# NHS England colAnnex 3: Response Template

This is the response template for NHS England's Stage One ITT for Wave 1 of the Procurement for NHS Genomic Medicine Centres. Please refer to the ITT itself for instructions on its completion and submission.

Forms A, B and C are based on the Cabinet Office PQQ but have minor variations to suit this Procurement, and Forms D and E are bespoke to this Procurement.

**Form A** - Organisation and Contact Details: the details in Form A of Annex 3 are **not evaluated, other than the financial criteria as set out in that section**.

**Form B** - Grounds for Mandatory Rejection: the details in Form B of Annex 3 are **mandatory exclusion criteria** - if an Applicant indicates that it has breached one of the requirements then the Applicant will be excluded.

**Form C** - Grounds for Discretionary Rejection: the details in Form C of Annex 3 are **discretionary exclusion criteria** - these will be presented to the Procurement Board as Concerns for the Procurement Board's consideration.

**Form D** - Non-Evaluated Information: the items in Form D of Annex 3 are for **information purposes only** and are not evaluated, though they are likely to be evaluated in the second stage of the Procurement process.

**Form E** - Pre-Qualification Criteria based on experience and evidence: the items in Form E of Annex 3 are **grouped, scored and weighted** as set out in the Stage One ITT.

## FORM A: Organisation and Contact Details

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| Full name of organisation tendering (or of organisation acting as lead contact where a consortium/partnership bid is being submitted) |  |
| **ORGANISATION DETAILS** |
| Registered office address: |  | Company or charity registration number |  |
|  |  | VAT registration number |  |
|  |  | Name of immediate parent company |  |
|  |  | Name of ultimate parent company |  |
| Type of organisation (please indicate one) | a limited company |  |
| a limited liability partnership |  |
| other partnership |  |
| sole trader |  |
| other (please specify) |  |

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| **FINANCIAL DETAILS** |
| Please **attach** for the Applicant and all prospective partner/consortium organisations sets of audited accounts for last 3 full financial years (2011/12 to 2013/14) with an unqualified audit opinion.  Potential providers may also be invited to provide additional evidence of financial stability.**NHS England will use this information to determine whether the Applicant and its partners/consortium organisations have financial stability, and if deemed not to have sufficient financial stability then the Applicant may be excluded from this Procurement.**  |

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| **CONTACT DETAILS** |
| Contact details for enquiries about this Stage One ITT |
| Name |  |
| Address |  |
| Post Code |  |
| Country |  |
| Phone |  |
| Mobile |  |
| Email |  |

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| Consortia and Sub-Contracting / Partnerships | (a) | Your organisation is bidding to provide the services required itself |  |
| (b) | Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services |  |
| (c) | The Supplier is a consortium |  |
| If your answer is (b) or (c) please indicate in a **separate annex** (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Supplier solely or together with other providers) will be responsible for the elements of the requirement. |

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| **QUESTIONS 1.1 and 1.2 FOR COMPLETION BY NON-UK BUSINESSES ONLY** |
|  | Registration with a professional body |  |
|  | Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in **Annexes IX A-C of Directive 2004/18/EC)** under the conditions laid down by that member state). |  |
|  | Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this. |  |

## FORM B - Grounds for mandatory rejection

**Important Notice:**

**If you answer ‘yes’ to any question in this section your application will not be accepted; you should contact us for advice before completing this form, using the clarification method set out in the Stage One ITT.**

Please state ‘Yes’ or ‘No’ to each question.

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|  | **Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Answer** |
|  | 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; |  |
|  | 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; where the offence relates to active corruption; |  |
|  | the offence of bribery, where the offence relates to active corruption; |  |
| (ca) | bribery within the meaning of section 1 or 6 of the Bribery Act 2010; |  |
|  | fraud, 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, within the meaning of: |  |
|  | (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) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006; |  |
|  | money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002; |  |
| (ea)  | 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; or |  |
| (eb)  | 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 |  |
|  | any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State. |  |

## FORM C - Grounds for discretionary rejection

**Important Notice.**

**The Authority is entitled to exclude you from the procurement exercise if any of the following apply but may decide, having considered all the relevant circumstances, to allow you to proceed further. If you answer ‘yes’ to any question, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The Authority will evaluate this evidence before making a decision on whether to exclude you.**

**The Authority is also entitled to exclude you in the event that you are guilty of serious misrepresentation in providing any information referred to within regulation 23, 24, 25, 26 or 27 of the Public Contracts Regulations 2006 or you fail to provide any such information requested by us.**

Please state ‘Yes’ or ‘No’ to each question, and if answering ‘Yes’ then please set out the details in a separate Annex as required above.

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|  | **Is any of the following true of your organisation?** | **Answer** |
|  | being an individual is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; |  |
|  | being a partnership constituted under Scots law,has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or |  |
|  | being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of the above procedures or is the subject of any similar procedures under the law of any other state? |  |
|  | **Has your organisation** |  |
|  | been convicted of a criminal offence relating to the conduct of your business or profession; |  |
|  | committed an act of grave misconduct in the course of your business or profession; |  |
|  | failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established; or |  |
|  | failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established? |  |
|  | **Additional Procurement-specific questions: Has your organisation** |  |
|  | been in contact with or referred to an applicable economic regulator concerning the financial/economic viability of the Applicant?  |  |
|  | been in contact with or referred to an applicable regulator concerning the quality of the services provided by the Applicant?  |  |

## Form D: Non-Evaluated Information

Please provide the following responses for information only. These will not be evaluated, but may be required as part of the second stage of the Procurement process, and if so full details will be provided then.

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| **D1. Service quality** |
| Does the Applicant have CPA/UKAS accreditation and is it regulated with CQC?If the Applicant does not have any of these, what steps is it taking to obtain them?  |
| Response: [this may be up to one page in accordance with the Stage One ITT] |
| **D2. Geographical coverage** |
| What is the geographical coverage of the population the Applicant's activities currently cover (within its own organisation, or, if applicable, across its network and partnerships)? If this differs between sample types, please indicate what coverage applies to each type.  |
| Response: [this may be up to one page in accordance with the Stage One ITT] |

## Form E: Pre-Qualification Criteria based on experience and evidence

Please refer to paragraph 3.3 of the Stage One ITT for the full detail required for each question.

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| **Diseases and capacity** |
| Response: [this may be up to **two pages**, overriding the Stage One ITT] |
| **Previous experience of clinical studies and trials** |
| Response: [this may be up to one page in accordance with the Stage One ITT] |
| **Data and Informatics** |
| Response: [this may be up to **two pages**, overriding the Stage One ITT] |
| **Sample collection, processing and DNA extraction** |
| Response: [this may be up to **two pages**, overriding the Stage One ITT] |
| **Central biorepository** |
| Response: [this may be up to one page in accordance with the Stage One ITT] |
| **Post annotation and validation of data** |
| Response: [this may be up to one page in accordance with the Stage One ITT] |
| **Reporting of findings for whole genome sequencing** |
| Response: [this may be up to one page in accordance with the Stage One ITT] |
| **Clinical care** |
| Response: [this may be up to one page in accordance with the Stage One ITT] |
| **Ethics and consent** |
| Response: [this may be up to one page in accordance with the Stage One ITT] |
| **Organisational governance and programme management** |
| Response: [this may be up to one page in accordance with the Stage One ITT] |
| **Partnerships and governance** |
| Response: [this may be up to one page in accordance with the Stage One ITT] |
| **NHS transformation** |
| Response: [this may be up to one page in accordance with the Stage One ITT] |

## DECLARATION AND SUBMISSION

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| I declare that to the best of my knowledge the answers submitted in this response are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to tender for NHS England's requirement and I am signing on behalf of my organisation, and that I have the authority to do so. I understand that NHS England may reject this response if there is a failure to answer all relevant questions fully or if I provide false/misleading information, and as set out in the Stage One ITT. I confirm that there are no conflicts of interest as described in the Stage One ITT. I have included all required annexes and additional information as referenced above.  |

|  |  |
| --- | --- |
| Name  |  |
| Position in Organisation |  |
| Date |  |
| Signature |  |