**Connect Westminster Scheme**

**Supplier Registration Form**

**THIS FORM SHOULD ONLY BE COMPLETED BY SUPPLIERS WISHING TO**

**PARTICIPATE IN THE CONNECT WESTMINSTER SCHEME; WHO ARE**

**CAPABLE OF PROVIDING QUOTES TO APPLICANTS AND ENTERING**

**DIRECTLY INTO CONTRACTUAL RELATIONSHIPS WITH APPLICANTS FOR**

**THE DELIVERY OF CONNECTIVITY SERVICES**

**Please note that only electronic versions of the form will be accepted (Word**

**documents, pdf documents, or scanned documents). No paper documents will**

**be accepted.**

The information supplied on this form will be treated as confidential and, except

where required by law, will not be disclosed to third parties except the

Greater London Authority, Department for Communities and Local Government

and the European Commission.

When completed, please return to the Connect Westminster supplier registration mailbox at:

connectsuppliers@westminster.gov.uk

SECTION 1 – CONTACT DETAILS

* 1. Company Name
	2. Registered Address (including postcode):
	3. Trading Address (including postcode):
	4. Company Secretary:
	5. Primary Contact Point for the Connection Voucher Scheme

Name:

Email:

Telephone:

* 1. Company Directors (please name all):
	2. Companies House Registration Number:
	3. Company website:
	4. VAT Registration Number:

**SECTION 2 – CAPABILITY**

From its launch the Connect Westminster scheme will run to the end of 31st March 2019 or, if earlier, until the £2.5m has been issued.

In order to determine your capability to deliver vouchers under the Connect Westminster Scheme please provide evidence under 2.1, 2.1a or 2.1b.

2.1 Have you provided vouchers on a previous publicly funded voucher scheme? If so please provide details about the organisation that administered the scheme and information about the volume of vouchers you issued.

|  |
| --- |
| Organisation:Contact email:Voucher volume: |

2.1a Are you a member of a relevant trade body? If so please provide details including membership number, date of registration, and trade body details. Please list all that apply:

|  |
| --- |
| Membership number:Date of registration:Trade body contact details: |

2.1b Please provide details of two references. Ensure that you include a contact name, email address and telephone number for each reference. Bear in mind that you cannot be registered as a supplier until your references have confirmed they are willing to refer you. In advance of submitting the form you may wish to get in touch with your referees to ensure they respond promptly when contacted by Connect Westminster.

|  |  |
| --- | --- |
| Organisation 1:Contact name:Email:Telephone: | Organisation 2:Contact name:Email:Telephone: |

2.2 In order to deliver services under the Connect Westminster Scheme, are you intending to self-supply connections or seeking the services of a wholesaler(s)? Please provide details.

|  |
| --- |
|  |

SECTION 3 – DECLARATION

All suppliers are required to read this declaration and sign and date the form to indicate their agreement to the declaration and their agreement and acceptance of the terms and conditions set out below and elsewhere in this supplier registration form:

I wish to register as a supplier for the Connect Westminster Scheme.

I declare that the information on this form, and any other information given in support of the application, is complete and accurate to the best of my knowledge.

* I understand and accept that providing wrong or deliberately misleading information may be an offence and that such information may be used against me in any subsequent proceedings.
* I understand and accept that registered suppliers must be capable of providing quotes to applicants and entering directly into contractual relationships with applicants for the delivery of connections. Westminster City Council anticipates that all suppliers will actively participate in the Scheme. Wilful non-participation (such as the continued refusal to offer quotes to applicants when requested, without reasonable explanation) will be considered a breach of the terms and conditions of the scheme and will be managed in accordance with the Issue Escalation Procedure as set out in Appendix 5.
* I understand and accept that only the items indicated as eligible within Appendix 2 of this document (the “Eligible Costs”) will be funded by the connection voucher for the purposes of the Scheme.
* I agree that Westminster City Council may contact references named in section 2.1b in support of my registration for the Connect Westminster Scheme.
* I consent to Westminster City Council publishing the data which I have provided in the Supplier Details Information Form referenced in Appendix 3 of this document.
* I understand and accept that Westminster City Council does not (and will not) give any undertaking or accept any liability for the ability of individual SME applicants to enter into contracts with suppliers for the subsequent supply of services, nor for the authority of individual SME applicants to authorise connections at specific premises. Suppliers are advised to exercise usual due diligence best practice before entering into contractual agreements. I understand and accept that suppliers enter into contracts with individual SME applicants at their own risk.
* I understand and accept that suppliers choose to participate in the scheme (including provision of quotes and offers of contract) at their own cost. Westminster City Council cannot bind SME applicants into contractual relationships with suppliers.
* I understand and accept that registered suppliers cannot charge cancellation fees if SMEs reject their quotes because of pricing increases after a survey has been completed.
* I understand and accept that, as part of the Connect Westminster Scheme’s anti-fraud procedures, supplier quotes and invoices will be subject to random audit. In addition, at the sole discretion of Westminster City Council, any quotes provided may be subject to further clarification for the purposes of audit. Where further clarification is required by Westminster City Council, suppliers will be required to provide cost details at a level of detail consistent with the eligible costs categories in Appendix 2 of this document. Where appropriate, Westminster City Council will follow the Issue Escalation Procedure as described in Appendix 5 of this document.
* I understand and accept that where Westminster City Council suspects fraud, malpractice or supplier error and has carried out the steps described in the Issue Escalation Procedure in Appendix 5, Westminster City Council reserves the right to withdraw or recover voucher funds from the supplier in question or remove the supplier from the Connect Westminster Scheme.
* I understand and accept that Westminster City Council reserves the right to suspend the scheme at any time and will not fulfil vouchers for orders placed after the date of any such suspension.
* I understand and accept that any data provided to applicants (including quotes and invoicing data) and Westminster City Council under the Connect Westminster Scheme may be shared with the GLA, DCLG and European Union for the purposes of monitoring and fraud prevention.
* I understand and accept that the scheme operates within the requirements of EU/UK competition law and as such I acknowledge that any anti-competitive behaviour (e.g. bid rigging etc.) can lead to prosecution by the relevant competition authorities. I understand and accept that where infringements are found, the competition authorities have the power to levy fines against the company and bring criminal actions against individuals (in addition to Director Disqualification Orders).
* I understand and accept that the information provided on this form may be made available to the GLA, DCLG and the European Commission for purposes connected with the Connect Westminster Scheme but (apart from the information provided in the Supplier Information Form in Appendix 3) will not otherwise be disclosed to third parties without express permission, except where required by law (including under the Freedom of Information Act 2000).
* I acknowledge that the Connect Westminster Scheme is part-funded by the European Regional Development Fund (**ERDF**) and that publicity and branding regulations exist that require any party producing publicity materials in connection with an ERDF-funded scheme to acknowledge in such publicity the source of funds. I therefore agree to be bound by the terms of these regulations as set out in UK government guidance issued from time to time, the latest version of which can be found from the following link: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564432/esif_branding_and_publicity_requirements.pdf>
* I understand and accept that Westminster City Council in section 2.1 does not offer any opinion on the capability of my organisation and I agree that I will not make representations to that effect.
* I understand and accept that I must inform Westminster City Council immediately of any change in circumstances that may affect this application in relation to this scheme.
* I confirm that I am authorised to complete and sign this form on behalf of my organisation.

**Signed:**

|  |
| --- |
|  |

**Full Name (in capitals):**

**Title:**

**Company Name: Date:**

**Appendix 1 – Quotation, Invoicing, and Payment Process**

1. SME applicants will arrange a quote from a registered supplier confirming with suppliers that connections are being supported by the Connect Westminster Scheme. This quote can be firm or subject to survey. PDF (Portable Document Format) is the preferred format in which suppliers should submit quotes to applicants. Applicants will submit this quote with their application.
2. After qualification by Westminster City Council including anti-fraud checking, successful SME applicants will be provided with a voucher relating to their quote. If the quote is indicative (and still subject to survey to confirm final price) then a Conditional Offer letter will be issued.
3. Where quotes were not subject to survey the SME will ask their chosen supplier to carry out the work. This will be required within 28 days, otherwise vouchers may be withdrawn and re-allocated. Where quotes were subject to survey, the SME will ask their chosen supplier to carry out a survey. A copy of the final quote will be provided to the Westminster City Council by the SME once all surveys have been completed, along with confirmation of the SME’s preferred option. Following the survey:
4. Where there is no change to the quote or the final quote is lower than the indicative quote, a voucher will be issued by Westminster City Council and the SME will ask the supplier to carry out the work. Orders must be placed by the applicant within 28 days from receipt of a confirmed Connection Voucher.
5. Where the final quote is higher than the indicative quote, the SME may either accept or reject the revised quote.
6. Where the SME accepts and the revised quote consists of eligible costs equal to or below the maximum voucher value, a voucher will be issued to cover all of those eligible costs. Where the eligible costs are above the maximum voucher value the SME will be required to cover the difference.
7. Where the SME rejects the final quote, the SME can either accept another quote already received or arrange a new quote. As noted in the section 3 declaration, suppliers cannot charge cancellation fees where SMEs reject their quotes due to pricing increases after an indicative quote has been provided.
8. The SME will arrange installation direct with the chosen supplier. The supplier must then provide an invoice to the SME which the SME must pay and forward to Westminster City Council along with their claim form and proof of payment. Invoices should clearly delineate the one-off installation charges from recurring revenue charges, as well as the relevant voucher reference number. Westminster City Council will only reimburse the SME when satisfactory evidence is submitted proving payment and that the connection has been made.
9. All quotes should clearly delineate the one-off installation charges from recurring revenue charges. Installation charges within quotes and invoices should be itemised to a degree which is consistent with supplier’s normal commercial practice (for example the split between hardware and labour costs where appropriate). Note that only eligible costs as described within Appendix 2 of this document can be funded by connection vouchers.
10. Westminster City Council reserves the right to amend the process set out in this Appendix 1 from time to time. Suppliers will be notified in advance with details of any proposed changes.

**Appendix 2 – Eligible Costs for Connection Vouchers**

**Introduction**

The purpose of the Connect Westminster Scheme is to meet the full, or the significant part of, the directly attributable incremental costs (that are capable of being capitalised under the applicable accounting regime) of connecting SMEs to commercially deployed access infrastructure to enable customers to obtain the high-speed / high-grade service capability they require. In particular, the voucher can be used by the Communications Provider (CP) to provide customers with a Step Change in service, which can be obtained either through the provision of new superfast/ultrafast connectivity using NGA Networks (including the use of wired or wireless technologies)[[1]](#footnote-1) or the provision of business grade connectivity (leased line capability/microwave).[[2]](#footnote-2) In order to meet the definition of Step Change, the following conditions must apply for either NGA or business grade connections:

* For NGA connections, these must offer a minimum of 30Mbit/s to the SME. If the existing NGA-based broadband service is 30Mbit/s or greater, then the upgraded NGA-based broadband service must deliver at least a doubling of speeds compared to the service currently being consumed. The technology used to deliver all connections must be capable of being configured to support at least 1Gbit/s service.
* In the context of business grade connections these must exhibit both of the following characteristics:
* offer a minimum of 30 Mbit/s services and are capable of being configured/upgraded to support at least 1 Gbit/s services; and
* deliver at least a doubling of speeds when compared to the current business grade connection being consumed.

The likely eligible incremental costs of providing the access connection are described in this document. Broadly, the lines of demarcation in the network that qualify for subsidy are:

* Network side: The downstream port from the nearest active switching/routing device to a customer’s Network Terminating Equipment (NTE); and
* Customer side: the customer-side ports (or wireless antenna) of the Network Termination Equipment (NTE) to which a Network Communicating Equipment (NCE) is connected.

Passive and powered splitters/combiners, amplifiers, repeaters and regenerators which do not provide a switching/routing function that are within these lines of demarcation qualify for subsidy, as do other intermediate items that are required to provide the requisite service, as described below.

Customer Premises Equipment (CPE) or NTE devices which provide a general computing function beyond supporting a network data service do not qualify for subsidy, including most NCE devices, telephones, tablets, laptops and PCs. By contrast CPE devices that only provide a networking function, including, modems, (wireless) routers, 4G dongles, and internal 4G modules for laptops do qualify.

While the precise categories of permitted expenditure will be dependent on the solution offered to the SME the following categories of eligible expenditure are intended to provide suppliers with an indication of the likely qualifying items.

Qualifying costs

Qualifying Network connection costs (for all types of connection)

* planning, survey, acquisition, site preparation, installation, and commissioning fees;
* provision of building entry points and (including breaking/drilling charges for entry through external and internal walls), trunking and tray work (within end-user’s curtilage) and fibre cable and jointing;
* necessary supporting structures including poles and other mountings, brackets, fixings, and associated civil works (including craneage);
* power supplies equipment to support network electronics and optics, including power company connection costs, but excluding any CPE power supplies beyond an existing 240V AC socket;
* copper and fibre optic cables, sheaths, connectors, joints, splitters and enclosures, coaxial lines, copper waveguide, microwave feeders, jumpers, connectors, antenna radomes and enclosures, lighting protection devices, and electrical earthing systems;
* in-building wiring on the network side of the CPE necessary to support the connection of the customer in multi-tenanted blocks (e.g. in-building installation of fibre, cat5e, or RG6 coax cable);
* costs related to the purchase of wayleaves or other easement rights[[3]](#footnote-3); and
* adapters/converters to ensure that all the pre-existing communications functionality is effectively maintained (e.g. adapters/converters for analogue telephones, dialup modems, alarm diallers or other devices that may contain embedded modems such as medical alarms).

Qualifying Network connection costs (for fixed NGA only)

* provision of new footway and carriage boxes, poles and duct infrastructure; and
* CPE (e.g. Optical Network Terminal (ONT) or fibre modem), backup battery, patch panel and residential gateway and associated intermediate power and fibre communications cables).[[4]](#footnote-4)

Qualifying Network connection costs (for wireless NGA only)

* provision of building location points (including all associated mounting costs);
* Radio Frequency (RF) connectors, splitters, combiners, duplexors, diplexors, filters, antennas, radomes and enclosures;
* External and in-building wireless repeaters if necessary for coverage; and
* fixed wireless CPE costs.

Business connectivity (leased lines) connection costs (for fixed connections only)

* provision of new footway and carriage boxes, poles and duct infrastructure;
* costs related to the purchase of way leaves or other easement rights; and
* CPE (e.g. Optical Network Terminal (ONT) or fibre modem), backup battery, patch panel and residential gateway and associated intermediate power and fibre communications cables).

Business connectivity (leased lines) connection costs (for wireless connections only)

* provision of building location points (including all associated mounting costs); and
* wireless CPE costs.

**Excluded costs**

The connection voucher cannot be used to cover

* SME connections to basic broadband technologies[[5]](#footnote-5);
* additional charges for expedited connection e.g. time related charges (TRCs);
* cancellation fees for any pre-existing connection;
* cabling on the customer side of the CPE to support connection (e.g. in-premise installation of fibre, cat5e or RG6 coax cable);
* inter-site connectivity;
* historic capital costs associated with network deployment;
* any of the network elements that may require upgrading to support the final connection e.g. ‘middle’ mile/trunk, and core upgrades that are required to support the final connection; and
* operational expenditures and overheads (Opex), save for those that are direct incremental and one-off costs associated with the installation of the new high-speed / high-grade connection.

**Appendix 3 – Supplier Details Information Form**

The Connect Westminster website will include details of suppliers that have registered to supply under the scheme. To feature on the website please provide the following details:

Company Name:

Company Description:

Website:

Phone:

Contact Name:

Address:

Email:

**Appendix 4 – Logo**

If you wish for your companylogo to be included with your details on the website please email a version of the logo to connectsuppliers@westminster.gov.uk with your completed version of this form. Please ensure that the image you send:

* is formatted as a JPEG or EPS file;
* is named to clearly identify your company name and contain only alphanumeric characters;
* is no larger than 250 x 250 pixels – any logos supplied above this size will be reduced to meet this criterion;
* has a bit depth/colour depth[[6]](#footnote-6) of no more than 24.

**Appendix 5 – Dispute Resolution and Issue Escalation Procedure**

The following process will be followed if there are issues arising with suppliers in respect of the Scheme including, but not restricted to:

* Provision of quotes or invoices which have been identified as suspicious by the Westminster City Council scheme anti-fraud procedures.
* Provision of quotes or invoices which seek to secure voucher funding for costs which are not Eligible Costs as defined in Appendix 2
* Instances of suspected collusion between suppliers.
* Any other suspected breaches of terms and conditions of the Scheme in Section 3.

Following an initial investigation by the Westminster City Council, one of the following courses of action will be followed:

* Do nothing – Westminster City Council’s assessment determines that no further action is required.
* Monitor – Westminster City Council’s assessment determines that the supplier(s) in question should be monitored for an agreed period of time before determining if action is required.
* Investigate – Westminster City Council’s assessment determines that further investigation of the issue is required. Connect Westminster’s Senior Responsible Officer (SRO) will be notified.

If investigation is deemed necessary:

* The supplier will then be contacted in writing by the Westminster City Council scheme and asked to provide clarification of the issue within five working days of receipt of the notification.
* On receipt of the supplier’s response, the supplier will be invited to attend a meeting with the Senior Responsible Officer, Strategic Manager – Business & Enterprise and the Programme Manager for Business and Enterprise.

Following completion of investigations a written report will be prepared by Westminster City Council, summarising the details of the case and recommending a course of action to be taken by the Council. This report will be distributed to a defined group of Westminster City Council stakeholders. Dependent on the specific nature of the issue, the recommended course of action may include:

* No action required – case closed;
* Westminster City Council issuing clarification of guidance to the supplier(s) concerned;
* Westminster City Council issuing updated guidance to all suppliers;
* Westminster City Council amending the design of the Connect Westminster Scheme;
* Westminster City Council determining special measures for the supplier(s) in question, such as an increased frequency of audits;
* Westminster City Council removing the supplier(s) from participation in the Connect Westminster Project;
* Westminster City Council seeking to recover connection voucher funds from the supplier(s) concerned or administering other sanctions on the supplier, as deemed appropriate.

Suppliers will have a right of appeal to the Director of Economy, if required.

If you would like to make a complaint about the service you have received from the council, you’ll need to follow the Council’s complaints procedure. This is outlined within the following link: <https://www.westminster.gov.uk/complaints>

1. NGA Networks are access networks which rely wholly or partly on optical elements (coaxial, wireless and mobile technologies make use, to a certain extent, of a fibre support infrastructure, thereby making them conceptually similar to a wired network using copper to deliver the service for the part of the last mile not covered by fibre) and which are capable of delivering broadband access services with enhanced characteristics as compared to existing basic broadband networks. (The final connection to the end-user may be ensured both by wired and wireless technologies. Given the rapid evolution of advanced wireless technologies such as LTE-Advanced and the intensifying market deployment of LTE and Wi-Fi, next generation fixed wireless access (e.g. based on possibly tailored mobile broadband technology) could qualify as NGA Networks. Next generation wireless access based on tailored mobile broadband technology must also ensure the quality of service level required by the customer at a fixed location while serving any other nomadic subscribers in the area of interest. [↑](#footnote-ref-1)
2. Business grade connections are those that are provided to a customer on a dedicated basis by linking the customer to a point in the supplying communications provider’s network (e.g. partial private circuits or microwave link). These services are also supported with service level guarantees defining relevant quality of service parameters. Westminster City Council recognises that these services can be provided in the form of leased lines or point-to-point microwave links but is not intending to specify particular types of service. [↑](#footnote-ref-2)
3. Way leave and easement rights being payments made to private land owners for the legal right to access that land in order to install and maintain communications cabling and piping. Westminster City Council endorses the Standardised Wayleave Agreement and if wayleave charges are incurred evidence should be supplied to justify why the Standardised Wayleave is not used. A link to the Standardised Wayleave can be found at:

[**https://www.cityoflondon.gov.uk/business/commercial-property/utilities-and-infrastructure-/Pages/Wayleaves.aspx**](https://www.cityoflondon.gov.uk/business/commercial-property/utilities-and-infrastructure-/Pages/Wayleaves.aspx) [↑](#footnote-ref-3)
4. For example, see Openreach charges for connection at: [**http://www.openreach.co.uk/orpg/home/updates/briefings/generalbriefings/generalbriefingsarticles/gen01713.do**](http://www.openreach.co.uk/orpg/home/updates/briefings/generalbriefings/generalbriefingsarticles/gen01713.do) [↑](#footnote-ref-4)
5. Several different technology platforms can be considered as basic broadband networks including asymmetric digital subscriber lines (up to ADSL2+ networks), non-enhanced cable (e.g. DOCSIS 2.0), mobile networks of third generation (UMTS) and satellite systems. [↑](#footnote-ref-5)
6. For an explanation of bit depth/colour depth go to <http://en.wikipedia.org/wiki/Color_depth>. [↑](#footnote-ref-6)