

**Children’s Commissioner for England**

**An Evidence Project on:**

**The measurement of vulnerability of children and young people in England**

**October 2017**

**1. Overview**

The Children’s Commissioner’s Office (CCO) wishes to commission research and analysis on children in England that are experiencing a range of forms of vulnerability or additional need. Without adequate data on the needs of England’s children we have no means of ensuring that needs are met and so the Children’s Commissioner (CC) is asking for new analysis and insight.

The analysis we seek to commission will support the development and application of a framework that will enable greater clarity on the levels and dynamics of need amongst children in England. It will be developed in partnership with children, voluntary sector and public organisations and the academic community, drawing on the best data and analytical skills available. It forms part of the CC’s programme of work to enhance the recognition of and support for hidden, vulnerable and invisible children. This work will also bring the views and experiences of children to bear on debates about resource allocation, effectiveness, and the dynamics of risk and resilience.

[The first phase of this work](https://www.childrenscommissioner.gov.uk/publication/childrens-commissioners-report-on-vulnerability/) (Phase 1) published in July, was based on a review of the literature on vulnerability, the selection of an initial set of 32 groups on which research was conducted to identify the numbers of children in each group and the risk associated with group membership.

The first phase was described in 6 technical reports:

1. A paper on the recent history of attempts to define vulnerability;
2. A paper that sets out a framework and initial list of 32 groups;
3. An assessment of the numbers of children in 29 of the 32 groups;
4. An assessment of the outcomes of children in 29 of the 32 groups;
5. An assessment of the numbers of children with health vulnerabilities (3 of the 32 groups), and of the health outcomes associated with the other 29 groups;
6. Preliminary headline estimates of the overall numbers of vulnerable children;

Work was undertaken to categorise the 32 groups into a higher level set of 4 broad categories, providing accessible data for a public debate on general levels of unmet need.

The 4 broad categories in the current version of the framework are:

1. Children and young people living in the care of the state or receiving substantial additional protection or support;
2. Children and young people whose development indicates additional, potential risk;
3. Children and young people with health issues and problems;
4. Children and young people living in households with additional risk due to the behaviours, needs and/or vulnerabilities of parents and carers.

The Children’s Commissioner has a particular concern about the invisibility of children in the 4th of these categories.

We are currently consulting on the selection and definition of groups for the next phase and will seek revised estimates on a broader range of topics in relation to 40 groups. We will retain the broad structure of 4 aggregate categories, based on different means of identification of need, although there may be amendments and refinements as a result of consultation:

Any discussion of risk and vulnerability must also recognise and highlight resilience and the strengths and assets of children, families and communities. It is important to recognise that risk and need are dynamic and also that there are very important differences within groups; “membership” of every specific group does not automatically indicate substantial risk for each child included. For these reasons and others the language and framing of this work is subject to dialogue and review, yet these issues do not negate the importance of this work in providing greater clarity on the levels, dynamics and inter-relationships between types of need and risk.

The next phase of the work will be reshaped by a consultation following the July publication, and collaboration with a range of voluntary sector, public and private data providers and analysts, leading to the nomination of a wider set of groups. This consultation will continue through October and November leading to a list of roughly 40 groups for the next phase of the work. (The exact number of groups for the next phase will be agreed at the start of the work. Some flexibility is required because the exact number will depend on responses to the consultation and analytical issues.)

We are now seeking bids in relation to 3 distinct projects that will run between November 2017 and May 2018, with interim outputs specific to each project. Bidders might express interest in 1 or more of the 3 projects.

We are seeking tenders from organisations or contractors including teams and partnerships who have:

* extensive proven knowledge of the policy surrounding and provision for children who are vulnerable, at risk or in care;
* experience of rigorous rapid evidence reviews;
* understanding of relevant datasets;
* advanced data analysis skills;
* strong quality assurance mechanisms;
* the capacity to operate creatively and in partnership;
* the ability to communicate clearly to non-academic audiences.

**2. The 3 projects**

The CCO would like to commission separate studies on:

1. Numbers. The numbers of children in each of the approximately 40 groups (Up to a maximum of £20,000 +VAT). Also to cover change over time and a focus on risk in infancy and early life. This project should provide complete coverage of all 40 (approx.) groups, subject to the existence of data;
2. Multiple deprivation. Total numbers of vulnerable children. Double counting and multiple risk within and across each of the 4 categories (Up to a maximum of £20,000 +VAT). This project cannot provide complete coverage of all 40 groups, because of substantial gaps in data. The project will require new analysis;
3. The outcomes of children (Up to a maximum of £20,000 +VAT). This project will review what is known from UK cohort studies and other sources about the adult and adolescent outcomes of children in these 40 (approx.) groups, including new analysis;

The 3 projects are separate and distinct but will all operate within the same general terms and framework and there will be interaction between the projects. Project 1 requires analysis across all of the 40 (approx.) groups. Projects 2 and 3 do not require analysis across all groups. Projects 2 and 3 will consider the feasibility of new analysis of cohort data or known admin data or other data available to them. Projects will have access to new data made available to the CCO and the capacity to analyse data gathered on specific areas of the country that choose to participate in this programme, or in a small number of cases where the CC uses powers of data collection to request data. The CCO is seeking collaboration with Government Departments, local Councils, the VCS and others who may provide additional data within the life of these projects.

In addition to a clear statement of findings we expect project reports to provide tangible recommendations about the most important gaps in definition and measurement and how these might be addressed in subsequent work, either by improved or new measurement, or by additional analysis of existing data. This is about recommendations for measurement and/or analysis, not policy.

**2.1 Project 1. Quantifying the numbers of children in each group in the extended framework**

*Funding.*

Up to a maximum of £20,000 (+VAT) is available for Project 1

*Summary*

The CCO seeks an updated body of information on the numbers of children in each of the groups in the new framework. This work should build on and augment Technical Reports 3 (and to a lesser extent 5) from Phase 1. The work will provide clear definitions and data on the numbers of children in each group, as well as data and graphics on trends in numbers, background data with basic disaggregation or segmentation of each group, according to priorities agreed with the Steering Group, and links to sources, automated where possible. This information will be used in the creation of a new web resource. Close collaboration with the CCO communications team and wider Steering Group will be required to agree and deliver the final form of work required, although the content is specified below.

New analysis will be required particularly of groups in Category 4, for which the amended framework will have additional groups.

In addition, information should be provided with analysis of key gaps and recommendations for new analysis.

The Children’s Commissioner is also seeking new insights on the levels of vulnerability in infancy. The project will provide a review of what is known about the numbers of vulnerable infants in each of the 40 groups, to the extent known or relevant, for a report in January 2018.

*Timing and milestones*

The timeline for Project 1 is outlined below:

| DATE | ACTIVITY (PROJECT 1) |
| --- | --- |
| Wednesday 10 October 2017 | Release of the ITT to all Potential Providers |
| Friday 20October 2017 12pm | Deadline for the submission of questions relating to this ITT and procurement process |
| Friday 27October 2017 12pm | Deadline for submission of ITT Responses to the CCO (“Tender Submission Deadline”)  |
| Week commencing Monday 6November 2017 | Interviews for shortlisted organisations if required |
| Monday 13November 2017 | Expected commencement date and date of inception meeting for the Contract |
| Wednesday 13 December 2017  | Milestone 1. Interim report and update on numbers |
| Wednesday 17 January 2018 | Milestone 2. Submission of project update and new report on vulnerability on infancy |
| Wednesday 14 March 2018 | Milestone 3. Interim report and update |
| Tuesday 1May 2018 | Milestone 4. Completion date. All final outputs |

The work should start on November 13, leading to interim reports in December, January and March and a final set of outputs in May.

* Milestone 1. An interim report on Dec 13th will provide: i) a progress report, risk analysis and options for the project to May 1; and ii) an update on numbers from the July report, to be published by the CCO.
* Milestone 2. A report on Jan 17th will provide data on the numbers of infants in each of the groups, and a clear specification of key gaps in knowledge in relation to vulnerability in infancy, particularly in relation to category 4 children.
* Milestone 3. An interim report on March 14th will provide a progress report, risk analysis and options for any decisions required by May 1.
* Milestone 4. The final outputs on May 1 will provide: clear definitions; data on the numbers of children in each group; data and graphics on trends in numbers; background data with basic disaggregation or segmentation of each group; links to sources. A final report will contain any additional technical information to enable full transparency and recommendations about analysis to address key gaps in data.

Funds will be paid out broadly according to the following schedule:

Milestone 1. 20%

Milestone 2, 30%

Milestone 3, 20%

Milestone 4, 30%

*Methods*

We want to know, as far as possible, what is the size of each group, and how it is changing over time. As the first phase work showed, we cannot deliver a definitive set of figures against this objective. However, we want to build on, refine and improve the work conducted in the first phase and are seeking bids that clarify how this might be achieved.

In this second phase of the work we will be working closely with some data providers and using the CC’s powers of data collection to gather data on key gaps, as well as drawing wherever possible on published data. The contractor will participate in discussions about options and make recommendations and suggestions.

Bidders are asked to consider how they will plan for responsive activity within the timeframe of the work. It is obviously also critically important that contractors demonstrate they have the experience, capacity and methods to hold and manage data securely, legally and ethically

**2.2 Project 2. Multiple deprivation and the co-occurrence of risk**

*Funding.*

Up to a maximum of £20,000 is available for Project 2

*Background*

The collation of groups into categories is necessary in order to estimate aggregate levels of vulnerability. However, the co-occurrence of risk means that the numbers on each group cannot simply be added together to give meaningful totals. The co-occurrence of risk is also important in understanding true levels of need. In the terms of this project there are two particular forms of “double counting” and inter-relationship between groups that must be addressed:

1. Children who experience more than one form of group membership within any 1 of the 4 aggregate categories, for example a child with physical health difficulties who is also suffering mental health problems. Understanding these types of co-occurrence is important in understanding vulnerability in a rounded way and in calculating total numbers in each category;
2. Children who experience risk in more than one category, for example a child with mental health problems who is also in care. Understanding this form of co-occurrence is important in considering the overall total level of vulnerability;

In the first phase of the work analysts drew on the best available research to make assumptions about within category multiple risk. In the next phase we would like to build on Technical Report 6 and examine these assumptions and undertake new analysis of the most important interactions. We would also like to consider the levels of co-occurrence of risk across categories and develop assumptions to support new aggregate numbers.

The CCO will collaborate with a number of Local Authorities and other agencies to make new data available for analysis. Contractors will inform decisions about which analyses in which datasets will add most value, in terms set by the advisory groups. **Bid should set out planning assumptions that will enable analysis to respond to opportunities** while delivering high quality and robust analysis at pace. It will be necessary to innovate and to be flexible to new opportunities.

*Timing and milestones*

The timeline for Project 2 is outlined below:

| DATE | ACTIVITY (Project 2) |
| --- | --- |
| Tuesday 10 October 2017 | Release of the ITT to all Potential Providers |
| Friday 20October 2017 12pm | Deadline for the submission of questions relating to this ITT and procurement process |
| Friday 27October 2017 12pm | Deadline for submission of ITT Responses to the CCO (“Tender Submission Deadline”)  |
| Week commencing Monday 6November 2017 | Interviews for shortlisted organisations if required |
| Monday 13November 2017 | Expected commencement date and date of inception meeting for the Contract |
| Wednesday 10 January 2018 | Milestone 1. Submission of project update, assessment of initial assumptions and options for new analysis |
| Wednesday 7 March 2018 | Milestone 2. Interim report and update |
| Tuesday 1May 2018 | Milestone 3. Completion date. All final outputs |

The work should start on November 13, leading to interim reports in January and March and a final set of outputs in May.

* Milestone 1. An interim report on Jan 10th will provide: i) an assessment of the strengths and weaknesses of existing assumptions, a progress report, risk analysis and options for the project to May 1 based on discussions with partners and analysis of available opportunities.
* Milestone 2. An interim report on March 14th will provide a progress report, risk analysis and options for any decisions required by May 1.
* Milestone 3. The final outputs on May 1 will provide new estimates of the numbers in each of the 4 categories and a new set of estimates of total numbers of children with different forms and levels of vulnerability. This should include a review of existing assumptions and new analysis about key forms of co-occurrence of risk, as agreed with the Steering Group. A report will contain any additional technical information to enable full transparency and recommendations about analysis to address key gaps in data.

Funds will be paid out broadly according to the following schedule:

Milestone 1. 33%

Milestone 2. 33%

Milestone 3. 34%

*Methods*

We want to know, as far as possible, what is the size of each category, and how it is changing over time, together with new insight on the range and co-occurence of vulnerabilities of children in category 4. As the first phase work showed, we cannot deliver a definitive set of figures against this objective. However, we want to build on, refine and improve the work conducted in the first phase and are seeking bids that clarify how this might be achieved.

In this second phase of the work we will be working closely with some data providers and using the CC’s powers of data collection to gather data on key gaps, as well as drawing wherever possible on published data. The contractor will participate in discussions about options and make recommendations and suggestions.

Potential Providers are asked to consider how they will plan for responsive activity within the timeframe of the work. It is obviously also critically important that contractors demonstrate they have the experience, capacity and methods to hold and manage data securely, legally and ethically.

**2.3 Project 3. Outcomes**

*Funding.*

Up to a maximum of £20,000 is available for Project 3

*Background*

The CCO wishes to know more about the levels of risk associated with membership of the groups identified by the framework. We are specifically interested to see estimates of the average outcomes in early adulthood of children in the different groups in terms of labour market activity, education and health. Good data on this is limited because many of the vulnerable groups are not identified in prospective longitudinal data of the sorts that generate representative information. However, many of the groups are identified. We would like to commission a review that covers all published estimates from UK longitudinal studies and undertakes new analysis of cohort studies, as well as of other data that might be linked and matched as part of the wider CCO programme.

In the first phase of the work analysts drew on the best available research in large samples to provide an overview of outcomes. We would like to relax the large sample restriction in the work of this next phase and concentrate on what is known from longitudinal studies. We would also like the work to consider how outcomes vary when groups are taken in combination, and to consider how outcomes are moderated by other characteristics such as gender and age.

The CCO will collaborate with a number of Local Authorities and other agencies to make new data available for analysis. Contractors will inform decisions about which analyses in which datasets will add most value, in terms set by the advisory groups. Bids should set out planning assumptions that will enable analysis to respond to opportunities while delivering high quality and robust analysis at pace. It will be necessary both to innovate and to manage expectations.

*Timing and milestones*

The timeline for Project 3 is outlined below:

| DATE | ACTIVITY (Project 3) |
| --- | --- |
| Tuesday 10 October 2017 | Release of the ITT to all Potential Providers |
| Friday 20October 2017 12pm | Deadline for the submission of questions relating to this ITT and procurement process |
| Friday 27October 2017 12pm | Deadline for submission of ITT Responses to the CCO (“Tender Submission Deadline”)  |
| Week commencing Monday 6November 2017 | Interviews for shortlisted organisations if required |
| Monday 13November 2017 | Expected commencement date and date of inception meeting for the Contract |
| Wednesday 10 January 2018 | Milestone 1. Submission of project update, assessment of initial assumptions and options for new analysis |
| Wednesday 7 March 2018 | Milestone 2. I) Interim report including new data on outcomes of key vulnerable groups and II) project update |
| Tuesday 1May 2018 | Milestone 3. Completion date. All final outputs |

The work should start on November 13, leading to interim reports in January and March and a final set of outputs in May.

* Milestone 1. An interim report on Jan 10th will provide: i) an initial literature review of findings from cohort study data, a progress report, risk analysis and options for the project to May 1 based on discussions with partners and analysis of available opportunities.
* Milestone 2. An interim report on March 14th will provide new data on the outcomes of key vulnerable groups, and a progress report, risk analysis and options for any decisions required by May 1.
* Milestone 3. The final outputs on May 1 will provide a summary of known data and new analysis of the outcomes of children in key vulnerable groups, and how these vary with regard to other characteristics and multiple risk, as agreed with the Steering Group. A report will contain any additional technical information to enable full transparency and recommendations about analysis or new data collation or collection to address key gaps in data.

Funds will be paid out broadly according to the following schedule:

Milestone 1. 33%

Milestone 2. 33%

Milestone 3. 34%

*Methods*

We want to know, as far as possible, the outcomes of children in each group, together with new insight on the outcomes of children in category 4. As the first phase work showed, we cannot deliver a definitive set of figures against this objective. However, we want to build on, refine and improve the work conducted in the first phase and are seeking bids that clarify how this might be achieved, drawing particularly on cohort study data, but also allowing for new analysis of new data.

In this second phase of the work we will be working closely with some data providers and using the CC’s powers of data collection to gather data on key gaps, as well as drawing wherever possible on published data. The contractor will participate in discussions about options and make recommendations and suggestions.

Bidders are asked to consider how they will plan for responsive activity within the timeframe of the work. It is obviously also critically important that contractors demonstrate they have the experience, capacity and methods to hold and manage data securely, legally and ethically.

**3. Other background information**

**3.1 Data protection and data security**

It is anticipated that much of this commissioned work will require secondary analysis of existing data. Some analysis or preparation of unpublished data, possibly involving sensitive and/or personal information may be required, working with current data holders. Bidders should demonstrate that they have sound understanding of the relevant legislation, in particular the Data Protection Act 1998, individuals’ right to privacy under the Human Rights Act 1998 and the General Data Protection regulation (GDPR). It is important that when conducting this work that data security and data protection standards are applied and maintained.

Any person(s) working for or with the OCC whether as staff, contractor or associate, and expected to handle large volumes of data or that of a personal nature are required to have undertaken the following prior to doing so:

* Undertaken an enhanced DBS check
* Received (SC) security clearance.
* Received internal training (refreshed annually) on the DPA.

The CCO will assess the procedures and policies that Bidders propose to use in light of these requirements.

**3.2 Research Ethics and Safeguarding**

It is anticipated that this commissioned work will not involve any direct, private contact with children. However, analysis may be required of sensitive and/or personal data. Bidders are asked to reflect on the sensitivities involved in this work and how they propose to manage them. We expect colleagues working on our behalf, including those undertaking research and project work, to adhere to the principles in the CCO [safeguarding policy](file:///%5C%5CMffilevs01%5C11%20million%201%20-%20corporate%20information%5C4.%20Staff%20%26%20Volunteers%5CSafeguarding%5CChildren%27s_Commissioner_Safeguarding_Policy.pdf) statement.

**3.3 Communications and outputs**

The CCO will develop and deliver communication plans to support each project. The CCO require that any reports written for the CCO conform to our house style and brand guidelines [currently under review].

The CCO is open to suggestions from contractors about how the findings from this analysis will be presented. All the outputs will be published by the CCO who will own the Intellectual Property. The CCO will work closely with contractors to ensure their contribution is appropriately recognised and inferences are accurate and appropriate.

**3.4 Research Governance:**

* Each of the 3 projects will be overseen and managed Professor Leon Feinstein, Director of Evidence of the CCO.
* Potential Providers should name a project manager who will have responsibility for each project.
	+ There will be a Steering Group to determine issues in the development and running of all 3 projects. This will include senior internal CCO staff as well as a small number of external experts and agencies. There will also be a larger Advisory Group of external agencies and partners contributing to or interested in the project. Finally, there will be a Technical Group of experts in the measurement, theory and analysis who will provide peer review of methods. Each will be consulted at key milestones. Contractors should allocate time and resource for engaging in and responding to these groups.
	+ Once the successful Provider has been appointed, the CCO shall expect a start-up meeting or call to take place within the first week (see procurement timetable below), with weekly email updates to the project manager thereafter. Providers should also account for a maximum of six meetings during the project. The specifics will be agreed at start-up.

**4. Completing and submitting a tender**

Tenderers are requested to include in their submission the following information:

**4.1 Details of the organisation**

Background information on the organisation to include:

* the organisation’s full legal name & address;
* contact and email address for further correspondence in relation to the bid;
* financial statement and solvency information (annual report);

**4.2 Core content of tender**

Tenders should include the following:

Section 1. Meeting the Specification

* Understanding of aims and objectives
* Proposed methodology (including information on data sources and analytical and/or research techniques)
* Safeguarding and ethics
* Data security and data protection
* Project management (including outline of project plan) and quality assurance
* Risk management and current risk assessment

Section 2. Costs and value for money

* Price and breakdown of staff time and costs
* Chargeable expenses
* Value for Money

Section 3. Expertise and Experience,

* Bidding organisation
* Project team
* References

Section 4. Declarations, Undertakings and Attachments.

All potential providers must:

* Sign and date the Certificate of Conclusive Tendering (Annex 1) and include it within Section 4 of the tender (“Declarations, Undertakings and Attachments”). No part of the wording of this document may be changed. Unsigned or altered version of this certificate will invalidate a tender.
* Commit to ensuring that supplier staff and managers involved in the project will be DBS checked (where relevant).

## 4.3 Completion and Return of Tender

* All Responses should be emailed to procurement.mailbox@childrenscommissioner.gsi.gov.uk
* All tenders should be sent as an e-mail attachment not exceeding 19Mb and submitted in PDF format. The main tender document should not exceed 30 pages, exclusive of attached policies. We cannot accept submission of hard paper copies unless previous agreement has been reached.
* All Tenders must be received by the submission deadline as set out in the project timeline above. The CCO reserves the right to postpone the submission deadline. Any such extension will apply to all Tenders.
* Any submission received after the deadline cannot be reviewed.

**4.4 Costs and Expenses**

All costs expenses and liabilities incurred by the Potential Providers in connection with preparation and submission of their Tender submissions will be borne by the Potential Providers.

The Potential Providers shall have no claim whatsoever against the Authority in respect of such costs save as expressly provided for in the Contract.

The Authority reserves the right:

* to amend, clarify, cancel, add to or withdraw all or any part of the procurement documentation or the Procurement at any time during the Procurement;
* to vary any timetable or deadlines set out in the procurement documentation; and
* not to conclude a Contract for some or all of the Services (as applicable) for which Responses are invited.

**4.5 Tender Documents**

The following requirements must be adhered to when submitting Tenders.

* Each Tender must be uniquely named or referenced.
* Pages must be A4 in size and bidders are asked to use Arial 12 double spaced.

**4.6 Clarifications and Questions regarding this Procurement**

Any queries in relation to the submission process should be made to:

Meadbh Dempsey (meadbh.dempsey@childrenscommissioner.gsi.gov.uk)

by Thursday 19th January 2017 at 12pm. Responses to all questions relating to this Procurement will posted on Contract Finder and on the CCO’s website.

Please read our Terms and Conditions (Annex 2) thoroughly before submitting your tender and submit any questions to Meadbh Dempsey.

**4.7 Acceptance of a Successful Tender**

The Authority is not bound to accept the lowest-priced tenders. The selection criteria, and relative weighting, are as follows:

|  |  |  |
| --- | --- | --- |
| Evaluation Type  | Evaluation criteria  | Evaluation Weighting  |
| EXPERTISE and EXPERIENCE | * Expertise and experience in key areas addressed by the project including:
* Literature review methods
* Relevant data sources
* Advanced analysis of large and complex datasets
* Policy and provision for children who are vulnerable, at risk or in care;
* Strong quality assurance mechanisms;
* The capacity to operate creatively and in partnership;
* the ability to communicate clearly to non-academic audiences.
 | 40 |
| METHODOLOGY | Clear understanding of the project aims and objectives. Evidence of a methodology that clearly addresses the research objectives and questions in a robust and secure manner and which gives sufficient detail on the approach to reviewing the evidence and how risks will be addressed | 30 |
| CAPACITY, PROJECT MANAGEMENT and GOVERNANCE | Statement of availability of appropriate team. Evidence that the project will use strong systems to ensure that it will be run to time and budget. Evidence of strong governance processes. Assurances that risks will be managed appropriately. | 20 |
| VALUE FOR MONEY | Evidence that the tender provides good value for money in relation to the depth of what will be covered, the robustness of the approach, the expertise that will be used and the resource that will be committed to the project. | 10 |
| **TOTAL** | **100** |

The successful Provider will be notified in writing and will be required to enter into a formal agreement with the Authority in the form of a Contract. All unsuccessful Tenders will be notified at contract award stage.

Annex 1: Certificate of Conclusive Tendering

**DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER**

The words and expressions set out in this Certificate of Conclusive Tendering have the meanings given to them in the Invitation to Tender.

**Declarations**:

1 ...............................................…………………………….
(Name of Potential Provider)

2. declare that we have not communicated to any other party the amount or approximate amount of the Tender price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this Tender. The Tender price has not been fixed nor adjusted in collusion with any third party, and

3 declare that the tender will remain valid 120 days following the Tender Submission Deadline and that we are not entitled to claim from the Authority any costs or expenses incurred in preparing the Tender or subsequent negotiations whether or not the Tender is successful.

# 4 declare to provide the Services as specified in the Contract Schedule 1 (Services) in accordance with the terms and conditions of the Contract.

# 5 declare to accept unreservedly the terms and conditional of the Contract, as published at the Authority’s website, without caveats or limitations and execute the Contract (to incorporate relevant aspects of the Tender such as your prices) within 5 calendar days of being called upon to do so by the Authority.

# 6 warrant that all the information contained in the Response to the ITT is accurate and true and you undertake to notify the Authority of any changes as soon as practicable.

7 warrant that you have all the requisite corporate authority to sign this Tender and this Certificate of Conclusive Tendering.

signed on behalf of the Potential Provider on date

.................................................................. …………………………….

**Undertaking**

The Authority requires all Potential Providers to make full and frank disclosure to the Authority in the form of a signed undertaking in respect of any or all of the following:

a) any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings;

b) any convictions for a criminal offence committed by the Potential Provider (or being a company, by its officers or any representative of the company);

c) any acts of grave misconduct committed by the Potential Provider (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business;

d) any failure by the Potential Provider (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of Social Security contributions; and

e) any failure by the Potential Provider (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of taxes.

Annex 2: Standard Terms and Condition;

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**Appendix A**

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| **Tenderer’s Commercially Sensitive Information Form** ITT Ref No:  |
| Description of Tenderer’s Commercially Sensitive Information:  |
| Cross Reference(s) to location of sensitive information in Tender:  |
| Explanation of Sensitivity:  |
| Details of potential harm resulting from disclosure:  |
| Date of applicability - Period of Confidence (if applicable):  |
| Contact Details for Transparency/Freedom of Information matters: Name: Position: Address: Telephone Number: Email Address:  |