**GATESHEAD COUNCIL**

**ITT SCHEDULE 1**

**TENDER QUESTIONNAIRE**

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| **NOTE TO SUPPLIERS**  The Tender Questionnaire comprises the Selection Questionnaire. Each part of the Tender Questionnaire must be completed.  Please refer to the Scoring Matrix for details of how your tender will be evaluated.  The Selection Questionnaire is in the form mandated by the Crown Commercial Service pursuant to PPN 08/16.  The contents of this ITT and of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.  No Supplier will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity.  This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.  The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process or for any other costs incurred by those tendering for this Contract.  You are deemed to understand fully the processes that the Council is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations 2015. |

1. **Selection Questionnaire**

# Standard Selection Questionnaire

**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[[1]](#footnote-1). 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 exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied 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 point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

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.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

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

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.

**Part 1: Potential supplier Information**

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 and Part 2 self-declaration.

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| 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)[[2]](#footnote-2)? | Yes  No |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-3)  - 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. [[4]](#footnote-4)  (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:

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| 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.

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| 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 |  |

**Part 2: Exclusion Grounds**

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 and Part 2 self-declaration.

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| Section 2 | Grounds for mandatory exclusion | | |
| 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 [web page](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.

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| Section 3 | Grounds for discretionary exclusion | | |
|  | Question | Response | |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](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 |

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| 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) |  |

**Part 3: Selection Questions**[[5]](#footnote-5)

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| **Section 4** | **Economic and Financial Standing** – NOT USED |

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| **Section 5** | NOT USED |

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| **Section 6** | **Technical and Professional Ability –** NOT USED |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[6]](#footnote-6)** | |
| **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 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes  Please provide 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.

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| **Section 8** | **Additional Questions** | |
| **8.1** | **Insurance** | |
| 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 = £5 million  Public Liability Insurance = £10 million Professional Indemnity 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 |

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| **8.2** | **Skills and Apprentices[[7]](#footnote-7) – NOT USED** |

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| **8.3** | **Steel[[8]](#footnote-8) – NOT USED** |

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| **8.4** | **Health and Safety – Low Risk – NOT USED** |

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| **8.5** | **Environmental Management** |

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| 1. | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Yes  No |
| 2. | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes  No  N/A |

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| **8.6** | **Compliance with Equality Legislation** |

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| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | |
| 1. | 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 |
| 2. | 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 of alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, 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 authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes  No |
| 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No  N/A |

**8A. Project Specific Questions to Assess Technical and Professional Ability**

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| **8A.1** | **High Risk Health and Safety** | |
| **NOTE TO SUPPLIERS**  **Safety Schemes in Procurement (SSIP)**  We operate a policy that an organisation will pass stage 1 of our health and safety requirements if they have been successfully assessed by a member of the Safety Schemes in Procurement Forum (SSIP, or equivalent) for health and safety.  You will not have to fill in questions 4 – 18 of this section 8A.1 of this Questionnaire if you have a valid SSIP certificate or in the case of CHAS a valid compliance letter. (The certificate or compliance letter must apply to the office or site that will deliver the service). If you do not participate in the scheme you must complete all questions.  Please note that a failure to participate in the scheme will not by itself constitute grounds for an organisation to be disqualified from this process.  The successful Supplier will be required to submit job / site specific Health and Safety information e.g. risk assessments, method statements, training certificates before commencing any works on site.  **All organisations must complete and sign the declaration in question [1] of this Selection Questionnaire.** | | |
| **Role identified** | | **Complete questions** |
| Questions for Organisations with more than 5 employees (except designers/principal designers) | | 1 - 13 |
| Questions for Organisations with less than 5 employees (except designers/principal designers) | | 1 – 3 and 14 - 17 |
| Additional Question for Care Services Providers | | 18 |

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|  | **Question** | **Response** | | | | **Evidence you must supply to support your bid for this work.** |
| 1 | Has your organisation been successfully assessed by a member of the Safety Schemes in Procurement Forum (SSIP, or equivalent) for health and safety in the last 12 months **Tick yes or no.** | Yes | | No | | You must provide a copy of the SSIP or equivalent certificate <http://www.ssip.org.uk/> |
| 2 | Can you confirm that neither your organisation nor any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  The Council will exclude supplier(s) that have been in receipt of enforcement/remedial action orders unless the supplier(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | Yes | | No | | If you have answered no, **you must provide details in a separate Appendix** of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. |
| 3 | Do you use subcontractors for the activity for which you are being engaged? **Tick yes or no.** | Yes | | No | | You must provide details of the processes you have in place to check whether your subcontractors or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.  If you use subcontractors you must also provide a description of your arrangements for assessing health and safety performance relevant to the work activity you will be undertaking. |
| **Questions for Organisations with more than 5 employees (except designers / principal designers)**  It is important that the person filling in this questionnaire understands the health and safety management processes and procedures that operate within the Organisation. When completing the questionnaire it is strongly recommended that Organisations refer to the Health & Safety Executive website through the links provided which will help to understand and complete this application. | | | | | | |
| 4 | Do you have a health and safety policy (that complies with current legislative requirements) and organisation for health and safety (H&S) management? **Tick yes or no.** | | Yes | | No | You must provide a copy of the current policy statement (sometimes called the Statement of Intent) – it is important that it is signed by the most senior person within the organisation and dated as this indicates when it was last reviewed. The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for health and safety management at all levels in the organisation.  You must also provide a description of how employees are told about the policy.  [Writing a health and safety policy](http://www.hse.gov.uk/toolbox/managing/writing.htm) |
| 5 | Do you have arrangements for ensuring that your health and safety measures are effective in reducing / preventing incidents, occupational ill-health and accidents? **Tick yes or no.** | | Yes | | No | You must provide a selection of your arrangements for health and safety management that are relevant to the nature of the contract and a description of how employees are told about your arrangements.  [Writing a health and safety policy](http://www.hse.gov.uk/toolbox/managing/writing.htm) |
| 6 | Do you have access to competent health and safety advice / assistance as required by Regulation 7 of the Management of Health & Safety Work Regulations 1999? **Tick yes or no.**  This may be an employee of the company or a Consultant acting on the Company’s behalf. | | Yes | | No | You must provide a description of how your organisation obtains access to competent health and safety advice and copies of CVs of named health and safety Advisers.  If competent advice comes from an external consultant a description of the role they play in managing health and safety within your organisation must be provided.  <http://www.hse.gov.uk/managing/competence.htm> |
| 7 | Do you provide employees with appropriate training and information regarding the hazards, risks and controls associated with your work activity? **Tick yes or no.** | | Yes | | No | There should be a competent workforce throughout all levels of the organisation (including senior management).  You must demonstrate and provide evidence that your organisation has in place and implements, training arrangements to ensure that its staff / workforce has sufficient skills and understanding to discharge their various duties. Copies of relevant training records must be provided to demonstrate this and support the application for example: induction training records, training certificates, CPD certificates, suitable professional qualifications and sample toolbox talks.  Examples of training should be recent and relevant to the organisations work activities. Blank record forms will not be considered.  <http://www.hse.gov.uk/simple-health-safety/provide.htm> |
| 8 | Do you check, review and where necessary improve your health and safety performance? **Tick yes or no.** | | Yes | | No | You must demonstrate and provide evidence that routine monitoring of health and safety procedures and performance by managers is implemented such as: audits, inspections, safety tours, investigations and evidence of periodic review of health and safety performance at a board level.  [http://www.hse.gov.uk/managing/delivering/check/index.htm](http://www.hse.gov.uk/managing/delivering/index.htm)  <http://www.hse.gov.uk/managing/delivering/act/review-performance.htm> |
| 9 | Do you have procedures in place to involve the workforce in planning and implementation of health & safety measures? **Tick yes or no.** | | Yes | | No | You must demonstrate and provide evidence of how you consult with the workforce on health and safety matters and include evidence that their comments / complaints have been appropriately considered and where appropriate taken on board. For example records of safety meetings or committees’  <http://www.hse.gov.uk/involvement/> |
| 10 | Do you routinely record and review accidents/incidents and undertake follow up action? **Tick yes or no.** | | Yes | | No | You must provide a copy of your procedure for accident reporting, recording and investigation  You must also provide details of any enforcement action currently pending.  <http://www.hse.gov.uk/riddor/> |
| 11 | Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary? **Tick yes or no.** | | Yes | | No | You must provide three completed risk assessments for:   * Lone working * Violence and aggression   (and where applicable the resultant safe system of work or method statements) which are relevant to the main work activities as below.  <http://www.hse.gov.uk/risk/> |
| 12 | Do you have arrangements for co-operating and co-ordinating your work with others (for example clients, contractors)? **Tick yes or no.** | | Yes | | No | You must provide a statement describing your arrangements for co-operating and co-ordinating your work with others.  <http://www.hse.gov.uk/managing/delivering/do/organising/co-operation.htm> |
| 13 | Do you have arrangements in place for ensuring appropriate welfare is in place for your workforce including those who travel in the community or work at temporary sites? **Tick yes or no.** | | Yes | | No | You must provide your arrangements for ensuring appropriate welfare facilities are in place.  <http://www.hse.gov.uk/simple-health-safety/workplace.htm> |
| **Questions for Organisations with less than 5 employees (except designers / principal designers)**  It is important that the person filling in this questionnaire understands the health and safety management processes and procedures that operate within the Organisation. When completing the questionnaire it is strongly recommended that Organisations refer to the Health & Safety Executive website through the links provided which will help to understand and complete this application. | | | | | | |
| 14 | Do you have arrangements in place for identifying and controlling health and safety risks? **Tick yes or no.** | | Yes | | No | You must provide a statement outlining how you identify and control health and safety risks and include details of the hazards, risks and controls you have identified and have in place relevant to the work activities you will be undertaking.  <http://www.hse.gov.uk/risk/> |
| 15 | Do you have arrangements in place to obtain appropriate health and safety advice? **Tick yes or no.** | | Yes | | No | You must provide a description of how you obtain advice relevant to your company activities. (Please note this does not have to be from an external consultant – it may be internal with reference to freely available advice & guidance on the HSE website).  <http://www.hse.gov.uk/managing/competence.htm> |
| 16 | Do you ensure your workforce has the skills, knowledge and experience to work safely? **Tick yes or no.** | | Yes | | No | You must provide a description of your arrangements and supply evidence to support your statement (for example this could be training records, tool box talk records and/or competence cards).  <http://www.hse.gov.uk/simple-health-safety/provide.htm> |
| 17 | Do you have arrangements in place for recording and investigating accidents and incidents? **Tick yes or no.** | | Yes | | No | You must provide details of your procedure for accident reporting, recording and investigation. You must also provide details of any enforcement action currently pending.  <http://www.hse.gov.uk/riddor/> |
| 18 | **Social Care Providers only**  Do you have arrangements in place to ensure risks related specifically to service users are identified and incorporated into care plans? **Tick yes or no.** | | Yes | | No | You must describe how relevant risks are identified, recorded and communicated to employees and an example of this (all personal information relating to service users should be removed if a completed example is submitted rather than a template form).  <http://www.hse.gov.uk/healthservices/> |

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| **8A.2** | **Safeguarding** |

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| **Safeguarding Adults** | | | | |
|  | **Question** | **Response** | | **Evidence you must supply to support your bid for this work.** |
| 1  (a)  (b)  (c)  (d)  (e)  (f)  (g)  (h)  (i)  (j)  (k)  (l)  (m)  (n)  (o)  (p) | Does your organisation (or in the case of consortium bids, the nominated member) have a Safeguarding Policy and Procedure for Adults that is written in a clear and understandable way and meets all of the Council’s requirements as listed below? **Tick yes or no.**  **The policy and procedures must be:**  Publicised, promoted and distributed to relevant audience;  Approved and endorsed by the relevant management body;  Mandatory for staff, volunteers and agency workers;  Regularly reviewed (at least every three years or whenever there is a change to relevant legislation or guidance).  **The policy and procedures must include:**  The purpose of the policy and procedures – to promote wellbeing, prevent harm and respond effectively if concerns are raised;  Awareness of multi-agency partnership arrangements;  Evidence that the policy and procedures reflect statutory Guidance issued under the Care Act 2014;  Definition of an adult who meets the criteria for the safeguarding duty to apply;  Clearly detail all 10 categories of abuse including definitions;  Give examples of indicators of abuse and signs and symptoms that staff should be aware of;  Clear process with step by step procedures of satisfactory actions to be taken by staff and volunteers where a disclosure of abuse is made, including timescales;  Satisfactory staff and volunteer induction, training and supervision procedures specifically in relation to safeguarding adults;  Satisfactory details of safe staff recruitment (DBS checks, references);  A statement of roles and responsibility, authority and accountability sufficiently specific to ensure that all staff and volunteers understand their role and limitations;  A full list of points of referral indicating how to access support and advice at all times, whether in normal working hours or outside them, with a comprehensive list of contact addresses and telephone numbers, including relevant national and local voluntary bodies;  Satisfactory process for reporting incidents to the relevant Local Authority, including contact details. | Yes | No | You will be expected to submit your Safeguarding Policy and Procedure for Adults (with your tender) that is written in a clear and understandable way and meets all of the Council’s requirements as listed.  Suppliers must indicate, for information purposes, where within the Policy and Procedure for Adults each point is referenced e.g. page / paragraph number.  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  <http://www.gateshead.gov.uk/DocumentLibrary/Adult-social-care/Safeguarding-Adults-Multi-agency-Policy-Procedures.pdf> |

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| **Safeguarding Children**  *Note to Organisations: if you wish to deliver Transition services please submit a copy of your Children’s Safeguarding Policy* | | | | |
|  | **Question** | **Response** | | **Evidence you must supply to support your bid for this work.** |
| 1  (a)  (b)  (c)  (d)  (e)  (f)  (g)  (h)  (i)  (j)  (k)  (l) | Does your organisation (or in the case of consortium bids, the nominated member) have a Safeguarding Children Policy and Procedure that is written in a clear and understandable way and meets all of the Council’s requirements as listed below? **Tick yes or no.**  **The policy and procedure must be:**  Approved and endorsed by the relevant management body;  Mandatory for staff and any volunteers or agency workers;  Regularly reviewed (at least every three years, or whenever there is a change to relevant legislation or guidance).  **The policy and procedure must include, in compliance with Local Safeguarding Children Board procedures and the statutory guidance Working Together to Safeguard Children 2015:**  Definitions and categories of abuse, as defined in relevant statutory guidance;  Definition of children, as defined in relevant statutory guidance;  Step by step guidance on what action must be taken if there are concerns about a child’s safety or welfare (with clear links to other relevant policies, Local Safeguarding Children Board procedures and statutory guidance);  Identified roles and responsibilities, including the named or designated person or people responsible for safeguarding, with their contact details;  Details of a satisfactory process for recording safeguarding incidents, concerns and referrals;  The system for dealing with and recording allegations against staff and any volunteers, including the role and the contact details of the Designated Officer;  Contact details for relevant Local Authority social care services and police, including out of hours contacts;  Staff and any volunteer induction, training and supervision arrangements in relation to safeguarding children;  Reference to related policies and procedures such as the safe recruitment of staff and any volunteers; complaints or whistleblowing. | Yes | No | You will be expected to submit your Safeguarding Children Policy and Procedure (with your tender) that is written in a clear and understandable way and meets all of the Council’s requirements as listed.  Suppliers MUST indicate, for information purposes, where within the Policy and Procedure for Children each point is referenced e.g. page / paragraph number.  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference:  Page / Paragraph / Other Reference: |

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| **8A.3** | **Additional Questions - Technical and Professional Ability** TO BE CONFIRMED AT PUBLICATION |

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| **NOTE TO SUPPLIERS**  If your organisation is a Consortium this section only needs to be completed by the lead member on behalf of all members of the Consortium.  Where a question requires information in respect of an organisation the question should be interpreted as meaning “any of the consortia organisations” and the lead member must ensure that the question is responded to dealing with all members of the consortium.  **Responses to the questions below should be clearly referenced with the question number and submitted as a separate attachment entitled Selection Questionnaire. All questions require a response.**  **You must address each bullet point within the question, failure to do so will result in a lower score being allocated in line with the scoring descriptors.**  **Your organisation’s response in regard to each separate evaluation criterion is to be set out as a standalone item. Each separate evaluation criterion response will be evaluated in its entirety, clearly separate from any other evaluation criterion response that the supplier elects to submit for evaluation. Failure to provide a response will result in your organisation scoring no marks for that question.**  **For the avoidance of doubt, evaluators will not cross reference information from one question to another question regardless of its relevance or quality.**  **Any information provided which is not referenced or exceeds any specified page limit/word count will not be evaluated.**  **Hyperlinks and embedded documents will not be considered.**  **NOTE TO SUPPLIERS**  This section carries an overall weighting of XX%. Each question carries a weighting as set out below./This section will be evaluated on a PASS/FAIL Basis  **The evaluation methodology is set out in the attached Scoring Matrix.** |

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1. For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/551130/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-1)
2. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-2)
3. 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-3)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-6)
7. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-7)
8. [Procurement Policy Note 16/15– Procuring steel in major projects](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/473545/PPN_16-15_Procuring_steel_in_major_projects.pdf) [↑](#footnote-ref-8)