**VOLUME 2**

**Standard Selection Questionnaire (SSQ)**

**Demand Responsive Transport (DRT)**

**CONTENTS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PART** | **Section** | **REF** | **Grounds** | **Outline** | **Level** |
| 1 | 1 | 1-1.3(h) | None | Potential Supplier Information | This section should be completed accurately. This section will not be scored. |
| 2 | 2 | 2.1-2.3 | Pass / Fail | Grounds for Mandatory Exclusions | The Authority will exclude any Bidder who answers ‘Yes’ to any of the questions. |
| 2 | 3 | 3.1-3.2 | Discretionary exclusion | Grounds for Discretionary Exclusion | The Authority may exclude any Bidder who answers ‘Yes’ to any of the questions. |
| 3 | 4 | 4.1-4.2 | Pass / Fail | Economic & Financial Standing (self-certification) | Please refer to 20 in Volume 1 for more detailed Economic and Financial evaluation guidance. This is a Pass/Fail requirement. |
| 3 | 5 | 5.1-5.3 | Pass / Fail | Parent Company Guarantee or other means of guarantor | You must be able to provide us with assurance of a guarantee. |
| 3 | 6 | 6.1-6.3 | Pass / Fail | Technical and Professional Ability | The responses will be judged on their relevance to this Contract opportunity. Please see the body of the question for details.  This is a Pass/Fail requirement. |
| 3 | 7 | 7.1-7.2 | Discretionary exclusion | Modern Slavery Act | The Authority may exclude any Bidder who answers ‘No’ to 7.2. but Exclusion may only be applied where the organisation is requirement by law / relevant to the organisation. |
| 3 | 8 | 8.1 | Pass / Fail | Insurance (self-certification) | Minimum: Employers Liability £10m Million Public Liability £5m This is a Pass/Fail requirement. |
| 3 | 8 | 8.2 | Pass / Fail | Requirement to Pay National Living Wage | A No response will result in your removal from the tender |
| 3 | 8 | 8.3 | Pass / Fail | DBS Checks where applicable | A No response will result in your removal from the tender |
| 3 | 8 | 8.4 | Discretionary exclusion | Health & Safety | You must confirm compliance and declare incidents and measures taken to mitigate risk of recurrence |

1. **Introduction**

The purpose of this questionnaire is to assist the Authority in establishing whether candidates are able to meet the minimum requirements before they are selected and invited to submit their tender. The minimum requirements relating to this procurement are included within the table on the following page. Please refer to Volume 1 of the ‘tender pack’ which provides further detail for this stage and how potential suppliers will be selected and invited to submit a tender.

Completed questionnaires must be submitted via the Supplying the Southwest Procurement Portal  (ProActis) system, using the document return system, and following the instructions within the Volume 1 (Instructions to Tender). We strongly recommend you read this document prior to starting your submission.

Candidates must not submit or refer to any accompanying documents such as company brochures etc. unless explicitly requested. The scoring methods referred to in this SSQ will only be applied to the completed questionnaire and all other documentation will be ignored.

Guidance on uploading documents onto ProContract record can be downloaded via ProContract under the Supplier guidance tab accessible via: <https://www.supplyingthesouthwest.org.uk/>.

**2.SSQ Guidance, Completion and Declarations**

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

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 exclusion 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 upon 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).

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

The Authority reserves the right to require the winning Bidder to provide appropriate evidence to support the statements made in this Selection Questionnaire, prior to entering into the contract.  If the relevant documentary evidence referred to in the Selection 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.

**Supplier Selection Questions: Part 3**

The section contains further grounds for rejection of a bid using Pass/Fail criteria. Part 3 also asks the additional questions where appropriate which will be evaluated in accordance with the scoring and evaluation methodology stated in Part 3. 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 providing one composite response and declaration.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce the Authority to enter into the contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If the 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.

**Notes for completion**

1. The “Authority” means West of England Combined Authority.

2. “You”/ “Your”, “Supplier” or “Bidder” means the potential supplier completing this standard Selection Questionnaire **i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided.** The term ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 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. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

4. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration

5. 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 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.

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

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.

8. Please upload a completed version of this document via the procurement portal: [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk/)

**Sub-contracting arrangements**

9. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

10. The Authority recognises that arrangements in relation to sub-contracting may be subject to future change and may not be finalised until a later date.  However, Suppliers should be aware that where information provided to the Authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required.  Suppliers should therefore notify the Authority immediately of any change in the proposed sub-contractor arrangements. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

11. Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the contract.

12. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

‘**Self-cleaning’**

13. Any Supplier that answers ‘Yes’ to questions within part 2 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

If such evidence is considered by the Authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

*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 Public Contracts Regulations 2015, 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*

**Part 1: SECTION 1 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   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. 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) in the member state where it is established? | 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) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 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)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](file:///C:/Users/Andrew.Brentley/Downloads/GOVE%20SSQ%20QS.docx#_ftn1)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](file:///C:/Users/Andrew.Brentley/Downloads/GOVE%20SSQ%20QS.docx#_ftn2)  - 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 (for existing companies the 6 April 2016 should be used);  - 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. [[3]](file:///C:/Users/Andrew.Brentley/Downloads/GOVE%20SSQ%20QS.docx#_ftn3)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)    (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)    (Please enter N/A if not applicable) |  |

[[1]](file:///C:/Users/Andrew.Brentley/Downloads/GOVE%20SSQ%20QS.docx#_ftnref1) See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

[[2]](file:///C:/Users/Andrew.Brentley/Downloads/GOVE%20SSQ%20QS.docx#_ftnref2) UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be 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. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships).

[[3]](file:///C:/Users/Andrew.Brentley/Downloads/GOVE%20SSQ%20QS.docx#_ftnref3) Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  | | --- | --- | --- | | Name |  |  | | Registered address |  |  | | Trading status |  |  | | Company registration number |  |  | | Head Office DUNS number (if applicable) |  |  | | Registered VAT number |  |  | | Type of organisation |  |  | | SME (Yes/No) |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  | | |

**PART 2 -SECTION 1: Mandatory Exclusion Grounds**

|  |  |  |
| --- | --- | --- |
| **Question Number** | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  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. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm 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. |  |

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.

**PART 2 SECTION 2 Discretionary Exclusion Grounds**

|  |  |  |
| --- | --- | --- |
| **Question Number** | **Question** | **Response** |
| 3.1 | Regulation 57 (8)  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | 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? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(i) | 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? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)    3.1(j) - (i)            3.1(j) - (ii)        3.1(j) –(iii)          3.1(j)-(iv) | Please answer the following statements    The organisation is 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.    The organisation has withheld such information.      The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.    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 to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2      Yes ☐  No ☐  If Yes please provide details at 3.2    Yes ☐  No ☐  If Yes please provide details at 3.2      Yes ☐  No ☐  If Yes please provide details at 3.2 |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) |  |

**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.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited 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.

|  |  |  |
| --- | --- | --- |
| **Declaration** | **Contact details** | |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 3: Additional Questions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 4** | **Economic and Financial Standing** | | | | |
|  | Question | | Response | | |
| 4.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box.  If you answer NO in this section, you must be able to provide a YES in response to either (a), (b), or (C). to be eligible to proceed. | | Yes ☐  No ☐ | | |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | Yes ☐  No ☐ | | |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes ☐  No ☐ | | |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | Yes ☐  No ☐ | | |
| 4.2 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | | Yes ☐  No ☐ | | |
|  |  | |  | |  |
| **Section 5** | | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | | | | |
| Name of organisation | |  | | | | |
| Relationship to the Supplier completing these questions | |  | | | | |
| 5.1 | | Are you able to provide parent company accounts if requested to at a later stage? | | Yes ☐  No ☐ | | |
| 5.2 | | If yes, would the parent company be willing to provide a guarantee if necessary? | | Yes ☐  No ☐ | | |
| 5.3 | | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | | Yes ☐  No ☐ | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 6** | **Technical and Professional Ability** | | | | |
| 6.1 | Relevant experience and contract examples   Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts 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.   Consortia bids should provide relevant examples of where the consortium has 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 Special Purpose Vehicle (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 sub-contractor(s) who will deliver the contract.    If you cannot provide examples, see question 6.3 | | | | |
|  | | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** | |  |  |  |
| **Point of contact in the organisation** | |  |  |  |
| **Position in the organisation** | |  |  |  |
| **E-mail address** | |  |  |  |
| **Description of contract** | |  |  |  |
| **Contract Start date** | |  |  |  |
| **Contract completion date** | |  |  |  |
| **Estimated contract value** | |  |  |  |

|  |  |
| --- | --- |
| 6.2 | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)    Evidence 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 or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
|  |  |
| 6.3 | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract. |
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| --- | --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide the relevant url …    No ☐  Please provide an explanation |

**8. Additional Questions**

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

|  |  |
| --- | --- |
| **8.1** | **Insurance – Mandatory Pass / Fail** |
| **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:  Employer’s (Compulsory) Liability Insurance = £10 Million  Public Liability Insurance = £5 Million  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.  YES / NO |

|  |  |  |
| --- | --- | --- |
| **8.2** | **Requirement to pay Living Wage** | |
| **a** | WECA is an accredited employer with the Living Wage Foundation and committed to paying the REAL Living Wage (or London REAL Living Wage where applicable) as a minimum for services including those provided by third party service providers and subcontractors.  Question 8.2 asks bidders to confirm if they would be prepared to pay the real living wage if successful in winning the contract? An answer of NO to this question would result in the supplier being rejected.  For further information please refer to:  <https://www.livingwage.org.uk/what-real-living-wage> | Yes ☐  No ☐ |

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| **8.3** | **DBS Checks – Discretionary Grounds for Rejection** |  |
| a. | Please confirm where applicable (School Routes) that your drivers are vetted and DBS checks are undertaken.  If yes please self- certify to confirm any driver operating on such a route will undergo DBS checks for the duration of the contract. | Yes ☐  No ☐  NA ☐  Yes ☐  No ☐  NA ☐ |

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| --- | --- | --- |
| **8.4** | **Health & Safety – Discretionary Grounds for Rejection** |  |
| a. | Please self-certify that you comply with all relevant Health & Safety legislation in delivery of the services under contract.  Have you in the past 5 years been found to be in breach of Health and Safety Legislation (If yes please provide details of the incident(s), the outcome and improvement measures put in place below. | Yes ☐  No ☐  Yes ☐  No ☐ |

|  |  |  |
| --- | --- | --- |
| **8.5** | **Equalities** |  |
| 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)? |  |
| 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? |  |