



Working together

# Fin Removal from Quay Visitors MSCP

REFERENCE: DN380543

PROCUREMENT PROCEDURE: UK OPEN

## Supplier Response Document Part A – Potential Supplier Information

|   |   |                               |
|---|---|-------------------------------|
| <b>Name of Tenderer:</b>                              | <<Complete full name of tenderer submitting the information>> |                               |
| <b>Deadline for submission:</b><br>(UK date and time) | <b>DATE:</b>  | 21 <sup>st</sup> January 2019 |
|   | <b>TIME:</b>  | 23:30                         |

|                 |            |
|-----------------|------------|
| <b>Status:</b>  | ISSUED     |
| <b>Version:</b> | 1.00       |
| <b>Date:</b>    | 06/12/2018 |

**Notes for completion**

1. 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'.
2. When completed, this form is to be sent back to the contact point given in the procurement documents along with the information requested in the procurement documentation.

| Potential supplier information |   |                |
|--------------------------------|---|----------------|
| Question number                | Question  | Response       |
| 1.1(a)                         | Full name of the potential supplier submitting the information  |                |
| 1.1(b) – (i)                   | Registered office address (if applicable)   |                |
| 1.1(b) – (ii)                  | Registered website address (if applicable)  |                |
| 1.1(c)                         | Trading status<br>a) public limited company<br>b) limited company<br>c) limited liability partnership<br>d) other partnership<br>e) sole trader<br>f) third sector<br>g) other (please specify your trading status) |                |
| 1.1(d)                         | Date of registration in country of origin   |                |
| 1.1(e)                         | Company registration number (if applicable)   |                |
| 1.1(f)                         | Charity registration number (if applicable)   |                |
| 1.1(g)                         | Head office DUNS number (if applicable)   |                |
| 1.1(h)                         | Registered VAT number   |                |
| 1.1(i) - (i)                   | If applicable, is your organisation registered with the appropriate professional or trade register(s)?  | Yes / No / N/A |
| 1.1(i) - (ii)                  | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).  |                |
| 1.1(j) - (i)                   | Number Not Used   |                |
| 1.1(j) - (ii)                  | Number Not Used   |                |
| 1.1(k)                         | Trading name(s) that will be used if successful in this procurement   |                |
| 1.1(l)                         | Relevant classifications (state whether you fall within one of these, and if so which one)<br>a) Voluntary Community Social Enterprise (VCSE)<br>b) Sheltered Workshop<br>c) Public service mutual                  |                |
| 1.1(m)                         | Are you a Small, Medium or Micro Enterprise (SME) <sup>1</sup> ?  | Yes / No       |
| 1.1(n)                         | Details of Persons of Significant Control (PSC), where appropriate: <sup>2</sup>  |                |

<sup>1</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

|               |  |  |
|---------------|--|--|
|               | <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met; <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p> |  |
| <b>1.1(o)</b> | <p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>   |  |
| <b>1.1(p)</b> | <p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>   |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

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<sup>2</sup> UK companies and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House.

### Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

|                 | Contact details and declaration      |          |
|-----------------|--------------------------------------|----------|
| Question number | Question                             | Response |
| 1.2(a)          | Contact name                         |          |
| 1.2(b)          | Name of organisation                 |          |
| 1.2(c)          | Role in organisation                 |          |
| 1.2(d)          | Phone number                         |          |
| 1.2(e)          | E-mail address                       |          |
| 1.2(f)          | Postal address                       |          |
| 1.2(g)          | Signature (electronic is acceptable) |          |
| 1.2(h)          | Date                                 |          |