TENDER RESPONSE – PART A – STANDARD SELECTION QUESTIONNAIRE (SQ) FOR PPE AND OCCUPATIONAL CLOTHING, WORKWEAR AND FOOTWEAR

Strategic Procurement

DN 721479

Author: Strategic Procurement

Version: v1.00

Date: 23 May 2024

PART A

This document is divided into two parts:

Part A provides information about the SQ process for the award of the contract by the Council.

Part B sets out in the form of a selection questionnaire the information which Bidders must submit to the Council.

1. Overview of the Document and Procurement Process

1.1. Part A of this document sets out background information about the process that the Council will be using with regards to the SQ.

1.2. This document has been produced to enable the Council to obtain information from potential Bidders about (i) their economic and financial standing; and (ii) their technical and/or professional ability to perform the proposed contract.

1.3. Part B of this document includes a questionnaire that asks for financial and technical information from you. The financial information which we are asking you to provide allows the Council to be satisfied that a Bidder has adequate financial and other resources to deliver the contract. The technical information allows the Council to assess whether a Bidder has the relevant skills and experience to be capable of performing the proposed contract to meet the Council's needs.

1.4. All Bidders are required to complete the SQ (as contained in Part B) and the other Tender Response Documents in order to submit their completed bid. Bids must therefore comprise both the SQ and Tender Response Documents. Bidders' SQ submissions will be evaluated prior to evaluation of the further Tender Responses.

1.5. The Council reserves the right to reject any Bidder if it fails to satisfy any of the "Pass" requirements in the SQ (Part B).

1.6. The Council will evaluate Bidder responses to the selection questions in the SQ (Part B of this document) before evaluating the remainder of the Bid. All Bidders meeting the selection criteria (set out in Section 5 of the Invitation to Tender) will proceed to the tender evaluation stage and will have the remainder of their Bids evaluated. Bidders which do not meet the selection criteria, will not proceed to the tender evaluation stage.

1.7. The Council intends to review the responses provided by Bidders and evaluate those responses that comply with the requirements of this SQ using the selection stage criteria and weightings outlined in Section 5 of the Invitation to Tender document.

1.8. Following the evaluation exercise in paragraph 1.5 above, the Council will then proceed to evaluate the tender responses submitted by Bidders who satisfy the minimum requirements of the SQ and appoint the Bidder offering the most economically advantageous tender.

READ ONLY

2. The Selection Questionnaire

2.1. The SQ and supporting Procurement Documents have been prepared by the Council for the purpose of providing an application procedure for individuals or organisations interested in tendering for these services and to assist Bidders in making their own evaluation of the potential opportunity.

2.2. Whilst prepared in good faith, the SQ and supporting Procurement Documents are intended only as a preliminary background explanation of the Council's activities and plans and is not intended to form the basis of any decision on whether to enter into any contractual relationship with the Council. The SQ and supporting Procurement Documents do not purport to be all-inclusive or to contain all of the information that a potential Bidder may require.

2.3. Any persons considering making a decision to participate in this procurement competition process with the Council following receipt of the SQ (with a view of entering into a contract with the Council if successful) should make their own investigations and their own independent assessment of the Council and its requirements for the services and should seek their own independent professional financial and legal advice.

2.4. Neither the Council nor its advisers, directors, officers, members, partners, employees, other staff, agents (or advisers of any such body or person):

2.4.1. makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the SQ (and supporting Procurement Documents or any other subsequent documents, communications or information provided during the procurement process);

2.4.2. accepts any responsibility for the information contained in the SQ (and supporting Procurement Documents or any other subsequent documents, communications or information provided during the procurement process) or for its fairness, accuracy or completeness;

2.4.3. shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

2.5. Only the express terms of any written contract relating to the subject matter of the contract as and when it is executed shall have any contractual effect in connection with the matters to which it relates. English law will govern any such contract.

2.6. Nothing in the SQ (and supporting Procurement Documents or any other subsequent documents, communications or information provided during the procurement process) is, or should be, relied upon as a promissory or a representation as to Council's ultimate decisions in relation to the scope of services which may be awarded by the Council at the conclusion of the procedure.

READ-ONLY

Part B – 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]. 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.

[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

READ-ONLY

PPE, UNIFORM & WORKWEAR

INSERT FTS REFERENCE NUMBER - 2024/S 000-016360

OPEN PROCEDURE

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 the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:

   - members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
   - the second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct

READ-ONLY

shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn't necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

7. All sub-contractors are required to complete Part 1 and Part 2[2].

8. 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.

9. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in Schedule 1 of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, read the terms and email publicprocurementreview@cabinetoffice.gov.uk or phone 0345 010 3503.

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.

READ-ONLY

[2] See PCR 2015 regulations 71 (8)-(9)

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.

Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2.

Section 1	Potential Supplier Information		
Question Number	**Question**	**Response**	
1.1(a)	Full name of the potential supplier submitting the information (if registered, please give the registered name):		
1.1 (b) – (i)	Registered office address (if applicable or head office address):		
1.1 (b) – (ii)	Registered website address (if applicable):		
1.1 (c)	Trading Status: Please type 'Yes' in the relevant box to indicate your trading status	a) public limited company	
		b) private limited company	
		c) limited liability partnership	
		d) other partnership	
		e) sole trader	
		f) third sector	
		g) other (please specify your trading status):	
1.1(d)	Date of registration (if applicable) or date of formation:		
1.1(e)	Company registration number (company, partnership, charity, etc if applicable):		
1.1(f)	Registered VAT number:		
1.1(g) – (i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established? (delete as appropriate):	Yes / No / N/A	
1.1(g) – (ii)	If you responded yes to 1.1(g) - (i), please provide the relevant details, including the name of the register and registration number(s):		

READ-ONLY

	Relevant Details:		
	And if evidence of registration is available electronically, please provide:		
	- The Website Address		
	- Issuing Body		
	- Reference Number		
1.1(i)	Relevant classifications (state whether you fall within one of these, and if so which one) Please type 'Yes' in the relevant boxes to indicate whether any of the classifications apply to you	a) Voluntary, Community Social Enterprise (VCSE)	
		b) Sheltered Workshop	
		c) Public Service Mutual	
1.1(j)	Are you a Small, Medium or Micro Enterprise (SME)[3]?		Yes or No
1.1(k)	Details of Persons of Significant Control (PSC)[4], where appropriate: [5]		
	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;		
	Which conditions for being a PSC are met: (please indicate putting a yes next to the relevant option):		
	• Over 25% up to (and including) 50%	Yes / No / N/A	
	• More than 50% and less than 75%	Yes / No / N/A	
	• 75% or more.	Yes / No / N/A	

READ-ONLY

[3] See definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en
[4] 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 will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance. Overseas bidders are required to provide equivalent information.
[5] 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 (l)	Details of your immediate parent company (if applicable):	
	Full name of immediate parent company	
	Registered or head office address,	
	Registration number	
	VAT number	
1.1 (m)	Details of your ultimate parent company (if applicable):	
	Full Name of Ultimate Parent Company	
	Registered or Head Office Address	
	Registration Number	
	VAT Number	
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		

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

Section 1 (cont.)	**Bidding Model**	
Question Number	**Question**	**Response**
1.2	Please indicate if you are bidding as a single supplier or as part of a group or consortium?	Single Supplier or Part of a Group / Consortium
	If you are bidding as a single supplier, please go to Q 1.3.	
	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:	
	a) The name of the group/consortium.	
	b) The proposed structure of the group/consortium, including the legal structure where applicable.	
	c) The name of the lead member in the group/consortium.	

READ ONLY

	d) Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).	
	e) 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	

READ-ONLY

1.3	If you are proposing to use subcontractors please provide the details for each subcontractor[6]					
	Name:					
	Registration number					
	Registered address or head office address:					
	Trading status: (delete as appropriate)	a. Public limited company b. Private limited company c. Limited liability partnership d. Other partnership e. Sole trader f. Third sector g. Other (please specify your trading status)	a. Public limited company b. Private limited company c. Limited liability partnership d. Other partnership e. Sole trader f. Third sector g. Other (please specify your trading status)	a. Public limited company b. Private limited company c. Limited liability partnership d. Other partnership e. Sole trader f. Third sector g. Other (please specify your trading status)	a. Public limited company b. Private limited company c. Limited liability partnership d. Other partnership e. Sole trader f. Third sector g. Other (please specify your trading status)	a. Public limited company b. Private limited company c. Limited liability partnership d. Other partnership e. Sole trader f. Third sector g. Other (please specify your trading status)
	Registered VAT number:					
	SME (Yes/No):	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables, if known:					

READ-ONLY

[6] 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

	The approximate % of contractual obligations assigned to each sub-contractor, 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?					

1.4	**Lots** Please tell us which lot(s) you wish to bid for as part of this procurement:	
	Lot 1 - Site PPE	Yes or No
	Lot 2 - Trade	Yes or No
	Lot 3 - Healthcare	Yes or No
	Lot 4 – Hospitality and Funeral	Yes or No
	Lot 5 - Security & Civil Enforcement Officer (CEO)	Yes or No
	Lot 6 - Leisure and Seafront	Yes or No
	Lot 7 - Footwear	Yes or No

READ-ONLY

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	
Question Number	**Question**	**Declaration**
2.1(a)	**Regulations 57(1) and (2)** 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, • been convicted of any of the offences within the summary below and listed in full on the webpage?	
	Participation in a criminal organisation. *If Yes please provide details at 2.1 (b)*	Yes or No
	Corruption. *If Yes please provide details at 2.1 (b)*	Yes or No
	Fraud. *If Yes please provide details at 2.1 (b)*	Yes or No
	Terrorist offences or offences linked to terrorist activities *If Yes please provide details at 2.1 (b)*	Yes or No
	Money laundering or terrorist financing *If Yes please provide details at 2.1 (b)*	Yes or No
	Child labour and other forms of trafficking in human beings *If Yes please provide details at 2.1 (b)*	Yes or 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 *If Yes please provide details at 2.1 (b)*	Yes or 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 *If Yes please provide details at 2.1 (b)*	Yes or No

READ-ONLY

2.1(b)	If you have answered yes to question 2.1(a), please provide further details.	
	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	
	Any Further Details	
	If the relevant documentation is available electronically, please provide:	
	The Web Address	
	Issuing Authority	
	Precise Reference of the Documents	
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)	
	Response:	

READ-ONLY

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 set out on this webpage[7], and should be referred to before completing these questions.		
Question Number	**Question**	**Declaration**
3.1(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 or No
	If you have answered Yes to 3.1(a) and documentation is available electronically, please provide:	
	The Web Address	
	Issuing Authority	
	Precise Reference of the Documents	
3.1(b)	If you have answered No to 3.1(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	
3.2	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 relating to 3.1b	Yes or No or N/A
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.		

READ-ONLY

7 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/5511 30/List_of_Mandatory_and_Discretionary_Exclusions.pdf

Section 4	Grounds for Discretionary Exclusion	
Question Number	**Question**	**Response**
4.1	The detailed grounds for discretionary exclusion of an organisation are set out on this webpage[8], which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on the webpage applied to you?	
4.1(a)	Breach of environmental obligations? To note that environmental law obligations include Health and Safety obligations. See webpage. *If yes, please provide details at 4.4*	Yes or No
4.1(b)	Breach of social law obligations? *If yes, please provide details at 4.4*	Yes or No
4.1(c)	Breach of labour law obligations? *If yes, please provide details at 4.4*	Yes or No
4.1(d)	Bankrupt or subject of insolvency? *If yes, please provide details at 4.4*	Yes or No
4.1(e)	Guilty of grave professional misconduct? *If yes, please provide details at 4.4*	Yes or No
4.1(f)	Distortion of competition? *If yes, please provide details at 4.4*	Yes or No
4.1(g)	Conflict of interest? *If yes, please provide details at 4.4*	Yes or No
4.1(h)	Been involved in the preparation of the procurement procedure? *If yes, please provide details at 4.4*	Yes or No
4.1(i)	Prior performance issues? *If yes, please provide details at 4.4*	Yes or No
4.1(j)	Do any of the following statements apply to you?	

READ-ONLY

[8] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

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. *If yes, please provide details at 4.4*	Yes or No
4.1(j) - (ii)	You have withheld such information. *If yes, please provide details at 4.4*	Yes or No
4.1(j) –(iii)	You are not able, without delay, to submit documents if/when required. *If yes, please provide details at 4.4*	Yes or No
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. *If yes, please provide details at 4.4*	Yes or No
4.2	You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million. If you are a relevant commercial organisation please:	
	confirm that you have published a statement as required by Section 54 of the Modern Slavery Act	Yes or No
	confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54	Yes or No
4.3	If your latest published Modern Slavery statement is available electronically, please provide:	
	The Web Address:	
	Precise Reference of the Documents:	
	Please note that if the statement is not available electronically, this is a breach of the reporting requirements of the Act.	
4.4	If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your	

READ-ONLY

	reliability despite the existence of a relevant ground for exclusion. (Self-cleaning)	
	Response:	
4.5	Is your organisation a non-UK based supplier?	Yes or No
	If Yes, and your organisation is a non-UK based supplier, please provide a link to an equivalent published statement or document which meets the requirements of Section 54 of the Modern Slavery Act. This published statement or document should include details of compliance with the requirements contained within Section 54 of the Modern Slavery Act and associated guidance including information relating to: a) the organisation's structure, its business and its supply chains. b) its policies in relation to slavery and human trafficking. c) its due diligence processes in relation to slavery and human trafficking in its business and supply chains. d) the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk. e) its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate. f) the training and capacity building about slavery and human trafficking available to its staff.	
	Link to Equivalent Published Statement or Document:	
	If you have answered Yes to 4.5 and do not have a published statement or document which meets the requirements of Section 54 of the Modern Slavery Act, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning)	
	Response:	

READ-ONLY

Part 3: Selection Questions

Section 5	Economic and Financial Standing	
Question Number	**Question**	**Response**
5.1	If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:	
	The Web Address:	
	Issuing Authority:	
	Precise Reference of the Documents:	
5.2	If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law). Also, for any other person or entity on whom you are relying on to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).	
	Please confirm that this documentary evidence (if not available electronically and linked in 5.1), has been included as part of your Bid documentation:	Yes or No
5.3	If you are not able to provide a response to questions 5.1 or 5.2, please confirm that you are able to provide any of the following alternatives and that these have been included as part of your Bid submission.	
	(a) A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.	Yes / No / N/A
	(b) Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status)	Yes / No / N/A

READ-ONLY

Section 6	Technical and Professional Ability
Question Number	**Question**
6.1	**Relevant experience and contract examples** Please provide details of up to three contracts, 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. **For each contract please provide the following information** If you cannot provide examples, please see question 6.2.

Contract 1	
Name of customer organisation who signed the contract:	
Name of supplier who signed the contract::	
Point of contact in the customer's organisation::	
Position in the customer's organisation:	
E-mail address:	
Description of contract:	

READ-ONLY

	Contract Start date:	
	Contract completion date:	
	Estimated contract value:	
	Contract 2	
	Name of customer organisation who signed the contract:	
	Name of supplier who signed the contract::	
	Point of contact in the customer's organisation::	
	Position in the customer's organisation:	
	E-mail address:	
	Description of contract:	
	Contract Start date:	
	Contract completion date:	
	Estimated contract value:	
	Contract 3	
	Name of customer organisation who signed the contract:	
	Name of supplier who signed the contract::	
	Point of contact in the customer's organisation::	
	Position in the customer's organisation:	
	E-mail address:	
	Description of contract:	
	Contract Start date:	
	Contract completion date:	
	Estimated contract value:	
6.2	If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.	
	Response:	

READ ONLY

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).
	Response:

7. 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.

Section 7	Additional Questions	
7.1	**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:	
	Employers (Compulsory) Liability Insurance (Minimum £5 million)	Yes or No
	Public Liability Insurance (Minimum £10 million)	Yes or No
	Product Liability Insurance (Minimum £10 million)	Yes or No
	***It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5million as a minimum. Please note that this requirement is not applicable to Sole Traders.**	

7.2	Project Specific Mandatory Requirements	Is this project specific mandatory requirement met? Please indicate your response below.
a.	NOT USED	

7.3	Data Protection	
a.	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 or No

READ ONLY

b	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: • to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services. • to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion, and portability of personal data. • to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable; • to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place); • to maintain records of personal data processing activities; and • to regularly test, assess and evaluate the effectiveness of the above measures
	Response:

7.4	Health and Safety	
a.	Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than 500 words.	
	Response:	
b.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	Yes or No
c.	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question was “Yes”, please 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. The Council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.	Yes or No
d.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these	Yes / No / N/A

READ-ONLY

	other organisations in order to ensure sub-contractors compliance?	

7.5	Requirement under the Public Contracts Regulations 2015 (Regulation 113)	
a.	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 or No

7.6	Financial Standing	
a.	***Annual Turnover –*** to assist with the financial checking process please provide the latest published annual turnover figure of your organisation below:	
	Financial Accounting Year:	
	Turnover Value:	
b.	You should be aware that the Council uses a credit reference and financial status records agency. It is Council policy to check the financial status and stability of Suppliers prior to contract inception, where appropriate. You should be aware that the Council may take up financial checks just before award of contract. In addition to this financial check, further tests may be conducted which may include a review of current assets against liabilities, profitability over the previous four years, size of any long term liabilities (particularly where these are financed by external bank loans), the structure of the company and whether it is or could be supported by a Parent Company, the value of current reserves, whether the Supplier is long-established, plus consideration of the size of the contract against the organisation's turnover.	
	Please confirm that you have read and understood the above text:	Yes or No

READ-ONLY

7.7	Electronic Ordering and Invoicing	
	Your company will be required to work with the Council by receiving electronic purchase orders and submitting invoices electronically to the Council. The successful supplier will be expected to join the Council's electronic P2P system. The successful supplier will be required to register their company details on the site but there is no cost to joining. The successful supplier will be able to receive electronic purchase orders (PO) from the Council by e-mail and will be expected to submit electronic invoices and credit notes (in PDF format) to the Council. Suppliers will be required to follow the Council's 'Good Invoicing Practice Guide' when submitting invoices and credit notes to the Council. This guide can be found on the Council's website and explains what the Council expects to see on any invoice that is submitted from your company. Where relevant, the successful supplier will be expected to provide data on goods or services to the Council so that a catalogue can be built. Where it is also deemed appropriate, the Council may also want to integrate with your transactional website through our P2P system.	
	Please can you confirm that you are willing to work with the Council including as a minimum receiving electronic Purchase Orders and invoicing the Council electronically:	Yes or No

7.8	Information Governance and Information Security	
a.	Please confirm that you commit to the Authority's Information Governance and Information Security standards outlined in the two policies 'Information Governance Policy' and 'Information Security Policy' that can be found by following this link: https://www.bcpcouncil.gov.uk/About-BCP-Council/Privacy/Privacy.aspx or are able to demonstrate to the Council's satisfaction the ability to comply with the requirements outlined in these policies. You may be excluded if you are unable to demonstrate to the Council's satisfaction compliance with the requirements outlined in these policies.	Yes or No

7.9	Compliance with Equality Legislation	
Suppliers who self-certify that they meet the equality and diversity requirements below will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking "Yes or "No" in the relevant boxes.		
a.	Please self-certify whether, as an Employer, you meet the requirements of the positive equality duties in relation to the Equalities Act 2010* and you have your own relevant policies / literature.	Yes or No

READ ONLY

	If you do not have your own policies / literature then please confirm that you commit to the Authority's standards outlined in its Policy document 'Equality and Diversity Policy' https://www.bcpcouncil.gov.uk/About-the-council/Equality-diversity-and-inclusion/Our-commitment-to-equality-diversity-and-inclusion.aspx * It is a legal requirement that applies to both public and private procurement.	
Please confirm whether the below circumstances apply to your company (For organisations working outside of the UK, please refer to equivalent legislation in the country that you are located):		
b.	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 or No
c.	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?	Yes or No
If you have answered "yes" to one or both questions 7.6b and 7.6c, 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 Council's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.		
d.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations in order to ensure sub-contractors compliance?	Yes / No / N/A

READ-ONLY

7.10	Environmental Management

a.	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 Council will not select bidder(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 or No
b.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations in order to ensure sub-contractors compliance?	Yes / No / N/A

READ-ONLY

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.

Contact Details of those Making the Declaration and Declaration	
Contact name:	
Name of organisation:	
Role in organisation:	
Phone number:	
E-mail address:	
Postal address:	
Signature (electronic is acceptable)	
Date:	

READ-ONLY