

GREATER LONDON AUTHORITY

[REDACTED]
(By email)

Our Ref: MGLA060919-1751

4 October 2019

Dear [REDACTED]

Thank you for your request for information which the GLA received on 6 September 2019. Your request has been dealt with under the Freedom of Information Act 2000.

You requested:

This is a Freedom of Information request.

On 08/06/2018 GLA as Contracting Authority published in OJEU, mirrored on TED at <https://ted.europa.eu/udl?uri=TED:NOTICE:248340-2018:TEXT:EN:HTML#id1-II> , a contract notice for procurement of scanning services for GLA elections.

The notice on TED states that "The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://procontract.due-north.com> ", but I have not been able to find the documents on the procontract website.

I would like to see copies of procurement documents referred to, including I assume the ITT and T&C.

Please find attached the information we hold within the scope of your request.

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA060919-1751.

Yours sincerely

[REDACTED]
Information Governance Officer

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:
<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

Transport for London



Volume 1 The Invitation to Tender GLA Electronic Vote Counting Services and Associated Services for Elections

Instructions

OJEU Ref : **2018/S 109-248340**

TfL Reference Number: ICT12858

Version: 1.3. DRAFT

Transport for London

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1 INTRODUCTION

1.1 Overview

This Invitation to Tender (ITT) is being issued to those tenderers who have qualified for this procurement advertised in the Official Journal of the European Union (OJEU) Reference No. **2018/S 109-248340**

Transport for London's contact details can be found in paragraph 4.6 (Clarifications) of this document.

This ITT forms part of a competitive procurement for the award of a contract for an E-Counting System and Associated Services and is to be conducted in accordance with the Restricted Procedure, under Directive 2014/24/EU (public) on the award of public sector contracts, as implemented in the UK by the Public Contracts Regulations 2015.

This procurement is being conducted in accordance with Transport for London's drive to deliver best value whilst meeting its own requirements. At the end of this procurement process, Transport for London may choose to award a contract. Any contract, which Transport for London awards, will be to the supplier who submitted the most economically advantageous tender.

You are required to respond to all sections of this ITT.

1.2 ITT Structure

This ITT contains the following Volumes:

- Volume 1 (Invitation to Tender) consists of this document which sets out the key processes, timetable, tender response requirements, evaluation approach as well as forms which need to be completed as part of your ITT Response such as Form of Tender, Pricing Schedules and Response Templates;
- Volume 2 (The Specification) consists of the technical requirements; and
- Volume 3 (Agreement) contains the Contract Conditions for this requirement.

2 BACKGROUND

2.1 Introduction

Transport for London (the “Authority”), is acting on behalf of the Greater London Authority (the “GLA”), for the procurement of an Electronic System for the accurate counting of voter marks on ballot papers and declaration of results for three elections by the Greater London Returning Officer (GLRO) and Constituency Returning Officers (CROs) for:

- the Mayor of London;
- 14 Constituency Assembly Members; and
- 11 London-wide Assembly Members.

The GLA requires a contract to commence in October 2018; TfL is conducting a competitive tender for this contract. The initial term of any contract awarded will be for a period until the completion of all required activities in relation to the 2020 elections with the option to extend the contract for a period until the completion of all required activities in relation to the 2024 elections.

2.2 Transport for London – Overview

TfL was created in 2000 as the integrated body responsible for London’s transport system. TfL is a functional body of the Greater London Authority. Its primary role is to implement the Mayor of London’s Transport Strategy and manage transport services to, from and within London.

TfL manages London’s buses, the Tube network, Docklands Light Railway, Overground and Trams. TfL also runs Santander Cycles, London River Services, Victoria Coach Station, the Emirates Air Line and London Transport Museum. As well as controlling a 580km network of main roads and the city’s 6,000 traffic lights, TfL also regulates London’s taxis and private hire vehicles and the Congestion Charge scheme.

Further background on what TfL does can be found on the TfL website here:

<https://tfl.gov.uk/corporate/about-tfl/what-we-do>

3 OVERVIEW OF THE REQUIREMENTS

The scope of the procurement is to deliver an electronic counting system and associated services for the 2020 Mayor of London and London Assembly elections, with the option at the Authority's discretion to include the 2024 elections; or other events involving public voting which may include (without limitation) mayoral/assembly related by-elections, other elections and/or any referendum(s) held within the Greater London area.

Along with the electronic counting technology system, the GLA will require a number of additional goods and services including:

- a supplier site within one (1) hour easy commute of London Zone 1 ;
- the design production, printing and delivery of ballot papers (including postal ballot paper packs) and ballot boxes;
- a full complement of staff with the skills and experience to meet the objectives;
- a full training programme for the staff carrying out the various count functions;
- the provision of visual display screens, data feeds to the londonelects.org website and other related matters including signage; and
- such other ancillary and peripheral items as are required for the Tenderer's counting solution, such as - racking, straps, adjudication/reject packets and location facilities.

Further information can be found in Appendix 5 (Requirement Overview) to this Volume 1 (Invitation to Tender).

4 THE PROCUREMENT PROCESS

4.1 Introduction

This section describes in broad terms the award process following the issue of this ITT.

4.2 The Procurement Process

TfL is conducting this procurement through the restricted procedure to identify a service provider(s) for the E-Counting System and Associated Services requirement.

PLEASE NOTE: No information in this document is, or should be relied upon as, an undertaking or representation as to TfL's ultimate decision in relation to the E-Counting System and Associated Services requirement. TfL reserves the right without notice to change the procurement process detailed in this ITT or to amend the information provided, including, but not limited to, changing the timetable, the scope and nature of the procurement and the procurement process. This will be subject to the normal rules of public law, EU principles and procurement rules.

Moreover, TfL reserves the right to provide further information or to supplement and / or to amend the procurement process for this ITT. You enter into this procurement process at your own risk. TfL shall not accept liability nor reimburse you for any costs or losses incurred by you in relation to your participation in this procurement process, whether or not TfL has made changes to the procurement process.

TfL also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of tenders or otherwise. In such circumstances, TfL will not reimburse any expenses incurred by any person in

the consideration of and / or response to this document. You make all tenders, proposals and submissions relating to this ITT entirely at your own risk.

4.3 Format of Tenders

The format for your tender can be found in paragraph 5 (Tenderers' Responses).

4.4 Tenderers' Costs

You are reminded that you are solely responsible for the costs, which you incur, as a result of your participation in this procurement and TfL or the GLA will not be liable for any costs incurred.

4.5 Procurement Timeline

The key dates for the procurement process are stated in Table 1 (Procurement Timetable) below. These dates are indicative and may be subject to change.

Table 1: Procurement Timetable

Activity	Indicative Date
Supplier Questionnaire Phase	
OJEU notice, SSQ and draft ITT published	8 June 2018
Clarification deadline for SSQ	25 June 2018
SSQs submission deadline	9 July 2018
SSQ evaluation period	10 July 2018 to 20 July 2018
Notify bidders of outcome	23 July 2018
ITT Phase	
Final ITT Issued to shortlisted bidders (maximum of 6)	3 August 2018
Last date of receipt of clarification questions by suppliers 12 noon	5 September 2018
ITT Response deadline	19 September 2018
ITT evaluation period (including clarifications if required)	20 September to 5 October 2018
Possible Supplier Demonstrations/ Site visits (if applicable)	w/c 1 October 2018
Contract Award communication	8 October 2018
Standstill period ends	19 October 2018
Contract Signature	Mid/Late October 2018
Mobilisation/Implementation	Mid/Late October 2018

4.6 Clarifications

PLEASE NOTE: You must submit any questions relating to this ITT via the clarifications facility on TfL's e-Tendering portal (found at: <https://procontract.due-north.com>) no later than the ITT clarification deadline set out in Table 1 (Procurement Timetable) of paragraph 4.5 (Procurement Timeline).

Subject to the provisions in paragraph 3.9, TfL will endeavour to respond within **five (5)** working days to clarification questions, which have been transmitted to TfL via the TfL e-Tendering portal prior to the ITT clarification deadline set out in Table 1 (Procurement Timetable) of paragraph 4.5 (Procurement Timeline).

You should be aware that:

- if, in TfL's view, questions are of a general nature, TfL will provide copies of questions in a suitably anonymous form, together with answers, to all bidders;
- if, in TfL's view, questions are of a specific nature, TfL will provide copies of questions, together with answers, only to the bidder seeking clarification; and
- the clarification process will be conducted on the basis of the equal, transparent and non-discriminatory treatment of bidders.

PLEASE NOTE: TfL reserves the right not to answer ITT clarification questions, which it receives after the ITT clarification deadline set out in Table 1 (Procurement Timetable) of paragraph 4.5 (Procurement Timeline).

Presentations / post-tender clarifications

As detailed in Table 1 (Procurement Timetable) of paragraph 4.5 (Procurement Timeline) above, TfL reserves the right to conduct Presentation / Clarification meetings as part of the evaluation process. TfL may clarify elements of your or other bidders' submissions and reserves the right to:

- re-visit the evaluation scoring; and
- ask further clarification questions.

4.7 Compliant Tenders

A compliant tender must:

- comply with the submission arrangements and conditions set out in paragraph ☐ (Submission Arrangements and Administrative Instructions) below; and

- Submit all the required documents as set out in paragraph 5.2 (Required Documents) of this Volume 1.

4.8 Submission Arrangements and Administrative Instructions

This paragraph describes submission arrangements for bidders' tenders.

You must upload your tender to the online e-Tendering portal at <https://procontract.due-north.com>.

For help on uploading your tender, please refer to the video tutorials, FAQ's and help pages found in the Help Centre 'Responding to Tenders' section of the e-tendering website <https://supplierhelp.due-north.com/>.

If you encounter any problems please, first refer to the above referenced FAQ's and video tutorials. If the problem persists please contact 'log a ticket' on the supplier support portal (<http://www.proactis.com/Support>) in good time and inform the relevant tender co-ordinator of your issue.

You are strongly recommended not to leave uploading of all data to the last day. Neither TfL nor its e-procurement system provider will be responsible for any failure to upload data due to insufficient time being allowed by Bidders.

If you encounter a problem with using the e-procurement system website that will prevent you from completing the ITT before the closing date and time you must log the problem with the e-procurement website helpdesk taking note of the time and contact details at the helpdesk, and contact the below named point of contact.

The point of contact for this procurement process is:

██████████ – Commercial Manager Transport for London
██████████ [@tfl.gov.uk](mailto:██████████@tfl.gov.uk)

All documents, which comprise your tender, must be received by TfL no later than **12:00 noon on 19 September 2018**. You are advised to upload your tender allowing an adequate amount of time before this deadline in order to ensure that

there is sufficient time to overcome any IT problems, which may accompany the uploading of the tender.

PLEASE NOTE: TfL reserves the right to reject any tender, if it has been received after the deadline set out in this paragraph □.

You must provide clear contact details for any post-submission clarification questions that TfL may have and ensure adequate staff cover during the evaluation period.

4.9 Rejection of Tenders

Tenders may be rejected if:

- they are not submitted by the submission date and time; or
- the complete information called for is not given at the time of responding; or
- if they are in any other way deemed non-compliant by TfL.

5 TENDERERS' RESPONSES

5.1 Introduction

The purpose of this paragraph is to provide tenderers with instructions on how to structure and present your tender to enable TfL to carry out its evaluation of your tender. TfL has placed page count limitations on tenders that must be adhered to. The application of the page count limitations is set out in paragraph 5.3 (Page Count Methodology).

You should place emphasis upon brevity and clarity in all aspects of your tender, therefore Tenders should be concise, contain only relevant information and be structured to reflect the structure of this ITT and the Specification. You should note that:

- all documents and materials, which comprise the tender, must be written in English;
- the tender must contain table of contents, which includes all appendices that detail each part of your tender;
- the name and number of the relevant module of the ITT must appear at the top of each page of the part of your tender which relates to that module;
- all additional information, which is outside the scope of the information specifically requested in the modules, must be in clearly referenced annexes. However, TfL reserves the right not to take the additional information into account, when it evaluates the tender; and
- all tenders become the property of TfL upon submission and will be subject to the Freedom of Information Act 2000 (see paragraph 7.2 (Freedom of Information) for further details).

5.2 Required Documents

For your Tender to be considered compliant it must comprise the following:

Table 2: Required Documents

Requirement			Required Documents	ITT Location	Document Format	Page Count
Commercial Submission			Signed Form of Tender	Vol. 1, Paragraph 8	.doc, .pdf	N/A
Commercial Submission			Signed Conflict of Interest Declaration	Vol. 1, Paragraph 9	.doc, .pdf	N/A
Commercial Submission			Signed Non-Collusion Declaration	Vol. 1, Paragraph 10	.doc, .pdf	N/A
Commercial Submission			Reserved Information	Vol. 1, Appendix 2	.doc, .pdf	N/A
Financial Submission			Pricing Schedule	Vol. 1, Appendix 3	.doc, .pdf	N/A
Technical Submission	R0	Management Summary	Management Summary	tenderer to provide	.doc, .pdf	10
	R1	Project Management and Delivery	Response Template R1	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	32
			Outline Implementation Plan	tenderer to provide	.mpp, .vsd, .doc, .pdf	N/A
	R2	Compliance with Electoral Laws	Response Template R2	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	10
	R3	Transparency	Response Template R3	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	10
	R4	Security & Compliance	Response Template R4	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	24
	R5		Response Template R5	Vol. 1, Appendix 4	.doc, .pdf	N/A

Requirement			Required Documents	ITT Location	Document Format	Page Count
		Sustainability and Environmental Impact	Method Statement	tenderer to provide	.doc, .pdf	8
	R6	Service Provider's Site	Response Template R6	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	8
	R7	Solution Software	Response Template R7	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	10
			Licence Terms	tenderer to provide	.doc, .pdf	N/A
	R8	Solution Training	Response Template R8	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	8
	R9	Solution Scanning	Response Template R9	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	10
	R10	Solution Network	Response Template R10	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	8
	R11	Solution Acceptance Testing and Assurance	Response Template R11	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Outline Test Strategy	tenderer to provide	.doc, .pdf	8
			Outline Test Plan	tenderer to provide	.mpp, .vsd, .doc, .pdf	N/A
	R12	Solution BCDR	Response Template R12	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Outline BCDR Plan	tenderer to provide	.doc, .pdf	8
	R13	Ballot Papers	Response Template R13	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	8
	R14	Ballot Boxes and Seals	Response Template R14	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	8
	R15	The Count - Count Centre Preparation	Response Template R15	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	8

Requirement			Required Documents	ITT Location	Document Format	Page Count
	R16	The Count - Count Data Collection	Response Template R16	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	8
	R17	The Count - Staffing and Operation	Response Template R17	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	8
			Outline Count Operation Plan	tenderer to provide	.doc, .pdf	20
	R18	The Count - Communication of Count Progress	Response Template R18	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	8
	R19	The Count - Declaration Activities	Response Template R19	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	4
	R20	The Count - Peripheral Supplies, Goods and Services	Response Template R20	Vol. 1, Appendix 4	.doc, .pdf	N/A
			Method Statement	tenderer to provide	.doc, .pdf	4

All Required Documents are mandatory and failure to provide may result in your Tender being rejected.

Your tender must comprise three (3) elements:

- The Technical Submission using the Technical Requirements Response Templates;
- The Financial Submission using the Pricing Schedule ; and
- The Commercial Submission

The Technical Submission must include completed Response Templates along with any associated Method Statements, Strategies, Plans etc. as set out in Table 2 (Required Documents) and the Response Templates themselves. Your ITT Response should demonstrate your ability to meet the requirements set out in Volume 2 (The Specification) and your proposals for doing so.

The Financial Submission will consist of your response to the Pricing Template set out in Volume 1, Appendix 3 and must include all Charges for the provision of the Services. The GLA is under no obligation to pay any additional charges post contract award for any costs you may incur in providing the Services which were reasonably foreseeable.

The Commercial Submission will consist of your signed Form of Tender, Conflict of Interest Declaration, Non-Collusion Declaration and completed Reserved Information.

5.3 Page Count Methodology

TfL has placed page count limitations that must be adhered to. TfL will disregard any pages which go above the page count prior to releasing to evaluators (see Figure 1 (Page Count Methodology) below). You should note that:

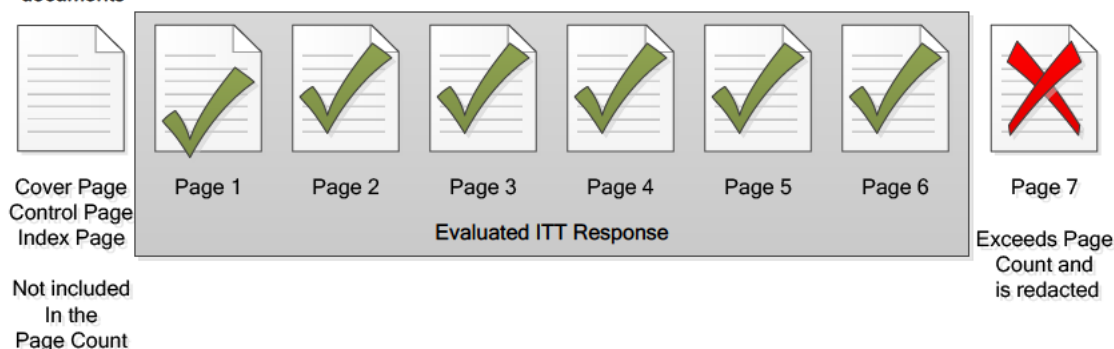
- tenderers may use tables and diagrams as part of their response provided that all tables and diagrams fall within the stated page count limitation and should only be used where essential to illustrate the narrative;
- all responses are to be submitted in A4 format with font size twelve (12) unless otherwise stated;
- any tables and diagrams the tenderers use in their response must be clearly legible without the necessity of TfL manipulating the image. TfL is under no obligation to consider any diagrams which are illegible to the human eye;
- cover pages, control pages and indices are excluded from page counts, e.g. if the page count limit is eight (8) pages and a tenderer's response is eleven pages long but includes a cover page a control page and an index this shall be considered within the page count limit; and

- tenderers may embed documents within the body of their main response in accordance with the page count methodology set out in Figure 1.

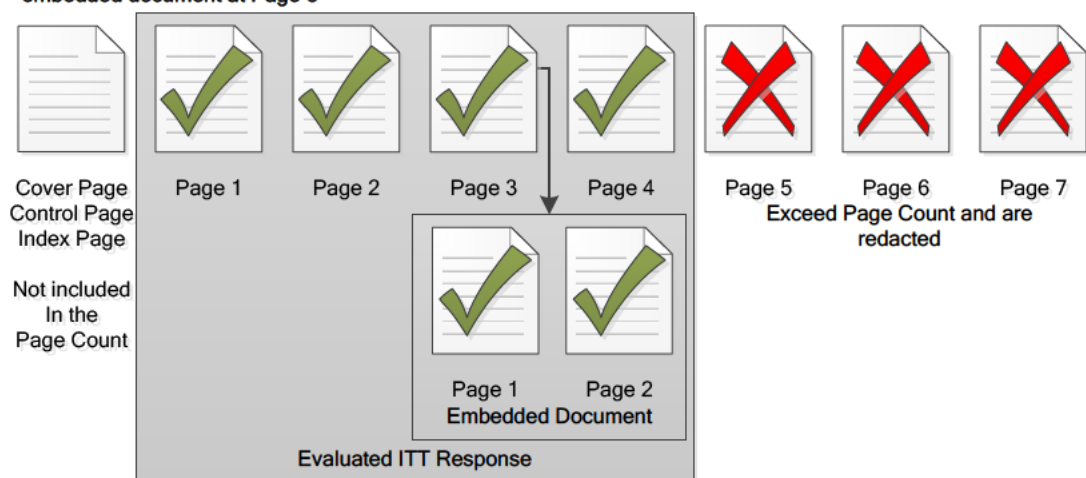
PLEASE NOTE: embedded documents will contribute to the overall page count. Example two below is a scenario where a page count limit for a response is six pages, and a two page document is embedded in the third page.

Figure 1: Page Count Methodology

Example 1: Required Document with a Page Count of six (6) Pages - ITT Response includes no embedded documents



Example 2: Required Document with a Page Count of six (6) Pages - ITT Response includes 2 Page embedded document at Page 3



PLEASE NOTE: Tenderers must pay attention to the above instructions and the page count methodology set out in Figure 1 (Page Count Methodology) as failure to do so will result in TfL not evaluating the parts of your tender which fall foul of these instructions and page count methodology.

Your tender submission must comprise the documents detailed in Appendix 6: Response Summary Checklist.

6 TENDER EVALUATION

6.1 Introduction

The evaluation process will be conducted in a fair, equal and transparent manner in accordance with UK and EU procurement rules.

The award criteria have been developed to assist TfL in deciding which bidder to award a contract to on the basis that their response represents the most economically advantageous tender. The award criteria are for use by those bidders, who have been invited to tender for the proposed contract, their professional advisers and other parties essential to preparing responses to the ITT and for no other purpose.

TfL reserves the right to revisit the responses to any questions asked in the SQ to ensure that any changes to suppliers' circumstances are taken into account during the tendering evaluation.

You are required at all times during the tender process to inform TfL of any changes to your circumstances, which changes impact on your response to the SQ, your selection or your suitability to tender.

Tenders will be rejected from the evaluation process, where a bidder subsequently fails a SQ selection criterion due to a change in circumstance. At a later stage you may be asked to confirm that there has not been a material change to:

- information you provided at pre-qualification stage which may impact on your eligibility to tender, or
- your tender, which may change the evaluation results.

Failure to disclose all material information (facts that we regard as likely to affect our evaluation process), or disclosure of false information at any stage of this procurement process may result in ineligibility for award. You must provide all information requested and not assume that TfL has prior knowledge of any of your information.

We actively seek to avoid conflicts of interest and reserve the right to reject tenderers as ineligible where we perceive an actual or potential conflict of interest. You must advise and discuss all potential conflicts of interest with the TfL contact named in paragraph 4.6 (Clarifications) prior to submission of your completed tender.

Completed tenders will be evaluated by TfL and GLA staff, supported by other experts:

- each question will be scored as indicated;

- pass/fail criteria will apply as indicated, and failures will be allocated where threshold scores for failure are indicated;
- indicated weightings will be applied to scored responses, and those tenders with no fails will be ranked;
- award rules will be applied (e.g. to restrict the number of suppliers awarded a contract); and
- selection criteria (SQ) will be revisited and any changes verified for continuing eligibility to tender.
- Please note that in respect of Health and Safety, although there are no specific responses as part of the ITT stage, tenderers should be aware that as part of the testing and acceptance processes, particularly relating to the Ballot Boxes and set up of the Counting Centres, that any designs produced during the contract will need to satisfy TfL Health and Safety. In that regard your response for R14 and R15 should include how you propose to ensure the design and approach to setting up the centres will be conducted in terms of health and safety, particularly demonstrating that the end solution will be safe for the public and election staff.

6.2 Abnormally Low Tender

Your Financial Submission will be reviewed to consider if it appears to be abnormally low. An initial assessment will be undertaken using a comparative analysis of the Financial Submissions received from all tenderers, with reference to the methods proposed by you.

If the assessment shows that your tender may be abnormally low, then TfL will request from you a written explanation of your tender, or of those parts of your tender, which TfL considers contribute to your tender being abnormally low.

On receipt of your written explanation, TfL will verify with you the tender or parts of the tender.

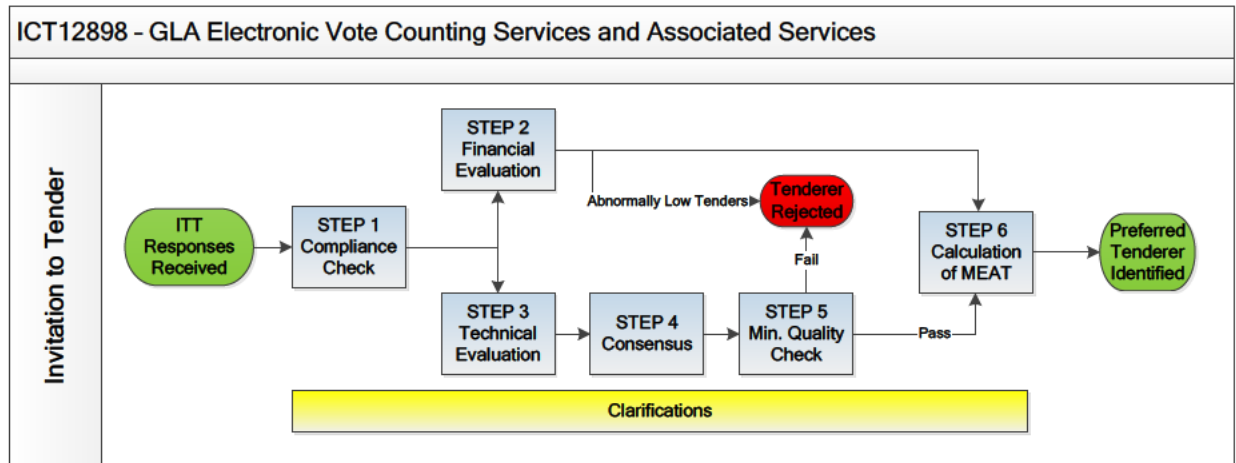
If TfL is still of the opinion that you have submitted an abnormally low offer, TfL will confirm this to you and will advise either:

- that your tender has been rejected; or
- that, for tender evaluation purposes, TfL will make an adjustment to the price proposal to take account of any consequences of accepting an abnormally low tender.

6.3 Evaluation Methodology

This paragraph sets out how TfL will evaluate the tenders received and identify the most economically advantageous tender (MEAT).

Figure 2: Evaluation Process



6.3.1 ITT Responses Received

Tenderers will be required to submit their ITT Responses via the e-Tendering portal by the ITT submission deadline of **12:00 noon on 19 September, 2018**.

6.3.2 Step 1 - Compliance Check

Tenders will be checked for completeness against the list of required documents set out in Table 2 of paragraph 5.2 (Required Documents). A tender must include all of the documents set out in Table 2 of paragraph 5.2 (Required Documents) in order to be considered. If any document is omitted and the omission might reasonably be construed (by TfL in the exercise of its discretion) as an oversight, Bidders may be given the opportunity to submit the omitted document within one working day of the request to do so, otherwise TfL shall be entitled to treat the tender as a non-compliant tender.

6.3.3 Step 2 - Financial Evaluation

The Financial Model submitted by tenderers will be checked to ensure that it has been completed correctly and that the tenderers' Proposal Price set out in the Financial Models reflect the total Charges for the Services during the initial term covering the 2020 elections.

The tenderers' Proposal Price will be reviewed for any abnormally low responses as per paragraph 6.2 (Abnormally Low Tenders).

Tenderers' Proposal Price will be awarded a mark based on the scoring scale set out in paragraph 6.5.1 (Financial Scoring Scale).

6.3.4 **Step 3 - Technical Evaluation**

Tenderers must use the Response Templates provided to complete their responses (these templates include the specific requirements and additional guidance regarding the content of your response).

Tenderers' technical responses will be evaluated individually by Subject Matter Experts provided by TfL and the GLA in accordance with the scoring scale set out in paragraph 6.5.2 (Technical Scoring Scale).

6.3.5 **Step 4 - Consensus**

Following completion of individual evaluators technical evaluation in Step 3, consensus meetings will be held, chaired by a TfL representative, in order to agree a consensus score for each technical requirement for each Tenderer.

6.3.6 **Step 5 Minimum Quality Check**

Following consensus meetings, TfL will ensure that the final consensus scores awarded to the Tenderers meet the minimum quality thresholds stipulated in paragraph 6.5.2 (Technical Scoring Scale) issued by TfL.

6.3.7 **Step 6 Calculation of MEAT**

The results of the Financial and Technical Evaluation will be combined to identify which of the tenderer's ITT responses represents the Most Economically Advantageous Tender, i.e. the best combination of quality, and price. The tenderer with the highest score will be identified as the preferred tenderer.

6.3.8 **Clarifications**

TfL may clarify elements of tenderers' ITT responses either by written clarifications (issued via the e-Tendering portal) and/or presentations and reserves the right to ask further clarification questions to enable

evaluators to be clear on any stated answer. Any clarification issued will seek confirmation of correct understanding and will not provide any opportunity for a tenderer to provide additional content to their original tender. Tenderers shall respond to TfL's written requests for clarification within **three (3)** working days unless otherwise agreed. If elements are clarified via presentations then they will be subsequently recorded in writing and agreed.

The opportunity for the Bidders to provide a presentation has been included within the tender timetable and can be utilised if TfL requires. Should the technical team require the use of this meeting, tenderers will be invited to further clarify elements of their submission. Following this, the client may amend their scores, providing they have sufficient justification and rationale.

6.4 Evaluation Criteria and Weightings

The following evaluation criteria and weightings shall be applied to the financial and technical evaluation of tenderers' ITT responses. All Scores will be reported to two (2) decimal places using the 'half round up' methodology.

Table 3: Evaluation Weightings

Level 1		Level 2			
Criteria	Weight	Criteria		Weight	True Weight
Technical	70.00%	R1	Project and Delivery Management	16.00%	11.20%
		R2	Compliance with electoral law	5.00%	3.50%
		R3	Transparency	5.00%	3.50%
		R4	Security and Compliance with Standards	12.00%	8.40%
		R5	Approach to Quality, Sustainability and Environmental Impact	4.00%	2.80%
		R6	Suppliers location	4.00%	2.80%
		R7	Electronic vote counting solution – Software Product	5.00%	3.50%
		R8	Electronic vote counting solution – Training	4.00%	2.80%
		R9	Electronic vote counting solution - Scanners and Scanning	5.00%	3.50%
		R10	Electronic vote counting solution – Count Centre Network	4.00%	2.80%
		R11	Electronic vote counting solution – Testing and Assurance	4.00%	2.80%
		R12	Electronic vote counting solution – Business Continuity and Risk	4.00%	2.80%
		R13	Ballot Papers	4.00%	2.80%
		R14	Ballot Boxes and Seals	4.00%	2.80%
		R15	Count centres – Layout and Set Up	4.00%	2.80%
		R16	Conducting the Count – Preparation	4.00%	2.80%
		R17	Conducting the count – Staffing and Operation	4.00%	2.80%
		R18	Conducting the count – Communications of Count Progress	4.00%	2.80%
		R19	Conducting the count – Post Declaration Activities	2.00%	1.40%
		R20	Conducting the count – Peripheral Goods and Services	2.00%	1.40%
Price	30.00%				

6.5 Scoring Scales

The following scoring scales shall be applied to the financial and technical evaluation of tenderers' ITT responses.

6.5.1 Financial Scoring Scale

Tenderers' Financial Models shall be evaluated on the following basis:

$$\% \text{ Score Awarded} = \left(1 - \frac{\text{Tenderer's } \pounds - \text{Lowest Tenderer's } \pounds}{\text{Lowest Tenderer's } \pounds} \right) \times 30\%$$

6.5.2 Technical Scoring Scale

Tenderers' technical ITT responses will be evaluated against the evaluation criteria set out in paragraph 0 (Evaluation Criteria and Weighting) using the scoring scale set out below in Table 4 (Scoring Scale).

Tenderers' technical responses will be evaluated on the following basis:

$$\% \text{ Score Awarded} = \left(\frac{\text{Geared Score Awarded}}{25} \right) \times \text{criteria weighting}$$

e.g. if a tenderer was awarded a geared score of 16 for a criteria R12 (4.00%) the % Score Awarded would be 2.56%.

$$2.56\% = \left(\frac{16}{25} \right) \times 4.00\%$$

The sum of all % Score Awarded for the technical responses will then be multiplied by 70% in order to ascertain the total % score for the Tenderers' technical responses in accordance with the following formula:

$$\% \text{ Technical Score} = \text{Sum}(R1, R2, R3 \dots \dots R20) \times 70.00\%$$

e.g. if the sum of all % Score Awarded for requirements R1 to R20 totals 65% this would result in a total technical score of 45.5%

$$45.50\% = 65.00\% \times 70.00\%$$

Table 4: Scoring Scale

Title Descriptors and Descriptors	
For the scored questions, scores (marks) will be awarded using the following scoring scale:	Geared Score
Outstanding - Exceptional demonstration by the tenderer of the relevant ability, understanding, experience, skills, and resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value and continuous improvement, with evidence to support the response.	25
Good - Above average demonstration by the tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.	16
Meets the Requirement - Demonstration by the tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with evidence to support the response.	9
Poor - Some minor reservations of the tenderer's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.	4
Unacceptable - The response does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the tenderer has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.	0

Minimum Quality Thresholds

Any tenderer who fails to achieve a minimum pass mark of Poor (4) for any of the following requirements will be eliminated from this tender process:

- R1 Project and Delivery Management;
- R2 Compliance with Electoral Law;
- R3 Transparency;
- R4 Security and Compliance with Standards;
- R7 Electronic Vote Counting Solution – Software Product; and
- R9 Electronic Vote Counting Solution – Scanners and Scanning

7 NOTICE TO BIDDERS

7.1 Confidentiality

The contents of this ITT are strictly confidential and shall not be disclosed to any third party other than for the purpose of developing your proposal, after having obtained a similar obligation from that third party to treat any such information disclosed as strictly confidential. Furthermore, you shall not disclose any details of its proposals to any other person.

You should be aware that this ITT and any response to this ITT may be disclosed under the Freedom of Information Act 2000 or the Environmental Information Act 2004.

7.2 Freedom of Information

In relation to this ITT bidders shall provide all assistance reasonably requested by TfL to ensure that TfL complies with the Freedom of Information Act 2000 (FOIA) and/or the Environmental Information Regulations 2004 (EIR) and all related or subordinate legislation.

TfL and its subsidiaries are obliged by law under FOIA/EIR to supply the public with information relating to all areas of its work and are under a duty to operate with openness and transparency unless an exemption applies.

TfL shall be responsible for determining whether information is exempt information under the FOIA/EIR and for determining what information will be disclosed in accordance with the legislation. Further information is available from: www.tfl.gov.uk/foi

An individual may request:

- to be informed whether TfL holds information of the description requested; and
- if so, to have that information communicated to him or her.

Without prejudice to TfL's rights and obligations under the FOIA/EIR, you should be aware that the rules about disclosure apply regardless of where the information held by or on behalf of TfL originated from, and as such the following types of information (without limitation to the generality of the foregoing) may be subject to disclosure:

- information in any tender submitted to TfL;

- information in any contract to which TfL is a party (including information generated under a contract or in the course of its performance);
- information about costs, including invoices submitted to TfL;
- correspondence and other papers generated in any dealing with the private sector whether before or after Agreement award.

You should note that this ITT once published by TfL may be made available to the public on request and:

- you must, in your response to this ITT and in any subsequent discussions, notify TfL of any information which you consider to be eligible for exemption from disclosure under the FOIA/EIR. Such information must be referred to as “Reserved Information” and identified in your response in the form of the table set out in Appendix 3: Reserved Information to this Volume 1. Information not identified as Reserved Information may be made available by TfL on request. Even information identified as Reserved Information may have to be disclosed;
- all decisions relating to the exemption and disclosure of information will be made at the sole discretion of TfL. It should be noted that TfL may disclose your justifications for exemption and any additional information relating to that which is classified as Reserved Information;
- although TfL is not under any obligation to consult you in relation to requests for information made under FOIA/EIR, TfL will endeavour to inform you of requests wherever it is reasonably practicable to do so;
- any Agreement with TfL will require you to supply additional information, and/or provide other assistance, pursuant to any FOIA/EIR request received by TfL;
- TfL’s decision on applying an exemption and, therefore, refusing a request for information by a member of the public may be challenged by way of appeal to the Information Commissioner. The Information Commissioner has the statutory power to direct that the information be disclosed.

For further information on exemption requests please see Appendix 3: Reserved Information to this Volume 1.

Additional information and guidance:

- the exemption that applies to information that would prejudice commercial interests if disclosed is a ‘qualified’ exemption under the FOIA/EIR. This means that TfL is required to consider whether, in all the circumstances prevailing at the time a request is received, the public interest in disclosure outweighs the commercial interest in upholding the exemption;

- information which is exempt under the rules governing commercial matters will not normally be withheld for more than seven years after completion of the Agreement;
- information relating to the overall value, performance or completion of a contract will not be accepted as Reserved Information, although TfL may choose to withhold such information in appropriate cases, at its sole discretion;
- information relating to unit prices or more detailed pricing information may be specified by the you as Reserved Information;
- for further information and guidance, please see the code of practice issued under section 45 of the FOIA (see <https://www.gov.uk/government/publications/code-of-practice-on-the-discharge-of-public-authorities-functions-under-part-1-of-the-freedom-of-information-act-2000>).

7.3 Equality and Diversity

TfL is committed to proactively encouraging diverse suppliers to participate in its procurement processes for goods, works and services. It will provide a level playing field of opportunities for all organisations including Small and Medium Enterprises and Black, Asian and Minority Ethnic businesses and other diverse suppliers. Consistent with its obligations as a Best Value authority and in compliance with EU and UK legislation, TfL's procurement process will be transparent, objective and non-discriminatory in the selection of its suppliers. TfL will actively promote diverse suppliers throughout its supply chains.

TfL expects that the Service Provider(s) for the Agreement will have in place and will implement policies to promote these principles as outlined in Appendix 1: Equality and Diversity to this Volume 1.

7.4 Responsible Procurement

TfL will proactively conduct its procurement process in line with the GLA Group's Responsible Procurement Policy. Within its obligations as a Best Value authority, and in compliance with EU and UK legislation, TfL will adopt the principles of 'Reduce, Reuse, Recycle' and 'Buy Recycled'. TfL is committed to applying these principles in its procurement of goods, works and services, where the required criteria for performance and cost effectiveness can be met. TfL will actively promote 'Responsible Procurement' throughout its supply chain.

Further details on TfL's policies on Responsible Procurement can be found on TfL's website at:

<https://tfl.gov.uk/corporate/publications-and-reports/procurement-information?intcmp=3408>

TfL expects its suppliers to have in place and implement policies to promote these principles.

7.5 Disclaimer

Neither the receipt of this document by any person, nor the supply of any information is to be taken as constituting the giving of investment advice by TfL or any of its advisers to any bidder.

Information provided does not purport to be comprehensive or verified by TfL or its advisers. Neither TfL nor its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in the ITT documents.

No representation or warranty, express or implied, is or will be given by TfL or any of its officers, employees, servants, agents or advisers with respect to the information or opinions contained in the ITT or on which the ITT is based. Any liability in respect of such representations or warranties, howsoever arising, is hereby expressly disclaimed but nothing in this ITT shall exclude or restrict liability for fraudulent misrepresentations.

No information in this document is, or should be relied upon as, an undertaking or representation as to TfL's ultimate decision in relation to the agreement. TfL reserves the right without prior notice to change the procurement process detailed in this ITT or to amend the information provided, including, but not limited to, changing the timetable, the scope and nature of the procurement and the procurement process. In particular, TfL reserves the right to issue circulars to bidders providing further information or supplementing and/or amending the procurement process for this ITT. In no circumstances shall TfL incur any liability in respect of any changes. This will be subject to the requirements of public law, the UK and EU procurement rules and Treaty on the functioning of the European Union (TFEU) rules and general principles.

Direct or indirect canvassing of the Mayor, any members of the Greater London Authority, employees, directors, board members, agents and advisers of TfL and any of its subsidiaries by any person concerning the Agreement or any related procurement process and any attempt to procure information from any of the foregoing concerning the Agreement may result in the disqualification of the person and/or the relevant organisation from consideration for the Agreement.

TfL reserves the right without prior notice not to follow up this document in any way and/or to terminate the procurement process without awarding an Agreement at any time.

TfL reserves the right to award the Agreement in whole or in part or not at all as a result of the tendering competition commenced by the OJEU Notice **2018/S 109-248340**

7.6 Good Faith

In submitting a response to this ITT, you undertake to provide its submission in good faith and that you will not at any time communicate to any person (other than TfL, its advisers or third parties directly concerned with the preparation or submission of its response) the content (or approximate amount) or terms (or approximate terms) of your response or of any arrangements or agreements to be entered into in relation to your response.

In submitting a response to this ITT you undertake that the principles described in this section have been, or will be, brought to the attention of all consortium members, sub contractors, and associated companies which are or will be providing services or materials connected with your response.

7.7 Accuracy of Information

In submitting a response to this ITT you undertake that:

- all information contained in any response at any time provided to TfL in relation to the Agreement is true, accurate and not misleading and that all opinions stated in any part of a response are honestly held and that there are reasonable grounds for holding such opinions;
- any matter that arises that renders any of such information untrue, inaccurate or misleading will be brought to the attention of TfL immediately.

7.8 Intellectual Property Rights

All intellectual property rights in this ITT and in the information contained or referred to in it shall remain the property of TfL and/or third parties, and you shall not obtain any right, title or interest therein.

7.9 Changes in Circumstances

You (including, for this purpose, each participant in any joint venture, consortium arrangement) is required to inform TfL promptly and in any case no later than fourteen (14) days, after the occurrence of:

- any change to your corporate structure from that set out in your response to the Supplier Selection Questionnaire (SSQ). This includes the grant of any options to acquire shares, any agreement relating to the exercise of rights attaching to such shares, and any material amendments to a shareholders' agreement, articles of association or similar constitutional documents;
- any changes to any other information provided to TfL as part of the pre-qualification process; or
- any other change to your circumstances, or the basis of your response to the SSQ, which may be expected to influence TfL's decision on your suitability for qualification for receipt of this ITT or to be selected as a supplier

TfL reserves the right to approve (subject to conditions) or reject the changes referred to above (including any changes to the basis on which you pre-qualified to receive this ITT). A rejection of the changes may result in you being excluded from further participation in the procurement process.

TfL reserves the right, and may in certain cases be required under the procurement rules, to disqualify any bidder that has been selected to receive this ITT where the composition of the bidder's bid vehicle, joint venture or consortium has changed after the announcement of those bidders who pre-qualified to receive this ITT. You are therefore advised to discuss any proposed changes of this nature with TfL before they are put into effect.

Where, following notification to TfL by you, at any stage, of a material change in any of the information provided in your response to the SSQ (or failure to give such notification), TfL is of the opinion that you do not have, or are unlikely by the date of commencement of the contract/agreement to have an appropriate financial position, technical capacity or managerial competence, or are otherwise an unsuitable person, to be a supplier, TfL reserves the right to disqualify you from the procurement process.

7.10 Conflict of Interest

If any conflict of interest or potential conflict of interest between you, your advisers, TfL's advisers or any combination thereof becomes apparent to you,

you shall inform TfL immediately. In such circumstances, TfL shall, at its absolute discretion, decide on the appropriate course of action. If TfL becomes aware of any conflict of interest that you have not declared to TfL, you may be disqualified from the procurement process.

7.11 Bid Costs

TfL will not be liable to any person for any costs whatsoever incurred in the preparation of bids or in otherwise responding to this ITT.

7.12 Selection of Suppliers

Before selecting you as a supplier, TfL reserves the right to check and confirm:

- your financial standing (including each member of any consortium and of any key sub contractor); and/or
- your qualifications and resources, including verifying all or part of your tender, each in the context of any changes that may have occurred since Supplier Selection Questionnaire.

7.13 Data Transparency

The UK government has announced its commitment to greater data transparency. Accordingly TfL reserves the right to publishing its tender documents, contracts and data from invoices received. In so doing TfL may at its absolute discretion take account of the exemptions that would be available under the FOIA and EIR.

7.14 Parent Company Guarantee

Where you decide to bid as part of a joint venture or consortium arrangement, and you set up a separate bid vehicle for that purpose, TfL reserves the right to require a parent company guarantee from you and any or all of the bidders comprising that bid vehicle in a materially similar form to that set out in Volume 3 of the ITT.

8 FORM OF TENDER

I confirm and accept that:

1. The information provided in the Invitation to Tender (ITT) document E-Counting System and Associated Services was prepared by Transport for London ("TfL") in good faith. It does not purport to be comprehensive or to have been independently verified. Neither TfL nor any member of the TfL group company has any liability or responsibility for the adequacy, accuracy, or completeness of, and makes no representation or warranty, express or implied, with respect to, the information contained in the Invitation to Tender document or on which such documents are based or with respect to any written or oral information made or to be made available to any interested Supplier or its professional advisers, and any liability therefore is excluded.
2. The provision of 6.1 of the 'Notice to Bidders' section of Volume 1 of the ITT has been and will continue to be complied with.
3. Nothing in the ITT document or provided subsequently has been relied on as a promise or representation as to the future. TfL has the right, without prior notice, to change the procedure for the competition or to terminate discussions and the delivery of information at any time before the signing of any agreement.
4. TfL reserves the right (on behalf of itself and its group companies) to award the contract for which tenders are being invited in whole, in part or not at all.
5. This tender shall remain open for acceptance by TfL and will not be withdrawn by us for a period of 6 months from the date fixed for return.
6. The information provided by us is true and accurate.

Having made due allowances for the full requirement in the ITT documents we hereby offer to provide the Goods and Services to TfL (or any member of the TfL group) in accordance with the terms and conditions stated therein for either:

The total firm price of:

£ _____

in words: _____

As detailed in the Pricing Schedule, or

Note, by completing box 1 you agree to our terms and conditions of contract. If we offer a contract in the belief that your bid is compliant and you then attempt to negotiate alternative conditions we WILL withdraw our offer.

1.	I agree to accept the Conditions of Contract attached to this ITT.	
Name		Date
Signed		

Please complete the following:

Position	
For and on behalf of (Company Name)	
Telephone	
Email	
Facsimile	
TfL Reference No.	ICT12858

9 CONFLICT OF INTEREST DECLARATION

In responding to the questions below the signatory is to include its consideration of any matters, private interests or relationships which could or could be seen to influence any decisions taken or to be taken, or the advice you are giving to Transport for London, or that may result in an adverse impact on competition for the purposes of this procurement.

The types of interests and relationships that may need to be disclosed include investments, shareholdings, trusts or nominee companies, company directorships or partnerships, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary, social or personal relationships that could, or could

be seen to impact upon your responsibilities and existing or previous involvement that could create a potential, actual or perceived conflict.

If the response is yes to any of the questions below, please provide full details as a separate attachment.

Questions	Yes / No
Are you affiliated or otherwise connected (e.g. in joint venture whether incorporated or unincorporated, partnership, alliance or as a sub-contractor/sub-consultant) with any firm that supplies products, works or services to TfL or is currently tendering to do so?	
In the past 12 months, to the best of your knowledge, has any member of your organisation or your supply chain had any direct or indirect involvement (by way of trading, sharing information, participating in industry for or jointly delivery goods/works/services) with any other company acting as a supplier to TfL?	
At any time in the past 12 months, to the best of your knowledge, has any member of your organisation or supply chain received any gift (other than promotional items) or hospitality from a supplier or employee to TfL?	
At any time in the past twelve months, have you or anyone from your organisation or supply chain given any gift (other than promotional items) or hospitality to an employee of TfL?	
Is there any occasion where you or members of your organisation or supply chain may use TfL resources (equipment, space, supplies or paid individuals) in performing paid or unpaid activities for organisations other than TfL?	
Are there any other activities not reported under the previous questions that may give rise to a conflict of interest with respect to their work with TfL e.g. through personal or working relationships with current or former employees or through prior employment with TfL or third party suppliers or in connection with the E-Counting System and Associated Services	

I, as representative of all companies associated with the Applicant's submission, hereby confirm that I have read and understood the above statements and that I will

make full disclosure of interests, relationships and holdings that could potentially result in a conflict of interest.

I agree that if I become aware of any information that might indicate that this disclosure is inaccurate, I will notify TfL promptly and no later than 28 days of becoming aware of such information and undertake to take such action as TfL may reasonably direct.

Signature:	
Name:	
Designation:	
Company:	
Date:	

10 NON-COLLUSION DECLARATION

Refusal to give this declaration and undertaking will mean that this ITT submission will not be considered.

Declaration

Expression of interest for: E-Counting System and Associated Services

I / We declare that:

We have submitted a bona fide response to TfL's ITT and that I / We have not fixed or adjusted any responses or information provided in accordance with any agreement with any other person.

I / We have not done and I / we undertake that I / we will not do at any time before the contract is awarded:

- Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tenders;
- Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; or
- Offer or pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the E-Counting System and Associated Services
- Any act or thing of the sort described above.

I / We agree that the terms of the above declaration will form part of any contract with TfL, their servants or agents resulting from the acceptance of my / our tender and that any breach of this declaration and undertaking will be deemed to be a breach of

that contract entitling TfL, their servants or agents to determine my / our employment under that contract.

Signed		Date	
Position			
For and on behalf of:			

Supplier Selection Questionnaire (SQ) Part 3

Notes for Suppliers seeking selection

At a later stage you may be asked to confirm that there has not been a material change to the matters addressed in this SQ which may change the responses you have given.

No information contained in this SQ or in any communication between us in connection with this SQ shall be relied on as constituting a contract, agreement, or representation that any contract shall be offered at any time. We are not bound to award a contract for this proposed requirement.

Under no circumstances shall we incur any liability, financial or otherwise, in respect of this SQ or supporting documentation. We reserve the right to cancel the selection process at any point. We are not liable for any costs resulting from cancellation of this process nor for any costs incurred by suppliers taking part in the selection process.

Direct or indirect canvassing of any Government Minister, public sector employee or agent by you concerning the proposed requirement, or any attempt by you to obtain information from the same concerning this SQ may result in ineligibility for selection.

Failure to disclose all material information (facts that we regard as likely to affect our selection process), or disclosure of false information may result in ineligibility for selection. You must provide all information requested and not assume that we have prior knowledge of any of your information.

We actively seek to avoid conflicts of interest and reserve the right to reject suppliers as ineligible where we perceive an actual or potential conflict of interest. You must advise and discuss all potential conflicts of interest with our nominee prior to submission of your completed questionnaires will be evaluated by Commercial Procurement staff, supported by other experts:

- each question will be scored as indicated;
- pass/fail criteria will apply as indicated, and failures will be allocated where threshold scores for failure are indicated;
- indicated weightings will be applied to scored questions to rank those SQs with no fails;
- selection rules will be applied (e.g. to restrict the number of suppliers selected);

The Contracting

Authority will ONLY invite between five (5) and six (6) of the highest scoring suppliers to the Invitation to Tender stage.

Short listing: TfL will take a minimum of Five (5) and a maximum of Six (6) compliant bidders through from the SQQ stage to the ITT stage.

A Fail score will result in rejection of a submission.

Participating suppliers will be notified in writing of the selection outcome before final ITTs are issued.

We reserve the right to reject SQs which are not submitted in accordance with the instructions given.

The UK government is committed to greater transparency in the public sector. Accordingly TfL reserves the right to publish tender documents, contracts, and data from invoices.

TfL may at its absolute discretion redact all or part of the contract and/or the information extracted from invoices prior to publication and may take account of exemptions that would be available under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

TfL may at its absolute discretion consult with the service provider regarding any such redactions. However TfL will make the final decision regarding publication and/or redaction.

Indicative Timetable

The following table illustrates our indicative timetable, but please note that this is neither binding nor fixed:

Activity	Target date
SQ return	[insert date]
Complete supplier selection	[insert date]
Issue ITT to selected suppliers	[insert date]
Tender return	[insert date]
Secure approval of recommended award	[insert date]
Award contract	[insert date]

Economic and Financial Standing

Instructions:

The following conditions shall apply to the delivery of responses to this SQ:

- (i) All sections should be completed in full, with calculations provided.
- (ii) It is the Supplier who will be evaluatated in 4.1 and 4.2. Responses for any member of the wider group or other entity will only be taken into consideration in relation to any written statement submitted by the Supplier which suggests that any such member of the wider group or other entity will be providing appropriate credit support.
- (iii) The response to specific references must not include cross references to other references unless specified. Any cross referenced information will not be taken into account in the evaluation unless specified.
- (iv) All responses must be in English. This requireemnt does not apply to any enclosures which are not created for the SQ process (e.g. company financial reports)
- (v) All financial information supplied as part of the SQ process must be clearly denominated in Pounds Sterling. This requirement does not apply to any enclosures which are not created for the SQ process (e.g. company financial reports), which should use the original currency. Where the financial reports are not in Pounds Sterling, you are asked to convert the relevant financial values for the purposes of calculating ratios into Pounds Sterling, unsing an appropriate exchange rate, and identifying the source (including the date with which you sourced the exchange rate) of the exchange rate information.
- (vi) TfL reserves the right to clarify elements of SQ responses with the Suppliers. The Suppliers will be required to respond to any clarification question within three working days, which may be extended by TfL where it considers appropriate and reasoncable to do so.
- (vii) Failure to comply with any of the conditions or requirements set out in this SQ may, at TfL's discretion, result in the Supplier being excuded from the competition.

Any written statement provided by the Supplier in response to Part 4.1 or 4.2 may include additioanl documents such as:

- (i) Business plans, management accounts or cash flow statements;
- (ii) Letter of support from a bank or provider of finance;
- (iii) Details and terms of credit support arrangements including financing facilities, parent company guarantees and bonding arrangements;
- (iv) Letters of support from third party investors considering investing in the Supplier;
- (v) Evidence of contracts that have been signed but are not yet reported in the financial statements, e.g.order books;
- (vi) Correspondence regarding successful insurance claims (where there are associated liabilities);
- (vii) Correspondence with suppliers or debtors;
- (vii) Credit ratings reports]

Confidentiality & Freedom of Information

We are committed to meeting our legal responsibilities under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (together ‘the Acts’). Accordingly all information submitted by you to us may need to be disclosed by us in response to a request under the Acts. We may decide to include certain information in the publication scheme which we maintain under the Acts, which may include information supplied in response to this SQ.

If you consider that any of the information included by you in this SQ is commercially sensitive you should clearly identify it and explain (in broad terms) what harm may result from the disclosure if a request is received, and the time period applicable to that sensitivity.

The information in this SQ and any associated documents is made available to you on the condition that it is treated as confidential and that you do not disclose, copy, reproduce, distribute or pass it to any other person at any time except for the purpose of enabling a response to be made. You are responsible for ensuring that all such persons give an undertaking at the time of receipt to keep such information confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this SQ and all associated documents immediately and not to retain any electronic or paper copies.

Note that clarification questions and our responses to such questions or other such requests for clarification may be communicated to all of those suppliers completing this SQ.

The Requirement

[Link to GLA's requirements](#)

Selection Process

- Commercial Procurement will lead the evaluation team who will as applicable:
- score each question;
 - apply pass/fail rating, including those where threshold scores are used to trigger failure (indicated in the questionnaire);
 - apply weightings to scored questions to rank those responses which have no fails (scores above failure thresholds, and pass responses);
 - Refer to section 1 for further guidance on the scoring approach.
 - apply the selection at the correct stage of the evaluation of responses.

- Criteria Types:** Unless indicated otherwise in the questionnaire, the following criteria types shall be used as stated below:
- **Pass/Fail** - Used to exclude suppliers which do not meet the set requirement; excludes suppliers which fall under the grounds of exclusion
 - **Discretionary Pass/Fail** - Used for critical criteria where the default ‘unsatisfactory’ position is Fail, but where the supplier has provided hard evidence which completely mitigates any dissatisfaction; TfL may at its discretion permit a Pass. It used to retain the right to exclude suppliers which do not meet the set requirement and could not propose any satisfactory measures to mitigate identified concerns.
 - **Score with minimum to Pass (threshold)** - Used where a minimum requirement must be met with a submission of a defined quality to be acceptable;To select suppliers that meet the minimum requirement (criteria)
 - **Score with weighting** - Used to indicate the relative importance of a category against others, and also to differentiate bids
 - **For information only** - Used to gather important data which may be used to fully understand what is being offered or information about the supplier.

Title Descriptors and descriptors	
For the scored questions, scores (marks) will be awarded using the following scoring scale:	Geared Score
Outstanding - Exceptional demonstration by the tenderer of the relevant ability, understanding, experience*, skills, and resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value and continuous improvement, with evidence to support the response.	25
Good - Above average demonstration by the tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.	16
Meet the Requirement - Demonstration by the tenderer of the relevant ability, understanding, experience*, skills, resource & quality measures required to provide the supplies / services, with evidence to support the response.	9
Poor - Some minor reservations of the tenderer’s relevant ability, understanding, experience*, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.	4
Unacceptable - The response does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the tenderer has the ability, understanding, experience*, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response.	0

Confirmation and Return of Questionnaires

Please confirm via the clarifications facility on the TfL eTendering portal by no later than [insert date] that you shall submit a completed questionnaire; if you decide not to submit a completed questionnaire please disassociate all your organisations users from the opportunity in the TfL eTendering portal.

Please submit your response via the TfL eTendering portal by [insert date]. Guidance for making your submission can be found in the FAQ and Interactive Walkthroughs sections on the eTendering portal.

Note that the deadline for receipt of clarifications is [insert date] to allow us sufficient time to respond to all concerned prior to the closing date for the receipt of completed SQs.

Declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Name:

Position:

Signature:

Ref	Question	No Weighting - to result in Pass/Fail	Selection Criteria	Response from Supplier
4	Financial Information			
4.1	<p>Please indicate which of the following you have provided to demonstrate your economic / financial standing:</p> <p>(a) A copy of your audited accounts for the last two years.</p> <p>(b) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.</p> <p>(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).</p>	P/F	Discretionary Pass/Fail	
4.2	<p>Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here: The minimum financial thresholds applicable to this requirement are below:</p>	P/F	Discretionary Pass/Fail	
4.2.a	Turnover: the supplier's turnover is greater than or equal to [£XX] million per annum for the two previous financial years.	P/F	Discretionary Pass/Fail	
4.2.b	Not used.	P/F	Discretionary Pass/Fail	
4.2.c	Current ratio (i.e. current assets / current liabilities): the supplier's current ratio is greater than or equal to [1.2] for the two previous financial years.	P/F	Discretionary Pass/Fail	
4.2.d	Adjusted current ratio (i.e. current assets / current liabilities (including debt due between 1 and 2 years)): the supplier's adjusted current ratio is greater than or equal to [1.0] for the two previous financial years.	P/F	Discretionary Pass/Fail	
4.2.e	<p>Capital gearing ratio (i.e. long term total borrowings / equity share capital): the supplier's capital gearing ratio is less than or equal to [1.0] for the two previous financial years.</p> <p>Equity share capital includes equity share capital and all reserves. Long term total borrowings includes debentures, preference shares, finance leases, loans from group companies and other long term loans.</p>	P/F	Discretionary Pass/Fail	
4.2.f	<p>Debt to earnings ratio (i.e. total borrowings / EBITDA): the supplier's debt to earnings ratio is less than or equal to [3.0] for the two previous financial years.</p> <p>Total borrowings includes debentures, preference shares, finance leases, loans from group companies and other long term loans, as well as all short term borrowings such as overdrafts. EBITDA means earnings before interest, taxation, depreciation and amortisation.</p>	P/F	Discretionary Pass/Fail	
4.2.g	The supplier's latest Creditsafe rating is greater than or equal to 30.	P/F	Discretionary Pass/Fail	

5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:			
5.1	Are you able to provide parent company accounts if requested to at a later stage?	P/F	Discretionary Pass/Fail	
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	P/F	Discretionary Pass/Fail	
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	P/F	Discretionary Pass/Fail	
6	Technical and Professional Ability:			
6.1	<p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to the contracting authority's requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3.</p>	P/F	Discretionary Pass/Fail	
6.1.i	Name of customer organisation	P/F	Discretionary Pass/Fail	
6.1.ii	Point of contact in the organisation	Information only	N/A	
6.1.iii	Position in the organisation	Information only	N/A	
6.1.iv	E-mail address	Information only	N/A	
6.1.v	Description of contract (500 word limit per contract example)	P/F	Discretionary Pass/Fail	
	Contract start date	P/F	Discretionary Pass/Fail	
	Contract completion date	P/F	Discretionary Pass/Fail	
	Estimated contract value	P/F	Discretionary Pass/Fail	
6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).</p>	Information only	N/A	
6.3	If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract	P/F	Discretionary Pass/Fail	
7	Modern Slavery			

7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("The Act")? (http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted)	P/F	Pass/Fail	
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	P/F	Discretionary Pass/Fail	
8	Additional Questions:			
	Please note: Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.	Information only	N/A	
8.1	Insurance			
a.	<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 (Compulsory) Liability Insurance = £x Public Liability Insurance = £x Professional Indemnity Insurance = £x Product Liability Insurance = £x</p> <p>Please note it is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	P/F	Discretionary Pass/Fail	
Ref	Question	Overall weighting equal to 100%	Selection Criteria	Response from Supplier
8.2	Project specific questions to assess Technical and Professional Ability:			
	Please describe your experience of managing software development for a project of a similar nature using Agile methods. This could be using SCRUM, the Government Digital Service (GDS) Service Manual or similar.	15	Standard scoring 0-25 Minimum Score to Pass: Meet Requirement (9)	
	Please provide as an attachment, a statement of the technical resources such as the tools, facilities and technical equipment available to your organisation, or, where relevant, consortium members and / or named sub-contractors in relation to this procurement exercise.	Information only	N/A	
	Describe your arrangements to ensure business continuity and to enable disaster recovery on previous projects of a similar nature, including their scope, validation, risk treatment and leadership in these areas. This information should be attached as an annex.	15	Standard scoring 0-25 Minimum Score to Pass: Meet Requirement (9)	
	Please describe your Quality Management procedures in relations to projects of a similar nature that you have previously carried out.	5	Standard scoring 0-25 Minimum Score to Pass: Meet Requirement (9)	
	Please describe your Security (information security as well as physical security) Management procedures in relations to projects of a similar nature that you have previously carried out	20	Standard scoring 0-25 Minimum Score to Pass: Meet Requirement (9)	
a.	<p>Please describe your:</p> <ul style="list-style-type: none"> • staff succession planning and resourcing policy (particularly with regard to critical resources) • pre-employment checks on employees and agency/contract staff • your disciplinary policy • employee benefits • your competency assessment and development process • how you will embed the TfL Strategic Labour Needs and Training approach into your resourcing approach for this contract 	5	Standard scoring 0-25 Minimum Score to Pass: Meet Requirement (9)	

b.	Provide details of a typical structure (Organogram) for your organisation and if necessary provide details of how you would resource a new or expanded team without causing disruption to your existing workload	5	Standard scoring 0-25 Minimum Score to Pass: Meet Requirement (9)	
c.	Provide details of how key assets were managed in performing a typical similar requirement, including: [• Equipment • Manufacturing Capability • Scarce Resources and Competing Demands • Systems • Support (in stock & spares / consumables)]	5	Standard scoring 0-25 Minimum Score to Pass: Meet Requirement (9)	
d.	Provide details of key skills and competencies you have utilised to perform similar contracts, Including: [• Design, Technical Services Print production • Health, Safety and Environmental Management • Agile Software development management • Maintenance and Technical Support Management • Staff with other relevant competencies]	10	Standard scoring 0-25 Minimum Score to Pass: Meet Requirement (9)	
e.	Provide a detailed explanation of your production process, for a previous project of a similar nature, from the sourcing of raw materials through to delivery of the finished product to customers: • Identification of in-house activity, and that sub-contracted or bought-in • Source of raw materials • Resource utilised (materials, plant, labour, transport and logistics) for each stage in the process • Timescales for each stage of the process • Stock levels for raw materials, sub-assemblies, and finished product including its location and lead times for availability	10	Standard scoring 0-25 Minimum Score to Pass: Meet Requirement (9)	
f.	Please describe your staff / contractor vetting process.	P/F	Discretionary Pass/Fail	
8.6	Compliance with Equality Legislation - Additional Questions	P/F	Discretionary Pass/Fail	
a.	Does your organisation have a written equal opportunities policy, to avoid discrimination? If the answer is Yes, provide a copy	P/F	Discretionary Pass/Fail	
b.	Is it your policy as an employer to comply with the Equality Act 2010, and is it your practice not to treat one group of people less favourably than others in relation to decisions to recruit, train or promote employees?	P/F	Discretionary Pass/Fail	
c.	Is your policy on race relations and employment equality set out?	P/F	Discretionary Pass/Fail	
d.	(i) In instructions to those employees concerned with recruitment, training and promotion?	P/F	Discretionary Pass/Fail	
e.	(ii) In documents available to employees, recognised trade unions or other representative groups of employees?	P/F	Discretionary Pass/Fail	
f.	(iii) In recruitment advertisements or other literature?	P/F	Discretionary Pass/Fail	
g.	(iv) If we asked, could you provide relevant examples of the instructions, documents, recruitment advertisements or other literature?	P/F	Discretionary Pass/Fail	
8.7	Commercial Capability -			
a.	Provide details of your project/contract, relationship, and performance management processes and practices	P/F	Discretionary Pass/Fail	
b.	Provide details of Risk Management policies and procedures	P/F	Discretionary Pass/Fail	

c.	Provide details of your approach to generation of value improvements for your clients and customers	P/F	Discretionary Pass/Fail	
d.	Provide details of your approach to cost and price transparency and your level of sharing with clients and customers	P/F	Discretionary Pass/Fail	
8.8	Supply Chain Management -			
a.	Advise how you perform pre-contract assessment of potential suppliers/ subcontractors	P/F	Discretionary Pass/Fail	
b.	Provide details of how you select and manage suppliers from your supply chains	P/F	Discretionary Pass/Fail	
c.	Provide details of your methodology for resource planning management, including the management of any subcontract resource and availability of spares, consumables and materials and traceability.	P/F	Discretionary Pass/Fail	
d.	Advise the proportion of regular suppliers used for more than 3 years on a continuous basis	P/F	Discretionary Pass/Fail	
e.	Advise how you effectively managed delivery from your supply chains (in-house and external)	P/F	Discretionary Pass/Fail	
f.	Provide details of: <ul style="list-style-type: none"> • How you assess and ensure the Health, Safety and Environmental competence and capability of your suppliers • Your obsolescence management process for components and items you manufacture or buy-in • How you notify your customers of associated product change, discontinuation, or obsolescence • Your processes for preventing procurement of counterfeit products or components 	P/F	Discretionary Pass/Fail	
8.11	Information Modelling & Management Questions -			
a.	Demonstrate how your organisation has collaborated successfully to deliver event space design, construction and management information in line with industry best practice and recognised standards. Give examples to support your answer.	10	Standard scoring 0-25 Minimum Score to Pass: Meet Requirement (9)	
8.12	Health, Safety and Environmental Additional Questions -			
	Health & Safety Additional Questions : 1. Responses are restricted to 750 words excluding Graphs and images. 2. If evidence is not provided (where requested), the bid will automatically fail.			
a.	Provide your company health & safety policies signed by a senior member of the management team and reviewed within the last 12 months.	P/F	Discretionary Pass/Fail	
b.	Include an organisation chart identifying Health & Safety personnel, their responsibilities for Health & Safety management. and If you do not have in-house Health & Safety advice, describe your arrangements for access to competent Health & Safety advice/assistance.	P/F	Discretionary Pass/Fail	
c.	In the last five years has your organisation, parent company or subsidiary company been: <ul style="list-style-type: none"> • Prosecuted for a breach of Health and Safety or Environmental legislation? • Have any pending prosecutions? • Issued with any improvement or prohibition notices for breaches of health, safety and environmental legislation? <p>If answering yes to any of the above. please provide a summary for each occurrence. In addition, provide full details of the most recent occurrence (i.e. investigation report) and the actions taken to prevent reoccurrence.</p>	P/F	Discretionary Pass/Fail	
d.	Please provide details of your system(s) for the management of health & safety. Please specify a) the contents of the system, b) explain how the system(s) is set up, c) works in practice d) how relevant H & S information is disseminated to staff and sub-contractors. Please note this question refers to how your organisation manages H & S when undertaking a	P/F	Discretionary Pass/Fail	

e.	Describe your selection process for your suppliers to ensure health & safety competence including; <ul style="list-style-type: none"> • Identifying required competence/Capability • Initial Assessment • Approval • Ongoing Competence Monitoring If your organisation does not sub-contract please describe your selection process for your in-house team to ensure health & safety competence to include the above list.	P/F	Discretionary Pass/Fail	
f.	Please demonstrate your process and responsibilities for; <ul style="list-style-type: none"> • Identifying change in Legislation in a timely manner • assessing applicability and implications to your business • mechanisms for implementing necessary legislative change to achieve compliance 	P/F	Discretionary Pass/Fail	
g.	Please provide the following: a) please explain your process for identifying and assessing risk and subsequently using this information to produce safe systems of work. b) Please provide evidence of risk assessments and associated safe systems of work including welfare provision, PPE, hours of work etc.	P/F	Discretionary Pass/Fail	
h.	Please provide the following; a) please explain your organisation's process & tools for H & S Performance Measurement, Monitoring and Improvement including Audit, Inspection and Data Collection & Analysis against your company's objectives and targets. b) Please provide supporting documentation as described within your process. (This is in addition to the word count above).	P/F	Discretionary Pass/Fail	
i.	Please provide the following: a) explain your process for recording and reviewing accidents, incidents & near misses including follow up action b) please provide supporting documentation as evidence.	P/F	Discretionary Pass/Fail	
j.	Please provide the following: a) explain your company's H & S competence arrangements. Including staff competence requirements for the business, mechanism for recording and managing competence, training for staff/workforce appropriate to the type/s of activity your organisation undertakes b) provide supporting documentation as evidence. (Supporting evidence excluded from word count).	P/F	Discretionary Pass/Fail	
8.14	Supplier Diversity -			
a.	Number of employees in your Company	Information only	N/A	
b.	Your enterprise turnover p/a in thousands	Information only	N/A	
c.	Is your enterprise majority BAME owned/led ?	Information only	N/A	
d.	Is your enterprise majority owned/led by women?	Information only	N/A	
e.	Is your enterprise majority owned/led by disabled people?	Information only	N/A	
f.	Is your enterprise majority LGBT owned/led?	Information only	N/A	
8.15	TFL Policies -			

a.	<p>Transport for London (TfL) promotes safe, sustainable vehicle activity throughout TfL's supply chain. You are asked to register with the Fleet Operator Recognition Scheme (FORS) and are encouraged to achieve Bronze accreditation before progressing to Silver and Gold accreditation status. More information on FORS is available on the FORS website here: http://www.fors-online.org.uk/cms/.</p> <p>You should note that compliance with the TfL Work Related Road Risk (WRRR) requirements - including (where relevant) those relating to the Direct Vision Standard (DVS) for Heavy Goods Vehicles (HGVs) - will be contractually required should you be successful. More information on the requirements can be found here: https://tfl.gov.uk/info-for/deliveries-in-london/delivering-safely/work-related-road-risk-compliance and here: https://tfl.gov.uk/info-for/deliveries-in-london/delivering-safely/direct-vision-in-heavy-goods-vehicles.</p> <p>[Note: Please copy and paste the above links into your browser to enable you to view them.]</p>	Information only	N/A	
b.	<p>Transport for London (TfL) aims to promote suppliers to submit invoices and/or receiving Purchase Orders in a prescribed electronic format. TfL's eTrading solution enables Purchase Orders to be created in the following formats: cXML (Supports the output of catalogue-based purchase orders only) and eBIS-XML (Supports the output of all purchase order types). For Invoices the file formats are eBIS-XML or Excel.</p> <p>The e-Trading solution has been built to allow suppliers to continue receiving Purchase Orders by email, post or fax, whilst submitting invoices in one of the above electronic formats.</p> <p>What is your current capability to receive purchase orders and to send invoices electronically in the formats listed? Please explain any plans you may have to either introduce such capabilities or for associated future development of enhanced existing capabilities.</p>	Information only	N/A	
8.16	Supplier Information - Optional Questions -			
a.	Provide details of your current and potential workload and available resources to commit to any further services or works	P/F	Discretionary Pass/Fail	
b.	<p>Please confirm you have had experience of working with contracts subject to UK law, including legislation related to the conduct of elections</p> <p>Yes/No</p> <p>If No then explain how you would manage this obligation</p>	P/F	Discretionary Pass/Fail	
c.	Please state your normal working hours in relation to Greenwich Mean Time	P/F	Discretionary Pass/Fail	
d.	<p>Have you any material pending or threatened claims, litigation, arbitration, or adjudication, or other legal proceedings where the claim value is in excess of £10m?</p> <p>Yes/No</p> <p>If you answer Yes provide details</p>	P/F	Discretionary Pass/Fail	
e.	Provide a summary of your business continuity plan detailing arrangements you have in place for continuation of service delivery during of a major incident	P/F	Discretionary Pass/Fail	