

# OSCR

Scottish Charity Regulator



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The **Charity**  
**Commission**  
for Northern Ireland



An Rialáil  
Carthanas  
Charities  
Regulator

## **QUESTIONS SUBMITTED BY BIDDERS AND SUPPLEMENTARY INFORMATION**

- LOT1 For a Commercial Opportunity providing a Printing, Publication, and Distribution service for a new Charities Statement of Recommended Practice (SORP)
- LOT 2 Provide secretariat / administrative resource for the technical drafting service of future SORP Updates

Procurement  
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**Bidders should note that the answers given to the questions submitted by Bidders are points of information only and do not amend or vary the terms of the tender. The answers given by the Grantor are based on the information available at the time of the response. Bidders should note that this document will be updated throughout the process until the close for questions of 13 August.**

## INTRODUCTION

1. The Charity Commission for England and Wales (CCEW), the Charity Commission for Northern Ireland (CCNI), and the Office of the Scottish Charity Regulator (OSCR) are pleased to respond to questions submitted by Bidders during the tender process with respect to the provision of print, publication, distribution and future updating of the new Charities SORP.
2. The contract may be let as a single contract covering Lot 1 and Lot 2 or as two separate contracts for each Lot. Lot 1 involves the provision of a printing, publishing, and distribution service and Lot 2 is for the provision of a full secretariat and technical drafting service for a revised SORP edition and development of the next SORP.
3. The CCEW, CCNI, and OSCR (referred to as the Grantor in the tender) are working jointly on this tender exercise to appoint the successful Bidder by 24 September 2018 with the expectation that the contract will commence from 17 December 2018. The Grantor gratefully acknowledge the assistance the Charities Regulator (CR) in the Republic of Ireland in developing this tender and for its assistance to the Grantor as part of the tender valuation and award process. Bidders should note that the Grantor reserves the right to include the CR in the future award and in the management of any contracts awarded should the CR formally participate as a member of the SORP-making body at a future date.
4. Bidders are invited during the tender process to submit questions, in writing, at any time up to 5pm on Monday 13 August. This allows time for the Grantor to consider any questions raised, respond and publish its response.
5. The answers to the questions posed by Bidders and the supplementary information provided are intended to assist Bidders. However it is the Bidders' responsibility to ensure they are fully informed and satisfied by their own observations and enquiries as to the nature, extent and scope of the work that the Bidder would be required to perform if awarded the contract. The Grantor requires all Bidders to ensure that they are in a position to perform such obligations if awarded the contract.
6. The Bidder shall be entirely responsible for any and all costs incurred in connection with the preparation and submission of the proposal and of undertaking any tests, demonstrations or meetings as part of the negotiations.
7. The Grantor, at its sole discretion, reserves the right to accept or reject any or all or any part of the proposals received, including the right not to accept the lowest priced proposal. The Grantor reserves the right in awarding the contract to agree variations to parts of any proposal received where this is necessary to deliver the Lot(s) awarded.
8. The Grantor reserves the right not to award any contract at the end of the bidding process.
9. Section 1 of this document provides a response will be provided to each question submitted in an 'anonymised' Questions and Answers document which will be periodically updated throughout the tender process. This ensures that both question and answer are visible to all potential bidders. This approach avoids any confusion about who has access to information, and mitigates the risk of any unintentional bias

on our part and guards against unfair treatment. Bidders are advised that all questions and answers shall be published with no protection afforded on the grounds of commercial sensitivity. It is the bidder's choice whether to ask the question or not. The Questions and Answers document will be published on a dedicated SORP Tender page on [www.charitySORP.org](http://www.charitySORP.org)

- 10.** Section 2 provides additional supplementary information about the process of awarding the Contract.

Document issue: 1

Charity Commission for England and Wales, the Charity Commission for Northern Ireland, and the Office of the Scottish Charity Regulator  
26 July 2018

## **1 QUESTIONS SUBMITTED WITH ANSWERS**

**Question 1: Having read the description of the contract open for fulfilment, we are extremely interested in the opportunity to provide our services and would therefore like to enquire about a Pre-Qualification Questionnaire (PQQ) and any other supporting information you may deem relevant?**

Answer 1: The Grantor does not require Bidders to complete a Pre-Qualification Questionnaire (PQQ) or similar document. The requirements are those set out for each Lot in the tender document. Bidders may choose to provide such additional information as they consider helpful in illustrating or explaining their bid at their sole discretion.

**Question 2: We are evaluating the above mentioned opportunity, please can you advise the names of the current providers for these services and the estimated value?**

Answer 2: With respect to publishing the SORP, Lot 1, the cover price is £15 with each order subject to a postage and packing charge of £4.50. The current publisher is the Chartered Institute for Public Finance and Accountancy (CIPFA) and for the period January 2015 to January 2018 1,043 units were sold. The Grantor's expectation is that demand peaks within a few months of initial publication with a lower level of sales thereafter. With respect to Lot 2 the current provider is also the Chartered Institute for Public Finance and Accountancy (CIPFA). The Grantor wishes to minimise any cost in awarding Lot 2 as far as practicable.

## **2 SUPPLEMENTARY INFORMATION**

### **Date for presentations by shortlisted Bidders- 11 September 2018**

The Grantor has set Tuesday 11 September as the date for shortlisted Bidders make a presentation on their bid to the award panel. Only those shortlisted Bidders chosen by the Grantor will be contacted directly and invited to make a presentation. Other Bidders will be advised that their bid has been unsuccessful and advised that they will not be called upon to make a presentation.