****

**COMMONWEALTH SECRETARIAT**

**MARLBOROUGH HOUSE, PALL MALL, LONDON SW1Y 5HX**

***IN STRICT COMMERCIAL CONFIDENCE***

**Invitation to Tender (ITT)**

**For the Provision of Office Furniture and Furniture Brokerage Services**

**September 2025**

|  |  |
| --- | --- |
| **Secretariat Reference Number:** | **665-2025** |
|  |  |
| **Return Date:** | **12 (Noon) 19th September 2025** |
|  |  |
| **Estimated Contract Award:**  | **24th November 2025** |
|  |  |
| **e-procurement portal:**  | [**https://in-tendhost.co.uk/thecommonwealth/aspx/Home**](https://in-tendhost.co.uk/thecommonwealth/aspx/Home) |

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1. Introduction
	1. The Commonwealth Secretariat (The Secretariat) is an international organisation established by Agreed Memorandum, which is given privileges and immunities under the domestic law of the United Kingdom by the Commonwealth Secretariat Act 1966 (as amended by the International Organisations Act 2005). Under this legislation, the Secretariat is not subject to UK jurisdiction and enforcement. Further information on the Secretariat can be found at: <http://thecommonwealth.org/>
	2. This status has an impact on some of the standard terms and conditions of contract (see appendix 1). In particular, we draw your attention to our dispute resolution clause, which refers disputes to the exclusive jurisdiction of the Commonwealth Secretariat Arbitration Tribunal (CSAT). The 8 members of the Tribunal are selected by the Board of Governors and come from Commonwealth member countries. CSAT is located in London, United Kingdom. Information about CSAT, including its governing statute and procedure are available on its website at <http://thecommonwealth.org/tribunal>.
	3. The Secretariat implements decisions agreed by 56 Heads of Government and Ministers through advocacy, consensus–building, information sharing, analysis, technical assistance, capacity-building, and advice on policy development.
2. Purpose

The Secretariat wishes to find and appoint a suitable supplier for the provision of office furniture and furniture brokerage services. The appointed supplier shall be awarded a contract that will be effective for up to thirty six (36) months, with an option to extend to a maximum of two (2) twelve (12) month periods (maximum five (5) years).

* 1. See specification of requirements (SoR) in Section 6 for details of the goods and services.

# Tender Timeline

**Please note the following timetable is indicative at the time of going out to tender. This timetable may be subject to change at short notice.**

| **ACTIVITY** | **DATES & TIMES** |
| --- | --- |
| Publication of invitation to tender  | **3rd September 2025** |
| Clarification period closes (“**Tender Clarifications Deadline**”) | **10th September 2025** |
| Deadline for the publication of Secretariat’s responses to tender clarification questions  | **17th September 2025** |
| Deadline for submission of Tenders to the ComSec (“**Tender Submission Deadline**”)  | **19th September 2025** |
| Notification of shortlisting (including presentation details and evaluation criteria) by | **1st October 2025** |
| Shortlisted tenderers’ presentations | **8th October 2025** |
| Issue intention to award letters  | **15th October 2025** |
| Estimated award date of contract | **24th October 2025** |
| Standstill Period | **10 days** |
| Estimated contract start date  | **24th November 2025** |

1. Instructions to Tenderers
	1. Tenderers must submit all documents as set out in Section 7 Part1 – Part 3 no later than the return date of **12:00 (Noon) on 19th September 2025.**
	2. The tender documents are to be returned via the Commonwealth Secretariat’s e-procurement portal: <https://in-tendhost.co.uk/thecommonwealth/aspx/Home>.
	3. All clarification queries must be submitted by **10th September 2025** and only via the Commonwealth Secretariat’s e-procurement portal:

<https://in-tendhost.co.uk/thecommonwealth/aspx/Home>

* 1. Unless indicated otherwise, all prices should be quoted in Pounds Sterling. Prices quoted should exclude VAT but must indicate clearly where UK VAT is applicable and where items might be zero-rated.
	2. The tenderer must ensure that they have all the information required for the preparation of the tender submission and that they are satisfied about the correct interpretation of terminology used in this documentation. The tenderer must also ensure that they are fully conversant with the nature and extent of the obligations should the tender be accepted.
	3. Tenders are to be valid for a minimum of ninety (90) days from the closing date for the submission of the tenders.
	4. The Commonwealth Secretariat reserves the right to cancel the tender at any time during the process and not to award a contract as a result of this procurement process.
	5. The Tender process will be conducted to ensure that responses are evaluated fairly to ascertain the bid offering the most value for money. The Secretariat will use the selection criteria described below to determine if the Tenderer qualifies.
	6. Tenderers shall bear all costs in completing a tender submission, including attendance of any presentations required.
	7. Tenderers shall not disclose details of the ITT to third parties without prior agreement from an authorised officer of the Commonwealth Secretariat.
	8. Tenderers are required to submit transparent pricing with no hidden costs or charges.
	9. Prior to commencing formal evaluation, tender responses received will be checked to ensure they are fully compliant with all the instructions of this tender and clarification may be sought with regard to minor non-compliances. Non-compliant Tender Responses may be rejected by the Secretariat without further follow up. Only Tender Responses which are deemed by the Secretariat to be fully compliant will proceed to evaluation.
	10. The Secretariat will carry out an evaluation of the tenders using the weighted criteria method as described. Following all stages of the evlauation, the Secretariat will select a preferred bidder which will be taken forward to contract award. The Secretariat reserves the right to appoint a reserve preferred bidder which the Secretariat could then take forward to contract award if any contract negotiations with the preferred bidder are unsuccessful.
	11. By submitting a response, the tenderer is agreeing to be bound by the terms of this ITT and if successful, by the relevant Secretariat’ terms and conditions of contract[[2]](#footnote-3) and Corporate Policies including Code of Ethics[[3]](#footnote-4).
	12. Tenderers certify that they have not canvassed or solicited any officer or employee of the Secretariat in connection with this tender submission and that no person employed or acting on behalf of the tenderer has done any such act.
	13. Tenderers commit to help achieve greater transparency in how the Secretariat spends public funds and to help deliver better value for money; tenderers acknowledge that should they be successful certain information, except for any information which is exempt from disclosure, will be published on the Secretariat’s procurement website: [Contracts awarded | Commonwealth (thecommonwealth.org)](https://thecommonwealth.org/contracts-awarded). The information published may include (as an example): contract title, successful tenderer name, duration of contract.
	14. The CSAT shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Procurement (including non-contractual disputes or claims).

4.18 The Secretariat has a zero-tolerance approach towards sexual exploitation, abuse, and harassment. The bidder must familiarise itself with the Secretariat’s policies available at https://thecommonwealth.org/corporate-policies. Particularly with reference to the Anti- Bribery and the Safeguarding Policy, the bidder must understand the obligations imposed on Suppliers/Consultants and their personnel and sub-contractors including having robust procedures to detect and report any wrongdoing or concerns. Adherence to the Secretariat policies is mandatory and if awarded a contract, the Supplier will be required to ensure continued compliance with the policies for the duration of the contract.

1. Evaluation – Criteria Weightings

**5.1 Quality 30%**

* Technical Questionnaire
	1. **Price 70%**

## Evaluation Process

Part 1: Tenderer Details

The scoring methodology that will be applied is as follows:

* 1. **Information only** – the information provided will not be scored, but failure to provide it may result in the ITT submission being disqualified from the tender process.
	2. **Pass/Fail** – as indicated in the invitation to tender.

Part 2: Technical Questionnaire Scored - 30%

* 1. The following scoring mechanism will be used to score each question in this section:

|  |
| --- |
| **Using a 0 – 5 scoring system:** |
| **0** | **Unacceptable Response**No information provided or response does not address the requirement. |
| **1** | **Poor response**The response contains material omissions and / or is supported by limited evidence / examples. Concerns that the organisation does not have the potential to deliver / that they have failed to meet a reasonable standard. |
| **2** | **Fair response**There is adequate detail / supporting examples giving a reasonable level of confidence in the Tenderer’s experience and ability. The Tenderer appears to have the potential to deliver as required / has met a reasonable standard and there are only minor concerns about the Tenderer’s experience |
| **3** | **Good Response**The level of detail / supporting examples gives a high level of confidence in the Tenderer’s experience and ability. The Tenderer clearly has the potential to deliver and / or has clearly met an acceptable standard. |
| **4** | **Excellent Response**A comprehensive well evidenced submission, clearly demonstrating expertise and knowledge incorporating some value-added benefits attributes & other points of innovation. The bid is deemed to offer little risk and fully captures the understanding of the steps involved to deliver aspects of the service which can be related to the question posed, giving a high level of confidence in the Tenderer’s experience and ability. |
| **5** | **Exceptional Response**A comprehensive and exceptionally evidenced submission that substantially exceeds the expectations of the requirement and offers significant additional benefits. Submission clearly demonstrates exceptional expertise and knowledge incorporating value added benefits/ & other points of innovation. The bid is deemed to offer well identified risks and a mitigation of these put forward and fully captures the understanding of the steps involved to deliver all the aspects of the service and is directly relatable to the question posed, giving an exceptionally high level of confidence in the Tenderer’s experience and ability. |

* 1. The following formula will be applied for each question:
* Points Scored ÷ Points Available × % weighting
	1. The scores for each of the questions will be added to give a total technical quality score.
	2. Unanswered questions or sections that are left blank shall be awarded a 0.
	3. No half marks will be awarded.

Part 3 - Pricing – 70%

* 1. Please refer to the ITT - Pricing Schedule for a full breakdown of the costs required. The lowest total price bid shall be awarded the full points, all other bids shall be awarded a percentage from the benchmark. E.g. (lowest price/other bid)\*weighting = Score.
	2. A worked example of the commercial evaluation model is provided below, using a weighting of 40% as an example.

*Score = lowest total cost/tenderer’s total cost x 40 (maximum available marks)*

*If three responses are received and bidder A has quoted £3,000 as their total price,*

*Bidder B has quoted £5,000 and Bidder C has quoted £6,000 then the calculation would be as follows:*

*Bidder A Score = 3000/3000 x 40 (maximum available marks) = 40*

*Bidder B Score = 3000/5000 x 40 (maximum available marks) = 24*

*Bidder C Score = 3000/6000 x 40 (maximum available marks) = 20*

Part 4 - Presentations

Presentations will be scheduled for the bidders to present their solution, their approach to implementing the solution and post-implementation support. The Technical scores for each tender will be added to obtain a final score to determine the ranking for purposes of shortlisting of tenderers who will be invited to the presentation stage. Only the top two scoring bidders will be invited to the presentation/clarification stage.

Presentations will be used to clarify top scoring bidder’s submission and will not carry any weightings in its own right. It will be used however to moderate the submission (either positively or negatively). The details of the presentation brief will be issued to successful shortlisted tenderers at the time of notification if successful/shortlisted and ahead of the presentation stage.

# Decision to award

## Following evaluation of tenders in accordance with the evaluation process set out in this ITT, the tenderer which offers the best value for money tender may be awarded a Contract.

Please note, the successful tenderer (if a Company) will be checked for their Equifax Credit Score. Should a tenderer fail the credit score, the Secretariat will be entitled to commence negotiations with the second preferred tenderer subject to that tenderer having passed the Equifax Credit Score and so forth. Should the tenderer ranked first decline to accept a Contract, then it will be offered to the next ranked tenderer until it has been accepted.

A Contract award is subject to formal signature by both parties providing all preconditions are met e.g., certificates, statements, and other means of proof where tenderers have up to this point relied on self-certification and successful references have been taken up.

# Specification of Requirements (SoR)

**Introduction to the Secretariat**

The Commonwealth Secretariat (The Secretariat) is an international organisation established by Agreed Memorandum, which is given privileges and immunities under the domestic law of the United Kingdom by the Commonwealth Secretariat Act 1966 (as amended by the International Organisations Act 2005). Under this legislation, the Secretariat is not subject to UK jurisdiction and enforcement. Further information on the Secretariat can be found at: <http://thecommonwealth.org/>

This status has an impact on some of the standard terms and conditions of contract (see appendix 1). In particular, we draw your attention to our dispute resolution clause, which refers disputes to the exclusive jurisdiction of the Commonwealth Secretariat Arbitration Tribunal (CSAT). The 8 members of the Tribunal are selected by the Board of Governors and come from Commonwealth member countries. CSAT is located in London, United Kingdom. Information about CSAT, including its governing statute and procedure are available on its website at <http://thecommonwealth.org/tribunal>.

The Secretariat implements decisions agreed by 56 Heads of Government and Ministers through advocacy, consensus–building, information sharing, analysis, technical assistance, capacity-building, and advice on policy development.

Background

Currently, the Secretariat is working under an Agile/Hybrid Working Policy where staff are strongly encouraged to come into the office at least two to three days a week. The Secretariat will continue to review its workplace/accommodation strategy that may feature some adaptions and changes to the existing office spaces, as well as rolling out replacement furniture as/when required, to replace end of use furniture items around the building.

Requirement

The Secretariat seeks to appoint a supplier who will provide fixed pricing over the term of the contract against a *Core Office Furniture List* of required furniture items. The supplier will also be required to provide furniture brokerage services to identify the best make, model, and price for ad-hoc furniture requirements that are not on this Core List, taking into consideration the environmental impact and sustainability of each item.

Carbon Emissions

Contractors will need to provide the equivalent carbon emissions for the production and transporting of each item of furniture the Secretariat requires.

Pricing

In addition to the pricing of items on the *Core Office Furniture List*, the supplier will need to include the delivery and installation cost for one off purchases, along with costs for multiple purchases, e.g., 5 items, 10 items etc.

Discount on Non-Core List furniture items will need to be stated (e.g., percentage off catalogue price).

**Conflicts of interest**

The supplier/consultant shall establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the Secretariat’s best interests.

If either Party becomes aware of any actual or possible conflict between the interests of the Secretariat and the supplier, it shall notify the other Party as soon as reasonably possible and the Parties shall meet to discuss the Conflict and shall: (i) use all reasonable endeavours to find ways to eliminate or minimise the risk of the Conflict; and (ii) take such steps as may be agreed to remove or avoid the cause of the Conflict.

**Contract Management**

The successful supplier will report to the Secretariat’s Contract Manager (John Regan, Facilities Operation Manager j.regan@commonwealth.int).

Specific arrangements for contract management will be as follows:

Key Performance Indicators (KPIs):

1. All deliveries made on schedule.
2. All scheduled furniture installations to be completed on schedule, subject to 3rd parties not delaying activities.
3. Time to rectify defects/damage/shortages to be no more than 14 days from reporting.

Payments will be made upon successful completion of the milestones described in the specification of requirements, upon receipt of the Secretariat’s written approval of all agreed deliverables and upon submission of a compliant invoice. If there is a UK VAT element within the Contract awarded, the supplier must submit a VAT registration certificate to the Secretariat. All invoices will be sent to contract manager at j.regan@commonwealth.int

1. Tender Submission Documents (ref:665-2025)

*Note - Tenderers must complete and return all tender submission documents below:*

**Part 1 – Tenderer Details**

**Part 2 – Suitability Assessment Questions**

**Part 2 – Technical Questionnaire**

**Part 3 – Pricing**

## Part 1 – Tenderer Details

Please provide details relating to your registered offices, legal status and date of incorporation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Company Name/ Name (if Individual Consultant)* |  |  | *Company/Sole trader Registration Number* |  |
| *Address* |  |  | *Date of incorporation* |  |
| *Post Code* |  |  |  |  |
|  |  |  |  |  |
| *Contact Name* |  |  | *Job* *Title* |  |
| *Telephone* |  |  | *Email* |  |

**References**

Please provide the contact details of three reference clients (excluding the Secretariat) from projects carried out in (max) last 18 months. Please provide references from similar international organisations or public sector bodies or equivalent if possible. One of the references should relate to the most recent contract you/your company has fulfilled. If possible, additionally, supply a list of potential references from which the Secretariat can select the referees they wish to contact. The referees will not be contacted until the final stage of the Tender process. Prior to award, the Secretariat may wish to take up references without further communicating this request to the Tenderer.

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Reference 1* | *Reference 2* | *Reference 3* |
| *Company Name*  |  |  |  |
| *Contact Name* |  |  |  |
| *Company Address*  |  |  |  |
| *Dates of engagement* |  |  |  |
| *Summary description of the services provided* |  |  |  |
| *Telephone* |  |  |  |
| *Email address* |  |  |  |

|  |
| --- |
| In line with the Secretariat’s Procurement Code of Ethics[[4]](#footnote-5), the Secretariat works towards encouraging SMEs to apply for relevant tenders and is committed to monitoring the environmental awareness of our consultants, suppliers and partners with a view (where relevant to the subject matter of the contract) to only doing business with ISO 14001 Environmental Management or ISO 50001 Energy Management accredited organisations. |
|

|  |  |
| --- | --- |
| **Is the supplier classified as a Micro or Small Medium Enterprise (SME)?** | **Yes/No** |
| **Is the supplier an ISO14001 or ISO 50001 (Energy Management) accredited organisation?** | **Yes/No** |

**UK VAT Declaration**For UK Registered suppliers:Is the bidder registered for Value Added Tax (VAT)? **[Y/N]**If yes, please include VAT registration number [insert] and provide a copy of your VAT registration certificate as part of your response. |
|

Part 2 - Suitability Assessment Questions

**Grounds for Exclusion**

You will be excluded from the Tender 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.

Within the past five years, have you/ your organisation (or any member of your proposed consortium, if applicable), Directors or Partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?

|  |  |  |
| --- | --- | --- |
| **Please Mark ‘X’ In the Relevant Box** | **Yes** | **No** |
| 1. Conspiracy as defined by the legislative or judicial bodies in your jurisdiction.
 | s | x |
| 1. Corruption as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Bribery as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. The offence of cheating the Revenue as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. The offence of conspiracy to defraud as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Fraud as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Theft as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Fraudulent trading as defined by the legislative or judicial bodies in your jurisdiction.
 |   |  |
| 1. Fraudulent evasion as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Destroying, defacing or concealing of documents or procuring the execution of a valuable security as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. The possession of articles for use in frauds as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Any offence considered to be Counter Terrorism as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Money laundering as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Any Sexual Offences as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Drug trafficking as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |

Within the past three years, please indicate if any of the following situations have applied, or currently apply, to you/your organisation.

|  |  |  |
| --- | --- | --- |
| **Please Mark ‘X’ In the Relevant Box** | **Yes** | **No** |
| 1. You/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;
 |  |  |
| 1. You/your organisation is guilty of grave professional misconduct, which renders its integrity questionable;
 |  |  |
| 1. You/your organisation has entered into agreements with other economic operators aimed at distorting competition;
 |  |  |
| 1. the prior involvement of yourself/your organisation in the preparation of the procurement procedure has resulted in a distortion of competition;
 |  |  |
| 1. you/your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under 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.
 |  |  |

**Terms and Conditions [Pass/Fail]**

Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | Please confirm that your organisation agrees to the Commonwealth Secretariat’s proposed Goods and Services Contract Terms as set out at [Terms and Conditions | Commonwealth (thecommonwealth.org)](https://thecommonwealth.org/terms-and-conditions)If not, please state reasons (and/or complete the Legal Comments table below): | Yes/No  |

By submitting a response, the tenderer is agreeing to be bound by the terms of this ITT and the Secretariat’s Terms and Conditions of Contract. As such, if the proposed Goods and Services Contract Terms (Appendix I) renders proposals in the tenderer’s response unworkable, the tenderer must submit full details of the unworkable/unacceptable provisions by completing the Legal Comments Table:

## Legal Comments table

|  |  |  |
| --- | --- | --- |
| **Clause/Paragraph /Schedule** | **Summary of Issue** | **Suggested Revisions** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2.2 Code of Ethics**

Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | Please confirm that your organisation agrees to the Commonwealth Secretariat’s Code of Ethics as published on the website. [Corporate Policies | Commonwealth (thecommonwealth.org)](https://thecommonwealth.org/corporate-policies) | Yes/No  |

**2.3 Insurance requirements [pass/fail]**

The appointed supplier will be required to maintain appropriate levels of insurance in a number of areas and supply copies of relevant policies as appropriate. Please complete the enclosed table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Area | Level of cover expected | Level of cover currently held | Level of cover to be provided  | Further details/limitations in liability cap incl. amounts |
| Public liability | £10m |  |  |  |
| Employer’s liability | £5m |  |  |  |
| Professional Indemnity | £1m |  |  |  |
| Data Protection Liability | £3m (or £10m where complex and sensitive data processing is involved) |  |  |  |

Please **note** that the insurance cover detailed above needs to be in place before activities commence in pursuance of the services required and will not be considered as part of the costs under the contract between the Secretariat and the selected supplier.

**2.4 Employment and Human Rights [pass/fail]**

For Individuals/organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | In the last three years, has any finding of unlawful discrimination been made against you/your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes/No |
| (b) | In the last three years, has you/your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?If you have answered “yes” to one or both of the questions, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to The Commonwealth’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes/No |
| (c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes/No/NA |

**2.5 Environmental Legislation [pass/fail]**

For Individuals/organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | Have you or your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The Secretariat will not select Tenderers that have been prosecuted or served notice under environmental legislation in the last 3 years, unless The Commonwealth is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Yes/No  |
| (b) | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes/No/NA  |

**2.6 Health and Safety legislation [pass/fail]**

For Individuals/organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | Please self-certify that your organisation has a health and safety policy that complies with current legislative requirements. Please provide a copy. | Yes/No |
| (b) | Has your organisation or any of its directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Secretariat will exclude Tenderer(s) that have been in receipt of enforcement/remedial action orders unless the Tenderer(s) can demonstrate to The Commonwealth’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes/No  |
| (c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes/No/NA |

**2.7 Policies/Accreditations [pass/fail]**

|  |  |
| --- | --- |
| Please confirm you have a GDPR policy in place, provide details below and submit a copy of it as part of your tender response.  |  |
| Insert answer here |  |
| Please confirm that your company (and any of your Employees involved in the provision of the Services), if successful, would comply with all requirements under the DPA including the GDPR. |  |
| Insert answer here |  |
| Please confirm you have employee vetting policies and procedures in place and provide details below. |  |
| Insert answer here |  |
| Please confirm you have ISO 50001 Energy Management accreditation. Please provide a copy. |  |
| Insert answer here |  |
| Please confirm you have ISO 14001 Environmental Management accreditation. Please provide a copy. |  |
| Insert answer here |  |
| Please provide details of any relevant accreditations, qualifications, certifications or awards you have received. |  |
| Insert answer here |  |

**2.8 Experience / Technical [pass/fail]**

|  |  |
| --- | --- |
| **Experience** | **Yes/ No/ N/A** |
| Provide examples/details of three clients where you have provided similar services to a similar sized organisation in the public sector or equivalent] |  |
| Insert answer here |  |

**2.9 COMMERCIALLY SENSITIVE INFORMATION – for completion by Tenderers**

|  |  |  |
| --- | --- | --- |
| TENDERER’S COMMERCIALLY SENSITIVE INFORMATION | POTENTIAL IMPLICATION OF DISCLOSURE | DURATION OF COMMERCIAL SENSITIVE INFORMATION |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2.10 Turnover/Financial Stability**

|  |
| --- |
| In line with the Secretariat’s Procurement Code of Ethics[[5]](#footnote-6), the Secretariat expects for its suppliers to have a turnover that is, as a minimum, twice the value of the contract they are applying for. Please state the following: |
|
|  | Annual | Previous Year | Year 2 |
|  | Turnover: | £ | £ |

**Part 3 – Invitation to Tender - Technical Questionnaire (30%)**Please answer all questions in the spaces provided. **Please do not attach documents or appendices.**

**Procurement goods/services**

|  |  |  |
| --- | --- | --- |
| Number  | Question | Question Weighting |
| 1 | Please elaborate on how your company’s operations and logistics are engineered to reduce your impact on the environment. | 6% |
| Insert your answer here |
| 2 | Describe your approach to customer service and specifically how you will support the Secretariat’s requirements for this contract? | 7% |
| Insert your answer here |
| 3 | Does your company offer (direct or through partnership/sub-contracting) office furniture recycling/reusing services? If so, please explain what services are offered, and any associated charges. | 7% |
| Insert your answer here |
| 4 | Concerning the Furniture Brokerage part of the contract, please explain how you plan to provide the best products and best prices to the Secretariat for its ad-hoc non-Core List requirements. | 10% |
| Insert your answer here |

##

## Part 4 – Pricing (70%)

Transparent pricing must be submitted with no hidden costs. Pricing and cost must be broken down to the different elements of the services and any other costs.

Please complete the attached Pricing Schedule and submit as a separate document. Please refer to Instructions to bidders which state, that unless indicated otherwise, all prices should be quoted in Pounds Sterling. Prices quoted should exclude VAT but must indicate clearly where UK VAT is applicable and where items might be zero-rated.

Payments will be made upon successful completion of the milestones described in the terms of reference, upon receipt of the Secretariat’s written approval of all agreed deliverables and upon submission of a compliant invoice. If there is a VAT element - for UK VAT registered suppliers only – this must be itemised in the total quote received/agreed by the Secretariat and the supplier must submit a UK VAT registration certificate to the Secretariat when invoicing. All invoices will be sent to contract manager J.Regan@commonwealth.int

# Appendices

## Appendix 1

Goods and Services Terms and Conditions to be found at:

## [Terms and Conditions | Commonwealth (thecommonwealth.org)](https://thecommonwealth.org/terms-and-conditions)

**Appendix 2 –** **Parent / Group Company Statement**

**To be completed by any Tenderer that intends to rely upon the financial standing or technical ability of a parent or other group company as part of its Tender submission.**

"We confirm that the Tenderer has relied upon the financial information of [INSERT NAME OF PARENT/ GROUP COMPANY] in completing the information in "Financial Information".

We confirm that if the Tenderer is successful and is awarded a Contract by the Commonwealth Secretariat, [INSERT NAME OF PARENT/ GROUP COMPANY] will, upon demand, provide a performance and financial guarantee in respect of the contract between the Commonwealth Secretariat and the Tenderer in such form as may be required by the Commonwealth Secretariat."

|  |
| --- |
| Signed for and on behalf of the Parent/ Group company: |
| Signed: |  |
| Name: |  |
| Telephone No: |  |
| Email address: |  |
| Position/Status in the Organisation: |  |
| Organisation's name: |  |
| Organisation's address: |  |
| Date: |  |

**DECLARATION**

When you have completed the ITT, please ensure that: You have answered all the questions.

* You have provided all supporting documentation requested; and
* You have read and signed the undertaking below.

A Partner, Director or authorised signatory, in his/her own name, on behalf of the Bidder must sign the declaration.

I certify that the information supplied is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the ITT. I understand and accept that false information could result in rejection of the application to be selected to take part in the ITT process. I confirm that neither myself nor any of my colleagues are related to any Secretariat member of staff (includes but not limited to spouse, parent, grandparent, child, grandchild, or sibling) or have any known conflicts of interest that have been undeclared as part of this ITT process.

By signing and returning this letter, I/we confirm that I/we have not in relation to this opportunity or the ITT:

1. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made or the elements or contents of any bid.
2. Informed any other person, other than the Commonwealth Secretariat of any confidential information in relation to the project, except where disclosure, in confidence, was necessary for the purposes of preparing the ITT.
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraphs (a) and (b) above.
4. Committed any offence under applicable anti-bribery or anti money laundering laws and/or regulations.
5. Offered or agreed to pay, give, or accept any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done, in relation to any proposed bid, any act or omission.
6. Offered or agreed to pay, give, or accept any sum of money, inducement, or valuable consideration directly or indirectly to any person bidding for the ITT, or from any person in relation to this project; or
7. Agreed to undertake work or services for any other person in connection with the project.

Either - I/ we know of no conflict of interest which, if came to be known, would prohibit my firm/me from carrying out this work [or] I would like to declare the following conflict/s of Interest (please list).

|  |
| --- |
|  |

Declaring any conflicts of interest does not automatically mean your firm’s exclusion from this ITT process. If you believe the conflicts do not materially affect your ability to deliver this project should your firm be successful, please explain how the conflicts will be managed.

In this ITT, the word "person" includes any person, body, or association, corporate or incorporated and "agreement" includes any arrangement whether formal or informal and whether legally binding or not.

|  |  |
| --- | --- |
| Signed:  |  |
| Name:  |  |
| Telephone No:  |  |
| Email address:  |  |
| Position/Status in the organisation:  |  |
| Date:  |  |

1. [Terms and Conditions | Commonwealth (thecommonwealth.org)](https://thecommonwealth.org/terms-and-conditions) [↑](#footnote-ref-2)
2. [Terms and Conditions | Commonwealth (thecommonwealth.org)](https://thecommonwealth.org/terms-and-conditions) [↑](#footnote-ref-3)
3. [Corporate Policies | Commonwealth (thecommonwealth.org)](https://thecommonwealth.org/corporate-policies) [↑](#footnote-ref-4)
4. [Corporate Policies | Commonwealth (thecommonwealth.org)](https://thecommonwealth.org/corporate-policies) [↑](#footnote-ref-5)
5. [Corporate Policies | Commonwealth (thecommonwealth.org)](https://thecommonwealth.org/corporate-policies) [↑](#footnote-ref-6)