

# **GAMBLING COMMISSION**

## **Invitation to Tender**

for the

### **Measuring Gambling-Related Harms – Methodologies & Data Scoping Study**

**(Reference CN0448)**

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## **SECTION 1: Introduction and scope of requirement**

This document briefly describes The Gambling Commission's requirements and the tendering process to be followed. This document also sets out details on the form and content of the bids which are required, the proposed timetable, and other administrative arrangements for the tendering process.

Please contact Darren Jacobs ([djacobs@gamblingcommission.gov.uk](mailto:djacobs@gamblingcommission.gov.uk)) if you are in any doubt as to what is required.

### **1.1 Introduction**

The Gambling Commission was set up under the Gambling Act 2005 to regulate commercial gambling in Great Britain. The Gambling Act 2005 came fully into force on 1 September 2007.

We are an independent non-departmental public body (NDPB) sponsored by the Department for Culture, Media and Sport (DCMS).

We have over 320 employees, mostly based in Birmingham. This includes over 70 compliance and enforcement managers working across Great Britain.

Our work is funded by fees, paid by the operators that we license.

### **1.2 Scope of requirements**

#### **Executive summary**

1. Our overall aim is to improve our understanding of gambling related-harms and to develop and implement a way of measuring them, including providing estimates of the social costs associated with gambling-related harms. This study focuses on the estimation of social costs and is an important part of a wider research planned on this topic.
2. This study will:
  - Scope different methodologies for estimating social costs;
  - Map out the pros and cons of different approaches;
  - Set out which approaches are likely to be most useful for different policy and stakeholder audiences;
  - Make recommendations about which methods are most feasible, given what data and insight are currently available;
  - Make recommendations about which methods could be feasible if other types of data and insight are generated.
3. Understanding and measuring gambling-related harms is one of the Gambling Commission's top priorities. Over the course of the next couple of years, several £millions are available to invest in better understanding gambling-related harms. This includes money set aside to follow up on the recommendations of this scoping study to

design and deliver a project which will estimate the social costs of gambling-related harms.

4. The scoping study should draw on experience of how harms have been measured in other areas of public health, and consideration of what forms of evidence on the social costs of gambling will be most credible and influential with key groups of stakeholders.

### **Policy context and progress to date**

5. Gambling-related harms take many forms, with negative impacts on peoples' resources, relationships and health. The [National Responsible Gambling Strategy](#) includes a priority action about gaining a better understanding of gambling-related harms and developing a way of measuring them.
6. This research is a high priority because it will allow us to:
  - Demonstrate the scale of gambling-related harms,
  - Understand what types of action is required if they are to be reduced,
  - Monitor progress over time with efforts to reduce these harms.
7. In 2017 GambleAware commissioned IPPR to carry out an assessment of the cost to the exchequer resulting from gambling-related harms. Although this took a relatively narrow focus, looking only at financial impact to the government, this study generated an estimate of costs within the (large) range of £260 million to £1.2 billion.<sup>1</sup> These are likely to be conservative estimates, which did not include, for example things like estimates of gambling-related suicides which are known to have very high social costs attached to loss of life.
8. Gambling-related harms clearly extend beyond direct costs to the exchequer. Work to understand the much wider range of harms has been overseen by an expert group, appointed by GambleAware and chaired by a representative of the Responsible Gambling Strategy Board. The expert group includes specialists in social research, health economics, epidemiology and criminology.
9. A key milestone in our progress to date was the publication of a paper: [Measuring Gambling-related harm – a framework for action](#) in July 2018. This paper sets out a definition of gambling-related harms, a conceptual framework to help gambling-related harms to be understood better, over 50 possible metrics which could be used to measure these harms, and recommendations of priority areas where initial steps towards data collection and measurement may be most practical and of greatest strategic importance.
10. The 50 plus metrics we have identified are wide ranging and will require a variety of techniques to be used if meaningful and useful evidence is to be drawn together. It is our intention that this study builds on this framework by identifying the most

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<sup>1</sup> [Cards on the table, the cost to government associated with people who are problem gamblers in Britain](#), Institute of Public Policy Research (IPPR), December 2016.

appropriate methodologies to measure the social costs of these harms. It will provide the basis for implementation of data collection and analysis.

11. We are open to ideas about a variety of different methodologies that demonstrate the social costs of gambling-related harms and anticipate that recommendations for different approaches, which speak to different policy audiences, may be made.
12. Following on from this scoping study, we anticipate that the next steps could be taken by a university partner, a research centre, or a consortium of researchers. We envisage that it will require a significant investment of resources. This scoping study will also help us to identify the types of skills and expertise that will be required in the research teams which take this forward.
13. Undertaking this scoping study would not prevent researchers from bidding for future stages of research. We see advantages in the same team who do the scoping study also being closely involved with the subsequent stages of work.

### **Research objectives**

14. The objective of this research is to identify and recommend the most appropriate methodologies to be used to measure gambling-related harms and demonstrate their social costs.
15. The study will:
  - i. Map out the range of techniques which could be used for measuring the social costs associated gambling-related harms
  - ii. Provide an assessment of the strengths and weaknesses of these methodologies, and make assessment of which approaches have most resonance with different policy audiences.
  - iii. Outline what data should be used – including that which is currently available, as well as data which we would need to start to collect.
  - iv. Recommend which methodologies will be most feasible and appropriate for measuring specific areas or key metrics of harm.
  - v. Consider how best to deal with attribution effects – because gambling-related harm will often occur alongside other effects.
  - vi. Consider how potentially wide-ranging pieces of evidence could be drawn-together around the framework that has been developed so far.
  - vii. Identify practical considerations which would affect implementation – e.g. costs, value for money and data limitations.

### **Methodologies and techniques to consider**

16. We have an open mind about the full range of methodologies and techniques which could be used to measure gambling-related harms and give different outcomes. We have, however, identified some approaches/outcome which should be considered. These include:

- Social costs and monetarised estimates of impact;
- Estimates of burden of disease;
- Quality Adjusted Life Years (QALYs);
- Impact on Quality of life/wellbeing.

17. This list is not exhaustive. The study should seek to identify other techniques or methodologies which could be used.

### **Key research**

18. The following studies have applied some of these techniques to understand gambling-related harms. It is important that this study is informed by, and builds on, work carried out on measuring harms in other jurisdictions and in relation to other areas of public health. Below are some key examples:

- In 2016 IPPR published [Cards of the Table](#), assessing the cost to government associated with individuals who are problem gamblers in Great Britain.
- Similar work was conducted in Australia in 2017 by Browne et al, in their paper, [The social cost of gambling to Victoria](#)
- [In New Zealand, the Ministry of Health engaged Central Queensland University and Auckland University of Technology to develop a framework and methodology for understanding and measuring gambling-related harms. Their paper, Measuring the Burden of Gambling Harm in New Zealand, was published in 2017.](#)

19. It should be noted that these studies are not without their limitations/critiques and so we are looking for a team who can robustly assess these approaches and make recommendations for what our strategy should be going forward.

### **Key stakeholders**

20. The evidence base on gambling-related harms will need to be relevant to a wide range of bodies and organisations, including:

- HM Treasury;
- Department of Health and Social Care;
- Department of Culture, Media and Sport;
- HM Cabinet Office;
- National Institute for Health care Excellence (NICE);
- Local authorities.

21. Each of the techniques and methodologies outlined above will be more familiar and relevant to different stakeholder groups, both inside and outside government. It is important that the approaches recommended will be understood and viewed as credible by these different stakeholders.

## Research governance

22. The Gambling Commission is responsible for producing the successor strategy to the National Responsible Gambling Strategy. The Gambling Commission has also published a [research programme](#) setting out its initial views on research requirements over the period of the next national Strategy. This research programme will be updated once a successor strategy is published in March 2019. This research brief was produced by the Gambling Commission's to set out its requirements for research on the topic of gambling-related harms.

### 1.3 Project delivery

#### Applicant skills and experience

The use of multi-disciplinary teams and newcomers to the gambling research field are encouraged. Skills and experience in disciplines relevant to the projects, outside of gambling studies, are highly valued.

#### Budget

We have a total anticipated budget of **£50,000 to £60,000 INCL VAT** for this work.

#### Project schedule

The overall timescale for this work will be two months.

#### Contract duration

The contract will start on **28th January 2019**. However, handover and previous information may be gathered beforehand. The contract will end 31st March 2019.

### 1.4 Procurement timetable

The timetable below may be changed by the Gambling Commission at any time. Changes to any of the dates will be made in accordance with the applicable procurement law. You will be informed of any timetable changes.

ACTIVITY	DATES & TIMES
Further Competition (Mini Tender released)	<b>19<sup>th</sup> December 2018</b>
Clarification Question period closes ("Tender Clarifications Deadline")	<b>Midday 9<sup>th</sup> January 2019</b>
Deadline for the publication of responses to Tender Clarification questions	<b>14<sup>th</sup> January 2019</b>

ACTIVITY	DATES & TIMES
Deadline for submission of Tenders to The Gambling Commission (“Tender Submission Deadline”)	<b>Midday 18th January 2019</b>
Evaluation Process Completed	<b>By 22<sup>nd</sup> January 2019</b>
Invitation to Presentation / Telecom <b>(if applicable)</b> (we will aim to notify you on / by 22 <sup>nd</sup> /23 <sup>rd</sup> January)	<b>24<sup>th</sup> / 25<sup>th</sup> January 2019</b>
Proposed Award Date of Contract	<b>28<sup>th</sup> January 2019</b>

## **SECTION 2: Tender particulars**

### **2.1 General**

This Invitation to Tender is for the scoping study only.

At any time prior to the deadline for the receipt of bids, The Gambling Commission may modify the tender documents. Any such amendment will be notified in writing or by email to all prospective Tenderer's who have received the tender documents. You should acknowledge that the amendments have been received. In order to give you reasonable time in which to take the amendment into account in preparing your bid, The Gambling Commission may, at its discretion, extend the deadline for the receipt of the tender, notwithstanding that all UK legal requirements will be complied with.

None of the tender document formats and wording may be altered by the Tenderer. Any modification that the Tenderer may consider necessary is to be detailed in a separate covering letter accompanying the tender. Tenderers are responsible for ensuring that they have completed the tender fully and accurately and that prices quoted are arithmetically correct. Any amendments/corrections made by the Tenderer on their bid should be initialled by them.

### **2.2 Receipt of Tenders**

The bids must be received electronically to The Gambling Commission, at the following address shown [djacobs@gamblingcommission.gov.uk](mailto:djacobs@gamblingcommission.gov.uk), no later than **Midday on 18<sup>th</sup> January 2019**. Those received before that date will be retained, unopened, until the aforementioned date. Please ensure that your tender is delivered no later than the appointed time on the due date as bids submitted after this time will not be considered.

### **2.3 Acceptance of Tenders**

By issuing this invitation The Gambling Commission does not bind itself to accept the lowest price of any tender. It also reserves the right not to award a contract or to offer more than one contract.

### **2.4 Costs of Bidding**

Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of their bids and The Gambling Commission bear no responsibility or liability for those costs, regardless of the outcome in relation to individual bids.

### **2.5 Bid Prices**

The Gambling Commission expects that the prices/rates quoted for the services shall be fixed for the duration of the contract and not subject to any variation unless such is called for in the tender documents.

### **2.6 Conflict of Interest**

The Tenderer for any service where a conflict of interest may exist or arise must inform The Gambling Commission and submit proposals for avoiding such conflicts. This is particularly important where the conflict is likely to result in bias in the execution of the service.

### **2.7 Documentation**

The Tenderer is expected to examine all instructions, forms, terms and specifications in the Invitation to Tender documents and check they are complete in all respects. Tenderers are

requested to answer all the questions raised in the tender document and in the order laid out.

## **2.8 Variants and Qualifications**

The Gambling Commission particularly welcomes any innovative ideas and suggestions relating to the specifications that provides added value, reduces The Gambling Commission's costs and/or improve the levels of service. The consideration of such factors is, however, dependent on it being accompanied by a fully compliant and priced bid. Any such alternatives will be considered within the evaluation criteria shown in section five.

The Gambling Commission reserves the right to discuss, confidentially, any aspect of your Tender with you to clarify matters.

## **2.9 Agreement**

You are further advised that nothing herein or in any other communication made between The Gambling Commission and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between The Gambling Commission and any other party (save for a formal award of contract made in writing) nor shall they be taken as constituting a contract, agreement or representation that a contract shall be offered in accordance herewith or not at all.

## **2.10 Confidentiality**

The Tenderer shall treat these documents and the information contained within as private and confidential. You must not disclose your bid prices, or even an approximation, prior to the deadline for receipt of the bids except in confidence to an insurance company or broker requiring such in connection with the bid. You must not try to obtain any information about competitors' bids or proposed bids nor make any arrangement with anyone else about whether or not they should bid.

## **2.11 Intellectual Property**

All intellectual property rights in this ITT and all materials provided by The Gambling Commission or its professional advisors in connection with this ITT are and shall remain the property of The Gambling Commission and/or its professional advisors.

The successful contractor will own all rights in and to any intellectual property created or arising from the work carried out by the contractor (or by the contractor's employees or agents). The supplier will be required to grant to The Gambling Commission a non-exclusive, perpetual, irrevocable, royalty free licence (without the right to sub-license) to use the deliverables.

The Gambling Commission acknowledges that the contractor may own proprietary software, analytic tools and techniques which may not be assigned to The Gambling Commission. Where such software, tools or techniques exist and will be used by the contractor in the proposed research, the contractor should provide details in its tender of the methodology, to be used in the proposed research highlighting clearly where such software, tools or techniques will not be assigned to The Gambling Commission and/or may not be shared with the public.

## 2.12 Submission of Tenders

Tenderers are required to submit 1 soft copy via e-mail to:

[djacobs@gamblingcommission.gov.uk](mailto:djacobs@gamblingcommission.gov.uk)

**All offers, and associated documents must arrive at the above address no later than Midday on the 18<sup>th</sup> January 2019.**

Late bids or bids submitted by FAX **will not** be accepted.

## 2.13 Questions

Any questions or correspondence relating to the tender or the submission of bids should be submitted via email, quoting the tender reference number, to Darren Jacobs and Lauren Harris.

[djacobs@gamblingcommission.gov.uk](mailto:djacobs@gamblingcommission.gov.uk)  
[lharris@gamblingcommission.gov.uk](mailto:lharris@gamblingcommission.gov.uk)

Tenderers should be aware that The Gambling Commission has a policy of equality of information in the bidding process. This means that questions posed, and the answers given will be distributed to all The Tenderers before the closing date; the source of the questions will not be identified.

Questions **cannot** be asked by Tenderers after **midday on the 9<sup>th</sup> January 2019.**

## 2.14 Requirements for responses

All documents and all correspondence relating to the Response must be written in plain, easy to understand English.

**Your tender submission must contain an Executive Summary of no more than 2 pages that can stand alone. The fuller, more detailed proposal must not exceed 10 pages, excluding the Executive Summary and annexes. CVs and other supporting documents should be included as annexes. The Gambling Commission reserves the right to reject proposals that exceed 10 pages.**

**Your tender submission should include:**

- A summary of the range of techniques which could be used for measuring the social costs associated gambling-related harms
- An assessment of the strengths and weaknesses of these methodologies and make assessment of which approaches have most resonance with different policy audiences.
- A summary of what data should be used – including that which is currently available, as well as data which we would need to start to collect.
- Recommendations for which methodologies will be most feasible and appropriate for measuring specific areas or key metrics of harm.
- A consideration of how best to deal with attribution effects – because gambling-related harm will often occur alongside other effects.
- A consideration of how potentially wide-ranging pieces of evidence could be drawn-together around the framework that has been developed so far.

- A summary of practical considerations which would affect implementation – e.g. costs, value for money and data limitations.

### **2.15 Contract Award Criteria**

The contract will be awarded on the basis of the criteria shown in section five. Although value for money is a crucial factor in determining the success of the tender, all factors will be taken in to consideration including (but not limited to):

- ❖ Conflicts of Interest
- ❖ Understanding of the services required (30%)
- ❖ Scope and ability to meet the objectives (30%)
- ❖ Ability to meet the project timings (25%)
- ❖ Cost / Value for money (15%)

### **2.16 Bona-fide tendering certificate**

Tenderers are required to complete and return the bona-fide tendering certificate. Please send with the completed Tender.

### **2.17 Tender Information**

Information supplied to Tenderers by The Gambling Commission (whether in the invitation or otherwise) is given only for general guidance in the preparation of the tender. Tenderers must satisfy themselves by their own investigation and no responsibility is accepted by The Gambling Commission for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

### **2.18 Notification of Award**

The Gambling Commission will notify acceptance in writing to the successful Tenderer that they have been accepted and will notify each unsuccessful Tenderer as soon as is reasonably practical.

### **2.19 Sustainability**

The Gambling Commission is committed to managing its own sustainability impacts and to using the most environmentally and socially responsible goods and services and expects all its contractors and suppliers to do the same.

### **2.20 Freedom of Information Act**

The Gambling Commission is committed to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to The Gambling Commission, as a public body, may need to be disclosed by The Gambling Commission in response to a request under the Act. We may also decide to include certain information in the publication scheme which we maintain under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under

the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by The Gambling Commission should not be taken to mean that The Gambling Commission accepts any duty of confidence by that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

### **2.21 Data Protection**

From time to time the successful supplier may come into contact with personal data, the nature of which may be related to The Gambling Commission staff, it's partners or customers, as such the successful supplier must comply with the Data Protection 2018 and any future revisions which come into force.

**SECTION 3: Form of Tender**

**3.1 FORM OF TENDER**

I ..... certify that I am a person duly authorised to sign tenders/quotations for and on behalf of:

.....

The Tenderer, having examined the Invitation to Tender and any other documents released by The Gambling Commission (or issued in support thereof) for the supply of the Measuring gambling-related harms – methodologies and data scoping study, hereby offers to supply the Services in conformity with the said Conditions and to the reasonable satisfaction of The Gambling Commission.

The Tenderer also hereby warrants and undertakes to The Gambling Commission that:

- The accompanying information has been diligently prepared to conform to the instructions for The Tenderer
- The amount or approximate amount of the Tender has not been communicated to a person other than the person calling for Tenders
- We have not entered into any agreement with any other person that s/he shall refrain from tendering or as to the amount of any other tenders to be submitted
- We understand that the lowest Tender will not necessarily be accepted.

Authorised Signatory.....

Name in CAPITAL LETTERS.....

Address.....

.....

Date.....

Phone No.....

Job Title.....

Email.....

**3.2 Bona fide tender certifications**

In recognition of the principle that the essence of selective tendering is that The Gambling Commission shall receive bona fide competitive tenders from all those tendering

WE CERTIFY THAT:

- 1. The Tender submitted herewith is a bona fide tender intended to be competitive.
- 2. We have not fixed or adjusted the pricing of the Tender under or in accordance with any agreement or arrangement with any other person.
- 3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:
  - (a) Communicate to a person other than the person calling for this Tender the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the appropriate amount of the Tender was essential to obtain an insurance premium quotation required for the preparation of the Tender);
  - (b) Enter into any agreement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted;
  - (c) Offer, pay, give or agree to give any sum of money or valuable consideration directly to any person doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender any act or thing of the sort described above; and
  - (d) Directly or indirectly canvassed or solicited any member, officer or employee of The Gambling Commission concerning the acceptance of any Form of Tender or directly or indirectly obtained or attempted to obtain information from any such employee, member or officer concerning any other Tenderer or Form of Tender submitted by any other Tenderer.

In this certificate:

- a) "Person" includes any person and any body or association corporate or incorporate;
- (b) "Any agreement or arrangement" includes any transaction of the sort described above, formal or informal and whether legally binding or not.

This Certificate is signed for on behalf of the Tenderer as follows:

Name of Tenderer . . . . .

Name of person authorised by Tenderer to sign this tender . . . . .

Signature of authorised person . . . . .

Date . . . . .

# TENDER DOCUMENTATION

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## SECTION 4: Tender Proposal

In submitting your tender, we are looking for details as to how you will deliver the contract, and you will need to provide sufficient detail for us to understand how your proposal will work and specifically how you would achieve the stated outcomes within this specification.

**Your tender submission must contain an Executive Summary of no more than 2 pages that can stand alone. The fuller, more detailed proposal must not exceed 10 pages, excluding the Executive Summary and annexes. CVs and other supporting documents should be included as annexes. The Gambling Commission reserves the right to reject proposals that exceed 10 pages.**

### 4.1 Evaluation Methodology

This document provides an overview of the methodology which will be adopted by The Gambling Commission to evaluate the Tenderers responses to each question set out within this Tender. This document also sets out the marking scheme which will apply.

The following information has been provided in relation to each question (where applicable);

**Weighting** – highlights the relative importance of the question

**Guidance** – sets out information for the Tenderer to consider

**Marking Scheme** – details the marks available during evaluation

The defined terms used in the Tender document shall apply to this document.

#### 4.1.1 Overview

This event is broken down into the following:

Document Reference	Document Title
1	COMPANY DETAILS
2	CONFLICTS OF INTEREST
3	UNDERTSANDING THE SERVICES REQUIRED
4	SCOPE AND ABILITY TO MEET THE OBJECTIVES
5	ABILITY TO MEET THE PROJECT TIMINGS
6	CONTRACT & BID PRICE

#### 4.1.2 Quality Evaluation Process

Each response will be marked in accordance with the table below:

Mark	Comment
0	Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.
25	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
50	Meets the requirements – the response generally meets the requirements but lacks sufficient detail to warrant a higher mark.
75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score.

When the score for each question has been determined they will be added together to provide an overall score for the Quality Evaluation (“Quality Score”).

#### 4.1.3 Price Evaluation Process

Prices submitted by The Tenderers’ will be evaluated in accordance with the following process.

The Tenderers’ are required to [submit a price for each Bid Field] or [provide a completed pricing schedule against the ‘Price’ Questionnaire].

The Tenderer with the lowest price shall be awarded the Maximum Score Available. The remaining Tenderers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.

The calculation used is the following:

$$\frac{\text{Lowest Price Tendered}}{\text{Tender price}} \times \text{Maximum Score Available}$$

<b>The Tenderer</b>	<b>Price Submitted</b>	<b>Score Calculation</b>	<b>Maximum Score Available</b>	<b>Score Awarded</b>
The Tenderer A	£1,000	$\text{£1,000} / \text{£1,000} \times 100$	100	100
The Tenderer B	£2,000	$\text{£1,000} / \text{£2,000} \times 100$	100	50
The Tenderer C	£2,500	$\text{£1,000} / \text{£2,500} \times 100$	100	40

The Quality Score will be added to the Price Score to determine the final score for each The Tenderer ("Final Score").

After bids have been submitted, we may ask bidders to attend a meeting at our offices/teleconference to discuss their proposal.

## TENDER RESPONSE

All tenderers must complete the details below along with a separate standalone proposal and submit both documents to The Gambling commission.

### 4.2 Company Details

<b>Full name of company</b>
<b>Trading Name (If different from above)</b>
<b>Postal Address</b>
<b>Contact in respect of this Tender</b>
<b>Telephone number and email address</b>

### 4.3 Conflicts of Interest

The following question 'Pass/Fail' acts as a doorway for progression to the following stages of the evaluation. The Tenderers are strongly advised to read and understand the specific guidance provided before responding.

The Gambling Commission reserves the right to challenge any information provided in response to the questions and may request further information in support of any statements made therein.

CONFLICTS OF INTEREST			
<b>GUIDANCE</b>	<p><b>Question 1</b> is a 'Yes/No' question and will dictate whether or not question 2 needs to be answered.</p> <p><b>Question 2</b> is a Pass / Fail question. The Tenderers are required to provide details of how the identified conflict will be mitigated. The Gambling Commission will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore, if The Tenderer cannot or is unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and [may / will] be rejected.</p>		
Question Number	Question	Max Score	Weighting (%)
1	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	None	N/A
2	We require that any potential, actual or perceived conflicts of interest in respect of this ITT are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	Pass/Fail	N/A

**Your Response can be a statement under the 'Heading' - Conflict of Interest.**

#### 4.4 Contract Price and Bid Details

The costs quoted should take in to account the full requirements of the specification including consumables, travel and all other expenses in delivering the service as specified. Price accounts for **15%** of the overall tender evaluation criteria.

Activity	Fixed Fee £
	£
	£
	£
	£
	£
	£
	£

**N.B.** If there are any areas or elements of work that your firm wishes to exclude from the fixed fee arrangement then such excluded areas or elements of work must be specified and full details of your additional fees with charge rates for such work must be set out comprehensively below.

Total Cost	Weighting
	15%

#### **4.5 Additional Information Required**

No weighting is provided to the following items but failure to supply information may result in the rejection of your bid:

- Public and Employer's Liability Certificate
- Professional Indemnity Certificate