for smaller organisations.

***Arrangements*** – the systems and procedures in place for ensuring employees’ health and safety at work.

The Health and Safety Commission have issued a guidance pamphlet – “Writing a Safety Policy Statement - Advice to Employers” (ref.HSC6) =- which is available from Health and Safety Executive, Baynards House, 1 Chepstow Place, London W2 4TF, or from local offices of the HSE.

**Appendix B Current List of ELT Academy Clients**

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| Hardwick Green Primary Academy  Tithe Barn Road  Stockton on Tees  TS19 8WF  01642 677968 | Eastfield Primary Academy  Margaret Street  Immingham  DN40 1LD  01469 572455 | Middlethorpe Primary Academy  Highthorpe Crescent  Cleethorpes  North East Lincolnshire  DN35 9PY  01472 698185 | Hawthorns School  Sunnyside Moss Campus  Lumb Lane  Audenshaw  Manchester  M34 5SF  0161 3701312 | Laceby Acres Academy  Swiftsure Crescent  Grimsby  DN34 5QN  01472 320601 |
| Humberston Cloverfields Academy  St Thomas Close  Humberston  Grimsby  N E Lincs  DN36 4HS  01472 500217 | Buckingham Primary Academy  Buckingham Street  Hull  HU8 8UG  01482 328661 | Southcoates Primary Academy  Southcoates Lane  Hull  HU9 3TW  01482 701407 | Manchester Road Primary  Manchester Road  Droylsden  Manchester  M43 6GD  0161 3703079 | Linden Road Primary School  Linden Road  Denton  Manchester  M34 6EF  0161 3200002 |
| Harrow Gate Primary  Piper Knowle Road  Stockton-on-Tees  TS19 8DE  01642 673984 | Welholme Academy  Welholme Road  Grimsby  DN32 9JD  01472 329944 | Roseberry Primary Academy  Roseberry Crescent  Great Ayton  Middlesbrough  TS9 6EP  01642 722883 | Elliston Primary Academy  Elliston Street  Cleethorpes  DN35 7HT  01472 235116 | Keelby Primary Academy  Manor Street  Keelby  Grimsby  Lincolnshire  DN41 8EF  01469 560366 |
| Yarm Primary Academy  Spitalfields  Yarm  Cleveland  TS15 9HF  01642 782731 | Enfield Primary Academy  Enfield Avenue  New Waltham  North East Lincolnshire  DN36 4RB  01472 321434 | Springfield Academy  Springwood Crescent  Grimsby  South Humberside  DN33 3HG  01472 230260 | Moorside Primary Academy  Market Street  Manchester  Lancashire  M43 7DA  0161 3703614 | Oakfield Primary  St Mary's Road  Hyde  Cheshire  SK14 4EZ  0161 3683365 |
| Flowery Field Primary  Off Old Road  Hyde  Cheshire  SK14 4SQ  0161 3681466 | Godley Primary  Saint Johns Drive  Hyde  SK14 2QB  0161 368316 | East Whitby Primary  Whitby  North Yorkshire  YO22 4HU  01947 602202 | Bradley Green Primary  Bradley Green Road  Hyde  Cheshire  SK14 4NA  0161 368 2166 | Dowson Primary  Marlborough Road  Hyde  SK14 5HU  0161 366 0177 |
| Stokesley Primary Academy  No.5 Springfield  Stokesley  North Yorkshire  TS9 5EW  01642 711071 |  |  |  |  |