**Volume 6 – Company Information**

**Bidder Information**

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|  | **Bidder information** |
| Question number | Question | Response |
| 1.1 | Full name of the bidder submitting the information |  |
| 1.2.1 | Registered office address (if applicable) |  |
| 1.2.2 | Registered website address (if applicable) |  |
| 1.3 | Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)  |  |
| 1.4 | Date of registration in country of origin |  |
| 1.5 | Company registration number (if applicable) |  |
| 1.6 | Charity registration number (if applicable) |  |
| 1.7 | Registered VAT number |  |
| 1.8.1 | 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 ☐ |
| 1.8.2 | If you responded yes to 1.8.1 please provide the relevant details, including the registration number(s). |  |
| 1.9.1 | 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 ☐ |
| 1.9.2 | If you responded yes to 1.9.1 please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.10 | Trading name(s) that will be used if successful in this procurement |  |
| 1.11 | Relevant classifications (state whether you fall within one of these, and if so which one)   a) Voluntary Community Social Enterprise (VCSE)  b) Sheltered Workshop  c) Public service mutual  |  |
| 1.12 | Are you a Small, Medium or Micro Enterprise (SME) [[1]](#footnote-1)? | Yes ☐ No ☐  |
| 1.13  | Details of Persons of Significant Control[[2]](#footnote-2) (PSC), where appropriate: - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[3]](#footnote-3) (Please enter N/A if not applicable) **Note:** A person with significant control (“PSC”) is an individual (person or registrable legal entity) who meets one or more of the following conditions in relation to a company:Condition 1: Directly or indirectly holds more than 25% of the company’s issued share capital.Condition 2: Directly or indirectly holds more than 25% of the company’s voting rights.Condition 3: Directly or indirectly holds the right to appoint or remove a majority of board of directors.Condition 4: Has the right to exercise, or actually exercises, significant influence or control of the company, LLP or SE.Condition 5: Has the right to exercise, or actually exercises, significant influence or control over the activities of a trust or firm which is not a legal entity, but would itself satisfy any of the first four conditions if it were an individual. |  |
| 1.14  | 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)  |  |
| 1.15  | 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)  |  |

**Section 2 Grounds for Mandatory Exclusion**

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|  | **Grounds for mandatory exclusion** |
| Question number | Question | Response |
| 2.1 | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](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 2.2  |
|  | Corruption.  | Yes ☐ No ☐ If Yes please provide details at 2.2 |
|  | Fraud.  | Yes ☐ No ☐ If Yes please provide details at 2.2 |
|  | Terrorist offences or offences linked to terrorist activities  | Yes ☐ No ☐ If Yes please provide details at 2.2 |
|  | Money laundering or terrorist financing  | Yes ☐ No ☐ If Yes please provide details at 2.2 |
|  | Child labour and other forms of trafficking in human beings  | Yes ☐ No ☐ If Yes please provide details at 2.2 |
| 2.2 | If you have answered yes to question 2.1 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.  |  |
| 2.3 | 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 ☐  |
| 2.4 | **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 ☐  |
| 2.5 | If you have answered yes to question 2.4, 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.  |  |
| 2.6 | Do you agree with the Privacy & Data Protection policy in Schedule 2 ‘Special Conditions’ in the contract. | Yes ☐ No ☐ |

**Section 3 Grounds for Discretionary Exclusion**

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|  | **Grounds for discretionary exclusion** |
| Question number | Question | Response |
| 3.1 |  **Regulation 57 (8)** The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](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.  |
| 3.2 | Breach of environmental obligations?  | Yes ☐ No ☐ If yes please provide details at 3.13  |
| 3.3 | Breach of social obligations?  | Yes ☐ No ☐ If yes please provide details at 3.13 |
| 3.4 | Breach of labour law obligations?  | Yes ☐ No ☐ If yes please provide details at 3.13 |
| 3.5 | 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 3.13 |
| 3.6 | Guilty of grave professional misconduct?  | Yes ☐ No ☐ If yes please provide details at 3.13 |
| 3.7 | Entered into agreements with other economic operators aimed at distorting competition?  | Yes ☐ No ☐ If yes please provide details at 3.13 |
| 3.8 | 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 3.13 |
| 3.9 | Been involved in the preparation of the procurement procedure?  | Yes ☐ No ☐ If yes please provide details at 3.13 |
| 3.10 | 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 3.13 |
| 3.11 | Have you any material pending or threatened claims, litigation, arbitration, or adjudication, or other legal proceedings where the claim value is in excess of £10m?Yes/NoIf you answer Yes provide details | Yes ☐ No ☐ If yes please provide details at 3.13 |
| 3.12.1 3.12.2 3.12.3 3.12.4 | 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 3.13Yes ☐ No ☐ If Yes please provide details at 3.13Yes ☐ No ☐ If Yes please provide details at 3.13Yes ☐ No ☐ If Yes please provide details at 3.13 |
| 3.13 | 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)  |  |

**Section 4: Compliance with Equality Legislation**

This section is for **information only.**

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| **No.** | **Question** | **Response** |
| **4.1** | Does your organisation have a written equal opportunities policy, to avoid discrimination?If the answer is Yes, provide a copy |  |
| **4.2** | Is it your policy as an employer to comply with the Equality Act 2010, and is it your practice not to treat one group of people less favourably than others in relation to decisions to recruit, train or promote employees? |  |
| **4.3** | Is your policy on race relations and employment equality set out? |  |
| **4.4** | (i) In instructions to those employees concerned with recruitment, training and promotion? |  |
| **4.5** | (ii) In documents available to employees, recognised trade unions or other representative groups of employees? |  |
| **4.6** | (iii) In recruitment advertisements or other literature? |  |
| **4.7** | (iv) If we asked, could you provide relevant examples of the instructions, documents, recruitment advertisements or other literature? |  |

**Section 5: Health & Safety**

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| QuestionNumber  | Question  | Scoring Criteria Type | Minimum Score to Pass |
| Health & Safety Additional Questions: 1. Responses are restricted to 750 words excluding Graphs and images. 2. If evidence is not provided (where requested), the bid will automatically fail. |
| 5.1 | Provide your company health & safety policies signed by a senior member of the management team and reviewed within the last 12 months.  | Pass/Discretionary Pass/Fail | Discretionary Pass  |
| 5.2 | Include an organisation chart identifying Health & Safety personnel, their responsibilities for Health & Safety management. and If you do not have in-house Health & Safety advice, describe your arrangements for access to competent Health & Safety advice/assistance. | Pass/Discretionary Pass/Fail | Discretionary Pass  |
| 5.3 | In the last five years has your organisation, parent company or subsidiary company been: • Prosecuted for a breach of Health and Safety or Environmental legislation? • Have any pending prosecutions? • Issued with any improvement or prohibition notices for breaches of health, safety, and environmental legislation?If answering yes to any of the above. Please provide a summary for each occurrence. In addition, provide full details of the most recent occurrence (i.e., investigation report) and the actions taken to prevent reoccurrence.  | Pass/Discretionary Pass/Fail | Discretionary Pass  |

**Section 6: Supplier Diversity**

This section is for **information only**.

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| **No.** | **Question** | **Response** |
| **6.1** | Number of employees in your Company |  |
| **6.2** | Your enterprise turnover p/a in thousands |  |
| **6.3** | Is your enterprise majority BAME owned/led? |  |
| **6.4** | Is your enterprise majority owned/led by women? |  |
| **6.5** | Is your enterprise majority owned/led by disabled people? |  |
| **6.6** | Is your enterprise majority LGBT owned/led? |  |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)