**Cheshire East Borough Council**

**RESPONSE DOCUMENT**

**REQUEST FOR QUOTATION - Light Touch Regime**

**CONTRACT FOR THE PROVISION OF Growing Our Communities – Cheshire East**

**PERIOD: 1st April 2024 to 31st March 2026**

**CHEST REF: DN704872**

**INTERNAL REF: 23 108**

|  |  |
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| **Name of Bidder** |  |

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**of the Council**

**Version 28**

**CHECKLIST FOR BIDDERS**

This is the RFQ Response Document, Failure to provide all of the items in the following checklist may cause your Quote to be non-compliant and not considered.

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| **Schedule** | **Item** | **Included in Quote?** |
| 1 | Form of Tender and Certificate of Non-Collusion & Non-Canvassing |  |
| 2 | Standard Selection Questionnaire (SQ) |  |
| 3 | Pricing Schedule |  |
| 4 | Compliance with Specification & Scope of requirements |  |
| 5 | RFQ Qualitative Evaluation Questions |  |
| 6 | Exclusion Grounds: Public Procurement |  |

**Cheshire East Borough Council**

Provision of Growing Our Communities

**Period: 01/04/2024 to 31/03/2026 with no option to extend**

**SCHEDULE 1 - FORM OF TENDER and CERTIFICATE OF NON-COLLUSION & NON-CANVASSING**

**Growing Our Communities services (“the Contract”)**

To: Cheshire East Borough Council (“the Council”)

(Via ‘The Chest’)

For the Attention of: **Louise Fenn**

Date:

Dear Sir/Madam,

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Request for Quotation (“RFQ”) supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe RFQ.
2. The completed Pricing Schedule.

I/We confirm that I/we can supply the Contract as specified in the RFQ at the total costs of …… (excluding VAT) submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the RFQ.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
        2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
        3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.
        4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or

Indirect financial or non financial interest in an organisation, company, or

other body that is doing business with, or has dealings with, the council and

where this may affect and/or could bring about a conflict with the Council’s

interest.

I/we should notify this to the Council and that failure to disclose or declare

such an interest could result in the contract being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed

Name:

Position

For and on behalf of **Tenderer(the Bidder)**

**Cheshire East Borough Council**

Provision of Growing Our Communities

**Period: 01/04/2024 to 31/03/2026 with no option to extend**

**SCHEDULE 2: STANDARD SELECTION QUESTIONNAIRE (SQ)**

This Standard Selection Questionnaire (“SQ”) has been issued by the Authority in connection with a tender under Part 4 of the Public Contracts Regulations 2015 (“the Regulations”). The principles of the Public Contract Regulations 2015 will be followed. Your response to the SQ will be used by the Authority to understand the nature of the bidding organisation and to undertake a financial assessment of bidders.

**Notes for completion**

Please ensure that you complete this SQ fully, as requested as part of the tender submission. Failure to do so may result in your tender being disqualified. If the question does not apply to you please write N/A; if you do not know the answer please write N/K.

* “Authority” means the purchasing organisation that is seeking to award a contract.
* “You”/ “Your” or “Supplier” means the business or company which is completing this SQ.

**Verification of Information Provided**

Please do not send any supporting documents with your tender.

**However, the Authority may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.**

You may also be asked to clarify your answers or provide more details about certain issues.

**For further assistance, please refer to the RFQ Guidance Document.**

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| **NOTE TO ORGANISATION:**   * *Schedule 2 Selection Questionnaire will be marked based on pass and fail* * *Applicants will fail on incomplete responses and / or doesn’t meet the minimum pass criteria. Tenders that fail Schedule 2 will not be evaluated any further.* * *Questions marked ‘for information only’ will not be assessed however they must still be answered in full.* * *Where you are asked to mark an* ***‘X’*** *to indicate your answer, please double click the grey box and select ‘checked’. Try it here* * *Failure to answer a question which is* ***scored*** *will result in a score of zero for that question.* * *Failure to provide an* ***acceptable explanation*** *with any* ***Fail*** *Questions answered will fail on Schedule 2 as a result.* * *Tenderers are therefore strongly advised to ensure they answer all questions within each section* |

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The SQ template includes a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply[[1]](#footnote-1). If any of the grounds for exclusion do apply, there is an opportunity to explain any measures you have taken to demonstrate your reliability notwithstanding the existence of a ground for exclusion (we call this self-cleaning).

**We require all the organisations that form part of your bidding group/consortium and each subcontractor that you are relying on to meet the selection criteria to provide a completed part 1 and part 2**. This means that where you are joining a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Subcontractors that you rely on to meet the selection criteria, must also complete a self-declaration (although subcontractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement documents will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group/consortium or you intend to use subcontractors, you should complete all of the selection questions on behalf of the group/consortium and/or any subcontractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another supplier.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Cheshire East Borough Council**

Provision of Growing Our Communities

**Period: 01/04/2024 to 31/03/2026 with no option to extend**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of subcontractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed part 1 and part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For part 1 and part 2 every member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
6. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:

* members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
* the second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

1. *All subcontractors are required to complete their own part 1 and part 2[[2]](#footnote-2).*
2. *For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, providing one composite response and declaration*.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

1. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in [Schedule 1](http://www.legislation.gov.uk/uksi/2015/102/schedule/1/made) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, [read the terms](https://www.gov.uk/government/publications/mystery-shopper-scope-and-remit) and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

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| **Part 1: Your information and the bidding model** |
| You must answer all questions in parts 1 and 2. If you are the supplier, you must answer all questions in part 3 as well. |
| Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2. |

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| **Section 1** | **Your information** | |
| **Question**  **number** | **Question** | **Response** |
| 1.1(a) | Name (if registered, please give the registered name) |  |
| 1.1(b) – (i) | Registered address (if applicable) or head office address |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status  a) - public limited company  b) - private limited company  c) - limited liability partnership  d) - other partnership  e) - sole trader  f) - third sector  g) - other (please specify your trading status) |  |
| 1.1(d) | Date of registration (if applicable) or date of formation. |  |
| 1.1(e) | Registration number (company, partnership, charity, etc if applicable). |  |
| 1.1(f) | Registered VAT number. |  |
| 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established? | Yes  No  N/A |
| 1.1(g) - (ii) | If you responded yes to 1.1(h) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide  - the website address,  - issuing body  - reference number. |  |
| 1.1(h) - (i) | For procurements for services only, is it a legal requirement in the country where you are established for you to:  a) possess a particular authorisation, or  b) be a member of a particular organisation,  to provide the requirements specified in this procurement? | Yes  No |
| 1.1(h) - (ii) | If you responded yes to 1.1(h) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. |  |
| 1.1(i) | Relevant classifications (state whether you fall within one of these, and if so which one)  a) Voluntary Community Social Enterprise (VCSE).  b) Sheltered Workshop.  c) Public Service Mutual. |  |
| 1.1(j) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-3)? | Yes  No |
| 1.1 (k) | Details of Persons with Significant Control (PSC)[[4]](#footnote-4), where appropriate[[5]](#footnote-5):  - Name  - Date of birth  - Nationality  - Country, state or part of the UK where the PSC usually lives  - Service address  - The date he or she became a PSC in relation to the company;  - Which conditions for being a PSC are met:  - Over 25% up to (and including) 50%  - More than 50% and less than 75%  - 75% or more  (Please enter N/A if not applicable) |  |
| 1.1(l) | Details of your immediate parent company:  - Full name of immediate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  Please enter N/A if not applicable) |  |
| 1.1(m) | Details of ultimate parent company:  - Full name of ultimate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  (Please enter N/A if not applicable) |  |
| Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above). | | |

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| **Please provide the following information about your approach to this procurement:** | | |
| **Section 1 (cont.)** | **Bidding model** |  |
| **Question**  **number** | **Question** | **Response** |
| 1.2 | Please indicate if you are bidding as a single supplier or as part of a group or consortium?  *If you are bidding as a single supplier, please go to Q 1.3.*  If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:   1. The name of the group/consortium. 2. The proposed structure of the group/consortium, including the legal structure where applicable. 3. The name of the lead member in the group/consortium. 4. Your role in the group/consortium (e.g. lead member, consortium member, subcontractor). 5. If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for |  |
| 1.3 | If you are proposing to use subcontractors / a supply chain, please provide the details for each one[[6]](#footnote-6).  - Name  - Registration number  - Registered or head office address,  - Trading status   1. Public limited company 2. Private limited company 3. Limited liability partnership 4. Other partnership 5. Sole trader 6. Third sector 7. Other (please specify your trading status)   - Registered VAT number  - SME (Yes/No)  - The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known  - The approximate % of contractual obligations assigned to each subcontractor, if known  - Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |

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| **Part 2: Exclusion Grounds** | | |
| Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2. | | |
| **Section 2** | **Grounds for Mandatory Exclusion**  (This question is to be scored on a pass/fail basis) | |
| **Question number** | **Question** | **Declaration** |
| 2.1 (a) | Within the past five years, anywhere in the world, have you or any person who:   * is a member of the supplier’s administrative, management or supervisory body or * has powers of representation, decision or control in the supplier[[7]](#footnote-7), * been convicted of any of the offences within the summary below and listed in full in Schedule 6? |  |
|  | Participation in a criminal organisation. | Yes  No |
|  | Corruption. | Yes  No |
|  | Terrorist offences or offences linked to terrorist activities. | Yes  No |
|  | Money laundering or terrorist financing. | Yes  No |
|  | Child labour and other forms of trafficking in human beings. | Yes  No |
|  | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes  No |
|  | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes  No |
| 2.1(b) | **If you have answered yes to any part of question 2.1(a), please provide further details,** including:   * date of conviction and the jurisdiction, * which of the grounds listed the conviction was for, * the reasons for conviction, * the identity of who has been convicted.   If the relevant documentation is available electronically, please provide:   * the web address, * issuing authority, * precise reference of the documents. |  |
| 2.1(c) | If you have answered yes to any part of the question above, please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self-cleaning). |  |

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| **Section 3** | **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions**  (This question is to be scored on a pass/fail basis) | |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Schedule 6, and should be referred to before completing these questions. | | |
| **Question number** | **Question** | **Declaration** |
| 3.1(a) | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.  If documentation is available electronically, please provide:   * the web address, * issuing authority, * precise reference of the documents | Yes  No |
| 3.1(b) | If you have answered no to 3.1(a) please provide further details including the following:   * Country concerned, * what is the amount concerned * how the breach was established, i.e. through a judicial or administrative decision or by other means. * if the breach has been established through a judicial or administrative decision please provide the date of the decision, * if the breach has been established by other means please specify the means. |  |
| 3.2 | Please also confirm whether you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines. | Yes  No  N/a |
| Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions | | |

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| **Section 4** | **Grounds for Discretionary Exclusion**  (This question is to be scored on a pass/fail basis) | |
| The detailed grounds for discretionary exclusion of an organisation are set out in Schedule 6, and should be referred to before completing these questions. | | |
| **Question number** | **Question** | **Declaration** |
| 4.1 | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in Schedule 6 applied to you? |  |
| 4.1(a) | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. See Schedule 6. | Yes  No |
| 4.1(b) | Breach of social law obligations? | Yes  No |
| 4.1(c) | Breach of labour law obligations? | Yes  No |
| 4.1(d) | Bankruptcy or subject of insolvency? | Yes  No |
| 4.1(e) | Guilty of grave professional misconduct? | Yes  No |
| 4.1(f) | Distortion of competition? | Yes  No |
| 4.1(g) | Conflict of interest? | Yes  No |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No |
| 4.1(i) | Prior performance issues? | Yes  No |
| 4.1(j)  4.1(j) - (i)  4.1(j) - (ii)  4.1(j) –(iii)  4.1(j)-(iv) | Do any of the following statements apply to you?  You have 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.  You have withheld such information.  You are not able, without delay, to submit documents if/when required under Regulation 59.  You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No  Yes  No  Yes  No  Yes  No |
| 4.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.  If you are a relevant commercial organisation please -   * confirm that you have published a statement as required by Section 54 of the Modern Slavery Act. * confirm that the statement complies with the requirements of Section 54. | Yes  No  N/a  Yes  No  N/a |
| 4.3 | If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning) |  |

**Part 3: Selection Questions**

**Minimum and Further Requirements:**

**Minimum Requirements:** Bids maybe deemed non-compliant by the Authority and not considered further where Yes is indicated to one or more of the questions. The Tenderer shall be eliminated from the procurement.

**Further Requirements:** The Authority will assess and consider the information provided in accordance with their policies. Where Yes is indicated to one or more of the questions the Authority may consider the bid, in accordance with PPN 01/22.

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| Business Dealings within Russia or Belarus | * Is your Organisation, or any of its Group, Holding or Parent Companies registered in or undertaking business in Russia or Belarus.  If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies: | Yes/No |
| * Is any Person with Significant Control of your Organisation, or any of its Group, Holding or Parent Companies residing or domiciled in Russia or Belarus, or have Russia or Belarus as their nationality?  If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies: | Yes/No |
| Further Requirements | | |
| Business Dealings within Russia or Belarus | * Is your organisation (or any member of your supply chain which you rely on to deliver the contract) registered in the UK (or in a country the UK has relevant international agreement with reciprocal rights of access to public procurement)?   If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies.  Note: The information you provide may include but is not limited to; your (or the supplier you will rely on to deliver the contract) UK's company registration name and company number and/or providing details of the company including but not limited to; the relevant country the company was established in. | Yes/No |
|  | * Does your organisation (or any member of your supply chain which you rely on to deliver the contract) have significant operations in the UK (or in a country the UK has relevant international agreement with reciprocal rights of access to public procurement)?   If Yes, please provide details for consideration to enable the Authority to assess in accordance with their policies.  Note: The information you provide may include but is not limited to; the relevant country where you (or the supplier you will rely on to deliver the contract) has significant operations and a high level description of those substantive business\* operations.  \*Substantive business operations means having a registered office, factory or other permanent base in the relevant country from which meaningful business operations are being conducted. In-Scope Organisations should conduct due diligence to check supplier details with Companies House and other open information sources, or seek verification directly from the supplier. | Yes/No |

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| **Section 5** | **Economic and Financial Standing – for info. only** | |
| **Question number** | **Question** | **Response** |
| 5.1 | If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:   * the web address * issuing authority * precise reference of the documents |  |
| 5.2 | If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).  Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law). |  |
| 5.3  5.3(a)  5.3(b) | If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.  A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.  Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financialstatus). |  |
| 5.4 | Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required. |  |

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| **Section 6** | **Technical and Professional Ability – Pass / Fail** |
| **Question number** | **Question**  **Relevant experience and contract examples** |
| 6.1 | Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.  **For each contract, please provide the following information**  If you cannot provide examples, see question 6.2 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Name of customer organisation who signed the contract |  |  |  |
| Name of supplier who signed the contract |  |  |  |
| Point of contact in the customer’s organisation |  |  |  |
| Position in the customer’s organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract |  |  |  |
| Contract Start date |  |  |  |
| Contract completion date |  |  |  |
| Estimated contract value |  |  |  |

|  |  |
| --- | --- |
| 6.2 | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
| Response: | |
| 6.3 | Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).  The description should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes). |
| Response: | |
| **Evaluation Methodology of Question 6.1**  Question 6.1 is a Pass/Fail test in relation to demonstrating minimum standards of Technical and Professional Ability for:  Growing our Communities  The Council reserves the right to reject Tenderers which fail to satisfy the minimum relevant experience requirements.  In order to pass, the Tenderer must demonstrate:   * At least two contracts performed in the past 5 years for a similar service which each include all of the following characteristics:   - Delivery of a Voluntary Sector service  - are, or were in place for a minimum of three years; and  - Minimum of £10000 per annum contract value.   * or demonstrate equivalent experience or capability within your organisation in your response to Question 6.3. | |

**7 Additional SQ modules**

**7) - Project specific questions to assess Technical and Professional Ability**

*Section* ***7*** *will be marked on* ***a pass/fail*** *basis only.*

**Introduction**

These are further project specific questions relating to the technical and professional ability of the supplier. Please ensure you responses are in line with the questions page limit and 12pt Arial. Anything beyond the page limit will not be taken into consideration by the Council.

Cross Referencing is not deemed a valid response by the Council.

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage.

Please indicate your answer by marking ‘X’ in the relevant boxes where necessary and enter responses to questions in the fields provided.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 7** | **Additional Questions** | | |
| **7.1** | **Insurance**  *(This question is to be scored on a pass/fail basis)* | | |
| **7.1.(a)** | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:   1. **Employer’s Liability Insurance\*** = £10million.  Is required in respect of each and every claim. 2. **Public Liability Insurance** = £10million. Is required in respect of each and every claim.   *\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders* | | **Yes**  **No** |
| **7.2** | **Compliance with Equality Legislation**  (This question is to be scored on a pass/fail basis) | | |
| **For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.** | | | |
| **7.2(a)** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | **Yes**  **No** | |
| **7.2(b)** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? | **Yes**  **No** | |
| If you have answered “YES” to one or both of the questions in this module, please provide a summary using the field below to confirm the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, again, please use the field below to explain what action (if any) you have taken to prevent unlawful Discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring, in relation to this section. | | | |
| *If answered YES to question 7.2(a) or 7.2(b) please detail.*  Response: | | | |
| **7.2(c)** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | **Yes**  **No**  **N/A** | |
| **7.3** | **Health and Safety** | | |
| **7.3(a)** | Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than 500 words. | | |
| Response: | | | |

**DECLARATION**

I declare that to the best of my knowledge the answers submitted, and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Signature (electronic is acceptable):

Date:

|  |  |
| --- | --- |
| **Contact details of those making the declaration** | |
|  | **Response** |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

*(End of Schedule 2 SQ)*

**Cheshire East Borough Council**

Provision of Growing Our Communities

**Period: 01/04/2024 to 31/03/2026 with no option to extend**

**SCHEDULE 3 – PRICING SCHEDULE**

**Pricing Schedule – for information purposes – not part of evaluated score**

Please complete the pricing schedule table below for your proposed charges for the provision of Growing Our Communitiescontract, the budget is £200k

This should represent the full charges payable by Cheshire East Council for the **full term of 2 years** available under the contract - **No claim for additional payment will be considered for items that have not been specified.**

Please ensure that you use/update the following table to show estimated costs.

Please note that the costs (excluding VAT) should include your estimated costs in respect of the term of the contract.

If no separate cost is made for any of the below please indicate the charge is “nil” rather than leave the box blank.

|  |  |  |
| --- | --- | --- |
| **COST** | **Annual cost est. (£) Year 1** | **Annual cost est. (£) Year 2** |
| **Salaries** |  |  |
| **Indirect Staff Costs** |  |  |
| **Non-pay e.g. expenses** |  |  |
| **Overheads (including central management costs)** |  |  |
| **Building Costs (If applicable)** |  |  |
| **Other Costs: Please State** |  |  |
| **TOTAL COST** |  |  |
| **Budget available** | **120,000** | **80,000** |

*(End of Schedule 3)*

**SCHEDULE 4**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

**This section will be evaluated on a pass / fail basis**

|  |  |
| --- | --- |
| **Compliance with Specification & Scope** | |
| Please confirm you have complied with the stated specification included within this RFQ document, by entering yes in the field - | Yes |
| Please also confirm that you accept and will comply with the terms and conditions of the contract that has been supplied with the tender documentation, as they will not be open to negotiation post award. | Yes |

*(End of Schedule 4)*

**SCHEDULE 5**

**RFQ QUALITATIVE EVALUATION QUESTIONS**

Where a **word** limit applies to the tenderer’s response to each qualitative question set out below and where tenderers exceed this **word count;** the information included as additional words shall not be considered for the evaluation of the tenderer’s submission. All responses to this section should be submitted in Arial 12 font format.

Tenderers are asked to state the number of words use at the end of each ‘word count limited’ response. Eg*/* ***(498 words)***

All responses should be input directly into this response document. Appendices can be provided but Cheshire East Council are not committed to consider the content as part of the RFQ Response.

Please review the appendices wording that can be used in this section - Notwithstanding the word limits noted, further supporting information (e.g. tables, organigrams, drawings, diagrams, plans etc.) must be submitted as appendices clearly referencing the question number they are applicable to. Appendices not considered supporting information, i.e. they are considered part of the word or page limit, or not clearly referenced may not be considered for the evaluation of the tenderer’s submission.

**Cross referencing answer for answer will not be taken into consideration as a valid response.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Use of understanding/Local Knowledge** | | |
| **1** | Please describe your understanding of the VCFSE and LC sector in Cheshire East and explain how your organisation/s will use any current experience in advocating for the sector under this contract.  *Response should include:*   * *Your local knowledge of the VCFSE and LC Sector in Cheshire East and how you have or how you intend to gather this intelligence.* * *Highlight what you perceive to be the strengths, weaknesses, opportunities and threats to the sector.* * *Share how you would use your experience in drawing down social value and corporate social responsibility for the benefit of VCFSE and LC Sector organisations.* * *Detail how you would use your experience of working with local assets such as community facilities to ensure they are meeting the needs of the community* * *Share your experience of connecting the private sector to the VCFSE and LC Sector for mutual benefit* * *Share your proposed service/staffing model.*   **word limit 750 + 1 attachment** | Weighting:  25% | |
| Response: | | | |
| **Question** | **Growing the market** | | |
| **2** | Please describe how you would use your experience of working in collaboration with partner agencies and how your approach to partnership working will support VCFSE and LC sector to grow, creating healthier neighbourhoods.  *Response should include:*   * *examples of VCFSE and LC Sector organisations that you have worked with and describe how you would use your skills and experience in partnership working.* * *show examples of how you have brought partners together to meet an emerging need.* * *Provide examples of how you would inspire VCFSE and LC Sector organisations to work together on this contract.* * *Share how you would measure the effectiveness of partnership working.* * *Share your experience of measuring outputs/outcomes and impact.* * *Share how you have achieved consistency in measurement and reporting mechanisms across a partnership of services/ organisations.* * *How would support the VCFSE and LC sector to capture and demonstrate impact? This could include health and wellbeing outcomes, cost savings and avoidance for statutory services.* * *Considering an ABCD (Asset Based Community Development) approach, please detail how you intend to build on* *existing foundations to shape and sustain the VCFSE and LC sector to be in the best position to tackle changing needs in communities, supporting with evidence of your ability in this area.*   **word limit 1000** | Weighting:  25% | |
| Response: | | | |
| **Question** | **Growing Communication Channels** | | |
| **3** | Please describe how you would capture local intelligence/insight from VCFSE and LC Sector, disseminate key information?  *Response should include:*   * *your communication methodology/plan. Considering who your key stakeholders are, types of information that would be captured and disseminated along with methodology and frequency.* * *Share how you would use your experiences where you have used gathered intelligence to support the VCFSE and LC Sector e.g. if the VCFSE and LC Sector required funding, co-location, sharing back office etc.* * *Describe what methods you would use to inspire organisations to work together.*   **word limit 500** | | Weighting:  15% |
| Response: | | | |
| **Question** | **Growing influence on public sector decisions** | | |
| **4** | Please describe how you would support VCFSE and LC sector to be recognised as full and equal partners with other public sector partners such as Local Authority and NHS and mobilise the VCFSE and LC sector to participate in systematic discussions with the aim in improving health and care systems?  *Response should include:*   * *Describe how you would ensure VCFSE and LC Sector input is valued in system decision making?* * *Describe how you would ensure effective VCFSE and LC sector delivery will be recognised by public sector decision makers?* * *How the VCFSE and LC sector will be supported with business/project plans to factor in longevity/sustainability of services when in receipt of short term funding?*   **word limit 500** | | Weighting:  15% |
| Response: | | | |
| **Question** | **Social Value** | | |
| **5** | The Public Services (Social Value) Act 2012 requires public bodies to ‘consider’ the social good that can come from the procurement of services. As part of this obligation, Cheshire East Council ask suppliers to go beyond the basic contract terms and identify how they can benefit the community in the wider sense, in terms of social, environmental and economic impacts and outcomes.  Please refer to [Cheshire East’s Social Value policy and framework](https://www.cheshireeast.gov.uk/business/procurement/social-value.aspx) and explain how you will go beyond the scope of delivery as detailed within the specification in order to provide social value benefits to the community.  *Response should include:*   * *In your response you should address the high-level outcome ‘Promote local skills and employment’. Please provide examples of the action you will take and identify how you will measure the impact.* * *How you will provide employment opportunities for people living within Cheshire East (particularly targeting vulnerable groups)* * *How you will build the education and skills of your employees* * *How you will work in partnership with other organisations/services to attract external funding into the borough to improve outcomes for Cheshire East.* * *How you will prioritise the wellbeing of your employees (for example by offering flexible working, wellness programmes and offering fair pay)*   Note: targets must also be provided which should be SMART. These will be incorporated into the service contract.  **word limit 500** | | Weighting:  20% |
| Response: | | | |
| **For info. only Questions** | Cheshire East Council has committed to becoming Carbon neutral by 2045 and to encourage all businesses, residents and organisations in Cheshire East to reduce their carbon footprint.  Please detail below how you will contribute to the Councils Carbon Neutral aims.  The Social Value Award has been launched through the Cheshire and Merseyside Social Value Network, and can be accessed via the Social Value Business:  <https://socialvaluebusiness.com>  Cheshire East Council anticipates that all key suppliers should obtain (or should be willing to obtain within 12 months) this award.  Please confirm that your organisation has been awarded the Social Value Award (quality mark).  If your organisation(s) has not yet been awarded the Social Value Award for Cheshire East, will there be an application and anticipated award within 12 months of being successful in this tender? | | Yes  No  Yes  No |
| Response: | | |  |

*(End of Schedule 5)*

## **SCHEDULE 6 - Exclusion Grounds: Public Procurement**

**Mandatory Exclusion Grounds**

Listed in Public Contract Regulations 2015 (as amended) R57(1), (2) and (3) and the Public Contract Directives 2014/24/EU Article 57(1).

**Participation in a criminal organisation**

* Participation offence as defined by section 45 of the Serious Crime Act 2015
* 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.

**Corruption**

* 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;
* The common law offence of bribery;
* 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.

**Terrorist offences or offences linked to terrorist activities**

* Any offence:
* listed in section 41 of the Counter Terrorism Act 2008;
* listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
* under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points.

**Money laundering or terrorist financing**

* Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002
* 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.

**Child labour and other forms of trafficking human beings**

* An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
* An offence under section 59A of the Sexual Offences Act 2003
* An offence under section 71 of the Coroners and Justice Act 2009;
* 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
* An offence under section 1, 2 or section 4 of the Modern Slavery Act 2015.

**Non-payment of tax and social security contributions**

* Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.
* Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:
* HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or
* a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
* a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established.

**Other offences**

* Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland.
* Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.

**Discretionary Exclusions Grounds**

Listed in Public Contract Regulations 2015 (as amended) R57(8) and the Public Contract Directives 2014/24/EU Article 57(4).

**Obligations in the field of environment, social and labour law.**

* Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including, but not limited to, the following:-
* In the last 3 years, where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body).
* In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
* In the last three years where the organisation has been convicted of a breach of the Health and Safety legislation.
* In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
* Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
* Where the organisation has been in breach of the National Minimum Wage Act 1998.

**Bankruptcy, insolvency**

* Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State.

**Grave professional misconduct**

* Guilty of grave professional misconduct

**Distortion of competition**

* Entered into agreements with other economic operators aimed at distorting competition.

**Conflict of interest**

* Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

**Been involved in the preparation of the procurement procedure.**

* Advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure.

**Prior performance issues**

* 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.

**Misrepresentation and undue influence**

* The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award, or withheld such information or is not able to submit supporting documents required under regulation 59.

**Breach of obligations relating to the payment of taxes or social security contributions.**

* The contracting authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

**Additional grounds**

ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —

* ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
* ILO Convention 98 on the Right to Organise and Collective Bargaining;
* ILO Convention 29 on Forced Labour;
* ILO Convention 105 on the Abolition of Forced Labour;
* ILO Convention 138 on Minimum Age;
* ILO Convention 111 on Discrimination (Employment and Occupation);
* ILO Convention 100 on Equal Remuneration;
* ILO Convention 182 on Worst Forms of Child Labour;
* Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
* Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
* Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
* Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

**Consequences of misrepresentation**

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

* The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
* The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
* If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
* If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

***End of RFQ Response Document***

1. 1 See Schedule 6 for full list of exclusions [↑](#footnote-ref-1)
2. See [PCR 2015 regulations 71 (8)-(9)](http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf) <http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf>) [↑](#footnote-ref-2)
3. 3See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-3)
4. 4UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). Overseas bidders are required to provide equivalent information. [↑](#footnote-ref-4)
5. 5Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. [↑](#footnote-ref-5)
6. 6This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. [↑](#footnote-ref-6)
7. 7see Notes for Completion [↑](#footnote-ref-7)