

**The City of Edinburgh Council**

**Tenderer's Submission**

**FOR USE OF THE MEADOWS**

**FOR THE EDINBURGH FESTIVAL PERIOD OF 2015**

**WITH AN OPTION TO EXTEND FOR THE EDINBURGH  
FESTIVAL PERIOD 2016**

# TENDERER'S SUBMISSION

The following information requested from the Tenderer in this document will be used in the Tender evaluation process. It is therefore essential that Tenderers supply all the information requested.

**Written statements must not exceed 1000 words.**

## EVALUATION PROCESS

Please refer to paragraph 11 (TENDER EVALUATION) of Instructions to Tenderers, for a full description of the evaluation process.

<b>PART A</b>	<b>STAGE ONE – SELECTION CRITERIA</b>
PART A.1	BACKGROUND INFORMATION
PART A.2	CRIMINAL CONVICTIONS AND BUSINESS PROBITY
PART A.3	NON-UK BUSINESSES
PART A.4	FINANCIAL PROBITY
PART A.5	CONTRACT TERMINATION
PART A.6	CONFLICT OF INTEREST
PART A.7	EQUAL OPPORTUNITIES
PART A.8	ENVIRONMENTAL MANAGEMENT LEGISLATION
PART A.9	HEALTH AND SAFETY LEGISLATION
PART A.10	CONTRACT SPECIFIC MANDATORY CRITERIA

<b>PART B</b>	<b>STAGE TWO – AWARD CRITERIA</b>
PART B.1	PROJECT
PART B.2	PROJECT IMPLEMENTATION
PART B.3	PROJECT TEAM
PART B.4	CUSTOMER CARE
PART B.5	MARKETING AND COMMUNICATIONS
PART B.6	HEALTH & SAFETY

<b>PART C</b>	<b>Bona Fide Tender</b>
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<b>PART D</b>	<b>Certificate of Canvassing</b>
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## PART A – SELECTION CRITERIA

<b>PART A.1 – Background Information (For Information purposes Only)</b>	
1. Name of Organisation (Organisation either tendering or acting as lead contact where a consortium bid is being submitted)	
2. Address for all correspondence (Including town/city and postcode)	
3. Contact details for enquiries (Contact name and title)	
4. Telephone Number (Including Dialling Code)	
5. E-mail address of the contact	
6. Website address (if applicable)	
7. Address of Registered Office (Property name, street, town, county, postcode if applicable)	
8. Nature of Organisation (E.g. Plc, Partnership etc)	
9. Names of the current company directors, or any other person having powers of representation or control of the organisation. (This information is subject to the Data Protection Act 1998). In addition for the purposes of Police Scotland information sharing protocol please also provide the Home Address(s) and date(s) of birth of those named.	
10. Group If the tendering organisation is a member of a group of companies, please give the name and address and any company registration number of the immediate parent company and ultimate parent company if applicable. (For parent companies established outside the UK, equivalent information as set out in Regulation 23 of the Public Contracts (Scotland) Regulations 2012)	
11. If the tendering organisation is a division or subsidiary, what is the relationship with the parent company? (Ownership, directorship, authority etc)	
12. Provide a brief history of the tendering organisation in no more than 400 words, including details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures, etc which are currently in the public domain.	
13. VAT Registration Number (or alternative EU registration number)	
14. Dun and Bradstreet Number (if known) of registered office.	
15. In relation to provision of the service is your organisation tendering as a consortium, joint venture or other arrangement?	<input type="checkbox"/> Yes  <input type="checkbox"/> No
<b>PART A.1- Background Information (For Information purposes Only)</b>	
16. If you have answered "Yes" to the question above then please provide the following information: <ul style="list-style-type: none"> <li>• consortium lead name;</li> <li>• the name and address of each proposed member of the consortium;</li> <li>• if the consortium is legally constituted, details of the constitution of, and percentage interests of each member of, the consortium;</li> </ul> and the role which each member of the consortium (whether or not the consortium is legally constituted)	

will perform and their estimated percentage involvement in delivery of the Council's requirements.	
17. Will your organisation be using sub contractors to deliver any part of this requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. If you have answered "Yes" to the above question please provide details for each consortium members and key sub-contractors with particular regards to the goods and/or service they will provide and the percentage of their contribution in relation to the overall Contract.	
19. Is your organisation registered at companies house <i>or</i> Registered with an appropriate trade or professional register(s) (as set out in Regulation 23 (4) (j) of the Public Contracts (Scotland) Regulations 2012) under the conditions laid down by that member state. In the UK this condition is satisfied by registration with Companies House or a declaration on oath that the candidate is carrying on business in the trade in question in the UK at a specific place of business and under a specific trading name.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. If you have answered 'yes' to the above question then please provide your registration number.	
21. Is your organisation an accredited living wage employer?  <a href="http://www.livingwage.org.uk/employers">http://www.livingwage.org.uk/employers</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Application in process
22. If you have answered "Yes" or "Application in process" please provide details.	

**Part A.2 – Criminal Convictions and Business Probity – Mandatory Exclusions – (Pass/Fail Minimum Standard Questions)**

Your Tender response will be rejected if you answer "Yes" to any of the questions in this section.

Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed will result in your exclusion from this procurement process or the termination of any subsequent contract that may be awarded to you.

Please indicate if the organisation or its directors or any other person(s) having powers of representation, decision or control of the organisation been convicted of any of the following offences:

1. The common law offence of conspiracy where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008//841/JHA) or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption as defined in Article 3 of the Council Act of 26th May 1997 and Article 3 (1) of the Council Joint Action 98/742/JHA;	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Bribery or corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003 where the offence relates to active corruption, or bribery within the meaning of sections 1 or 6 of the Bribery Act 2010;	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The common law offence of incitement to commit a crime;	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Communities, within the meaning of – <ul style="list-style-type: none"> <li>• the offence of cheating the Revenue;</li> <li>• the common law offence of fraud;</li> <li>• the common law offence of theft or fraud;</li> <li>• fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;</li> <li>• fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;</li> <li>• an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;</li> <li>• the common law offence of uttering;</li> <li>or</li> <li>• the common law of attempting to pervert the course of justice</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002 or the Money Laundering Regulations 2007, or an offence in connection with proceeds of drug trafficking within the meaning of sections 49, 50 or 51 of the Drug Trafficking Act 1994; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant state	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part A.2 – Criminal Convictions and Business Probity – Discretionary Exclusions – (Pass/Fail Minimum Standard Questions)**

Your Tender response may be rejected if you answer "Yes" to any of the following questions and cannot demonstrate that it has taken the appropriate remedial action.

Failure to disclose information relevant to this section may result in your exclusion from this competition or the termination of any contract that may be awarded to you.

Please indicate if your organisation or its directors or any other person(s) having powers or representation, decision or control of your organisation has been convicted of any of the following offences:

8. Are you an individual in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restriction order or a debt relief restriction order made against them or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986(d), or article 242 of the Insolvency (Northern Ireland) Order 1989(e), or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of your estate, or is the subject of any similar procedure under the law of any other state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you a partnership constituted under Scots law that has been granted a trust deed or become otherwise apparently insolvent, or the subject of a petition presented for sequestration of your estate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you a company or any other entity within the meaning of section 255 of the Enterprise Act 2002(f) which has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of the above procedures or is the subject of similar procedures under the law of any other state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Has the organisation been convicted of a criminal offence relating to the conduct of its business or profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Has the organisation committed an act of grave misconduct in the course of its business or profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Has the organisation failed to fulfil obligations relating to the payment of social security contributions in accordance with the legal provisions of the United Kingdom or the country in which it is established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Has the organisation failed to fulfil obligations relating to the payment of taxes in accordance with the legal provisions of the United Kingdom or the country in which it is established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Is the tendering organisation guilty of serious misrepresentation in providing any information referred to in this tender or has not provided such information in response to a request by the Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Has your organisation ever complied, used, sold or supplied a prohibited list which: (a) Contains details of persons who are or have been members of trade unions or persons who are taking part in the activities of trade unions, and (b) Is complied with a view to being used by employers or employment agencies for the purposes of discrimination in relation to the treatment of workers Within the meaning of the Employment Relations Act of 1999 (Blacklists) Regulations 2010?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Has your organisation ever refused a person employment: (a) Because he/she is, or is not a member of a trade union, or (b) Because he/she is unwilling to accept a requirement  (i) to take steps to become or cease to be, or to remain or not to become, a member of a trade union, or (ii) to make payments or suffer deductions in the event of his/her not being a member of a trade union Within the meaning of Section 137 of the Trade Union and Labour Relations (Consolidation) Act 1992?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part A.2 – Criminal Convictions and Business Probity – Discretionary Exclusions – (Pass/Fail Minimum Standard Questions)**

18. Has your organisation breached the Data Protection Act 1998 or been served with an enforcement notice in relation to unlawfully processing personal data in connection with any blacklisting activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered "Yes" to any of the above discretionary exclusion questions then please provide a statement detailing any remedial action you have taken.	

**Part A.3 – For Completion by Non-UK Businesses Only – (Pass/Fail Minimum Standard Questions)**

1. Is your business registered with the appropriate trade or professional register in the EU member state where it is established (as set out in Schedule 6 of the Public Contracts (Scotland) Regulations 2012 under the conditions laid down by that member state.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. For Service Contracts Only:  Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to deliver the requirement in this procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered 'yes' to the previous question please provide a statement detailing what the requirement is in your member state and confirm that you comply with the requirement.	

**Part A.4 - Financial Probity - (this information will be used in Instructions to Tenders)**

Your financial accounts and supporting information should be in English and in UK Sterling. If the original documents are not in English, please provide copies of the originals and a certified translation into English. If the sums in the accounts are not expressed in UK Sterling then copies of the original accounts, shall be provided together with a UK Sterling rate equivalent copy utilising the pound buys exchange rate applicable on the date of issue of the Tender.

<p>1. Please provide one of the following:</p> <p>a. A copy of your audited accounts or equivalent for the most recent two years, along with details of any significant changes since the last year end. or</p> <p>b. A statement of your organisations turnover; profit and cash flow for the most recent full year of trading or where a full year of trading has not been completed the same information for the period applicable. NOTE if this information is not available in an audited format please provide an end of period balance sheet or make the response specified below. or</p> <p>c. If you are unable to provide the information requested above, please provide additional information and documentation that will give the Council the assurance that you are capable of carrying out any subsequent awarded contract. For example, a statement of your organisation's cash flow forecast for the current year and a letter from your bank outlining the current cash and credit position or other alternative means of demonstrating financial standing.</p> <p>In addition, where the tendering organisation is a subsidiary in a group, responses to this question are also required for the organisation with overall responsibility for the group. Where a consortium or association is proposed, responses to this question are also required for each member of the consortium.</p>	<input type="checkbox"/> a. <input type="checkbox"/> b. <input type="checkbox"/> c.  <input type="checkbox"/> Subsidiary <input type="checkbox"/> Consortium
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**Part A.5 – Contract Termination (Pass/Fail Minimum Standard Questions)**

The Council may exclude Tenderers that have had a contract terminated or payment withheld because performance was not satisfactory unless the Tenderer can demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent similar situations reoccurring.

1. Have you, either as a supplier or in the supply chain, been involved in the provision of any contract in the last 3 years for goods and services and 5 years for works, where the contract has been terminated or payment has been withheld because your performance was not satisfactory?

Yes  
 No

2. If applicable, has any member of your consortium been involved in the provision of any contract in the last 3 years for goods and services and 5 years for works, where a contract has been terminated or payment has been withheld because their performance was not satisfactory.

Yes  
 No

If you have answered "yes" to either of the previous two questions please provide a statement detailing the circumstances of the termination and details of any remedial action that was carried out as a result of the termination.

Where a consortium bid is proposed this information should be provided for any consortium member(s) to whom it applies.

**Part A.6 – Conflict of Interest (Pass/Fail Minimum Standard Questions)**

Where potential conflict of interest is identified and cannot be managed or avoided to the Council's satisfaction, the Council may, in exceptional circumstances, exclude the Tenderer from further participation in the procurement exercise.

1. Are there any actual or potential conflicts of interest between the Council, Ernst & Young (the Council's Procurement Partner) and the Tenderer?

Yes  
 No

If the answer to the previous question is 'yes', please provide a statement detailing how you intend to avoid any such conflicts.

**Part A.7 – Equalities and Rights (Pass/Fail Minimum Standard Questions)**

The Council will exclude Tenderers that have had a complaint upheld following an investigation in regard to the Equality Act 2010 Public Sector Equality Duty unless the Tenderer can demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.

For organisations working outside of the UK these questions relate to equivalent legislation in the country that the organisation is located.

1. In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in jurisdiction other than the UK)?

Yes  
 No

If you have answered "yes" to the previous question please provide statement summarising of the nature of the investigation and an explanation of the outcome (so far) of the investigation.

If the investigation upheld the complaint against your organisation, provide a statement detailing what action (if any) you have taken to prevent unlawful discrimination from reoccurring.

2. In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in jurisdiction other than the UK), on grounds or alleged unlawful discrimination?

Yes  
 No

If you have answered "yes" to the previous question please provide a statement summarising of the nature of the investigation and an explanation of the outcome (so far) of the investigation.

If the investigation upheld the complaint against your organisation also provide an explanation of what action (if any) you have taken to prevent unlawful discrimination from reoccurring.

**Part A.8 – Environmental Management Legislation (Pass/Fail Minimum Standard Questions)**

The Council will exclude Tenderers that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.

1, Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?

Yes  
 No

If your answer to the previous question is "Yes" provide a statement detailing the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.

**Part A.9 – Health and Safety Legislation (Pass/Fail Minimum Standard Questions)**

The Council will exclude Tenderers that have been in receipt of enforcement/remedial action orders unless the Tenderer can demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent future occurrences breaches.

1. Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?

Yes  
 No

If your answer to the previous question was "Yes" please provide a statement detailing any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.

**PART A.10 – Contract Specific Mandatory Criteria – Technical And Professional Ability (Pass/Fail Minimum Standard Questions)**

It is a mandatory requirement of this Contract that the concessionaire details a statement of your box office management system and procedures. This will be used for auditing purposes of the tickets sales during the concession as detailed within the Specification.

Statement Max 500 words:

It is a mandatory requirement of this Contract that the concessionaire provides a detailed statement explaining your noise management provisions for the event proposed.

Your response should include but not limited to details of;

- Opening and closing times
- Noise screening
- How you will address concerns from local residents

Statement Max 500 words:

It is a requirement of this contract that bidders hold the levels of insurance indicated below:

**Employer's Liability Insurance:      £5,000,000**  
**Public Liability Insurance:        £10,000,000**

At this stage, please indicate what level of cover is already in place.

**Employer's Liability Insurance:      £**  
**Public Liability Insurance:        £**

Please provide electronic copies of insurance held with your submission.

The documents/evidence should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.

**or**

A letter from your insurance broker confirming you will be able to obtain the relevant insurance.

Please provide a statement detailing how your organisation will meet this required level of Insurance.

Statement:

## PART B.1 – AWARD CRITERIA

<b>Q.1 – PROJECT</b>	<b>Quality Weighting 25%</b>
<p>Please provide full details of the event that you wish to conduct in the Meadows as part of this contract.</p> <p>Your response should include but not limited to details of;</p> <ul style="list-style-type: none"><li>• Ticketed Venue</li><li>• Description of the cultural event(s)/show(s), concert(s) or live performance(s)</li><li>• Dawn to dusk opening times/performance times</li><li>• Maximum capacity</li><li>• Forecast expected visitors per day</li></ul>	
<p>Statement Max 1000 words:</p>	

<b>Q.2 – PROJECT IMPLEMENTATION</b>	<b>Quality Weighting 20%</b>
<p>Please provide detailed information including evidence (e.g. case examples showing end to end process) of how you will deliver the service requirements for this contract in relation to the document Specification.</p> <p>Your response should include but not limited to;</p> <ul style="list-style-type: none"><li>• Mobilisation of the event including delivery of materials on site</li><li>• Strike period</li><li>• How you will limit damage to the site during build/strike periods and the event itself</li><li>• Operations including lighting, pathways, ticket office and waste management</li><li>• Overnight stays vehicles and caravans</li><li>• Security</li><li>• Power Supply</li><li>• Disabled Access</li></ul> <p>Please provide a full technical drawing of the event that you have suggested for this service.</p>	
<p>Statement Max 1000 words:</p>	

<b>Q.3 – PROJECT TEAM</b>	<b>Quality Weighting 15%</b>
<p>Provide the name, discipline, qualifications and experience of the management team members who will be employed on this project and the amount of time that each team member will contribute.</p> <p>(Enclose with this form an outline CV (limited to a single A4 page) for each named person with a brief description of the relevant experience, professional qualifications and particular skills and expertise that the team member will contribute to the project team).</p> <p>Please supply the CV's as a separate document as an addition to this document and have them clearly referenced within your response below.</p>	
<p>Statement Max 1000 words excluding CV's:</p>	

<b>Q.4 – CUSTOMER CARE</b>	<b>Quality Weighting 15%</b>
<p>Please describe how you will ensure that relevant stakeholders receive a high quality and customer focussed approach from your organisation.</p> <p>Your response should include but not limited to;</p> <ul style="list-style-type: none"> <li>• Complaints procedures</li> <li>• Quality assurance</li> <li>• Procedures for maintaining customer satisfaction when carrying out the service including the on-site/off site periods</li> <li>• How you intend to offer best value to families and residents of Edinburgh through your ticket prices.</li> <li>• Community benefits e.g. children’s face painting, charity donations, work placement/work experience, donation of trees/plants or waste recycling bins.</li> </ul>	
<p>Statement Max 1000 words:</p>	

<b>Q.5 - MARKETING AND COMMUNICATIONS</b>	<b>Quality Weighting 10%</b>
<p>Please provide details of your proposed marketing and communications strategy for this service, specifically highlighting the following:</p> <ul style="list-style-type: none"> <li>• Your proposed approach to positively engage the residents and visitors to the City and the attraction</li> <li>• Your approach to media relations and proposed use of social media and your strategy for engaging with the public through this medium</li> <li>• Your understanding of the reputational risk to the City and the Council, showing a willingness to work to enhance the reputation of the City</li> <li>• Your crisis communications plan</li> <li>• A strategy for working collaboratively with the Council’s Communications Service.</li> </ul>	
<p>Statement Max 1000 words:</p>	

**Q.6 – HEALTH AND SAFETY****Quality Weighting 15%**

Provide a copy of your organisations Health and Safety Policy statement and provide a statement detailing how this policy relates to the service.

Your response should include but not limited to;

- A detailed assessment of your management responsibilities for Health & Safety on this contract
- Risk Assessment and method statement procedures
- Traffic management plan
- An outline CV for the person responsible for managing Health & Safety.

Please provide a statement describing how you will ensure the safety of your customers and the general public.

Statement Max 1000 words excluding policy:

## PART C - BONA FIDE TENDER

The essence of tendering is that the Council shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do, at any time before the hour and date specified for the return of this Tender, any of the following acts:-

1. (a) Communicating to a person other than the person calling for those Tenders the amount or approximate amount of the Tender, except where the disclosures in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;
- (b) Entering into any agreement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted;
- (c) Offering or paying or giving or agreeing to pay or give, any sum or 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 said work, any act or thing of the sort described above.
  
2. We further certify that the principles described in paragraph 1 (a) - (c) above have been, or will be, brought to the attention of all sub-contractors, Suppliers and associated companies providing services or materials connected with the Tender. Any Contract entered into with such sub-contractors, Suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

**In this Tender, the word "person" includes any persons and any body or association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.**

<b>Tenderer's Name (block capitals):</b>	
<b>Tenderer's Signature:</b>	
<b>Company Name &amp; Address:</b>	
<b>Witness Name (block capitals):</b>	
<b>Witness Signature:</b>	
<b>Date:</b>	day of 2014



## PART D – CERTIFICATE AS TO CANVASSING

**To: The City of Edinburgh Council (the COUNCIL)**

We hereby certify that we have not canvassed, lobbied or solicited any Member, Office, representative or Employee of the COUNCIL in connection with this Tender process and that no person employed by us or acting on our behalf has done any such act.

We further hereby undertake that we will not in future canvass, lobby or solicit any Member, officer, representative or Employee of the COUNCIL in connection with the award of any Contract which may follow hereon nor any other part of the process, any other Tender or proposed tender or any other contract and that no person employed by us or acting on our behalf will do any such act.

We acknowledge that failure to comply with the above will result in our Tender or any other proposed Tender being disqualified.

In this Part D of the Tenderer's Submission, the word "person" includes any persons and any body or association, corporate or unincorporate; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

<b>Tenderer's Name (block capitals):</b>	
<b>Tenderer's Signature:</b>	
<b>Company Name &amp; Address:</b>	
<b>Witness Name (block capitals):</b>	
<b>Witness Signature:</b>	
<b>Date:</b>	day of 2014

# PART E – DECLARATION

**Prior to submission of your Tender, please read and sign the section below:**

I/we certify that (1) the information supplied in this Tender is accurate, to the best of my/our knowledge and understanding and (2) that I/we agree to be legally bound by the Conditions of Tender and the requirements set out in the ITT.

In this Part E of the Tenderer's Submission, the word "person" includes any persons and any body or association, corporate or unincorporate; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

<b>Tenderer's Name (block capitals):</b>	
<b>Tenderer's Signature:</b>	
<b>Company Name &amp; Address:</b>	
<b>Witness Name (block capitals):</b>	
<b>Witness Signature:</b>	
<b>Date:</b>	day of    2014

To be signed by a partner in her/his own name on behalf of the firm or company.

**N.B. The declaration must be signed, scanned and returned as part of your submission. Please ensure that scanned documents are fully legible.**

Failure to supply all information requested, comply with the requirements of the ITT or the supply of misleading information, shall result in exclusion of the Tenderer from participation in the Tender process or termination of any Contract awarded as a result of that process.

**End of Tenderer's Submission**