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Enfield Council

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1 Introduction

The minimum (pass/fail) standards Enfield Council requires of prospective Suppliers for them to be eligible for their Tender to be considered for the contract are listed in the Minimum Requirements Questionnaire spreadsheet. Please review the minimum requirements and should you believe that you meet the minimum requirements please complete the spreadsheet in full using the instructions set out below. In addition, please complete all other documentation as set out in the Invitation to Tender document. For absolute clarity: to be considered ALL parts of the Tender must be completed; however, Tenders will automatically be excluded where Suppliers do not meet the minimum requirements set out in this document and the accompanying spreadsheet.

Please also note the minimum competency requirements as set out in the specification.

1.1 Potential Supplier Information and Exclusion Grounds Part: 1 and 2

1.1.1 The Minimum Requirements Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. For the list of exclusions please see:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

1.1.2 If there are grounds for exclusion, there is an opportunity to explain the background any measures you have taken to rectify the situation (this is called self-cleaning).

1.1.3 A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates or essential sub-contractors, if they are relied on to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

1.1.4 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.

1.2 Supplier Selection Questions: Part 3

1.2.1 The procurement document 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 sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

1.2.2 If the relevant documentary evidence referred to in the Minimum Requirements Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

1.3 Consequences of misrepresentation

1.3.1 If you seriously misrepresent any factual information in filling in the Minimum Requirements 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.

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2 Notes for Completion

2.1.1 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.

2.1.2 “You”/”Your” refers to the potential supplier completing this standard Minimum Requirements 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 contract for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

2.1.3 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 appendix.

2.1.4 The authority recognises that arrangements set out in section 1.2 of the standard Minimum Requirements Questionnaire, in relation to a group of economic operators (for example a consortium) and/or use of sub-contractors, 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.

2.1.5 For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

2.1.6 All sub-contractors are required to complete the Part 1 and Part 2.

2.1.7 For answers to Part 3 – if you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/or any sub-contractors, providing one composite response and declaration.

2.1.8 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.

3 Completion of the Minimum Requirements Questionnaire

3.1 Generally

3.1.1 Please complete the standard Minimum Requirements Questionnaire in full. The Minimum Requirements Questionnaire spreadsheet has been protected to only allow responses to be entered in the yellow boxes. The Summary tab of the Minimum Requirements Questionnaire will consolidate all responses with the Current Rating column providing an indication of whether you have completed the Minimum Requirements Questionnaire fully, green indicating that you have completed the relevant section correctly and red indicating that you have not.

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

3.2 Exclusion Grounds

3.2.1 Please answer each question in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

3.2.2 Please note: the 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.

3.2.3 The scoring criteria and minimum standards are in the first tab of the Minimum Requirements Questionnaire spreadsheet.

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