**CHESHIRE EAST BOROUGH COUNCIL**

**CONTRACT FOR THE PROVISION OF OFFICE MULTIFUNCTIONAL DEVICES**

**MINI COMPETITION - CCS RM3781 LOT 2 - MULTIFUNCTIONAL DEVICES (MFD’S) AND PRINT MANAGEMENT SOFTWARE AND SERVICES**

### RESPONSE DOCUMENT

**PERIOD: 01.08.2021 – 31.07.2026**

**CHEST REF: DN532346**

**PROCUREMENT REF.: 19 032**

|  |  |
| --- | --- |
| Name of Tenderer: |  |

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**of the Council**

**Version 22**

**CHECKLIST FOR TENDERERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Tender?** |
|  | Form of Tender | [ ]  |
|  | Certificate of non-collusion and non-canvassing | [ ]  |
|  | SQ - Selection Questionnaire  | [ ]  |
|  | Pricing Schedule | [ ]  |
|  | Qualitative Evaluation Questions incl. implementation plan  | [ ]  |
|  | Compliance with Specification & Scope of requirements | [ ]  |

**Cheshire East Borough Council**

Provision of Office Multi-Function Devices

CCS RM3781 Lot 2

**Period: 01.08.2021 – 31.07.2026**

**SCHEDULE 1 - FORM OF TENDER**

**Provision of Office Multi-Function Devices (the “Contract”)**

FORM OF TENDER

To: Cheshire East Borough Council

(Via ‘The Chest’)

For the Attention of Emma Harris

Date:

Dear Sir/Madam,

**Tender for Provision of Office Multi-Function Devices**

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender 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 ITT incl. high level implementation plan
2. The completed Pricing Schedule.
3. A signed Certificate of Non Collusive Tendering and non-Canvassing.

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender 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 Invitation to Tender.

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.

Signed by

Name(s)

Position

for and on behalf of [ Insert Company Name]

Full registered business / name and registered company address of the Tenderer

 .

 .

 .

**Cheshire East Borough Council**

**Provision of Office Multi-Function Devices**

**CCS RM3781 Lot 2**

**Period: 01.08.2021 – 31.07.2026**

**SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND**

**NON-CANVASSING**

**Provision of Office Multi-Function Devices (the “Contract”)**

To: Cheshire East Borough Council

(Via ‘The Chest’)

Date:

For the Attention of: **Emma Harris**

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]**

*(End of Schedule 2)*

**Cheshire East Borough Council**

**Provision of Office Multi-Function Devices**

**CCS RM3781 Lot 2**

**Period: 01.07.2021 – 31.07.2026**

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

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.

**Schedule 3 Part 1: Potential supplier Information**

 ***[This Section is for Information Only]***

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

|  |  |
| --- | --- |
| 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]](#footnote-1)? | Yes ☐No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2) - 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]](#footnote-3)(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) |  |

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.

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

|  |  |
| --- | --- |
| Section 1 | Bidding model |
| 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 |  |  |  |  |  |

 |

**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.

|  |  |
| --- | --- |
| Section 1 | Contact details and declaration |
| 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 |  |

**Schedule 3 Part 2 - Additional SQ modules**

**Introduction**

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**  | **Additional Questions**  |
| **2.1** | **Insurance*****(This question is to be scored on a pass/fail basis.)*** |
|  | 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** = £5 million is required in respect of each and every claim.
3. ***Professional Indemnity Insurance*** *=* £2million 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** [ ]  |

|  |  |
| --- | --- |
| **Section**  | **Additional Questions**  |
| ***2.2*** | ***DATA Security Questionnaire (Attached as Appendix C)****(This section is for information purposes)* |
|  | A Data Security Questionnaire has been included within the tender documentation at Appendix C for information purposes. The **winning bidder** will be asked to promptly complete this questionnaire following notification of evaluation results. The winning bidder must meet the Council’s expectations which are detailed below:* The winning bidder organisation is required to demonstrate that they have the relevant knowledge, ability, understanding, experience, skills, and resource / quality measures needed to meet the Council’s requirements and will be asked to provide evidence to support the responses.
* **Any references to certifications, accreditations and policies in responses to any questions in the Data Security Questionnaire MUST be backed up by evidence. Evidence could include but not be limited to the following:**
	+ Data Protection Policy
	+ GDPR Policy
	+ Data Breach Policy
	+ Business Continuity Policy
	+ ISO Certificates
	+ Cyber Essentials Certificates

The winning bidder will be asked to provide such evidence to fully demonstrate compliance with each requirement. Failure to provide any necessary supporting evidence or information to show how they intend to meet the requirements in this section could lead to potential disqualification.Please note that if you plan to sub-contract or partner with another organisation to deliver any part of your data security or your IT system and the results from the evaluation process determine you as the winning bidder then it may be necessary for sub-contract or partner organisation(s) to also complete the ICT security questions. |

Bidder represents and warrants that their responses to the questions are accurate and that the system configuration will continue to conform to these answers unless mutually agreed upon by Cheshire East Council and the Bidder. Bidder further agrees to work with Cheshire East Council in good faith to maintain compliance with new laws and regulations and/or to improve the security of the system.

Agreed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021

 Company Name:

 Signer's Name:

 Signer's Title:

*End of Data and ICT security questionnaire.*

**Schedule 3 – Part 3 Additional SQ modules Declaration**

|  |  |  |
| --- | --- | --- |
| **3** | I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of...................... **(Insert name of supplier).**I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.I also declare that there is no conflict of interest in relation to the Authority’s requirement.The following appendices form part of our submission; | Yes [ ] No [ ]  |
| **Section ref of SQ** | **Supplier Appendix number** |
| *Enter here if necessary…* | *Enter here if necessary…* |
|  |  |
| **SQ completed by:** |
| **3.1** | Name |  |
| **3.2** | Role in Organisation |  |
| **3.3** | Date |  |
| **3.4** | Signature |  |

*(End of Schedule 3 SQ)*

**Cheshire East Borough Council**

**Provision of Office Multi-Function Devices**

**CCS RM3781 Lot 2**

**Period: 01.08.2021 – 31.07.2026**

**SCHEDULE 4 – PRICING SCHEDULE**

**Pricing Schedule – 40% of total evaluation score**

Please complete the pricing schedule Appendix B for the **Provision of Office Multi-Function Devices.**

**Please refer to the Guidance tab within the pricing schedule for instructions on how to complete the pricing schedule.**

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

Please note that the evaluated price will be the figure shown in cell R117 **Grand Total** (excluding VAT) which must include **ALL** charges in respect of the term of the contract.

Failure to quote for all aspects of the project listed will result in a score of zero for this section. If no separate charge is made for any of the included elements please indicate the charge is “nil” rather than leave the box blank.

*(End of Schedule 4)*

**Cheshire East Borough Council**

Provision of Office Multi-Function Devices

CCS RM3781 Lot 2

Period: 01.08.2021 – 31.07.2026

SCHEDULE 5

**QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions – 60% of total evaluation score**

**Introduction**

These are the Qualitative questions, which are contract specific and relate to the technical and professional ability of the supplier. Please ensure you responses are in line with the questions word limit and 12pt Arial. Anything beyond the word limit will not be taken into consideration by the Council. A company organisation chart can be enclosed in response to question one and will not count towards the word limit, however no further diagrams/images are permitted. Cross Referencing information is not deemed a valid form of response by the Council.

**Any Supplier who fails to answer one of these questions or whose answer scores less than 2 out of max possible score of 5, the Council reserves the right to reject that Supplier from participating any further in this procurement.**

|  |  |
| --- | --- |
| **Question 1** | **Account/Service Management** |
|  | Summarise how your organisation will deliver an effective manged print service for Cheshire East. Your response should include but not be limited to:* Operational Staffing Structure
* Service Staffing Structure, including any relevant specialist engineer and service/help desk roles
* Safecom Accredited Engineer Structure
* Escalation Process if the customer is unsatisfied with the service
* Contract review meetings i.e. attendees and format
* Communication methods
* Ongoing training requirements

Word Count Limit: 750 font Arial 12; Company organisation chart can be enclosed (excluded from word count limit) | Weighting: 15% |
| Response:Word Count ……………… |
| **Question 2**  | **Implementation of rollout plan**  |
|  | As noted in the specification, a significant number of the machines to be replaced are sited between three main Corporate Offices and provide practically all the print output in those buildings, however there are also machines that require replacement at other locations in the same time period. Please present a high level implementation plan for the rollout – the machines have been broken down into groups on the pricing schedule based on the implementation date along with the Postcode at that site. Your plan should include but not be limited to:* Full list of actions/owners to be considered, including the number of and role of people at each site to fully control any logistical challenges.
* Prework items required by you before rollout can commence
* Project management methodology demonstrating ways of managing the machines into larger and smaller sites and how that may or may not change over the duration of the rollout.
* How your organisation proposes to record and report on the implementation
* The level of flexibility available within the plan and within the CCS framework
* Communication methods/process
* Initial training proposal

The plan should be added as a separate document on no more than 2 A4 pages font Arial 12  | Weighting: 9% |
|  |
| **Question 3** | **Partnership working**  |
|  | As detailed within the service specification, the incumbent supplier provides the maintenance and support of the Safecom Infrastructure, however the successful bidder will be expected to take on this support as part of the new contract.Please describe how you will work alongside the current provider to reach a common goal, in correcting problems and avoid any potential misunderstanding of where the responsibility lies. Please provide details of the steps and processes that will be used to aid a successful relationship and clearly outline roles and responsibilities.Word Count Limit:500 font Arial 12 | Weighting: 6% |
| Response:Word Count ……………… |
| **Question 4** | **Automated Systems**  |
|  | Please explain your proposed solution to provide automated meter readings and identify and list requirements (Hardware/Software/internal ICT support) that you will need from Cheshire East Council in order for this automated system to be effective.Please also outline the solution to ensure consumables (include all elements required during the Device lifetime such as, toners .) are automatically ordered as well, and please list requirements (Hardware/Software/internal ICT support) that you will need from Cheshire East Council in order for this automated system to be effective.Word Count Limit:500 font Arial 12 | Weighting: 8% |
| Response:Word Count ……………… |
| **Question 5** | **Social Value and Sustainability**  |
|  | Cheshire East Council has committed to becoming carbon neutral by 2025 and to encourage all businesses, residents and organisations in Cheshire East to reduce their carbon footprint.Please detail how you will contribute to the Council’s Carbon Neutral aims.And how will you ensure environmental sustainability and provide social value benefits through the delivery of this contract, including but not limited to* Energy efficiency
* Supply Chain Opportunities
* Sustaining employment

Word Count Limit:500 font Arial 12 | Weighting: 6% |
| Response:Word Count ……………… |
| **Question 6** | **Continuity of Service** |
|  | As noted within the framework, a loan machine may be requested if a device is out of action for a period of time. Please explain * How your organisation will proactively manage and monitor contracted machines to offer the loan option if necessary
* The operational and logistical process steps involved when a loan machine is accepted
* The operational and logistical process steps for return of a loan device

Please also outline processes that are followed when a consumable/spare part is on backorder that may impact business continuity and the steps taken to avoid supply chain disruption resulting from material shortages/Brexit/Covid 19.Word Count Limit:500 font Arial 12 | Weighting: 6% |
| Response:Word Count ……………… |
| **Question 7** | **Used Consumable Collection** |
|  | As detailed within the service specification Cheshire East Council require regular collection of used consumables from the various office locations. Please detail your proposed process for used consumable collections.Word Count Limit:500 font Arial 12 | Weighting: 5% |
| Response:Word Count ……………… |
| **Question 8** | **Machine Relocation within Council Premises**  |
|  | As detailed within the service specification, Cheshire East Council will occasionally require devices to be relocated within Council premises to ensure fleet optimisation.Please detail the proposed process that will be used when a device relocation is required. Word Count Limit:500 font Arial 12 | Weighting: 5% |
| Response:Word Count ……………… |

*End of Schedule 5 ITT Response*

**Cheshire East Borough Council**

**Provision of Office Multi-Function Devices**

**CCS RM3781 Lot 2**

**Period: 01.08.2021 – 31.07.2026**

**SCHEDULE 6**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

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

Please confirm you have complied with the stated specification included within this ITT document, by entering an ‘X’ in the field below:

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 6 ITT Response*

1. See EU definition of SME: <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/> [↑](#footnote-ref-1)
2. 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). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)