**Schedule 1 - Selection Questionnaire**

Dynamic Purchasing System for Civils, Structures and Surface Treatments

|  |  |
| --- | --- |
| **Name of Applicant** | **[Please enter your organisation name here]** |

**Includes:**

**Part 1: Your information and the bidding model**

Section 1 - Your information

**Part 2: Exclusion Grounds**

Section 2 - Grounds for Mandatory Exclusion

Section 3 - Mandatory and discretionary grounds relating to the payment of taxes and social security contributions

Section 4 - Grounds for Discretionary Exclusion

**Part 3: Selection Questions**

Section 5 - Economic and Financial Standing

Section 6 - Technical and Professional Ability

Section 7 - Additional Questions including Specific Questions

Section 8 - Specific Questions to Assess Technical and Professional Ability

**Contact details and Declaration**

**Part 1: Your information and the bidding model**

Please answer all questions in Parts 1 and 2. If you are the lead Supplier, you must also answer all questions in Part 3.

|  |  |  |
| --- | --- | --- |
| Please confirm that every organisation on which you will rely to meet the selection criteria has completed and submitted their own answers and declaration for Part 1 and 2, as part of your overall submission. | | (Please mark one with an x) |
|  | **Yes** |  |
| **No** |  |
|  | **N/A** |  |

**Section 1 – Your information**

|  |
| --- |
| 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: | | (Please mark one with an x) |
| **a) Public limited company** | |  |
| **b) Private limited company** | |  |
| **c) Limited liability partnership** | |  |
| **d) Other partnership** | |  |
| **e) Sole trader** | |  |
| **f) Third sector** | |  |
| **If other** (please state) |  | |

|  |
| --- |
| 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 (if applicable) |
|  |

|  |  |  |
| --- | --- | --- |
| 1.1(g)-(i) Applies to 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? | | (Please mark one with an x) |
|  | **Yes** |  |
| **No** |  |
| **N/A** |  |
| 1.1(g)-(ii) If you responded yes to 1.1(g)-(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(h) Relevant classifications (state whether you fall within one of these, and if so which one) | | (Please mark one with an x) |
| **Voluntary Community Social Enterprise (VCSE)** |  |
| **Sheltered Workshop** |  |
| **Public service mutual** |  |

|  |  |  |
| --- | --- | --- |
| 1.1(i) Are you a Small, Medium or Micro Enterprise (SME)?  See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> | | (Please mark one with an x) |
|  | **Yes** |  |
| **No** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.1(j) Details of Persons with Significant Control (PSC**1**), where appropriate**2**: | | | | | |
| Name |  | | | | |
| Nationality |  | | Date of Birth | | **dd/mm/yyyy** |
| Country, state or part of the UKwhere the PSC usually lives | |  | | | |
| Service address |  | | | | |
| Date of becoming PSC in relation to the company | | | | **dd/mm/yyyy** | |
| 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) | | | |  | |
| Name |  | | | | |
| Nationality |  | | Date of Birth | | **dd/mm/yyyy** |
| Country, state or part of the UK where the PSC usually lives | |  | | | |
| Service address |  | | | | |
| Date of becoming PSC in relation to the company | | | | **dd/mm/yyyy** | |
| 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) | | | |  | |

UK 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.

**2** Only 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.

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1(k) 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) | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1(l) 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 note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above).

|  |  |  |
| --- | --- | --- |
| 1.2 Please indicate if you are bidding as: | | (Please mark one with an x) |
| A single supplier? | **Yes** |  |
| **No** |  |
| As part of a group or consortium? | **Yes** |  |
| **No** |  |

If you are bidding as a single supplier please go to Q1.3.

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:

|  |
| --- |
| The name of the group/ consortium: |
|  |
| The proposed structure of the group/ consortium, including the legal structure (where applicable): |
|  |
| The name of the lead member in the group/ consortium: |
|  |
| Your role in the group/consortium (e.g. lead member, consortium member, subcontractor): |
|  |
| Your role in the group/consortium (e.g. lead member, consortium member, subcontractor): |
|  |
| 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 subcontractors3, please provide the details for each subcontractor. | | | | | | |
| Name |  | | | | | |
| Registration number (if applicable) | | | |  | | |
| Registered or head office address | |  | | | | |
| VAT number(if applicable) | | | |  | | |
| Trading status: | | | | | | (Please mark one with an x) |
| **a) Public limited company** | | | | | |  |
| **b) Private limited company** | | | | | |  |
| **c) Limited liability partnership** | | | | | |  |
| **d) Other partnership** | | | | | |  |
| **e) Sole trader** | | | | | |  |
| **f) Third sector** | | | | | |  |
| **If other** (please state) | | |  | | | |
| 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? | | | | | | |
|  | | | | | | |

3 This 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.

|  |  |
| --- | --- |
| 1.4(a) Please tell us which Lot(s) you wish to apply for: | (Please mark with an x) |
| Lot 1 - Civils |  |
| Lot 2 - Structures |  |
| Lot 3 - Surface Treatments |  |

**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**

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 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; and  been convicted of any of the offences within the summary below.  These are listed in full in [Annex\_C](https://assets.publishing.service.gov.uk/media/6012b71de90e076265e4d987/Annex_C_Exclusion_Grounds.pdf), on the gov.uk website, and is set out in the Public Contract Regulations 2015. | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 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** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 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** |  |

|  |
| --- |
| 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. |
|  |

|  |
| --- |
| 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). |
|  |

**Section 3 - Mandatory and discretionary grounds relating to the payment of taxes and social security contributions**

The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions are listed in full in [Annex\_C](https://assets.publishing.service.gov.uk/media/6012b71de90e076265e4d987/Annex_C_Exclusion_Grounds.pdf), on the gov.uk website, and is set out in the Public Contract Regulations 2015. These should be referred to before completing these questions.

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 3.2(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. | | |
|  | **Yes** |  |
| **No** |  |

|  |
| --- |
| If you have answered no to 3.2(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. |
|  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 3.3 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** |  |

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.

**Section 4 - Grounds for Discretionary Exclusion**

The detailed grounds for discretionary exclusion of an organisation are listed in full in [Annex\_C](https://assets.publishing.service.gov.uk/media/6012b71de90e076265e4d987/Annex_C_Exclusion_Grounds.pdf), on the gov.uk website, and is set out in the Public Contract Regulations 2015. These should be referred to before completing these questions.

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 4.1 Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in [Annex\_C](https://assets.publishing.service.gov.uk/media/6012b71de90e076265e4d987/Annex_C_Exclusion_Grounds.pdf) below applied to you? | | |
| 4.1(a) Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 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** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 4.1(j) Do any of the following statements apply to you? | | |
| 4.1(j)-(i) 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. | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 4.1(j)-(ii) You have withheld such information. | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 4.1(j)-(iii) You are not able, without delay, to submit documents if/when required. | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 4.1(j)-(iv) 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** |  |

**Part 3: Selection Questions**

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 5 - Economic and Financial Standing**

|  |  |
| --- | --- |
| 5.1 Please confirm that you can provide a copy of one of the following to demonstrate your organisations economic / financial standing. Preferred option is (a), if unable to provide please move down to next available option. | (Please mark with an x) |
| (a) Your organisation’s full accounts (audited if required by law) for the last two years. |  |
| (b) 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 your organisation. |  |
| (c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
| (d) 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).  Please Note: Option (d) should only be used if you are a new start up or a sole trader. |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| Please confirm your organisation is able to provide the information in 5.1, for any other person or entity on whom you are relying on to meet the selection criteria. | **Yes** |  |
| **No** |  |
| **N/A** |  |

Please note: the requested documentation above is mandatory and will be required should you be successful in a Tender Exercise.

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 5.2 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. | | |
|  | **Yes** |  |
| **No** |  |
|  | **N/A** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 5.4 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 |  | |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 5.4(a) Are you able to provide parent company accounts if requested to at a later stage? | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 5.4(b) If yes, would the parent company be willing to provide a guarantee if necessary? | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 5.4(c) 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 **(for each Lot for which you are applying)** 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.  Please note:  This section is evaluated as PASS/FAIL at the Contracting Authority’s discretion. The responses will be judged on their relevance to the Lot(s) in which you are applying. The Contracting Authority may contact your references to verify the information provided.  For each contract please provide the following information overleaf.  If you cannot provide examples see question 6.2. |

**LOT 1 - Contract Example 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of customer organisation | | |  | | |
| Point of contact in the organisation | | |  | | |
| Position in the organisation | | |  | | |
| Email address |  | | | | |
| Description of Contract |  | | | | |
| Contract Start Date | | **dd/mm/yyyy** | | Contract completion date | **dd/mm/yyyy** |
| Estimated contract value | | | **£** | | |

**LOT 1 - Contract Example 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of customer organisation | | |  | | |
| Point of contact in the organisation | | |  | | |
| Position in the organisation | | |  | | |
| Email address |  | | | | |
| Description of Contract |  | | | | |
| Contract Start Date | | **dd/mm/yyyy** | | Contract completion date | **dd/mm/yyyy** |
| Estimated contract value | | | **£** | | |

**LOT 1 - Contract Example 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of customer organisation | | |  | | |
| Point of contact in the organisation | | |  | | |
| Position in the organisation | | |  | | |
| Email address |  | | | | |
| Description of Contract |  | | | | |
| Contract Start Date | | **dd/mm/yyyy** | | Contract completion date | **dd/mm/yyyy** |
| Estimated contract value | | | **£** | | |

**LOT 2 - Contract Example 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of customer organisation | | |  | | |
| Point of contact in the organisation | | |  | | |
| Position in the organisation | | |  | | |
| Email address |  | | | | |
| Description of Contract |  | | | | |
| Contract Start Date | | **dd/mm/yyyy** | | Contract completion date | **dd/mm/yyyy** |
| Estimated contract value | | | **£** | | |

**LOT 2 - Contract Example 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of customer organisation | | |  | | |
| Point of contact in the organisation | | |  | | |
| Position in the organisation | | |  | | |
| Email address |  | | | | |
| Description of Contract |  | | | | |
| Contract Start Date | | **dd/mm/yyyy** | | Contract completion date | **dd/mm/yyyy** |
| Estimated contract value | | | **£** | | |

**LOT 2 - Contract Example 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of customer organisation | | |  | | |
| Point of contact in the organisation | | |  | | |
| Position in the organisation | | |  | | |
| Email address |  | | | | |
| Description of Contract |  | | | | |
| Contract Start Date | | **dd/mm/yyyy** | | Contract completion date | **dd/mm/yyyy** |
| Estimated contract value | | | **£** | | |

**LOT 3 - Contract Example 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of customer organisation | | |  | | |
| Point of contact in the organisation | | |  | | |
| Position in the organisation | | |  | | |
| Email address |  | | | | |
| Description of Contract |  | | | | |
| Contract Start Date | | **dd/mm/yyyy** | | Contract completion date | **dd/mm/yyyy** |
| Estimated contract value | | | **£** | | |

**LOT 3 - Contract Example 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of customer organisation | | |  | | |
| Point of contact in the organisation | | |  | | |
| Position in the organisation | | |  | | |
| Email address |  | | | | |
| Description of Contract |  | | | | |
| Contract Start Date | | **dd/mm/yyyy** | | Contract completion date | **dd/mm/yyyy** |
| Estimated contract value | | | **£** | | |

**LOT 3 - Contract Example 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of customer organisation | | |  | | |
| Point of contact in the organisation | | |  | | |
| Position in the organisation | | |  | | |
| Email address |  | | | | |
| Description of Contract |  | | | | |
| Contract Start Date | | **dd/mm/yyyy** | | Contract completion date | **dd/mm/yyyy** |
| Estimated contract value | | | **£** | | |

|  |
| --- |
| 6.2 If you cannot provide at least one example for questions 6.1 (for any of the Lots for which you are applying), 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 for each of the Lots e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |

|  |
| --- |
| 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). |
|  |

**Section 7 - Additional Questions including Specific Questions**

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| **Insurance**  7.1 Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below. *Please note these levels may be increased according to the risk level of the Works required under a Tender Exercise.* | | |
| Professional Indemnity = **£1m** | **Yes** |  |
| **No** |  |
| Employer’s (Compulsory) Liability Insurance\* = **£10m** | **Yes** |  |
| **No** |  |
| Public Liability Insurance = **£10m** | **Yes** |  |
| **No** |  |

\*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: <http://www.hse.gov.uk/pubns/hse39.pdf>

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| **Data Protection**  7.2 Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| **PUBLIC SECTOR CONTRACTS Requirement under the Public Contracts Regulations 2015 (Regulation 113)**  7.3 Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30 day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain. | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| **Compliance with Government Restrictions**  7.4 Please self-certify that your organisation or any partner organisation complies with any Government embargoes, restrictions and/or sanctions against any individuals, organisations or countries that are either in place at the time of tender submission or that may be in place after award of contract? | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| **IR35/ Agency Legislation**  7.5 This section is evaluated as PASS/FAIL at the Contracting Authority’s discretion.  NSC must ensure compliance with the IR35/agency legislation concerning the payment of tax and national insurance in relation to the use of temporary workers.  ESM2001 - Employment Status Manual - HMRC internal manual - GOV.UK ([www.gov.uk](http://www.gov.uk))  ESM2001 – Agency and temporary workers: the agency legislation: The services rendered by the worker are, for income tax purposes, treated as if they were the duties of an employment held by the worker. The remuneration receivable is treated as earnings and is therefore chargeable to tax under as employment income. Accordingly, all the employment income rules apply and PAYE must be operated by the payer.  Please self-certify that staff engaged via your organisation/agency are paid subject to PAYE for this service. | | |
|  | **Yes** |  |
| **No** |  |

**Section 8 - Specific Questions to Assess Technical and Professional Ability**

Further and specific questions relating to the technical and professional ability of the supplier with regards to the nature of the contract.

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| **Health & Safety**  8.1 Please self-certify that you have accredited SSIP (Safety Schemes in Procurement) membership, hold ISO 45001, or that your organisation has Health & Safety policies and procedures that meets current legislation.  *Please note: this documentation will be required and will be assessed should you be successful in a Tender Exercise.* | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| **Risk assessments**  8.2 Please self-certify that your organisation has appropriate risk assessments in place that meets current legislation.  *Please note: this documentation will be required and will be assessed should you be successful in a Tender Exercise.* | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| **Equality and Diversity**  8.3(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** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 8.3(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** |  |

Please note: If you have answered “yes” to either 8.2(a) or 8.2(b) above, please provide, as a separate Appendix, a summary of 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, please use the Appendix 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 Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 8.3(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? For the avoidance of doubt, should this question relating to subcontractors not be relevant to your organisation for this provision, please enter “N/A”. | | |
|  | **Yes** |  |
| **No** |  |
|  | **N/A** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| 8.3(d) Please self-certify that you are able to provide a signed and dated copy of your most recent written Equality and Diversity Policy Statement.  *Please note: this documentation will be required and will be assessed should you be successful in a Tender Exercise.* | | |
|  | **Yes** |  |
| **No** |  |
| 8.3(e) As an employer do you comply with your statutory obligations under the Equality Act 2010 which applies in Great Britain, or equivalent legislation in the countries in which your firm employs staff? | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| **Climate Emergency**  8.4 Please self-certify that you are able to provide a signed and dated copy of your most recent written Climate Change/ Environmental policy, or equivalent, and that your organisation systematically prioritises minimising the environmental impact in response to the climate emergency agenda across all your service delivery.  *Please note: this documentation will be required and will be assessed should you be successful in a Tender Exercise.* | | |
|  | **Yes** |  |
| **No** |  |

|  |  |  |
| --- | --- | --- |
|  | | (Please mark one with an x) |
| **Construction (Design and Management) Regulations**  8.5 Please confirm you are willing to accept the appointment of Principal Contractor and the duties thereof in accordance with Part 3 of the Construction (Design and Management) Regulations 2015. | | |
|  | **Yes** |  |
| **No** |  |

**Contact details and Declaration**

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

I declare that, upon request and without delay I will provide the certificates and/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 participate further in this procurement.

I understand that the Contracting 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.

|  |  |
| --- | --- |
| **Contact details of those making the declaration:** | |
| Contact Name |  |
| Organisation |  |
| Role in Organisation |  |
| Email Address |  |
| Postal Address |  |

Signature (electronic is acceptable):

Date: