

NATIONAL INSTITUTE FOR HEALTH RESEARCH

SCHOOL FOR SOCIAL CARE RESEARCH

Call for Proposals

May 2019

Pre-Qualification Questionnaire

Please note this form will need to be completed at Stage 2 by the lead institution.

At Stage 1 you are asked to confirm you can complete it in full.

For queries please contact Anji Mehta, Finance and Impact Manager,
a.mehta3@lse.ac.uk.

Issued: 31 May 2019

Pre-Qualification Questionnaire

SECTION ONE: Legal Data

Legal name	
Short name	
Legal address	
Postcode	
Internet homepage	
Registration data	
Legal registration number	
Place of registration	
Date of registration	
VAT Number	
Legal form	
Contact person for legal information	
Family name	
First name(s)	
Position	
Phone 1	
Phone 2	
E-mail	

Organisational status

Your organisation is (Tick with e.g. "X")	
➤ Natural person	
➤ Public body	
Non-profit public body	
Profit public body	
➤ International organisation of European interest	
➤ International organisation - other	
➤ Joint Research Centre	
➤ Entities composed of one or more legal entities	
➤ Secondary and higher education establishment	
➤ Non-profit research organisation	
➤ Commercial enterprise	
SME	
Non-SME	
➤ None of the above, please specify	

Authorised representative

Family name	
First name(s)	
Title	
Position in the organisation	
Department/Faculty/Institute/Laboratory name/...	
Address (if different from the legal address)	
Postal code	
Phone 1	
Phone 2	
E-mail	

Person in charge of scientific and technical aspects for the proposed project

Family name	
First name(s)	
Title	
Position in the organisation	
Department/Faculty/Institute/Laboratory name/...	
Address (if different from the legal address)	
Postal code	
Phone 1	
Phone 2	
E-mail	

Conflicts of interest

Have you previously contracted with the LSE?	
To the best of your knowledge, do you or any of your employees likely to be involved in the proposed research project under this Call, have any family or close connections with any member of the LSE or the NIHR School for Social Care Research? <i>If so, please state your member of staff's name and position, LSE member of staff's name and position, and relationship.</i>	

SECTION TWO: YOUR ELIGIBILITY

Criteria for rejection

Listed below are the grounds upon which we may treat an applicant organisation as ineligible to tender for a contract in accordance with EU regulations:

- a) being an individual is bankrupt or has had a receiving order or administration order made against him/her or has made any composition or arrangement with or for the benefit of his/her creditors or has made any conveyance or assignment for the benefit of his/her 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 (a) or article 242 of the Insolvency (Northern Ireland) Order 1989 (b) or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent or is the subject of a petition presented for sequestration of his/her estate or is the subject of any similar procedure under the law of any other state;
- 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;
- c) being a company has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purposes of bona fide reconstruction or amalgamation or has 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 proceedings for any of the above procedures or is the subject of similar procedures under the law of any other state;
- d) has been convicted of a criminal offence relating to the conduct of his/her business or profession;
- e) has committed an act of grave misconduct in the course of his/her business or profession;
- f) has not fulfilled 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 the contractor is established;
- g) has not fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom; or of the relevant State in which the contractor is established;
- h) is guilty of serious misrepresentation in providing any information required of him/her under this regulation
- i) is not licensed in the relevant State in which he/she is established or is not a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member; or

- j) is not registered on the professional or trade register of the relevant State in which s/he is established under conditions laid down by that State.
- k) no company may be offered a contract which is more than 30% of their turnover - LSE Financial Regulations 2004.

Required information

Should your proposal be funded, you may be asked to provide the following information and are required to confirm that you can do so:

Evidence of your insurance coverage - Employer's Liability	
Evidence of your insurance coverage - Public Liability	
Evidence of your insurance coverage - Professional Indemnity insurance	
Confirmation of compliance with the <ul style="list-style-type: none"> o Sex Discrimination Act 1975 o Race Relations Act 1976 o Equal Pay Act 1970 o Disability Discrimination Act 1995 o Employment Equality (Sexual Orientation) Regulations 2003 o Employment Equality (Religion or Belief) Regulations 2003 o Employment Equality (Age) Regulations 2006 o Equality Act 2006 o Human Rights Act 1998 or other relevant or equivalent legislation o Data Protection Act 2018 or any statutory modification or re-enactment thereof.	
Organisational accounts and annual reports relating to the last three years	
Quality Assurance Statement	
Health & Safety Statement	
Environmental Statement	
Equality and Diversity Statement	
Modern Slavery Statement	

SECTION THREE: DECLARATION

- I/we hereby certify that the information supplied is correct.
- I/we confirm that should our proposal be funded we are able to provide the information requested in this form.
- I/we understand that the information provided by us will remain strictly confidential and for the use of the LSE in evaluating an organisation's ability to perform contracts and I/we agree to treat any information provided by the LSE as confidential.
- I/we accept that any resultant Contract shall be subject to English Law and the jurisdiction of the English courts
- I/we understand that this completed form will be used as part of this particular Call for Proposals evaluation process and that the submission of this qualification document does not guarantee acceptance as an official Supplier to the School.
- I/we am/are authorised to complete and sign this form.

Name of person completing application form	
Designation	
Signature	
Date	