


1. Qualification Envelope


▼ 1.1 READ ME FIRST - SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section			Questions Answered
			3 (out of 3)
	Note	Note Details	
1.1.1	Note: 	Please read instructions in the document attached to support with the completion of your response	
	Question	Description	Response
1.1.2	Acceptance of Instructions	* Have you read and understood the above instructions?	Yes
1.1.3	Name and Position in Company	* Please enter your name and position held within your organisation	REDACTED
1.1.4	Date	* Enter the date this section is completed	18/08/2014
▼ 1.2 Invitation to Tender - Question Section			Questions Answered
			0 (out of 0)
	Note	Note Details	
1.2.1	Introduction	<p>This Invitation to Tender Form contains questions you as a Potential Supplier will need to respond to in your tender. Before completing please ensure you read the Invitation to Tender Instructions to Potential Suppliers, the Specification, the Background Information, the Authorities Terms and Conditions and any other document which are included as part of the whole tender package. These documents will provide you with the instructions you will need to complete this tender.</p> <p>To ensure equality of treatment for all Potential Suppliers you must ensure you return all the information as requested in the 'Declaration by Potential Supplier' to enable a full evaluation of your</p>	

		<p>tender to take place. If any documents are missing at bid opening stage your tender will be classed as non-compliant and will not be evaluated any further resulting in disqualification from the procurement exercise.</p> <p>DWP is managing this procurement in accordance with its general obligations under the Regulations, and specifically in accordance with the open procedure (Regulation 15),</p> <p>DWP is using an e procurement solution (ePS) portal to manage this procurement and to communicate with Potential Suppliers. No hard copy documents will be issued as part of the tender process and all communications with DWP (including the submission of tenders) will be conducted via the DWP ePS portal. To ensure all communications relating to this procurement are received you must ensure that the point of contact you nominate in the DWP ePS portal is accurate at all times.</p>
1.2.2	Information Sharing	<p>All Potential Suppliers need to be aware that all Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement – including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any of the Potential Suppliers documentation/information (including any that the Potential Supplier considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Potential Supplier to the Authority during this procurement. The information will not be disclosed outside Central Government and their Executive Agencies and Non Departmental Public Bodies.</p>
▼ 1.3 ORGANISATION AND CONTACT DETAILS - Vendor		Questions

Management Section			Answered
			0 (out of 0)
	Note	Note Details	
1.3.1	Note	Your response to this section is for information purposes only. If any of this information changes during the bidding period you must inform DWP of the changes via the DWP ePS portal.	
▼ 1.4 ORGANISATION AND CONTACT DETAILS: Contact Details - Question Section			Questions Answered
			5 (out of 5)
	Note	Note Details	
1.4.1	Note	Contact details for enquiries about this tender.	
	Question	Description	Response
1.4.2	Contact Details	* Name and job title	REDACTED
1.4.3	Contact Details	* Address	Vedas Recruitment & Training Ltd Britannic House St James Row Burnley BB11 1DR
1.4.4	Contact Details	* Telephone number	REDACTED
1.4.5	Contact Details	Mobile number	REDACTED
1.4.6	Contact Details	* Email address	REDACTED
▼ 1.5 ORGANISATION AND CONTACT DETAILS: Name of Tendering Organisation - Vendor Management Section			Questions Answered
			1 (out of 1)

	Question	Description	Response
1.5.1	[OD] Organisation name	* Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted)	Vedas Recruitment & Training Ltd
▼ 1.6 ORGANISATION AND CONTACT DETAILS: Tendering Organisation Details - Vendor Management Section			Questions Answered
			6 (out of 6)
	Question	Description	Response
1.6.1	[OD] Registered office address	* Registered office address	Vedas Recruitment & Training Ltd Britannic House St James Row Burnley BB11 1DR
1.6.2	[OD] Company registration number	Company registration number	04285219
1.6.3	[OD] Charity registration number (if applicable)	Charity registration number (if applicable)	N/A
1.6.4	[OD] VAT registration number	VAT registration number	79327114
1.6.5	[OD] Name of immediate parent company	Name of immediate parent company	N/A
1.6.6	[OD] Name of ultimate parent company	Name of ultimate parent company	N/A
▼ 1.7 ORGANISATION AND CONTACT DETAILS: Type of			Questions Answered

Tendering Organisation - Vendor Management Section			4 (out of 4)
	Question	Description	Response
1.7.1	[OD] Type of organisation	* Specify type of organisation	a limited company
1.7.2	[OD] Type of Organisation - other	If you have answered other above, please specify	N/A
1.7.3	[REG] Number of Employees	* How many employees does your organisation have? (A) Fewer than 10 (B) 10 - 49 (C) 50 - 249 (D) 250 or more	B
1.7.4	[REG] Current Financial Status	* What is your current financial status (select which most closely describes your organisation)? (A) Turnover less than £35.4m and/or balance sheet less than £41.4m (B) Turnover less than £8.3m (C) Turnover less than £1.7m (D) Turnover more than £35.4m and/or balance sheet more than £41.4m	C
▼ 1.8 ORGANISATION AND CONTACT DETAILS: For Completion by non UK Businesses only - Vendor Management Section			Questions Answered
			0 (out of 3)
	Note	Note Details	
1.8.1	Note	Please answer Y/N against each Question	
	Question	Description	Response
1.8.2	[NON-UK] Registered with a Professional Body	Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in	

		Annexes IX A-C of Directive 2004/18/EC) under the conditions laid down by that member state.	
1.8.3	[NON-UK] Legal Requirement	Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?	
1.8.4	[NON-UK] Legal Requirement Details	If yes, please provide details of what is required and confirm that you have complied with this.	
▼ 1.9 ORGANISATION AND CONTACT DETAILS: Consortia and Sub-Contracting - Question Section			Questions Answered
			1 (out of 2)
	Question	Description	Response
1.9.1	[C&SC] Provision of services	* Please select which of the options is correct: i) Your organisation is bidding to provide the services required itself ii) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services iii) Your organisation is bidding as a consortium/Special Purpose Vehicle (SPV)	i)
1.9.2	 [C&SC] Supply chain composition	If your answer is either (ii) or (iii) please complete Annex A to show the composition of the supply chain, indicating which member of the supply chain will be responsible for each element of the requirement.	(no file attached)
▼ 1.10 GROUNDS FOR MANDATORY REJECTION - Regulation			Questions Answered

23 - Vendor Management Section		18 (out of 18)
--------------------------------	--	----------------


	Note	Note Details	
1.10.1	Important Notice	The Authority is required by law to exclude you from participating further in this procurement exercise if you answer 'Yes' to any question in this section. If you do answer 'yes' your tender will not be accepted and evaluated past this point. Please state 'Yes' or 'No' to each question.	
1.10.2	Note	Has your organisation or any Director or Partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	
	Question	Description	Response
1.10.3	[MR] Conspiracy	* 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;	No
1.10.4	[MR] Corruption	* 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; where the offence relates to active corruption;	No
1.10.5	[MR] Bribery	* c) the offence of bribery, where the offence relates to active corruption;	No
1.10.6	[MR] Bribery (i)	* i) bribery within the meaning of section 1 or 6 of the Bribery Act 2010;	No

1.10.7	[MR] Fraud	* d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to protection of the financial interests of the European Union within the meaning of:	No
1.10.8	[MR] Fraud (i)	* i) the offence of cheating the Revenue;	No
1.10.9	[MR] Fraud (ii)	* ii) the offence of conspiracy to defraud;	No
1.10.10	[MR] Fraud (iii)	* 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;	No
1.10.11	[MR] Fraud (iv)	* 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;	No
1.10.12	[MR] Fraud (v)	* 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;	No
1.10.13	[MR] Fraud (vi)	* vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	No
1.10.14	[MR] Fraud (vii)	* 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	No


		section 19 of the Theft Act (Northern Ireland) 1969;	
1.10.15	[MR] Fraud (viii)	* viii) fraud within the meaning of section 2,3 or 4 of the Fraud Act 2006; or	No
1.10.16	[MR] Fraud (ix)	* ix) making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;	No
1.10.17	[MR] Money Laundering	* e) money laundering within the meaning of the section 340(11) of the Proceeds of Crime Act 2002;	No
1.10.18	[MR] Money Laundering (i)	* 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; or	No
1.10.19	[MR] Money Laundering (ii)	* ii) 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	No
1.10.20	[MR] Any other offence	* f) any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	No
▼ 1.11 GROUNDS FOR DISCRETIONARY REJECTION - Regulation 23 - Vendor Management Section			Questions Answered
			7 (out of 8)
	Note	Note Details	
1.11.1	Note	The Authority is entitled, at its discretion, to exclude you from consideration if you answer 'yes' to any of the following questions. In the event that you do	

		<p>answer 'yes' please set out in Annex B full details of the relevant incident and any remedial action subsequently taken. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.</p> <p>The Authority is also entitled to exclude you in the event you are guilty of serious misrepresentation in providing any information referred to within regulation 23, 24, 25, 26 or 27 of the Public Contracts Regulations 2006 or you fail to provide any such information requested by us.</p> <p>Please state 'Yes' or 'No' to each question.</p>	
	Question	Description	Response
1.11.2	[DR] Annex B	If you do answer yes to any of the question please complete Annex B.	(no file attached)
	Note	Note Details	
1.11.3	Note	Is any of the following true of your organisation?	
	Question	Description	Response
1.11.4	[DR] Debt	<p>* a) being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed</p>	No

		for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	
1.11.5	[DR] Trust deed / insolvent	* b) being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent or is the subject of a petition presented for sequestration of its estate; or	No
1.11.6	[DR] Resolution	* c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002, has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	No
	Note	Note Details	
1.11.7	Note	Has your organisation;	
	Question	Description	Response
1.11.8	[DR] Criminal offence	* a) been convicted of a criminal offence relating to the conduct of your business or profession;	No
1.11.9	[DR] Grave misconduct	* b) committed an act of grave misconduct in the course of your business or profession;	No

1.11.10	[DR] Payment of social security	* c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	No
1.11.11	[DR] Payment of taxes	* d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established;	No
▼ 1.12 BONA FIDE TENDERING - Vendor Management Section			Questions Answered
			11 (out of 12)
	Note	Note Details	
1.12.1	Note	Please state 'Yes' or 'No' to each question. If you answer 'no' to any of the questions (2) to(7) of this Bona Fide declaration section your tender will not be evaluated further.	
	Question	Description	Response
1.12.2	[BFT] Bona Fide Tendering	* 1) I confirm this is a bona fide Tender, intended to be competitive and that I have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person ("person" includes any persons, any body or association, corporate or incorporate) except as disclosed in Annex C.	Yes
1.12.3	[BFT] Annex C 	If you have answered 'No' to Question 1, please provide an explanation by completing Annex C	(no file attached)
1.12.4	[BFT] Authority's	* 2) I confirm the Organisation is not aware of any connection with a	Yes

	Staff	member of the Authority's staff that could affect the outcome of the bidding process.	
	Note	Note Details	
1.12.5	[BFT] Undertaking	3) I confirm that I have not done and I undertake that I will not do at any time any of the following:	
	Question	Description	Response
1.12.6	[BFT] Undertaking (3.1)	* 3.1) communicate to any person, including the addressee calling for the Tender, the amount or approximate amount of the proposed Tender;	Yes
1.12.7	[BFT] Undertaking (3.2)	* 3.2) enter into any agreement or arrangement with any other person or body that he or it shall refrain from tendering or as to the amount of any Tender to be submitted;	Yes
1.12.8	[BFT] Undertaking (3.3)	* 3.3) enter into any agreement or arrangement with any other person or body that we will refrain from tendering on a future occasion;	Yes
1.12.9	[BFT] Undertaking (3.4)	* 3.4) offer or pay or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or causing to be done in relation to any other tender for the Services any act of the kind described above,	Yes
1.12.10	[BFT] Undertaking (3.5)	* 3.5) canvas or solicit the Authority's staff.	Yes
1.12.11	[BFT] Cartels or Market Sharing	* 4) I understand that any instances of illegal cartels or market sharing arrangements suspected by the Authority will be referred to the Office of Fair Trading for	Yes

		investigation and may be subject to action under the Competition Act 1998.	
1.12.12	[BFT] Misrepresentations	*5) I understand that any misrepresentations may also be the subject of criminal investigation or used as a basis for civil action.	Yes
1.12.13	[BFT] Agreement or Arrangement	*6) I understand that within this certificate “agreement” or “arrangement” includes any transaction private or open, or collusion, formal or informal, and whether or not legally binding.	Yes
1.12.14	[BFT] Information Sharing	*7) I agree that the Authority may disclose any information/documentation (submitted to the Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.	Yes
▼ 1.13 ECONOMIC AND FINANCIAL STANDING - Regulation 24 - Vendor Management Section			Questions Answered
			5 (out of 5)
	Question	Description	Response
1.13.1	[E&F] Financial Information	* Please upload your Financial Information here and indicate below which one of the following has been provided.	 Entrenched Worklessness Provision - UI D... (547 KB)
	Note	Note Details	
1.13.2	[E&F] Financial Information	Please answer Y/N confirming which one of the following has been provided.	

	Question	Description	Response
1.13.3	[E&F] Audited Accounts	* A copy of your audited accounts for the most recent two years	Yes
1.13.4	[E&F] Turnover, Profit/Loss Account & Cash Flow	* A statement of your turnover, profit and loss account and cash flow for the most recent year of trading	No
1.13.5	[E&F] Statement of Cash Flow Forecast	* A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position	No
1.13.6	[E&F] Alternative Means	* Alternative means of demonstrating financial status if trading for less than a year	No