

**Invitation to Tender  
For the Delivery of Education and Training  
Services  
During academic year 2016/17**

**Instructions and Specification  
September 2016**

Please read the specification carefully and follow the instructions before completing the ITT Submission form and Due Diligence

<b>Organisation Name:</b>	
<b>Replies to be submitted by:</b>	
<b>E-mail address:</b>	

<b>Please indicate the Lots that you would like tendered for</b>		<b>Yes/ No</b>
<b>Lot 1</b>	SFA: Apprenticeships 16-18	
<b>Lot 2</b>	SFA: Apprenticeships 19-23	

### **Instructions for completion**

- Please answer all questions using the space provided.
- **Please use Arial font, size 11 keeping within the specified word counts.**
- If the question does not apply to you please write 'Not applicable' or 'N/A'.
- If you do not have / know the answer please write 'Not known' or 'N/K'.
- You may enlarge the answer boxes to ensure you have sufficient space to respond within the word limit specified.
- You must not alter or amend the questionnaire in any other way and under no circumstances should the questions be altered in any way as doing so will result in your application being rejected.

### **Instructions for submission**

The following should be emailed with the subject “**HC SC-2016/17 Submission**” to [vfossard@harrow.ac.uk](mailto:vfossard@harrow.ac.uk)

- 1) Completed submission Form Part 1 – Due Diligence (this document)
- 2) Completed Lot submission Form for each Lot tendered for
- 3) a scanned signed copy of the Declaration Form (final page of this document).

Where the college identifies the need for sub-contracting the delivery of its provision and following due diligence arrangements, Harrow College will undertake a formal tendering process to select parties to deliver programmes and activities funded by the government through its funding bodies. This increases the opportunities for young people and adult learners to access training and education where otherwise this may not be an option.

### **Instructions**

The organisations with which it contracts will be subject to performance management and audit arrangements that seek to secure the funding and quality of provision being delivered on behalf of BDC. All subcontractors will be required to meet the following requirements.

#### **Pre Contract stage**

- a) Due diligence activities are undertaken by the college to confirm:
  - track record of recruitment, retention, success rates, progression and job outcomes,
  - Quality assurance procedures including self-assessment and audit performance,
  - Awarding body approval status,
  - Regulatory compliance on Health & Safety, Data protection and Safeguarding, including Prevent duty and SEND,
  - Equality & Diversity adherence,
  - Financial viability,
  - Learner and employer satisfaction,
  - Employer engagement.
- b) Where requested, additional support can be provided by the Business Innovation & Enterprise team on funding guidance and curriculum design.

c) The Contract is drawn up based on the college's standard document which defines the college's terms and conditions covering:

- any statutory requirements,
- college policies and procedures,
- quality standards,
- performance management,
- details of the programme to be delivered,
- the agreed management fee charged by the college,
- the delivery and payment profile,
- documentation requirements,
- payment process and dates.

d) The management charge starts at 20% and is derived from a series of risk based indicators which produces an overall score.

Apprenticeship suppliers will be required to ensure they deliver Intermediate and Advanced and level apprenticeship programmes that comply with the requirements of the Skills Funding Agency "Funding Rules 2016 to 2017" and the relevant awarding body criteria. They will be expected to meet Ofsted Grade 1/Grade 2 quality standards as specified in the Common Inspection Framework through (in order of preference): Ofsted inspections, or externally moderated Self-Assessment Reports or External Verification reports from Awarding Bodies. Providers must be registered on the SFA Register of Training Organisations and have Direct Claim Status with the relevant awarding body.

## Tender Requirements

### Lot 1: 16-18

### Lot 2: 19+ Apprenticeships

Due to the significant changes being introduced under the new apprenticeship levy, due to start in May 2017, the last date for new learners starting an apprenticeship under this tender is **31<sup>st</sup> March 2017**.

## Rationale

The College is committed to provide high quality education and training to meet both local and national skills priorities. The College recognises that in order to provide such services subcontracting and partnership working is essential. The main reasons for subcontracting are:

- to build capacity;
- to deliver training in skills priority areas;
- to offer niche provision through specialist providers;
- to engage with new markets;
- to ensure greater cost efficiency;
- to provide cost effective provision that meets demand.

We work with a range of sub-contracted partners who share our values of quality provision putting the student at the centre of all that we do. All sub-contractors will undergo a comprehensive Due Diligence process prior to any delivery. Providers are selected based on the type of provision delivered, their location to ensure national coverage whilst effectively

responding to the employer and student demand plus reflecting local skills priorities. Our selection helps to provide greater choice for students and maintain the delivery of niche provision.

The College will ensure that the subcontractor:

- delivers a high quality service;
- will not further subcontract provision to other colleges or training organisations;
- employs high calibre staff to deliver to students and informs the College if these staff change;
- complies with the College's policies and procedures;
- complies with the law e.g. Health and Safety, Data Protection, Equality and Diversity;
- has been risk assessed;
- is registered with the UK Register of Learning Providers;
- is aware of the clear lines of responsibility and understands the consequences of any breach of contract.

Subcontractors will participate in:

- safeguarding students;
- equality and diversity;
- regular unannounced quality assurance checks;
- short notice audit visits;
- observations of teaching and learning;
- performance review meetings;
- Learner satisfaction surveys.

The service requirements are as follows:

- Demonstrate successful track record of delivery of proposed service provision.
- Generate appropriate apprenticeship opportunities with both employers and learners.
- Effectively market apprenticeship qualifications, in order to ensure that contracted volumes are delivered.
- Utilise the services of the Apprenticeship Service.
- Undertake initial engagement meetings with learners and employers, which will include eligibility checks and the completion of Matrix standard Information Advice and Guidance and diagnostic assessments.
- Work with local employers to identify apprenticeship opportunities and support employers through the process of apprenticeship delivery.
- Identify employers eligible for the "Apprenticeship Grant for Employers" (AGE), and complete the relevant paperwork with supporting evidence.
- Provide learners with high quality learning throughout the duration of their programme. This will include all elements defined in the published Framework covering knowledge, competence, functional skills, Employment Rights and Responsibilities and Personal Learning and Thinking Skills.
- Staffing structure to include a dedicated Apprenticeship co-ordinator to liaise with HC on providing timely review and progression evidence supported by a learner tracking system.
- Retention, achievement and success rates to be at or above national benchmarks, for all learning aims and whole frameworks.
- Provide evidence of learner progression tracking post completion to a higher apprenticeship or other training with employers.

- Manage Awarding Body registrations and assessment arrangements including Internal and External Verification.
- Maintain individual learner records that comply with Skills Funding Agency requirements and HC's contract management framework.

**Part 1: Due Diligence**

**Section 1: Details of your organisation and structure**

1.1 Organisation details		Information
a) Organisation Legal name		
b) Registered address <i>Including post code</i>		
c) Trading Name (if applicable)		
d) Main Trading address <i>Including post code</i>		
e) Contact name for enquiries about this bid		
f) Contact job title		
g) Contact telephone number		
h) Contact email address		
i) Organisation website		
j) Company registration and/or charity number and date registered	Number:	Date:
k) Registered VAT number		
l) Name of parent company (if applicable)		
m) Please indicate the type of organisation:	Private	<input type="checkbox"/>
	Third Sector	<input type="checkbox"/>
	Public Sector	<input type="checkbox"/>
	Social Enterprise	<input type="checkbox"/>
	Consortium/SPV	<input type="checkbox"/>
	Other (state)	<input type="checkbox"/>

1.2 Mandatory Requirements:	Pass/Fail
The following details are mandatory. If you are not registered with UKRLP <u>or</u> not on the SFA's RTO <u>or</u> do not have Matrix accreditation <u>or</u> not registered with the Information Commissioner's Office then you will need to do so before proceeding further with this application.	
a) UKPRN number issued by UK Register of Learning Providers (UKRLP) <a href="http://www.ukrlp.co.uk">www.ukrlp.co.uk</a>	
b) Is your organisation on the Skills Funding Agency's Register of Training Organisations (ROTO)? <a href="https://www.gov.uk/government/publications/register-of-training-organisations">https://www.gov.uk/government/publications/register-of-training-organisations</a>	Yes <input type="checkbox"/> No <input type="checkbox"/>
c) Confirm that you will maintain your SFA RTO registration during this contract and accept that if required by the SFA, HC may reduce, alter or remove your organisation subject to RTO rules on subcontracting.	Yes <input type="checkbox"/> No <input type="checkbox"/>
d) Provide your Data Protection Registration Number as held by the Information Commissioner's Office <a href="https://ico.org.uk/">https://ico.org.uk/</a>	
e) Does your organisation have matrix standard for Information Advice and Guidance	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date attained
Only one level of sub contracting is permitted therefore it is essential that the provision tendered for must be delivered in full by the tendering organisation.	
f) The Tenderer confirms they will not subcontract any part of this provision.	Yes <input type="checkbox"/> No <input type="checkbox"/>

1.3 Management details	These details will be used for due diligence checks			
a) Name of the person who has responsibility for the overall executive management of your organisation				
b) Details of positions the individual named at 1.3 a) above holds with other organisations				
c) Details of all directors of the organisation along with their individual shareholding in the organisation (if any). <i>Insert more lines if needed</i>				
First Name	Last Name	Date of birth (DD/MM/YYYY)	Percentage of shares held	
d) Details of any other shares or assets the individual/s above hold in other organisations <i>Insert more lines if needed</i>				
First Name	Last Name	Company Name	Companies House number	Percentage of shares held

## Section 2: Grounds for Mandatory Exclusion

<p>You will be excluded from this procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).</p>	
<p>Within the past five years, has your organisation, directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences (please select all those that apply – see options in the notes below):</p>	
<p>a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>b) 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</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>c) the common law offence of bribery</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>e) any of the following offences, where the offence relates to fraud affecting the European communities' financial interests as defined by Article 1 of the Convention on the protection of the Financial interests of the European Communities:</p> <ul style="list-style-type: none"> <li>(i) the offence of cheating the Revenue</li> <li>(ii) the offence of conspiracy to defraud;</li> <li>(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;</li> <li>(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;</li> <li>(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;</li> <li>(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;</li> <li>(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;</li> <li>(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or</li> <li>(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>f) any offence listed in</p> <ul style="list-style-type: none"> <li>(i) section 41 of the Counter Terrorism Act 2008; or</li> <li>(ii) Schedule 2 to that Act where the court has determined that there is a terrorist connection</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>



g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		Yes <input type="checkbox"/> No <input type="checkbox"/>
h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		Yes <input type="checkbox"/> No <input type="checkbox"/>
i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		Yes <input type="checkbox"/> No <input type="checkbox"/>
j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004		Yes <input type="checkbox"/> No <input type="checkbox"/>
k) an offence under section 59A of the Sexual Offences Act 2003		Yes <input type="checkbox"/> No <input type="checkbox"/>
l) an offence under section 71 of the Coroners and Justice Act 2009		Yes <input type="checkbox"/> No <input type="checkbox"/>
m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		Yes <input type="checkbox"/> No <input type="checkbox"/>
n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		Yes <input type="checkbox"/> No <input type="checkbox"/>
o) If you have answered yes to any of the above, please provide supplementary information •		
Dates	A brief summary	Any outstanding judgements or legal proceedings
p) Non payment of taxes - Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?		Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If you answer “yes” to question on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details below</p>		

### Section 3: Grounds for Discretionary Exclusion

<b>You may be excluded from this procurement process if you answer 'YES' to any of the following questions</b>	
Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation:	
a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;	Yes <input type="checkbox"/> No <input type="checkbox"/>
b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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;	Yes <input type="checkbox"/> No <input type="checkbox"/>
c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;	Yes <input type="checkbox"/> No <input type="checkbox"/>
d) your organisation has entered into agreements with other economic operators aimed at distorting competition;	Yes <input type="checkbox"/> No <input type="checkbox"/>
e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;	Yes <input type="checkbox"/> No <input type="checkbox"/>
f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures	Yes <input type="checkbox"/> No <input type="checkbox"/>
g) your organisation has 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 prior contract, damages or other comparable sanctions;	Yes <input type="checkbox"/> No <input type="checkbox"/>
h) your organisation— (i) has been 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; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or	Yes <input type="checkbox"/> No <input type="checkbox"/>
i) your organisation has undertaken to (i) unduly influence the decision-making process of the contracting authority, or (ii) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or	Yes <input type="checkbox"/> No <input type="checkbox"/>
j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'Yes' to any of the above please provide supplementary details below	



## Section 4 Economic and Financial Standing

<b>You will fail this section if your credit check is high risk, you do not declare CCJs ,or, do not adequately describe how you have met any legal judgments</b>	
a) Please confirm that you are happy for BDC (or its agents) to complete a credit check on your Organisation. (This may leave a record on your credit history).	Yes <input type="checkbox"/> No <input type="checkbox"/>
b) Please advise if you have any county court judgments (CCJs) or other legally binding financial rulings (such as Scottish decrees) against your organisation in the past 3 years	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please describe how you have complied with these judgments ( 100 words max)	
N/A	
c) Has the company (or owners/directors) ever traded under any other trading names in the past 3 years and not completed its obligations to creditors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details below ( 100 words max)	
N/A	
d) Can you provide details of your organisations statutory financial statements for the last 3 years.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes the College reserves the right to withhold award of a contract if copies of the statutory financial statements cannot be provided when requested. <b>Please do not attach or submit any statutory financial statements with this tender.</b>	
e) If No, please provide supply a fully cost business plan which as a minimum should consist of a budgeted profit and loss account, balance sheet, cash-flow forecast and narrative of key assumptions made. Where available please provide management accounts incorporating a profit and loss account and balance sheet.	Business Plan Attached? Yes <input type="checkbox"/> No <input type="checkbox"/> N/a <input type="checkbox"/>

## Section 5: Disputes

In the last 3 years (or since trading began if sooner), has the Tenderer:	
a) Failed to complete a contract on time or at all, or had a contract terminated; or	Yes <input type="checkbox"/> No <input type="checkbox"/>
b) Been party to a contract where there have been claims for damages or where damages have been deducted, recovered, or been involved in any court action?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to Question 5 a) and/or Question 5 a) is "Yes", please provide details of the failure and the action to resolve it. ( 100 words max)	

c) Are there any court actions and/or significant employment tribunal hearings outstanding or pending against the Tenderer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to Question 5 c) is "Yes", please provide relevant details. (100 words max)	

**Section 6: Health, Safety, Insurance and Staff Recruitment**

For convenience, BDC accepts the legal declaration of the Tenderer that it has the appropriate, relevant and up-to-date policies. The College reserves the right to withhold award of a contract if copies of policies cannot be provided when requested.

**Please do not attach or submit any policies with this tender.**

**6.1 Insurance Details**

Insurance policy	Value (£m)	Insurer	Policy Reference	Expiry Date
a. Employer's Liability				
b. Public Liability				
c. Professional Indemnity				
d. Other required Insurance				

**6.2 Details of Policies**

Policy scope	Y/N	Date of last review
a) Health, Safety and Wellbeing Policies for Learners including checks on employers and workplaces based on risk	Yes <input type="checkbox"/> No <input type="checkbox"/>	
b) Environmental Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>	
c) Safeguarding Policy for Learners	Yes <input type="checkbox"/> No <input type="checkbox"/>	
d) Equality and Diversity Policy covering all protected characteristics included in the Equality Act 2010	Yes <input type="checkbox"/> No <input type="checkbox"/>	
e) Complaints / Appeals Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>	
f) Data Protection Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>	
g) Quality Improvement Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>	
h) Staff Recruitment and vetting Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>	
i) Document Retention Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>	
j) Business Continuity	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**6.3 Details of Incidents**

a) During the last 3 years has your organisation been involved (or is currently involved) in any legal challenges for the policies listed above?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes provide details and outcomes.	
b) Have you had to notify the Health and Safety Executive of any incidents / accidents covered by the RIDDOR regulations in the last 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes provide details together with actions that have been implemented to prevent reoccurrences	
c) During the last 3 years has your organisation been involved (or is currently involved) in any civil, statutory or industrial tribunals relating to Health and Safety matters?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes provide details.	

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## Section 7: Accreditations and References

7.1 Inspections and Self-Assessment				Grade 1 or 2 provision
a) Please provide the following information for all Ofsted inspections in the past 6 years:				
Date:	Provision:	Aspect:	Grade:	Link to Report
b) Do you undertake an annual self-assessment of your organisation's programme management and delivery performance?				Yes <input type="checkbox"/> No <input type="checkbox"/>
c) If Yes provide the following details from your most recent annual self-assessment report				
Date:	Provision:	Aspect:	Grade:	
d) Is your annual Self-Assessment Report externally moderated?				Yes <input type="checkbox"/> No <input type="checkbox"/>
e) Can you provide copies of your most recent Self-Assessment Report if requested?				Yes <input type="checkbox"/> No <input type="checkbox"/>

7.2 Awarding Bodies			
a) Details of any current sanctions from any awarding body that the organisation works with.			
Awarding Body	Qualification level and skills area affected	Details of reason for sanction	Impact on ability to deliver
b) Details of any significant irregularities identified within the last 3 academic years by any awarding body that the organisation works with.			
Awarding Body	Qualification level and skills area affected	Details of identified irregularity	Impact on ability to deliver
c) Details of any awarding body suspension or withdrawal of approval status within the last 3 academic years by any awarding body that the organisation works with.			
Awarding Body	Qualification level and skills area affected	Details of suspension / withdrawal	Impact on ability to deliver

7.2 Standards and Accreditations		
Please indicate which of the following your organisation holds or is working towards:		Date awarded
Investors in People	Achieved <input type="checkbox"/> Working towards <input type="checkbox"/>	
ISO 9001	Achieved <input type="checkbox"/> Working towards <input type="checkbox"/>	
Investors in Diversity	Achieved <input type="checkbox"/> Working towards <input type="checkbox"/>	
Positive About Disability (Two ticks)	Achieved <input type="checkbox"/> Working towards <input type="checkbox"/>	
Other - specify	N/A	Achieved <input type="checkbox"/> Working towards <input type="checkbox"/>
Other - specify		

7.3 References		
Please provide details of two references for recent contracts that are relevant to BDC's requirements. Where possible at least one should be from the public sector. If you cannot provide two references, please explain why		
Details	Reference 1	Reference 2
Organisation name and address		
Name of contact person		
Telephone no of contact person		
E-mail of contact person		
Description of services delivered		
Start date of contract		
End date of contract		
Value of contract		
Reason for no reference (only if applicable)		





## **Invitation to Tender for the Delivery of Education and Training Services During academic year 2016/17**

### **Tender Declaration**

I/We certify that the information supplied in this application is complete and accurate to the best of my/our knowledge and belief.

I/We understand that it is a criminal offence punishable by fine or imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. Any such action would empower Harrow College to cancel any contract in force.

This document must be signed by a person with the authority to sign on behalf of the organisation and a scan of the signed copy returned with your completed questionnaire.

<b>Organisation Name</b>	
<b>Name (Print)</b>	
<b>Position</b>	
<b>Signed</b>	
<b>Date</b>	