



Telephony Purchasing Service Prequalification Documentation & Questionnaire

This document and the information it contains are provided solely for the purpose of allowing potential bidders to provide a response to this prequalification questionnaire for the services being procured.

It is issued under the Restricted Procedure of the EU Public Contracts Directive (2014) which came into effect in the UK under The Public Contracts Regulations 2015 on 26th February 2015.

Any bidder wishing to submit a response to this prequalification questionnaire must register its intent with Jisc Services Ltd before submitting the proposal. Jisc Services Ltd will not accept proposals from bidders who have not registered according to the procedure described in this document.

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Foreword

Bidders should note that the information given by them at this stage may be subject to verification at later stages of the procurement process. If any error, omission or misrepresentation on the part of the bidder is discovered, Jisc Services Ltd (JSL) reserves the right to disqualify the bidder from participating in the procurement process no matter what stage in the process has been reached when the error, omission or misrepresentation is discovered.

During the procurement process, if the status of a bidder changes such that the change makes a material difference to the answers given in the questionnaire, the bidder must make JSL aware of the change without delay by emailing procurement@jisc.ac.uk

All costs for developing proposals and all other costs and expenses associated with the dialogue process and resulting negotiations are the exclusive responsibility of the bidder.

1. Introduction

This document describes the process that initiates the first stage of the procurement to establish a Dynamic Purchasing System (DPS) for the Telephony Purchasing Service “the Service”. The DPS will operate using multiple suppliers.

The procurement will be managed according to the restricted procedure as specified by the Public Contracts Regulations 2015 (which took effect on 26th February 2015), and this document is an integral part of the restricted procurement announced by Jisc Services Ltd (JSL) in the Supplement to the Official Journal of the European Union.

Section 2 of this document provides an overview of the contract required by JSL. The information contained in section 3 of this document provides details of the evaluation process. The anticipated timetable for the procurement is outlined in section 4. Instructions for completion of this questionnaire are given in section 5.

The questionnaire itself can be found at the end of this document. Questions in Part A relate to the background of your company. Questions in Part B relate to your company’s experience of providing services similar to those envisaged for this requirement. Part C contains a declaration which must be signed and returned with the questionnaire.

1.1. A Dynamic Purchasing System

A DPS is a completely electronic system established to allow the contracting authority and any other eligible organisations to purchase commonly used goods or services. A DPS offers suppliers with unrestricted, direct and full access to the specification and any other documents by electronic means throughout the lifetime of the DPS.

A supplier interested in joining a DPS must complete the appended questionnaire. The questionnaire must be completed and submitted in accordance with the instructions in this document. If the supplier meets the requirements it will be admitted to the DPS. A supplier can submit a PQQ to join a DPS at any point during the lifetime of the DPS and once admitted onto the DPS a supplier may resubmit its PQQ if any circumstances change.

As purchases are required under the DPS, the Contracting Authority invites the suppliers admitted to the DPS to submit a tender within a reasonable time limit. The contract will be awarded to the tender offering the best value for money on the basis of the award criteria specified at the establishment of the DPS.

1.2. Jisc

Jisc is a registered charity working on behalf of UK higher education, further education and skills to champion the use of digital technologies. Historically, JISC stood for Joint Information Systems Committee but over the last decade we have evolved and as a company we are now known as Jisc. Further information about Jisc is available at:

<http://www.jisc.ac.uk/aboutus.aspx>.

1.3. Janet

“Janet” is the name given both to an electronic communications network and a collection of electronic communications networking services and facilities that support the requirements of the UK research and education community.

Janet provides services to all Higher Education Institutions, Further Education Colleges, Specialist Colleges and Research Council Establishments in the UK. Nationally, Janet also provides services to many Local Authority education networks, via Regional Broadband Consortia and otherwise, in support of ICT provision in schools and community development learning. In this way Janet is available to a community of 18 million users.

1.4. Janet Connected

Telephony is a business critical real time service. To ensure that traditional telecommunications service availability and quality is maintained, the service provider must connect directly to Janet in the form of geographically separate, and resilient connections, which may take the form of; physical network connectivity in the form of direct fibre connections, AS level network peerings where relevant to the voice product provided . or existing network connections as appropriate.

Being Janet Connected is a mandatory requirement of this procurement. Therefore bidders must be Janet Connected or be a reseller who will provide the services through a Janet Connected service provider. A Bidder not already Janet connected should submit its Indicative Tender to confirm it meets all of the other requirements. Bidders are encouraged to contact procurement@jisc.ac.uk to start the Janet Connected process at the earliest opportunity.

A copy of the Janet Connected Agreement and the Janet Telephony Reseller Agreement is included with the tender documentation. If a supplier is a reseller who provides services through more than one Janet Connected service provider, then separate Reseller agreements should be submitted for each Janet Connected service provider the supplier is a reseller for.

1.5. Contracting Authority

The contracting authority is Jisc Services Ltd.

2. Outline of the requirement

2.1. Scope of Contract

JSL is establishing a Dynamic Purchasing System that will enable JSL and its customers to easily purchase value for money and technically sound Telephony services and associated equipment that has been checked and tested in combination with the potential customer's network. The DPS will enable new suppliers with new technologies to enter the DPS throughout the lifetime of the DPS.

To ensure maximum benefit for its customers, JSL will enforce a number of financial and technical entry requirements that any supplier must fulfill before joining the DPS to ensure reliable and consistent integration with the Janet network that meets the needs of our customers.

The entry requirements will include but not be limited to:

- Direct connectivity to Janet to ensure maximum service quality or a reseller who will provide the services through a Janet Connected service provider
- Agreement to provide diligent pre-install testing to ensure customer's infrastructure is capable of delivering telephony services
- Zero rated call costs between any telephony services purchased from a supplier, including any combination of mobile and fixed line devices
- The ability to deliver telephony services over Janet without the requirement for network Quality of Service
- The supply of mobile telephone services either as a direct MVNO/MVNA or as a 3rd party supplier.

The services will include but not be limited to Session Initiation Protocol (SIP) trunking connectivity, Private Branch Exchange (PBX) solutions hosted Private Branch Exchange (PBX) solutions, landline and mobile call charges, line rentals and ISDN connectivity. The scope of contract will also include aggregated mobile services procured by groups of organisations.

2.2. Organisations eligible to use the service

The scope of the DPS covers purchases by JSL, Higher Education institutions, Further Education and Specialist Colleges and Research Council establishments in the UK, Regional Network Operators

(RNOs) and by any other bodies whose core purpose is the support or advancement of further or higher education or of research.

Many of the above bodies are members of higher and further education purchasing consortia. These are independent organisations that provide a wide range of collaborative purchase agreements to their member institutions through consensus and the common desire to maximise their purchasing power in the market place. Any member of one of these consortia will be eligible to purchase from this service by virtue of its membership, as will members of any other similar purchasing consortium in higher or further education that might be formed during the lifetime of the Service.

Membership lists for existing higher and further education purchasing consortia may be found at:

<http://www.lupc.ac.uk/list-of-members.html>

<http://www.supc.ac.uk/engage/our-members>

<http://www.neupc.ac.uk/our-members>

<http://www.hepcw.ac.uk/files/2013/12/HEPCW-Members1.pdf>

<http://www.apuc-scot.ac.uk/#!/members>

http://www.collegeswales.ac.uk/en-GB/our_members-7.aspx

Janet provides services to many Local Authority education networks, in support of ICT provision in schools and in adult and community learning. The National Educational Network is a dedicated, educationally focused resource for teaching and learning. A number of regional networks are constituent parts of The National Education Network. These are operated by the Regional Broadband Consortia. A full list of members of the Consortia is available at:

<http://www.nen.gov.uk/>

2.3. Duration of Contract

JSL wishes to award a contract providing an initial two years of service with the possibility of extension for a further two years subject to performance review.

2.4 DPS Sustainability

This JSL Telephony Purchasing Service will be sustained, in part, by means of bidder contributions as linked to Buyer adoption of the Service. This will be implemented as a management fee which will be in the form of a retrospective rebate paid to JSL quarterly in arrears on all expenditure under the Service at 3.5%. This will be paid to JSL within 30 days of receipt of a correctly rendered invoice. JSL will carry out regular spot checks and reviews with Buyers who have access to the Service. In the event that a discrepancy between the report provided by a Supplier and the records of the Buyer are at odds then the Supplier will agree to provide the outstanding balance.

3. Establishing the DPS

Details on how to use the JSL DPS portal are included in this document.

The established DPS will be open throughout its duration for the admission of any Bidder which satisfies the requirements specified by JSL in Annex A and submits PQQ response which complies with the requirements. JSL will notify a Bidder via the DPS portal of its admission or rejection of its PQQ response as soon as possible. Once accepted onto the Service the Supplier may update its PQQ response at any time. If a Supplier does not improve its PQQ response the existing tender will remain valid for the duration of the Service.

3.1. Evaluation of PQQs

This process of accepting suppliers onto the DPS will involve the evaluation of completed prequalification questionnaires

The scores for the evaluation are as follows:

Section	Maximum Score
A1 – A6 (Company capability)	Pass/Fail
Part B: 1 - 9	Pass/Fail
Part B: 10	Pass/Fail
Part B: 11	Pass/Fail
Part B: 12	Optional not marked

In addition to this, the Procurement Team will run independent financial checks of your organisation using the company registration number provided in Part A of the questionnaire and review all relevant Holding/Parent companies. This is being undertaken through the Creditsafe financial checking service where each company is analysed and given a credit rating score of between 0 – 100 where 30 or less typically indicates a very high insolvency risk. If a supplier scores a credit rating of 30 or under further clarification will be sought with potential disqualification should an unsatisfactory explanation be given.

3.2. Contractual commitments

Each Bidder will be required to sign the Janet Connected Agreement or Telephony Reseller Agreement with an authorised signature and include a copy of the signed agreement as part of its PQQ response.

3.3. Maximum Estimated Value

JSL cannot guarantee the level of expenditure through the Service in any given year, however we estimate an expenditure of £50 million - £100 million for the duration of the Service.

3.4. Contract Award Notices

JSL will publish a Contract Award Notice in the Supplement to the Official Journal of the European Union following the establishment of the Service. JSL will publish further Contract Award Notices in three month intervals detailing the outcome of the mini-competitions.

4. Indicative Timetable

The steps and timetable for this procurement are as follows:

Activity	Date
Issue OJEU notice	17 th November 2015
Indicative Tender responses required for a Bidder to join the Service when it is initially established	12:00 GMT, 17th December 2015 30 days after the OJEU notice was dispatched
Complete review of responses and confirm Bidders to join the Service on commencement	Weds 23 rd December 2015
Initial two years of Service running	4 th Jan 2016 – 3 rd Jan 2018
Optional two years of Service running	4 th Jan 2018 – 3 rd Jan 2020

JSL reserves the right to vary this timetable if the need arises, within the constraints of the European Procurement Directive. JSL reserves the right not to establish the Service.

5. Instructions for completion of the questionnaire

In this section, instructions are given for completion and submission of the prequalification questionnaire which may be found at the end of this document.

5.1. Registration

Each Bidder is required to upload its PQQ response to the JSL DPS portal at <http://tenders.jisc.ac.uk>.

A Bidder should not include in the PQQ response any extraneous information which has not been specifically requested, for example, standard terms of trading, sales literature etc.

All costs for developing tenders and all other costs and expenses associated with bidding are the exclusive responsibility of the Bidder. It is the responsibility of the Bidder to make sure that a PQQ response is fully and accurately completed. JSL is under no obligation to clarify its tender, takes no responsibility for identifying any clerical errors or misunderstandings in any tenders submitted or to obtain missing information. Each Bidder must therefore ensure that the content of any PQQ response is complete and accurate.

If successfully uploaded, the portal will issue a confirmation and on the history tab of the project you will see the submission date and time. Full instructions for bidders can be found on the JSL DPS portal at: <http://tenders.jisc.ac.uk>

6. Joining the DPS after the initial 30 days

To be admitted onto the DPS, Bidders must submit a PQQ response which must include:

- A response to JSL's requirements listed in Annex A (note: these questions must be answered on the DPS portal);
- A scanned copy of either the Janet Connected agreement that has been signed by both the Bidder and the Janet Operations Director, or the Reseller Agreement that has been signed by both the bidder and JSL;
- Completed cover sheet (Annex B)

JSL will be checking the Bidder's ability to deliver the service by examining the responses to the requirements in Annex A. Bidders must state how all requirements will be met, considering the issues and the points raised. A statement of the form 'this requirement will be met' is not sufficient. If a Bidder meets all of the requirements then it will be accepted as a Supplier on the DPS. If a Bidder is unable to meet a requirement then it will not be accepted as a Supplier but will be rejected with an explanation of why it has been rejected together with guidance on how it could meet the requirement(s) that it has failed.

On 17th December 2015, 30 days after dispatch of the OJEU notice, JSL will evaluate any PQQ responses it has received and accept suppliers onto the DPS. After this initial 30 days it is possible for suppliers to be accepted onto the DPS by submitting a PQQ response in the same way as described above. Any PQQ response submitted after the initial 30 days will be evaluated within 10 days and suppliers will be notified of the outcome. JSL reserves the right to extend the evaluation period provided that no mini-competition is issued in the meantime.

7. Procuring from the Telephony Purchasing Service

Mini-competitions will be published by JSL or its customers via the JSL DPS portal.

JSL and its customers are under no obligation to call off any requests from the Service once it is established.

7.1. Mini-competition

When there is a requirement from either JSL or one of its customers for Telephony Services, a mini-competitions will be published via the JSL DPS portal. All Suppliers accepted onto the Service when the mini-competition is issued will be notified of the opportunity and will be eligible to respond.

The individual customer will decide on the outcome of the mini-competition and which Supplier is awarded the contract.

7.2. Evaluating Mini-Competitions

Mini-competitions will be evaluated on either:

- the Most Economically Advantageous Tender taking into account price, quality and delivery elements as highlighted in the individual mini-competition specification, or;
- lowest price only. This may include an E-Auction. This will be clearly detailed on the individual tenders.

Electronic auctions will be used if JSL or its customer deems this to be the most appropriate method of tendering. Guidance will be provided as part of the mini competition process. Electronic auctions will be conducted on ability to meet the specification and then the lowest price.

JSL and its customers reserves the right not to accept the lowest price or any Tender.

7.3. Clarifications to the questionnaire

Each registrant will be provided with clarification of JSL's requirements in accordance with the European Directive.

Registrants should raise any issues of clarification via the Jisc e-tendering portal at <http://tenders.jisc.ac.uk>. Where issues of clarification arise which are relevant to more than one candidate, these will be made available via the JSL DPS portal.

7.4. Completion and delivery of questionnaire responses

In order to be considered for admission onto the Service each bidder must provide the information requested in both Part A and Part B of the questionnaire.

In order to assist in the process, please ensure that, unless otherwise requested in the questionnaire, all pertinent information is included as concisely as possible within the questionnaire, rather than as annexed documents that procurement panel members need to read in addition to obtain the key facts.

Each bidder must submit its completed questionnaire via the JSL DPS portal.

The questionnaire must be uploaded in PDF format with the exception of spreadsheets which must be uploaded in Microsoft Excel format. A PDF file of the signed declaration must also be included in the upload. A PDF file of the Reseller Agreement (signed by both parties) or Janet Connected Agreement (signed by both parties) must also be included in the upload.

8. Freedom of Information (FOI)

While JSL is not obliged to respond to any requests for information, whether under the Freedom of Information Act (the "FOIA") or otherwise (except where it has a legal obligation for other purposes), we endeavour to respond in the spirit of the FOIA, where we are reasonably able to do so, taking into account the resource implications in preparing a response.

If the bidder considers that any information supplied in its response is either commercially sensitive or confidential in nature, this must be clearly marked and the reasons for the sensitivity given.

In such cases, the relevant material will, in respect of any request for information made by a third party to JSL, be examined in the light of the exemptions provided in the FOIA. However, by virtue of its submission of a PQQ response, the bidder accepts that the decision as to whether to disclose such marked parts of the submission will rest solely with JSL.

9. Record retention

By submitting a response to this prequalification questionnaire, a bidder accepts that JSL will keep a copy of the response and all other documentation and correspondence received from the bidder relating to this procurement for seven years. JSL will keep this information in order to maintain the records required for audit purposes. At the end of the seven year period JSL will destroy any information that it holds relating to this procurement.

PREQUALIFICATION QUESTIONNAIRE

PART A: Company capability

Company details		
<p>Full name of company tendering</p> <p>State whether your company is acting as a sole company or as part of a consortium. If acting as part of a consortium, state the names of the other companies involved in the consortium; how long your company has been working with these other companies; and the nature of the services that these companies are providing to the consortium.</p>		
<p>Registered Office and address:</p>	Company or charity registration number	
	VAT registration number	
	Date of formation (and date of registration in relevant state if different from each other)	
	Name & address of immediate parent company	
	Name & address of ultimate parent company	
<p>Type of organisation</p>	A public limited company	
	A limited company	
	A limited liability partnership	
	Other partnership	
	Sole trader	

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	Other (please state)	
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Contact details	
Contact details for enquiries about this PQQ	
Name	
Address	
Telephone number	
E-mail address	

AI	Company resources			
AI.1	Provide details of your company structure (e.g. an organisation chart) describing the corporate structure of the company and indicating the number of staff working in each function.			
AI.2	Provide details of the average number of technical staff employed by your company for the last three years. In addition, state the number of management staff employed over the same period.	Financial Year ending:	Technical Staff:	Management Staff:
AI.3	Of the technical staff shown at AI.1 for the last Financial Year, state the number of staff involved directly in the provision of the type of service to which this questionnaire relates.	Full time staff:		Part time staff:
AI.4	Provide a summary of the relevant technical skills under the control of your company. Also state who owns the resource and the degree of control over the resource that your company has.			

Important Notice:

In some circumstances JSL is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact JSL for advice before completing this form.

A2	Grounds for mandatory rejection	
	<p>Please indicate whether each of the following convictions, as set out in Regulation 57(1) of the Public Contracts Regulations 2015, applies to your company or sub-contractors (including where the person convicted is a member of the administrative, management or supervisory body or has powers of representation, decision or control within the organisation):</p> <p>Please state ‘Yes’ or ‘No’ to each question.</p>	Answer
	(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;	
	(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;	
	(c) the offence of bribery, where the offence relates to active corruption;	
	(d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;	
	<p>(e) fraud, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of—</p> <ul style="list-style-type: none"> (i) the offence of cheating the Revenue; (ii) the offence of conspiracy to defraud; (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; (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; (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; 	

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<p>(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;</p> <p>(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;</p> <p>(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or</p> <p>(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;</p>	
<p>(f) any offence listed-</p> <p style="padding-left: 20px;">(i) in section 41 of the Counter Terrorism Act 2008(a); or</p> <p style="padding-left: 20px;">(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;</p>	
<p>(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);</p>	
<p>(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;</p>	
<p>(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;</p>	
<p>(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc.) Act 2004;</p>	
<p>(k) an offence under section 59A of the Sexual Offences Act 2003;</p>	
<p>(l) an offence under section 71 of the Coroners and Justice Act 2009;</p>	
<p>(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or</p>	
<p>(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—</p> <p style="padding-left: 20px;">(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or</p> <p style="padding-left: 20px;">(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland</p>	

Important Notice:

JSL is entitled to exclude you from consideration if any of the following apply and will not allow you to proceed further. If you cannot answer 'no' to every question it is very unlikely that your application will be accepted, and you should contact JSL for advice before completing.

A3	Grounds for discretionary rejection	
	<p>Please indicate whether each of the following circumstances set out in Regulation 57(8) of Public Contracts Regulations 2015 applies to the supplier or any of its sub-contractors:</p> <p>Please state 'Yes' or 'No' to each question.</p>	
	A. is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;	
	B. is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations;	
	C. has been convicted by a judgement which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;	
	D. has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;	
	E. where a conflict of interest within the meaning of regulation 24 cannot be effectively remedied by other, less intrusive, measures;	
	F. where a distortion of competition from the prior involvement of the economic operator in the preparation of the procurement procedure, as referred to in regulation 41, cannot be remedied by other, less intrusive, measures;	
	G. where the economic operator has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;	
	H. where the economic operator: (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or	

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	(ii) has withheld such information or is not able to submit supporting documents required under regulation 59; or	
	<p>I. where the economic operator has</p> <p>i. undertaken to:</p> <p>(aa) unduly influence the decision-making process of the contracting authority, or</p> <p>(bb) obtain confidential information that may confer upon it undue advantages in the procurement procedure; or</p> <p>(ii) negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p>	

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A4	Financial & Economic standing	
Please provide the following:		
A4.1	A copy of your audited accounts for the most recent two years	
A4.2	A statement of overall turnover of the operations that your company judges relevant to Telephony Services for the last two financial years, together with a breakdown of overall turnover for the last two financial years in the UK, and the rest of the world. Please provide this in pounds sterling (£) and as a percentage of the total turnover of the company.	<p>Turnover relevant to Telephony Services (by financial year ending) in pounds sterling:</p> <p>Turnover relevant to Telephony Services as a percentage of the total turnover of the company (by financial year ending):</p>
A4.3	Alternative means of demonstrating financial status if trading for less than a year	
A4.4	A statement, as at the last reporting date, of any contingent liability or loss where not otherwise reported, which would require disclosure in accordance with International Accounting Standard 10.	
A4.5	A statement of any material past, present/actual, pending or threatened litigation or other legal proceeding, or dispute or investigation against your company or its senior officers by or with either any regulatory or contracting authorities or criminal justice or fiscal agencies. [An up to date copy of form 10k should be provided by US companies].	

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A5	Auditing and Quality Assurance	
	<p>JSL requires that bidders have a system in place to ensure the quality of their services. If you have a formal accreditation (e.g. ISO9001) then a copy of the certificate must be provided, otherwise you must describe the quality assurance systems / processes that your company has in place, which JSL will assess as part of the evaluation of your response to the PQQ.</p>	

A6	Contract termination		
A6.1	<p>Within the past five years, has your company had a contract for Telephony Services terminated? Please answer YES or NO and if YES, please give full details.</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
	Contract with	Type	Value per annum
			Reason for termination

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PART B: Technical Requirements for Admittance onto the Service

All of the requirements below must be met by the Bidder. To meet these requirements the Bidder may, if it wishes, subcontract the provision of services relating to these requirements. The supplier responding will be the single point of contact for contractual purposes.

Detailed Technical Requirements		Mark
1.	<p>The Bidder must confirm that it has achieved Janet Connected status (signed the Janet Connected Agreement and have resilient connectivity in place). A scanned copy of the signed signature page must be submitted with the PQQ response (see Section 1.4 of this document); or</p> <p>The bidder must confirm that it has achieved Janet Telephony Reseller status and the services to JSL and its customers will be provided through a Janet Connected Service Provider (signed the Janet Telephony Reseller Agreement). A scanned copy of the signed agreement must be submitted with the Indicative Tender response.</p>	Pass/Fail
Response:		
2.	<p>The Bidder must be able to deliver telephony services to Janet customers over existing Janet Infrastructure without the need for network quality of service. In some cases the customer part of the network path may have the ability to deploy network quality of service techniques.</p>	Pass/Fail
Response:		
3.	<p>The Bidder must confirm that it is able to provide SIP Trunking Services.</p>	Pass/Fail
Response:		
4.	<p>The Bidder must confirm that it is able to provide PSTN connectivity facilities.</p>	Pass/Fail
Response:		

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5.	The Bidder must confirm that it is able to provide ISDN circuits.	Pass/Fail
Response:		
6.	The Bidder must confirm that it is able to provide mobile telephony services.	Pass/Fail
Response:		
7.	The Bidder must confirm that it will carry out a full site survey, to ensure appropriate network performance and capacity before any telephony service is delivered to a Janet customer.	Pass/Fail
Response:		
8.	Where any network performance or capacity issues have been highlighted during pre-installation testing the bidder must commit to notify the organisation responsible for that element of the network.	Pass/Fail
Response:		
9.	The Bidder must commit to zero rate all call charges between any telephony devices (mobile and fixed line) purchased by a customer from the Bidder.	Pass/Fail
Response:		
10.	The Bidder shall state how it will provide hosted PBX services in both and ISDN and IP environment.	Pass/fail
Response:		

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Pricing

Pricing		Mark
11.	<p>The Bidder must provide a mechanism to provide indicative pricing within 2 working days (Monday – Friday except UK Bank Holidays) for the services listed below; this may be in the form of price lists or through email contact:</p> <ul style="list-style-type: none">• SIP Trunks• ISDN Circuits• Mobile telephony voice and data Line Rental• Call charges per minute for voice (outside of the packaged solution)• International roaming charges for voice, SMS, MMS and data	Pass/Fail
Response:		
12.	<p>Where applicable the bidder shall provide costs relating to the provision of hosted PBX services, including as a minimum per port costs.</p>	Optional
Response:		

PART C: Declaration

When you have completed the questionnaire, please read and sign the declaration below.

Potential bidders should note that the information given in this questionnaire may be subject to verification at later stages of the procurement process. If any material error, omission or misrepresentation on the part of the potential bidder is discovered, JSL reserve the right to disqualify the potential bidder from participating in the procurement process no matter what stage in the process has been reached when the error, omission or misrepresentation is discovered.

Declaration

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the Questionnaire. I/we understand that false information could result in my/our exclusion from further participation in the procurement process, no matter what stage in the process has been reached when the error, omission or misrepresentation is discovered.

Signed:

Name:.....

Position in company:.....

For and on behalf of:.....

Date:

PART D: Glossary

The Telephony Purchasing Service	The Service
Bidder	Economic operator seeking admission onto the Service
Supplier	An economic operator that has been accepted onto the Service and is eligible to respond to mini-competitions.
Indicative Tender	The tender that a Bidder must submit to be considered for admission onto the Service.