

# THE SCHOOLWEAR ASSOCIATION



**Recommended school  
uniform tender guidance**

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## FOREWORD

School uniforms are vital to the fabric and ethos of schools. They act as a social leveller and help to reducing bullying, they promote pride and belonging among pupils and the wider community, and they ultimately boost children's academic performance.

We know that you as school leaders truly understand and appreciate the importance of school uniforms. And we also know that you work hard to find the right uniform suppliers for your schools, that will provide high-quality and affordable garments that will uphold the integrity of your school.

However, we also recognise that this process is often complex and difficult to navigate. We know that your focus is on education not procurement. As the leading schoolwear industry trade body, we are committed to working with you to ensure that the tender process for finding uniform suppliers is as robust, competitive and easy as possible. We have therefore created this guidance to support you through that process, sharing our expertise and knowledge as to how you can get the best uniform for your pupils: high quality, value for money and delivering on the priorities of you as school leaders.

Our starting point is that sole-supplier arrangements represent the best value for schools and families:

- Retailers are able to help develop reasonable uniform policies with the schools they work on a sole-supply basis with.
- Where such arrangements are in place, parents are able to get the best deal possible for their child's uniform, including being able to access clothing in the full range of sizes and colours available, all year round.
- If schools work with more than one retailer at a time, then there is no guarantee that one of the retailers will have the uniform item in a size or colour the child needs through the school year.
- In addition, where retailers are not working on a sole-supply basis, they do not know how much uniform to order and keep in stock and, because their purchasing power is reduced, the retail price isn't as low as it could be for families. This ultimately means that families lose out, and either cannot get the uniform they need, or have to pay a higher price for it.
- Where a school works exclusively with one retailer to supply their uniform, it makes it easier for that retailer to work directly with the school to offer hardship measures to families struggling to meet the cost of uniforms.
- Through our Code of Practice, where such sole-supplier arrangements are in place our members are committed to offering families some form of hardship or affordability support, such as swap-shops, second-hand uniform sales, payment plans, and vouchers.

The Schoolwear Association strongly supports the role of competition where sole-supply arrangements are in place, at the point of selection of the school uniform provider. This will then ensure that school uniform is not only low-cost for families, but is also long-lasting and sustainable, and available in every size all year round.

In developing this guidance, we have put competition at the heart of our recommended tendering approach and designed it so that it can be used as a template by school leaders right across the country to create a fair and robust tendering process for appointing a school uniform supplier.

We look forward to working with you to take this forward.

**Matthew Easter and Mark Stevenson**  
*Co-Chairs of the Schoolwear Association*

## ABOUT THE SCHOOLWEAR ASSOCIATION

The Schoolwear Association represents retailers, suppliers and manufacturers involved in the supply of school uniform, working to drive up standards and embracing a set of core values to make sure that parents get a fair deal.

Established in 2006, we are retailers and manufacturers involved in the supply of school uniform, working to drive up standards and promote a set of core values to make sure parents get a fair deal. Our membership includes over 250 SMEs, which are principally local family businesses, based in high street locations that support their local communities.

Together we clothe over three quarters of UK school children, providing sustainable, long-lasting and affordable school uniform for families across the UK.

For more information, please contact us on [info@schoolwearassociation.co.uk](mailto:info@schoolwearassociation.co.uk). As a membership organisation we are not able to advise on specific procurement processes, however we would be happy to provide you with provide general advice or clarity on the information provided in this guide.

## OUR ADVICE TO SCHOOLS

The process of appointing a new school uniform supplier can often be complex and bureaucratic for school leaders, particularly as schools and uniform providers can both approach the tender process very differently.

We have designed this guidance to embed consistency into this process and provide a practical guide for school leaders as you go about the tendering process to secure the best value and highest quality uniform for your school.

We have worked closely with procurement experts to ensure that this approach is rigorous, and have also consulted with policymakers to ensure that it complements the approach that the government is taking as it updates uniform guidance through the Education (Guidance about Costs of School Uniforms) Bill 2019-21.

The fundamental principles that underpin this guidance are as follows:

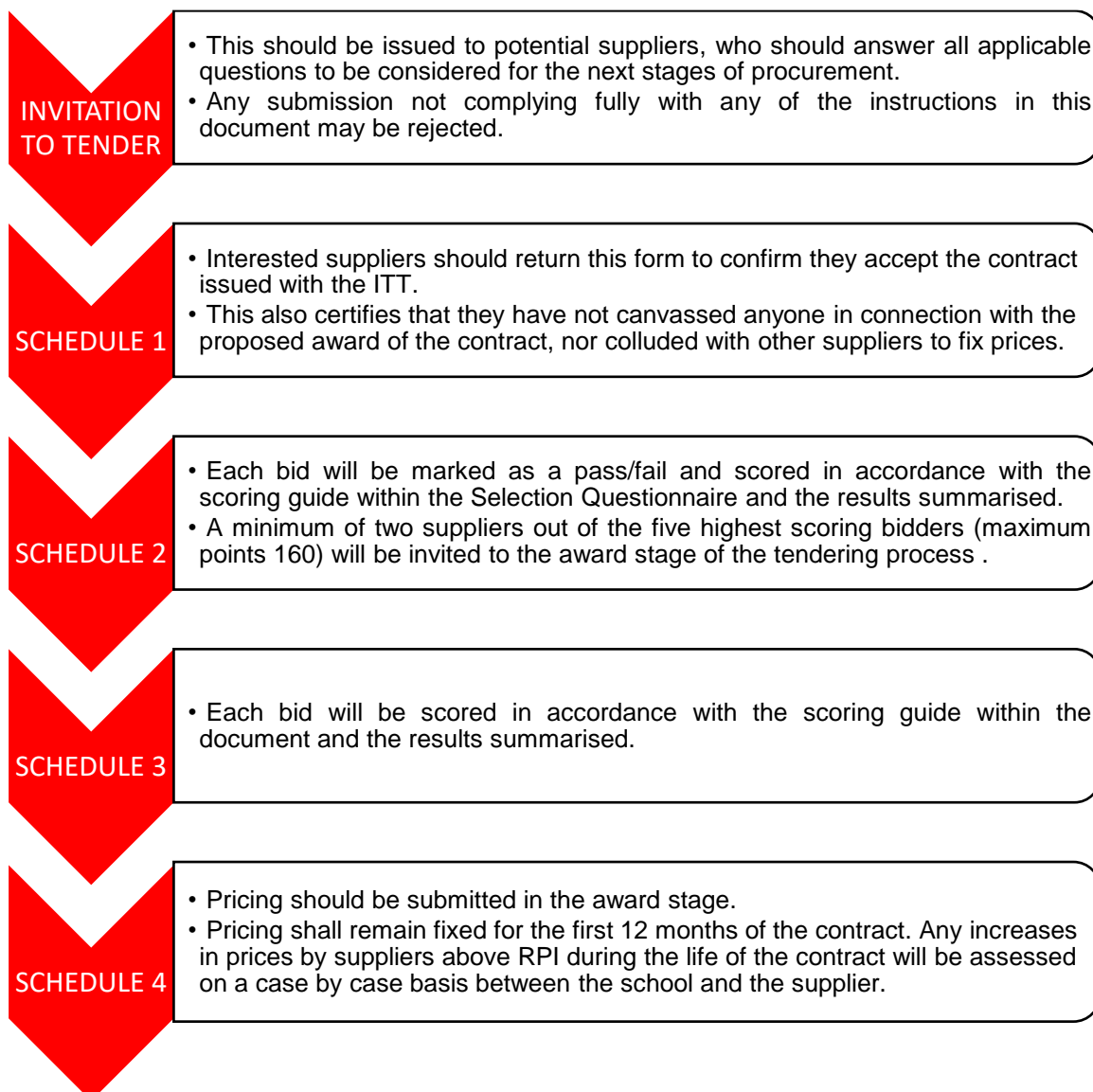
- **Competition:** The procurement process should be robustly competitive at the point of selection. All eligible stakeholders should be able to participate and submit a response, while the use of non-competitive procurement methods like shopping should be kept to a minimum.
- **Transparency:** Information on the procurement process and its requirements must be made available to all qualified school uniform suppliers. The final result should be published and made available to interested parties.
- **Fairness:** All bidders should be treated equally by the school. Decision-making and actions must be unbiased, and no preferential treatment should be given. Unsuccessful bidders must also have the right to challenge the final decision if they believe they were treated unfairly.
- **Accountability and integrity:** Everyone involved in the procurement process should be responsible for their actions and decisions. All stakeholders must be able to rely on any information disseminated by the school, and should have a clear understanding of how the process will be judged and evaluated.



- **Value for money:** Everyone associated with the process should strive to avoid waste and abuse of resources, whether it is the result of over specifications of required uniforms, paying unreasonably high prices for substandard uniforms, collusion with other bidders, or other forms of unacceptable practices. Schools should also consider the quality of school uniform alongside its cost, as higher quality garments will be more durable and long-lasting than lower-quality ones.
- **Timeframe:** Schools should set out a sensible timeframe to any changes to the supply of uniform in order to avoid creating unnecessary waste and additional costs for parents. We recommend that this is 12-18 months.

**From the outset, we would encourage schools to consider their existing contractual commitments first in order to set out an effective timeframe and ensure that excess stock is not wasted.**

In the next few sections we have set out the documents that should serve as model guidance that school leaders can use as they go about every stage of the procurement process, from the initial invitation to tender right through to the pricing once a preferred supplier has been appointed.



## GUIDANCE NOTES

The following information should be used as a guide to schools for using each of the procurement stage documents.

### **Invitation to Tender**

Yellow fields to be filled in by the school

School to issue to interested suppliers along with Schedule 1 and 2 (and Schedule 3 and 4 where fewer than five suppliers are issued an ITT)

### **Schedule 1 – Form of Tender**

Yellow fields to be filled in by the school

### **Schedule 2 – Selection Questionnaire**

Yellow fields to be filled in by the school

### **Schedule 3 – Award Questionnaire**

Yellow fields to be filled in by the school

When issuing the Award section of the Tender, presentation times should be given to the successful suppliers for the date given in the timetable under 3.8 in the ITT

### **Schedule 4 – Pricing**

Yellow fields to be filled in by the school

Supplier to insert **ONLY** the sizes they will be stocking relevant to the school

All prices to include VAT where applicable – supplier to highlight the cell in red

Supplier to work out average garment price and total average basket price

### **Accompanying Contract**

A contract should be provided as part of the ITT pack so that bidders know the terms and expectations of the contract they are entering into. It is likely that the winning bidder will be expected to commit and sit on suitable stock levels to provide an expected level of service. As such a suitable notice period should be given for any change of uniform, guidelines, branding or supply so that the supplier can manage stock levels appropriately. It is recommended that this is 12 months.

## ASSESSING QUALITY IN SCHOOL UNIFORM

When assessing quality as part of a school uniform tender, the long-term quality of the garments submitted by tender applicants is particularly relevant, given the extensive use they will have once they are worn by pupils. School uniform is worn for 195 days per year, and is often worn both before and after school, as well as in the playground and classroom.

We have therefore devised a factsheet that school leaders can use as a guide to consider different aspects of quality when assessing school uniform garments. This can be accessed on our website at: <https://schoolwearassociation.co.uk/assessing-quality-in-school-uniform/>.

# INVITATION TO TENDER

**[INSERT SCHOOL NAME / LOGO]**

**INVITATION TO TENDER (ITT)**

**SUPPLY OF SCHOOL UNIFORM AND ASSOCIATED SERVICES ON BEHALF OF (INSERT NAME OF SCHOOL OR TRUST)**

## CONTENTS

1. GLOSSARY
2. TENDER RESPONSE CHECKLIST
3. CONTRACT INFORMATION
4. SPECIFICATION
5. EVALUATION / AWARD CRITERIA

## 1) Glossary

<b>SQ</b>	<i>Selection Questionnaire</i>
<b>AQ</b>	<i>Award Questionnaire</i>
<b>ITT</b>	<i>Invitation to Tender</i>
<b>SPV</b>	<i>Special Purpose Vehicle (a separate legal entity created by an organisation)</i>
<b>Award criteria:</b>	<i>A list of key criteria or requirements, which is required for a contract to be awarded.</i>
<b>Conditions of contract:</b>	<i>Are set rights and obligations that the contracting parties need to follow when a contract is awarded.</i>
<b>Restricted procedure:</b>	<i>Usually limits the request of tenders to a selected number of suppliers.</i>
<b>SLA (service level agreement):</b>	<i>An agreement between two or more parties. Where one party is the customer and the other party is a supplier delivering a service.</i>
<b>SMEs</b>	<i>Small and medium sized enterprises - Firms with less than 250 employed people, with a turnover of less than €50m.</i>

## 2) Tender Response Checklist

Failure to submit all of the items in the checklist below at the relevant timescales may cause your tender to be non-compliant and therefore not considered.

<b>STAGE</b>	<b>ITEM</b>
<b>SELECTION STAGE</b>	Schedule 1 – Form of Tender and Certificate of Non-collusion & Non-canvassing
	Schedule 2 – Selection Questionnaire
<b>AWARD STAGE</b>	Schedule 3 – Award Questionnaire
	Schedule 4 – Pricing Spreadsheet



### 3) Contract Information

#### 3.1 Scope of Contract/Background Information on School

In line with Government guidance the school wishes to tender for the provision of uniform to make sure parents receive best value with regards price, quality and service. The new contract will commence on [INSERT START DATE]. The duration of the contract will initially be for a period of three (3) years with an option to extend for a further two (2) years.

[Insert school information: Address, Point of Contact, Pupil numbers per year group per sex]

#### 3.2 Tender Introduction

Potential suppliers are required to answer all applicable questions within this Invitation to Tender and include all documentation requested. The tender must be completed in English.

All information received in connection with this ITT will be treated in the strictest confidence.

Submissions must be submitted in accordance with the instructions. Any submission not complying fully with any of the instructions in this document may be rejected.

#### 3.3 Instructions for return

Tenders must be returned via [INSERT RETURN CONTACT DETAILS ELECTRONIC/HARDCOPY]

Please ensure you allow sufficient time to send your submission documents prior to the deadline.

**Submissions must reach us by Midday of the date given in the timetable 3.8. Late responses will not be considered.**

The tender shall be submitted on the basis that the offer in it shall remain in force for 12 months after the commencement date of the contract.

In the event that the Tender submission is accepted by the school, the supplier will then enter into a formal contract for the provision of the services tendered for. The school may revoke the offer if the successful supplier fails to enter into a formal contract with the school within 14 days of the end of the standstill period.

Tenders shall only be submitted on the basis that they are bona fide competitive submissions. The school may cancel the contract if the supplier shall have offered or given or agreed to give any member of staff from the school any gift or consideration of any kind as an inducement or bribe to influence its decision in this tender process. The word "supplier" for these purposes shall be deemed to include any and all persons employed by the supplier, or who are purporting to act on the supplier's behalf whether the supplier is aware of their acts or not.

The school will exclude bidders at any time throughout the tender process should the grounds of exclusion pursuant to Regulation 57 (1) of the Public Contracts Regulations 2015 be found to apply.

### *3.4 Acceptance of Submission*

The school shall not be under any obligation to accept any tender submission.

The school shall not be under any obligation to accept the lowest proposal.

The school reserves the right to cancel the entire tender process at any time.

The school has no liability to settle any cost incurred by the supplier associated with or as a result of this tender.

The submission must be based upon the terms, conditions and specification(s) set out in these documents, otherwise it may be rejected on the basis of being unsuitable and non-compliant. The Form of Tender may not be modified in anyway.

The school reserves the right to make changes to the tender documentation. Suppliers will be informed of any changes.

Suppliers will be notified of the outcome of their submission by the date specified in the timetable.

No submission will be deemed to have been accepted unless such acceptance has been notified to the supplier in writing.

In case a submission appears to be abnormally low in relation to the services to be provided, the school will request a clarification in writing and/or explanation concerning its elements. The school reserves the right to exclude a submission, if after a verification process based on the explanations and evidence received, it comes to the conclusion that the submission is abnormally low.

Failure to accept the terms and conditions/specification of the contract may result in the submission being rejected.

### *3.5 Pricing*

Prices shall be submitted in the Award Stage.

If the school suspects that there has been an error in pricing of the tender, the school reserves the right to seek clarification as it considers necessary from that supplier only.

Pricing shall remain fixed for the first 12 months of the contract. Any increases in prices by suppliers above RPI during the life of the contract will be assessed on a case by case basis between the school and the supplier.

### 3.6 Queries

Where suppliers have any queries about the submission documentation please contact [INSET CONTACT DETAILS] taking into consideration the timescales involved in the timetable point 3.8. In the spirit in fairness and transparency, all questions and answers will be issued to all interested parties.

Answers to any queries will be issued to all interested parties for fairness and transparency.

### 3.7 Freedom of Information

Suppliers are requested to specify (with reasons) if any information contained in its submission is confidential. The school will use all reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000.

### 3.8 Timetable

STAGES	DATES
Issue ITT and contract	[INSERT DATE]
Deadline for receipt of any clarification questions	1 week later
Deadline for submission of Selection Stage documents	2 weeks later
Evaluation and Issue Award Stage to successful bidders	3 weeks later
Deadline for receipt of any clarification questions	4 weeks later
Deadline for submission of Award Stage documents	5 weeks later
Presentation by suppliers	6 weeks later
Evaluation of Tenders	7 weeks later
Intent to Award/Regulation 86 letters issued to Tenderers	8 weeks later
Mandatory Standstill period ends (10 days) and award of contract confirmed	10 weeks later
Contract agreed/signed	12 weeks later
Contract commences	[INSERT DATE]

12 weeks is the minimum period recommended for this process, but it could take up to 12 months for multi-academy trusts. Please amend the timetable as appropriate.

#### 4) Specification

School to provide details as to the nature of the school, its demographics and what it expects and is looking for from a supplier

Suggestions:

Background of school

Pupil intake numbers

Future developments within the school

Demographics of school

Any voucher provision with local authorities for low-income families that suppliers should be aware of

Sports and their importance within the school

Any bursary funds the school offers to pupils

Pop up shops/sizing evenings

Willingness for school to act as a conduit to receive parcels for parents

Expectations of parents

Any likely purchase of existing stock and value

How active is the second hand provision within the school

Any future rebrands

Current contractual commitments

#### 5) Evaluation / Award Criteria

##### *a. Stage 1 Evaluation – Selection Stage*

Each bid will be marked as a pass/fail and scored in accordance with the scoring guide within the Selection Questionnaire and the results summarised. A minimum of two suppliers out of the five highest scoring bidders (maximum points 160) will be invited to the second/award stage of the tendering process.

##### *b. Stage 2 Evaluation – Award Stage*

If a supplier passes Stage 1 – the Award Questionnaire and Pricing Schedule will be issued and evaluated on the following award criteria and weightings:

Each bid will be scored in accordance with the scoring guide and the results summarised.

##### *c. Scoring – Service*

Scores to be awarded for service per the school's discretion based on the provided responses.

##### *d. Scoring – Product*

Scores to be awarded for product per the school's discretion based on the products provided.

*e. Scoring – Pricing*

Scores will be awarded for price on the following basis:

The lowest Contract Basket Price submitted in accordance with the Schedule of Prices will be awarded the highest score (200) and all other suppliers will be awarded pro rata scores on the relative competitiveness of their Contract Price compared to the lowest Contract Price e.g.  $(\text{Contract Price} - \text{Lowest Contract Price} / \text{Lowest Contract Price} * 100) = X\%$ . This percentage will be deducted from the total score available for Contract Price.



## **SCHEDULE 1 – FORM OF TENDER AND CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING**

### **SUPPLY OF SCHOOL UNIFORM AND ASSOCIATED SERVICES ON BEHALF OF (INSERT NAME OF SCHOOL OR TRUST)**

#### **FORM OF TENDER**

We the undersigned, hereby tender and offer to provide the Contract as listed in the Invitation to Tender and all the documents supplied to us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

We confirm that we can supply the Contract as specified in the Invitation to Tender at the prices submitted within the Pricing Schedule.

We confirm that we accept the Contract as issued with the Invitation to Tender.

We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

We understand that the School reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

We confirm and undertake that if any of such information becomes untrue or misleading that we shall notify you immediately and update such information as required.

We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

#### **STATEMENT OF NON-CANVASSING**

We hereby certify that we have not canvassed any member, Director, employee, representative or adviser of the School in connection with the proposed award of the Contract by the School, and that no person employed by us or acting on our behalf, or advising us, has done any such act.

We further hereby undertake that we will not canvass any member, Director, employee, representative or adviser of the School in connection with the award of the Contract and that no person employed by us or acting on our behalf, or advising us, will do any such act.

#### **STATEMENT OF NON-COLLUSION**

The essence of selective tendering for the Contract is that the School shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, we certify that this is a bona fide offer, intended to be competitive and that we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

We also certify that we have not done, and undertake that we will not do, at any time any of the following acts:

- a) Communicate to a person other than the School, the amount or approximate amount of our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender.
- b) Enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them.

- c) Offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.
- d) Committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time. <http://www.legislation.gov.uk/ukpga/2010/23/contents>.

We agree that there is a requirement to disclose and declare any direct or Indirect financial or non-financial interest in an organisation, company, or other body that is doing business with, or has dealings with, the school and where this may affect and/or could bring about a conflict with the schools' interest. We should notify this to the school and that failure to disclose or declare such an interest could result in the contract being terminated.

We agree that the school may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## SCHEDULE 2 – SELECTION QUESTIONNAIRE

SUPPLY OF SCHOOL UNIFORM AND ASSOCIATED SERVICES ON BEHALF OF (INSERT NAME OF SCHOOL OR TRUST)

RESPONSE DOCUMENT

NAME OF TENDERER: \_\_\_\_\_

DATE: \_\_\_\_\_

### Standard Selection Questionnaire (SQ)

This Standard Selection Questionnaire (“SQ”) has been issued by the school in connection with a tender under Part 4 of the Public Contracts Regulations 2015 (“the Regulations”). Your response to the SQ will be used by the school to fully understand your organisations ability to commit to the contract and to undertake a financial assessment of all tenderers.

This questionnaire will act as a shortlisting exercise to reduce the number of bidders that are put through to the Award stage. We are looking for a supplier partner who offers high quality in terms of goods and/or services that are ‘fit for purpose’ and can also offer excellent value for money over the entire contract period

No less than 2 of the top 5 scoring tenderers will be automatically taken to the next stage of ITT assessment.

#### NOTES FOR COMPLETION

- Please ensure that you fully complete this SQ as requested, as part of the tender submission. Failure to do so may result in your tender being disqualified. Tenderers that fail the SQ will not be evaluated any further.
- If the question does not apply to your tendering organisation, please write N/A; if you do not know the answer please write N/K.
- Should you need to provide additional information in response to a question (only provide where requested), please submit a clearly identified appendix detailing which section and question it relates to. Any material submitted which is not clearly identified, will not be marked.
- “School” means the purchasing organisation, or anyone acting on behalf of the purchasing organisation, that is seeking to award a contract as part of this tender process.
- “You”/ “Your”, “Tenderer” or “Supplier” means the business or company which is completing this Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
- The SQ will be marked based pass / fail criteria and evaluated sections – All are clearly marked in the document
- Tenderers may fail if there are incomplete responses.
- Questions marked ‘for information only’ will not be assessed however they must still be answered in full.
- Where you are asked to mark an ‘X’ to indicate your answer, please double click the grey box and select ‘checked’. Try it here
- Failure to answer a question which is **scored** will result in a score of zero for that question.
- Failure to reach the requirements for the SQ will mean the tender response will not be evaluated any further and the tenderer will be removed from the process
- Failure to provide an **acceptable explanation** for any **Fail** Questions answered will result in a fail for the SQ and as a result this tender response will not be evaluated any further.
- Tenderers are therefore strongly advised to ensure they answer all questions within each section
- Please ensure your responses are in line with any page/word limits (these will be detailed under each individual question. Anything beyond the page/word limits will not be taken into consideration by the buyer.
- Please do not cross reference answers to another question response. Anything not answered in your response to the individual question will not be marked for that individual question.

### *Verification of Information Provided*

Please do not send any supporting documents with your tender. **However, the School may ask to see these documents at a later stage in the tender process, so you must ensure they can be made available upon request.** Suppliers who self-certify that they meet the requirements will be required to provide evidence of this if they are successful at contract award stage.

You may also be asked to clarify your answers or provide more details about certain issues.

### *Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.*

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion<sup>1</sup>. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning). This section is marked on a pass/fail basis.

A completed declaration of Part 1 and Part 2 provides a formal statement that the supplier making the declaration has not breached any of the exclusion grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. For the avoidance of doubt every organisation/sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back as part of the tender response.

### *Supplier Selection Questions: Part 3*

Part 3 contains further project specific questions relating to the technical and professional ability of the supplier. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors, providing **one** composite response and declaration.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we 'the school' reserve the right to amend the contract award decision and award to the next compliant bidder.

This section is scored.

### *Consequences of misrepresentation*

If you seriously misrepresent any factual information whilst filling in the Selection Questionnaire and so induce the school to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure and from bidding for other contracts for three years. If a contract has been entered into, you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation and you must be excluded from further procurements for five years.

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<sup>1</sup> For the list of exclusion please see [this link](#)



### *Group Of Economic Operators*

The authority recognises that arrangements set out in Part 1, section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.

### *Confidentiality*

The school confirms that it will keep confidential and will not disclose to any third parties any information provided, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the buyer is under a legal or regulatory obligation to make such a disclosure.

*Part 1: Supplier Information*

SECTION 1		POTENTIAL SUPPLIER INFORMATION
QUESTION NO.	QUESTION	RESPONSE
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) <sup>2</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>2</sup> See EU definition of SME [here](#)

1.1(n)	<p>Details of <b>Persons of Significant Control (PSC)</b>, where appropriate: <sup>3</sup></p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met;             <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more. <sup>4</sup></li> </ul> </li> </ul> <p><i>(Please enter N/A if not applicable)</i></p>	
1.1(o)	<p>Details of <b>immediate parent company</b>:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p><i>(Please enter N/A if not applicable)</i></p>	
1.1(p)	<p>Details of <b>ultimate parent company</b>:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p><i>(Please enter N/A if not applicable)</i></p>	

**PLEASE NOTE:** A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

SECTION 1 BIDDING MODEL		
QUESTION NO.	QUESTION	RESPONSE
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details listed in Section 1 questions 1.2(a) (ii), 1.2 (a) (iii) and to 1.2(b) (i), 1.2 (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at Section 1 question 1.2(a) (ii) for reference

<sup>3</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

<sup>4</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

		purposes, and complete Section 1 question 1.3, Section 2 and Section 3.				
1.2(a) - (ii)	Name of group of economic operators (if applicable)					
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.					
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.					
	Name					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

**Contact details and 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 tender process.

I understand that the school 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.

I declare that, to the best of my knowledge, no conflicts of interest exist in our decision to submit a bid.

SECTION 1	CONTACT DETAILS AND DECLARATION	
QUESTION No.	QUESTION	RESPONSE
1.3(a)	Signature	
1.3(b)	Name	
1.3(c)	Position	
1.3(d)	Company Name	
1.3(e)	Telephone No.	
1.3(f)	Email address	
1.3(g)	Company Address	
1.3(h)	Date	



## Part 2: Exclusion Grounds – PASS/FAIL

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

SECTION 2	GROUNDS FOR MANDATORY EXCLUSION	
QUESTION No.	QUESTION	RESPONSE
2.1(a)	<p><b>Regulations 57(1) and (2)</b></p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.</p>	
	Participation in a criminal organisation.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Corruption.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Fraud.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3(a)	<p><b>Regulation 57(3)</b></p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	breach of obligations related to the payment of tax or social security contributions?	
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

**PLEASE NOTE:** The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

SECTION 3		GROUNDS FOR DISCRETIONARY EXCLUSION	
QUESTION No.	QUESTION	RESPONSE	
3.1	<b>Regulation 57 (8)</b> Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.		
3.1(a)	Breach of environmental obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2	
3.1 (b)	Breach of social obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2	
3.1 (c)	Breach of labour law obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2	
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2	
3.1(e)	Guilty of grave professional misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details at 3.2	
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details at 3.2	
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details at 3.2	
3.1(h)	Been involved in the preparation of the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details at 3.2	
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details at 3.2	

	prior contract, damages or other comparable sanctions?	
3.1(j)	Please answer the following statements	
	3.1(j) - (i) The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
	3.1(j) - (ii) The organisation has withheld such information.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
	3.1(j) –(iii) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
	3.1(j)-(iv) The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

### Part 3: Selection Questions

Part 3 contains further project specific questions relating to the technical and professional ability of the supplier. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors, providing **one** composite response and declaration.

SECTION 4	ECONOMIC AND FINANCIAL STANDING	
4.1	Please confirm that you are able to provide a copy of your audited accounts for the last two years If required? <b>Please do not provide copies – we will request them if required.</b>  If you cannot provide this, could you provide <b>one</b> of the following: answer below with Y/N in the relevant box.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	a) 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c) 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).	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Scoring Guide

##### Credit check

A credit check will be conducted via Cocreco. Companies will be allocated scores as shown below:

Company credit risk index (1-100)	Score allocated
91-100	20
81-90	15
61-80	10
41-60	5
0-40	0

##### Financial viability

We will take into account profitability, CCJ's, debt and other information arising out of the credit score reports.

Viability	Score allocated
Financially viable	20
Issues of concern	5

<b>SECTION 5</b>		<b>TECHNICAL AND PROFESSIONAL ABILITY</b>		
<i>(This question is to be scored on a pass/fail basis.)</i>				
5.1	<p><b>RELEVANT EXPERIENCE AND CONTRACT EXAMPLES</b> Please provide details of up to three contracts that are relevant to our requirements. Contracts for supplies/services should have been performed during the past five years and be of a comparable nature.</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 5.2</p>			
		<b>CONTRACT 1</b>	<b>CONTRACT 2</b>	<b>CONTRACT 3</b>
	<b>NAME OF SCHOOL:</b>			
	<b>POINT OF CONTACT:</b>			
	<b>POSITION:</b>			
	<b>PHONE NO.:</b>			
	<b>E-MAIL ADDRESS:</b>			
	<b>DESCRIPTION OF CONTRACT: (MAX 500 WORDS)</b>			
	<b>CONTRACT START DATE:</b>			
	<b>CONTRACT END DATE (OR STATE ONGOING):</b>			
5.2	<p>If you cannot provide at least one example for questions 5.1, 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>			
	Insert response here			

SECTION 6		MODERN SLAVERY ACT 2015: REQUIREMENTS UNDER MODERN SLAVERY ACT 2015 <sup>5</sup>
6.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
6.2	If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	<input type="checkbox"/> Yes Please provide relevant the url ...
		<input type="checkbox"/> No Please provide an explanation

SECTION 7		INSURANCE
<i>(This question is to be scored on a pass/fail basis.)</i>		
7.1	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: (a) <b>Employer's Liability Insurance* = £5 million.</b> Is required in respect of each and every claim. (b) <b>Public Liability Insurance = £10 million.</b> Is required in respect of each and every claim with no abuse exclusion/inner limit. (c) <b>Professional Indemnity Insurance = £1 million</b> (d) <b>Product Liability Insurance = £5 million</b> <i>* It is a legal requirement that all companies hold Employer's Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.2	Please confirm that your Professional Indemnity Insurance covers data breach, data loss and reputational damage. If your answer is 'yes' go to Section 7.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.3	If your Professional Indemnity Insurance does not cover data breach, data loss and reputational damage, the school recommends that you obtain Cyber Insurance at £5m. Please confirm you have Cyber Insurance of £5m or are willing to obtain it. If you answer is 'yes' go to Section 7.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>5</sup> [Procurement Policy Note 9/16 Modern Slavery Act 2015](#)

7.4	If answered no to both 6.2 & 6.3, please state what your intentions and procedures would be in the event of any instance of data breach, data loss or reputational damage and how you would manage the potential impact on your company/organisation
	Insert response here

<b>SECTION 8</b>	<b>PROJECT SPECIFIC QUESTIONS</b>
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Scores for Section 8 will be marked on the following basis – each question will be individually weighted:

Assessment of Response	Score
<b>Excellent:</b> Meets all expectations / Demonstrates complete understanding of all the requirements of this particular specification / No reservations. Offers added value and innovation	<b>20</b>
<b>Good:</b> Meets most expectations / Demonstrates good understanding of most of the requirements of this particular specification / No reservations.	<b>15</b>
<b>Marginal:</b> Meets some expectations / Response is standardised with no apparent understanding of the requirements of this particular specification / Minor reservations.	<b>10</b>
<b>Poor:</b> Does not meet expectations / Response is weak & does not adequately address the specification / Significant reservations.	<b>5</b>
<b>Unacceptable:</b> Response is missing / Response is very weak and does not address the specification / Major reservations.	<b>0</b>

8.1	Detail your returns policy and guarantees. Include details on how items are returned and any associated costs. <b>Word limit – 500 words</b>
	Insert response here
8.2	Detail what payment options you offer, if any, for parents/carers, particularly those that cannot afford to buy uniform in one go? How do you cater for parents with no on-line or card payment facility (i.e., cash only)? <b>Word limit – 500 words</b>
	Insert response here
8.3	Detail your delivery charges? Are there ways to mitigate these costs? Do you offer a freepost for returns? <b>Word limit – 500 words</b>
	Insert response here
8.4	How does your company assist with the sizing of garments and parents ordering the correct sized garments for their child? How do you manage special measures for non-stocked sizes? <b>Word limit – 500 words</b>
	Insert response here

Insert response here	
8.5	Do you offer any means to support families in cases of hardship or low income? <b>Word limit – 500 words</b>
Insert response here	
8.6	How do you manage stock levels to minimise shortages? What commitment do you offer to guarantee stock holding through the year? <b>Word limit – 500 words</b>
Insert response here	

SECTION	MANDATORY REQUIREMENTS	
<b>9</b>	<i>(This question is to be scored on a pass/fail basis.)</i>	
9.1	That you understand and adhere to the Government Buying Standards for textiles?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.2	Willing to adhere to the Schoolwear Association Code of Conduct?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.3	That you have some form of Quality Management system / process to ensure the products provided meet expectations and relevant standard?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.4	That you have a robust method of managing and accounting stock levels and sales made and can provide reporting of this when required by the school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.5	That you have systems in place to acquire Enhanced DBS clearance checks (Including Barred List checks) for a supervising individual when on school premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.6	Where applicable you would be willing to purchase incumbent suppliers stock subject to quality, price, sensible amount/sizes and the relevant product continuing?	Yes <input type="checkbox"/> No <input type="checkbox"/>



SECTION	SCORING
1	Completed
2	Pass / Fail – All responses should be No
3	Completed and Discretion
4	40 Points
5	Pass / Fail
6	Pass / Fail
7	Pass / Fail
8	120 Points
9	Pass / Fail

## **SCHEDULE 3 – AWARD QUESTIONNAIRE**

**SUPPLY OF SCHOOL UNIFORM AND ASSOCIATED SERVICES ON BEHALF OF (INSERT NAME OF SCHOOL OR TRUST)**

**RESPONSE DOCUMENT**

**NAME OF TENDERER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### Award Questionnaire (AQ)

The information provided herein will be the basis on which the decision for the award of the contract will be made. Enter your responses in the 'response' box provided or where asked to insert details.

The maximum score attached to each question is indicated within the table below:

Question	Subject	Maximum score
<b>Service</b>		
1	Service Proposition	120
2	Value Added Service	20
3	Mobilisation and Implementation Proposition	20
4	Effective Management Proposition	20
5	Ethical Sourcing and Sustainability Proposition	20
<b>Quality</b>		
6	Product Proposition	180
<b>Price</b>		
7	Pricing Proposition	220
<b>Total Maximum Score</b>		<b>600</b>

Bidders are required to provide responses and/or documentation to each question. Where separate documents have been provided please ensure that they are appropriately cross-referenced in this Award Questionnaire and have been consolidated into one document.

When submitting your completed Award Questionnaire, please upload a maximum of 3 documents, i.e:

1. MS Word version of your completed Award Questionnaire
2. Completed MS Excel workbook of costings
3. A consolidated PDF of all supporting documentation

QUESTION 1	SERVICE PROPOSITION
1.1	<p>Please provide your proposed methodology for the provision of services. This should include whether your service includes a local retail store, online, pop up shops or hybrid model.</p> <p>Provide details for each service option and how it will best serve parents including store address, store images and website URL; all where applicable.</p> <p>Provide details as to how parents will manage with the sizing of garments and order correctly thus minimising returns.</p>
Insert response here	
1.2	Please provide details for your delivery, click & collect and returns policy, including timescales and associated costs to parents.
Insert response here	
1.3	Please provide details of available payment options, whether you accept local charity vouchers and ways in which parents could spread payments.
Insert response here	
1.4	It is expected that you will carry stock all year round in all key sizes, please provide details for how you will manage any special requirements and associated costs to parents. Also provide details as to how you will manage customer back orders should you be out of stock in key sizes and anticipated lead times to fulfil.
Insert response here	

QUESTION 2	VALUE ADDED SERVICES
<p>Please provide details for any value added services, these could include but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Vouchers/discounts for cases of hardship or low income families</li> <li>▪ school support e.g. event raffle prices, team kits</li> <li>▪ discount for school orders etc</li> </ul>	
Insert response here	

QUESTION 3	MOBILISATION AND IMPLEMENTATION PLAN
<p>Please provide an outline mobilisation and implementation plan relevant to the requirement, including:</p> <ul style="list-style-type: none"> <li>▪ timelines for transition</li> <li>▪ roles/responsibilities</li> <li>▪ proposal for parent awareness</li> <li>▪ stock purchase (if applicable)</li> </ul>	
Insert response here	

QUESTION 4	EFFECTIVE MANAGEMENT OF CONTRACTED SERVICE
<p>Please outline how you intend to ensure that the contract will be effectively managed to ensure consistency in terms of quality, service delivery and value.</p> <p>Please outline your key performance indicators and how often these will be reported on.</p> <p>Identify who would attend a formal contract review meeting at agreed dates and times and how frequent this would be.</p> <p>Plus, any other information you wish to add.</p>	
<p>Insert response here</p>	

QUESTION 5	ETHICAL SOURCING AND SUSTAINABILITY PROPOSITION
<p>Please detail your company's ethical sourcing policy and outline how as a company you are looking to improve your sustainability.</p>	
<p>Insert response here</p>	

QUESTION 6	PRODUCT PROPOSITION
<p>Relevant samples should be sent to the school for submission, samples should be sent to <b>(Insert contact person and postal address)</b>. Samples only need to be provided if they differ to the current brand being supplied.</p> <p>The school will review and assess the sample uniform and sportswear items that bidders have provided against the core quality requirements. This may require laundering and it should not be expected that the samples will be returned.</p> <p>Any special features to the products or sustainable elements to the fabric should be described below along with how you will deal with any quality issues that arise.</p> <p>All efforts should be made to replicate the schools existing products regarding design and colour.</p> <p>Should you need to see the schools' current uniform, then samples will be made available to see within school or photos will be available electronically. Requests should be made for either to <b>(Insert email address)</b>.</p>	
<p>If you have any commentary or explanation regarding your samples, please state here:</p>	

QUESTION 7	PRICE PROPOSITION
<p>Bidders must complete the costing template. Please pay attention to the Instructions tab. Please provide below the average basket cost for all boy's compulsory items and also the average basket cost for all girls' compulsory items. If you have any commentary or explanation regarding your costings, please also state below:</p>	
<p>Insert here Boys and Girls average basket costs for the compulsory branded items (Girls and Boys basket prices combined then divided by 2), and any other commentary. Maximum points (200) will be awarded for the most competitive combined baskets. Other scores will be awarded based on a percentage reduction equal to the percentage increase over the most competitive basket price. E.g. if combined basket is 10% more than the most competitive basket 20 points will be deducted.</p>	

**Contact details and declaration**

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

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

I understand that the information will be used in the 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.

I declare that, to the best of my knowledge no conflicts of interest exist in our decision to submit a bid.

<b>Contact details and declaration</b>	
Signature	
Name	
Position	
Company Name	
Telephone No.	
Email Address	
Company Address	
Date	

## **SCHEDULE 4 – PRICING**

Please see Appendix 1 for the pricing questionnaire, to be filled out by the school at award stage to provide the information about the uniforms that they require. The supplier will then work out the average garment price and total average basket price.