**Request to Participate: Document 3**

**Selection Questionnaire**

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| **Contract Title:** | **Tropicana Operator** |
| **Reference Number:** | **NSC-0181-24** |
| **Portal Reference:** | **DN740601** |
| **Deadline:** | **Friday 4th October 2024 no later than 11:00hrs** |

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Please note - Project Specific Quality Questions to Assess Technical and Professional Ability are detailed within the other documents included in the Request to Participate.

1. **Instructions for Operators**
   1. Operators must ensure the questions in this document are answered as part of their Submission.
   2. Operators must complete these documents in the format given, please do not make any changes, as this allows for ease of evaluation.
   3. Operators are not permitted to embed documents, insert hyperlinks or attach any additional attachments (unless requested). The Council will not take any supplementary documents or references into account as part of the scoring.
   4. Operators must not assume that the Council will have any previous knowledge of their organisation. The Council will not take any prior knowledge or additional information into account.
   5. It is essential that Operators do not cross-reference their responses to any quality questions. It is important therefore that all information is provided under the appropriate heading and Operators duplicate any information in their responses where necessary to ensure each response is autonomous.
   6. Where a word count has been specified, please ensure that you keep within this set limit and also provide a total word count at the end of each response.
   7. Please read Request to Participate Information and Instructions (Document 1) before proceeding.
2. **Evaluation & Scoring**

Please refer to the Request to Participate Information and Instructions document for the full details of the evaluation and scoring process.

1. **Your Submission**

Please read all documents within the Request to Participate before completing your Submission. All boxes in grey are to be completed by the Operator.

**PART 1 – Your information and bidding model**

You must answer all questions in Part 1 and Part 2. If you are the lead Operator, you must answer all questions in Part 3 as well.

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| **Confirmation of compliance** | **Declaration** |
| Please confirm that every organisation on which you rely to meet the selection criteria, has completed (and submitted to you for uploading) their own answers and declaration for Part 1 and Part 2. | Yes  No  N/A |

**SECTION 1 – Your information**

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| **Organisation Name**  **(registered name if applicable)** | |  | | |
| **Full Address**  **(registered address or head office)** | |  | | |
| **Telephone** |  | | **Website** |  |

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| **Trading Status**  **(please select one from the list below)** | **Declaration** |
| Public limited company | Yes |
| Private limited company | Yes |
| Limited liability partnership | Yes |
| Other partnership (specify below) | Yes |
| Sole trader | Yes |
| Third sector | Yes |
| Other, please specify your trading status below. | |
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| **Registration No (if applicable)** |  |
| **Date of Registration / Formation (if applicable)** | dd/mm/yyyy |
| **Company VAT number (if applicable)** |  |
| **Charity number (if applicable)** |  |

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| **Professional or Trade Register** | **Declaration** |
| Are you registered with an appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established? | Yes  No  N/A |
| If you have responded ‘Yes’ to the question above, please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide:   * The website address; * Issuing body; * Reference number. | |
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| **Authorisation or Member** | **Declaration** |
| For 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? | Yes  No |
| If you have responded ‘Yes’ to the question above, please provide the relevant details, of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please provide:   * The website address; * Issuing body; * Reference number. | |
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| **Relevant Classifications**  **(please select any that apply from the list below)** | **Declaration** |
| Is your organisation a Voluntary Community Social Enterprise (VCSE)? | Yes |
| Is your organisation a Sheltered Workshop? | Yes |
| Is your organisation a Public service mutual? | Yes |
| Is your organisation a Small, Medium or Micro Enterprise (SME)?  See definition of SME:  <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> | Yes |
| Is your organisation local to North Somerset Council?  i.e. do you have a registered office or trading address with a North Somerset Council area postcode? | Yes |

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| **Details of Persons with Significant Control (PSC)** 12  **(where appropriate**3**)** | | | | | |
| **Name** |  | | | | |
| **Date of Birth** | dd/mm/yyyy | **Nationality** | |  | |
| **Country, state or part of the UK where the PSC usually lives** | | |  | | |
| **Service Address** |  | | | | |
| **The date the PSC became a PSC in relation to the company** | | | dd/mm/yyyy | | |
| **For the person named above, which conditions for being a PSC are met: (please select one from the list below)** | | | | | **Declaration** |
| Over 25% up to (and including) 50% | | | | | Yes |
| More than 50% and less than 75% | | | | | Yes |
| 75% or more | | | | | Yes |
| If N/A, please explain below. | | | | | |
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Important - Please copy the table above if you require to provide further Persons with Significant Control (PSCs)

1 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 It is possible to decline to consider bids from Russian or Belarusian suppliers in certain circumstances. For suppliers who are constituted or organised under the law of Russia or Belarus or their ‘Persons of Significant Control’ information states Russia or Belarus as the place of residency, the supplier’s bid can be discounted. See PPN 01/22 for further guidance.

3 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.

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| **Details of your immediate parent company**  **(where appropriate)** | | |
| **Operator Name**  **(registered name if applicable)** |  | |
| **Full Address**  **(registered address or head office)** |  | |
| **Registration No (if applicable)** | |  |
| **Date of Registration / Formation (if applicable)** | | dd/mm/yyyy |
| **Company VAT number (if applicable)** | |  |

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| **Details of ultimate parent company**  **(where appropriate)** | | |
| **Operator Name**  **(registered name if applicable)** |  | |
| **Full Address**  **(registered address or head office)** |  | |
| **Registration No (if applicable)** | |  |
| **Date of Registration / Formation (if applicable)** | | dd/mm/yyyy |
| **Company VAT number (if applicable)** | |  |

Important - Please note a criminal record check for relevant convictions may be undertaken for the successful Operator and all relevant persons and entities if necessary.

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| **Please select if you are bidding as:**  **(please select one from the list below)** | **Declaration** |
| A single operator? | Yes |
| As part of a group or consortium? | Yes |
| If you have responded ‘Yes’ to 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 in the box below:   1. The name of the group/ consortium; 2. The proposed structure of the group/ consortium, including the legal structure where applicable; 3. The name of the lead member in the group/ consortium; 4. Your role in the group/ consortium (e.g lead member, consortium member, subcontractor); 5. 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. | |
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| **Subcontractors**  **(complete if appropriate)** |
| If you are proposing to use subcontractors4, please provide the details for each subcontractor in the box below:   1. Name; 2. Registration number; 3. Registered or head office address; 4. Trading status:    * 1. Public limited company      2. Private limited company      3. Limited liability partnership      4. Other partnership      5. Sole trader      6. Third sector      7. Other (please specify your trading status) 5. Registered VAT number; 6. If the organisation a Small, Medium or Micro Enterprise (SME); 7. The role each subcontractor will take in providing the goods, services or works e.g key deliverables if known; 8. The approximate % of contractual obligations assigned to each subcontractor if known; 9. 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? |
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Important - Please copy the table above if you require to provide further subcontractors.

4 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.

**PART 2 – Exclusion Grounds**

Operators will be considered to have failed and excluded from the process if they respond ‘Yes’ to any of the following questions. However, this is subject to Self-Cleaning (as per the Request to Participate Information and Instructions document) and if the Council considers such evidence to be sufficient, the Supplier concerned shall not be excluded from the process.

All boxes in grey are to be completed by the Supplier.

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**

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|  | | **Declaration** |
| 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 organisation; * been convicted of any of the offences within the summary below and listed in full in ‘[Annex D](#AnnexD). | | |
| **2.1(a)** | Participation in a criminal organisation | Yes  No |
| Corruption. | Yes  No |
| Terrorist offences or offenses 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 |
| 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 |
| Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes  No |
| **2.1(b)** | If you have answered ‘Yes’ to any part of the question 2.1(a), please provide further details, including: the date of conviction and the jurisdiction, which of the grounds listed the conviction was for, the reasons for conviction and the identity of who has been convicted. If the relevant documentation is available electronically, please provide: the web address, the issuing authority, the precise reference of the documents. | |
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| **2.1(c)** | 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). | |
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**SECTION 3 – Mandatory and discretionary grounds relating to the payment of taxed and social security contributions**

Please Note: The Council reserves the right to use its discretion to exclude your Submission 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.

All boxes in grey are to be completed by the Supplier.

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|  | | **Declaration** |
| * The detailed grounds for mandatory and discretionary exclusion for non-payment of taxes and social security contributions, are set out in ‘[Annexe C – Exclusion Grounds](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/956764/Annex_C_Exclusion_Grounds.pdf)’, and should be referred to before completing these questions. | | |
| **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 ‘Yes’ to question 3.2(a), and the documentation is available electronically please provide in the box below:   * The website address; * Issuing body; * Reference number. | |
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| **3.2(b)** | If you have answered ‘No’ to question 3.2(a), please provide further details including:   * the 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; and * if the breach has been established by other means please specify the means. | |
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| **3.3** | If you have answered ‘No’ to question 3.2(a), 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 |

**SECTION 4 – Grounds for Discretionary Exclusion**

The detailed grounds for discretionary exclusion of an organisation are set out in [Annex D](#AnnexD) and should be referred to before completing these questions.

Please Note: The Council reserves the right to use its discretion to exclude your Submission where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the questions below.

All boxes in grey are to be completed by the Supplier.

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|  | | **Declaration** |
| **4.1** | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in [Annex D](#AnnexD) below applied to you? | Yes  No |
| **4.1(a)** | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. Please see [Annex D](#AnnexD) below. | Yes  No |
| **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 |

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| **4.1(j)** | Do any of the following statements apply to you: | |
| 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 |
| You have withheld such information | | Yes  No |
| You are not able, without delay, to submit documents if/when required. | | Yes  No |
| 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**

**SECTION 5 – Economic and Financial Standing**

All boxes in grey are to be completed by the Supplier.

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|  | | **Declaration** |
| **5.1** | Please provide a copy of one of the following to demonstrate your organisations economic / financial standing **and** for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing. Preferred option is (a), if unable to provide please move down to next available option. | |
| **(a)** | Your organisation’s full accounts (audited if required by law) for the last and most recent two years.  If documentary evidence of economic and financial standing is available electronically (e.g financial statements filed with Companies House), please provide the following in the box below:   * The website address; * Issuing authority; * Precise reference of the documents. | Yes  No |
|  | |
| Also please provide for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing a copy of their detailed accounts for the last two years (audited if required by law). | |
| **(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. | Yes  No |
| **(c)** | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes  No |
| **(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. | Yes  No |

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|  | | | | **Declaration** |
| **5.2** | Where the Council has specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | | | Yes  No |
| **5.3** | 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 |
| **5.4** | If you have indicated in the Selection Questionnaire that you are part of a wider group, please provide further details below: | | | |
| **Operator Name**  **(registered name if applicable)** | |  | | |
| **Relationship to the Operator** | | |  | |
| **(a)** | Are you able to provide parent company accounts if requested to at a later stage? | | | Yes  No |
| **(b)** | If yes, would the parent company be willing to provide a guarantee if necessary? | | | Yes  No |
| **(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**

All boxes in grey are to be completed by the Supplier.

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|  | | **Declaration** |
| **6.1** | Does your organisation have three recent customers, that are relevant to this Contract, who are willing to provide references?  The details should demonstrate your technical and professional ability to meet the 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 Operator 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. | Yes  No |

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| **Contract 1** | |
| **Customer Organisation** |  |
| **Contact Name** |  |
| **Role in Organisation** |  |
| **Contact Telephone** |  |
| **Contact Email** |  |
| **Description of Contract inc. dates to/from**  **(no more than 500 words)** |  |
| **Estimated contract value** |  |

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| **Contract 2** | |
| **Customer Organisation** |  |
| **Contact Name** |  |
| **Role in Organisation** |  |
| **Contact Telephone** |  |
| **Contact Email** |  |
| **Description of Contract inc. dates to/from**  **(no more than 500 words)** |  |
| **Estimated Contract Value** |  |

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| **Contract 3** | |
| **Customer Organisation** |  |
| **Contact Name** |  |
| **Role in Organisation** |  |
| **Contact Telephone** |  |
| **Contact Email** |  |
| **Description of Contract inc. dates to/from**  **(no more than 500 words)** |  |
| **Estimated Contract Value** |  |

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| **6.2** | If you have answered ‘No’ to question 6.1, please provide an explanation below in no more than 1000 words. Please describe how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
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| **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). |
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**SECTION 7 – Additional questions including Project Specific Questions**

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| **Insurance** | | **Declaration** |
| **7.1** | * Please confirm that your organisation has in place already, or that you can commit to obtain, prior to the commencement of the Contract, the levels of insurance cover indicated below: | |
| **(a)** | **Public Liability** **- £10,000,000**  Insurance that covers members of the public or customers coming to the organisation’s premises or if the organisation’s staff go to theirs (including if the organisation is based ‘at home’). | Yes  No |
| **(b)** | **Employers Liability** **- £10,000,000**  Insurance that enables organisations to meet the costs of damages and legal fees for employees who are injured or made ill at work through the fault of the employer.  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> | Yes  No |
| **(c)** | **Professional Indemnity - £5,000,000**  Liability cover that provides protection for negligent advice or a service provided by the organisation, it also protects against damages the organisation becomes liable for in relation to mistakes made such as errors of judgement, basic administration errors, mislay of or damage to clients' documents. | Yes  No |

Please note: Should your organisation be successful, evidence of your insurance policies will be requested and checked. Failure to satisfy the requirements may result in the Contract not being awarded to your organisation.

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| **Data Protection** | | **Declaration** |
| **7.2** | Please confirm that you have in place already, or that you will have in place prior to the commencement of the Contract, 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 |

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| **PUBLIC SECTOR CONTRACTS requirement under the Public Contracts Regulations 2015 (Regulation 113)** | | **Declaration** |
| **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 |

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| **Compliance with Government Restrictions** | | **Declaration** |
| **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 |

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| **Safeguarding** | | **Declaration** |
| **7.5** | Does your organisation comply with the Disclosure and Barring Service/ Protection of Vulnerable Adults and Protection of Children Act requirements? | Yes  No |
| Do 100% of applicable staff and any partner organisations’ applicable staff have Disclosure and Barring Service (DBS) clearance. | Yes  No |
| Please self-certify that your organisation or any partner organisation has a Safeguarding policy with a named safeguarding officer for vulnerable adults and for children/ young people that complies with current legislative requirements or are willing to accept North Somerset Council’s current policy. | Yes  No |
| Please self-certify that your organisation or any partner organisation has a Safer Recruitment Policy that complies with current legislative requirements or are willing to accept North Somerset Council’s current policy. | Yes  No |

**SECTION 8 - Project Specific Questions to Assess Technical and Professional Ability**

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

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| **Health and Safety** | | **Declaration** |
| **8.1** | Please self-certify that that you have accredited SSIP membership or hold OHSAS18001 which you will either have already or shortly need to convert to ISO 45001. | Yes  No |
| If you do not have this, please answer 8.2. | |
| **8.2** | Does your organisation have a Health and Safety policy that meets current legislation? | Yes  No |
| Can a copy of your organisation’s Health and Safety policy be provided to the Council if requested? | Yes  No |
| If this policy is requested of you, please ensure that you include:   1. A statement of intent 2. Responsibilities section which sets out who is responsible for specific actions 3. The arrangements section containing the detail of what you are going to do in practice and information on how you are going to eliminate or reduce the risks of hazards in your work.   If you have any other relevant policies/procedures connected with this work, please include these alongside your tender response. This includes your requirement to manage subcontracting partners should you be subcontracting any part of the provision. | |
| **8.3** | If you have answered ‘Yes’ to question 8.1 or 8.2, please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the Contract (including risks from the use of subcontractors and/or contractors, where relevant). Please use no more than 500 words. | |
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Please note: Should your organisation be successful, your Health and Safety policy may be requested and checked. Failure to satisfy the requirements may result in the Contract not being awarded to your organisation.

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| **Equality and Diversity** | | | **Declaration** |
| **8.2** | Does your organisation have an Equality and Diversity policy that meets current legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to The Equality Act 2010? | | Yes  No |
| A copy of our Equality and Diversity policy can be provided to the Council if requested? | | Yes  No |
| If you have answered ‘No’ to question G1, please confirm that your organisation will comply with all legislation, official guidance and code of practice relating to equal opportunities, including but not limited to The Equality Act 2010. | | Yes  No |
| 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 |
| 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 |
| If you have answered “Yes” to one or both of the questions in 8.3 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 Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring  Have you included this as an Appendix? | | Yes  No |
| If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? Should this question not be relevant, please select N/A. | | Yes  No  N/A |
| **Climate Emergency Questionnaire** | | | |
| **8.3** | Please advise who in your organisation is responsible for delivering your Climate Change/Environmental policy and contractual commitments. | | |
| **Contact Name** | |  | |
| **Job Title** | |  | |
| North Somerset Council has declared a Climate Emergency, with an ambitious aim to be carbon neutral by 2030 and has taken action to actively reduce its environmental impact, including creating working groups, environmental policy and a commitment to educating themselves about Climate Change. Any contractor who supplies the Council must work with us to support our policies and aims.  Please confirm you will work with us to support our policies and aims. | | | Yes  No |
| North Somerset Council has declared a Climate Emergency, with an ambitious aim to be carbon neutral by 2030 and has taken action to actively reduce its environmental impact, including creating working groups, environmental policy and a commitment to educating themselves about Climate Change. Any contractor who supplies the Council must work with us to support our policies and aims.  Please confirm you will work with us to support our policies and aims.  The Council will not select Operator(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | | | Yes  No |
| 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 |

|  |  |  |
| --- | --- | --- |
| **Artificial Intelligence (AI)** | | **Declaration** |
| **8.4** | Artificial Intelligence tools can be used to improve the efficiency of your bid writing process, however they may also introduce an increased risk of misleading statements. Has your organisation used AI or machine learning tools, to assist in any part of your Submission? | Yes  No |
| If you have answered ‘Yes’ to 8.4, please provide the details below, including any specific sections of your Submission that your organisation has utilised AI tools. | |
|  | | |

1. **Declaration**

I, as the named person below, and duly authorised by the Operator stated below:

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

confirm that, upon request and without delay, I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

understand that the information will be used in the selection process to assess the Operators suitability to participate further in this procurement.

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.

aware of the consequences of serious misrepresentation.

confirm that the Submission has not been communicated to any other person or adjusted in accordance with any agreement or arrangement with any other person;

confirm that no person employed by your organisation has canvassed any member, employee, agent or contractor of the Council in connection with this Contract;

understand that under no circumstances shall the Council be liable in respect of any costs incurred by the Operator (whether directly or otherwise) in relation to the preparation of the Submission;

understand that until a formal Contract is prepared and executed, this Submission, together with the Council’s acceptance thereof in writing, shall not constitute a binding Contract between the parties.

|  |  |
| --- | --- |
| **Signatory Name** |  |
| **Role in Organisation** |  |
| **Operator Name** |  |
| **Signature** |  |
| **Date** |  |

Your Submission will be rejected if this declaration is not signed and dated.

Should your organisation wish to bid for other opportunities with North Somerset Council, you should register your organisation on the [South West Procurement Portal](http://www.supplyingthesouthwest.org.uk).

A logo with a dog head

Description automatically generatedMany thanks for your interest.