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**Tender Submission document**

**for**

**Dynamic Purchasing system for Accommodation and Support for Care Leavers**

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**Standard Selection Questionnaire**

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

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

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

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

**STANDARD SELECTION QUESTIONNAIRE**

**DPS for Care Leavers Accommodation and Support**

**Dynamic Purchasing System: Restricted 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 answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

All of the questions are mandatory and should be answered by all potential suppliers.

PASS / FAIL questions and minimum standard requirements are annotated in the tables below. A ‘PASS’ score for these questions is the minimum standard that has to be met to make the tender submission compliant.

A ‘FAIL’ score on any of the question will result in disqualification.

**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.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b)(i) | Registered office address (if applicable) |  |
| 1.1(b)(ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-3)   * Name; * Date of birth; * Nationality; * Country, state or part of the UK where the PSC usually lives; * Service address; * The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); * Which conditions for being a PSC are met;   - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[4]](#footnote-4)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:     * Full name of the immediate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:   * Full name of the ultimate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

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

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a)- (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name of sub-contractor |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

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| --- | --- | --- |
| Section 1 | 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. | | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [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 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, identity of who has been convicted.  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. | |
|  | |
| 2.2  PASS / FAIL question | 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)  This is a PASS / FAIL question:  A ‘No’ response will score a ‘FAIL’  A ‘Yes’ or ‘NA’ response will score a ‘PASS’  A ‘PASS’ score for this question is the minimum standard that has to be met to make the tender submission compliant.  A ‘FAIL’ score on this question will result in disqualification. | Yes ☐  No ☐  NA ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b)  PASS / FAIL question | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.  This is a PASS / FAIL question:  If you have answered ‘yes’ to question 2.3(a) and fail to provide further details, confirming payment of taxed or entering into a binding agreement to pay the outstanding sum in total you will score a ‘FAIL’ for this question.  A ‘NA’ response will score a ‘PASS’ where you have answered ‘no’ to question 2.3(a) | |
|  | |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [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. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

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| --- | --- |
| 3.2  PASS / FAIL question | If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self- Cleaning)  This is a PASS / FAIL question:  If you have answered ‘yes’ to question 3.1and fail to explain what measures have been taken to demonstrate the reliability of the organisation you will score a ‘FAIL’ for this question.  A ‘NA’ response will score a ‘PASS’ where you have answered ‘no’ to question 3.1(a-j) |
|  |

**Part 3: Selection Questions**

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| Section 4 | Economic and Financial Standing | |
|  | Question | Response |
| 4.1  PASS / FAIL question | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes ☐  No ☐ |
| (a) 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 this organisation. | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐  No ☐ |
| (c) 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). | Yes ☐  No ☐ |
| This is a PASS / FAIL question.  If you are unable to answer ‘yes’ to one of the options above to evidence the current financial standing of your organisation you will score a ‘FAIL’ for this question.  A ‘Yes’ response will score a ‘PASS’ where you have indicated that you can provide one of the requested for forms of financial information listed above. | | |

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| --- | --- | --- |
| Section 5 | If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below: | |
| Name of organisation | |  |
| Relationship to the Supplier completing these questions | |  |

|  |  |  |
| --- | --- | --- |
| 5.1 | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐  NA ☐ |
| 5.2 | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐  NA ☐ |
| 5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐  NA ☐ |
| This is a PASS / FAIL question.  If you are part of a wider group and you are unable to answer ‘yes’ to the options above (5.1 and 5.2 or 5.1 and 5.3) you will score a ‘FAIL’ for this question.  A ‘Yes’ response to 5.1 and 5.2 or 5.1 and 5.3 will score a ‘PASS’. | | |

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| Section 6 | Technical and Professional Ability |
| 6.1 | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts 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.  Consortia bids should provide relevant examples of where the consortium has 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 Special Purpose Vehicle (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 sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contract 1 | Contract 2 | Contract 3 |
| Name of customer organisation |  |  |  |
| Point of contact in the organisation |  |  |  |
| Position in the organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract |  |  |  |
| Contract Start date |  |  |  |
| Contract completion date |  |  |  |
| Estimated contract value |  |  |  |

|  |  |
| --- | --- |
| 6.2 | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence 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 or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
|  |  |

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| --- | --- |
| 6.3 | 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. |
|  |  |

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| --- | --- | --- |
| Section 7 | Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 | |
| 7.1 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| 7.2  PASS / FAIL question | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide the relevant url …  No ☐  Please provide an explanation |
| This is a PASS / FAIL question.  If you have answered ‘yes’ to question 7.1 and ‘no’ to question 7.2 you are required to provide an explanation if you are not compliant with the annual reporting requirements. If you have answered ‘Yes’ to question 7.1 and fail to provide an adequate explanation in 7.2 you will score a ‘FAIL’ for this question. | | |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

|  |  |  |
| --- | --- | --- |
| Section 8 | Additional Questions | |
| 8.1 | Insurance | |
| a.  PASS / FAIL question | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £10,000,000  Public Liability Insurance = £5,00,000  Professional Indemnity Insurance = £2,000,000  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | Yes ☐  Yes ☐  Yes ☐ |
| This is a PASS / FAIL question.  If you have are unable to self-certify that you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated you will score a ‘FAIL’ for this question. | | |

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| --- | --- | --- |
| 8.2 | Skills and Apprentices – Not Applicable | |
| 8.3 | Steel– Not Applicable | |
| 8.4 | Suppliers’ Past Performance - Not Applicable | |
| 8.5 | Equality Legislation | |
| 8.5.1  PASS / FAIL question | 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)?  If the investigation upheld the complaint against your organisation, please use this space to explain what action (if any) your Organisation has taken to prevent unlawful discrimination from reoccurring.  This is a PASS / FAIL question.  If you have answered ‘yes’ to 8.5.1 and you are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
|  | |
| 8.5.2  PASS / FAIL question | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?  If the investigation upheld the complaint against your organisation, please use this space to explain what action (if any) your Organisation has taken to prevent unlawful discrimination from reoccurring.  This is a PASS / FAIL question.  If you have answered ‘yes’ to 8.5.2 and you are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
|  | |
| 8.5.3  PASS / FAIL question | If your Organisation’s uses Sub-Contractors, does your Organisation have processes in place to check whether any of the circumstances questions 8.5.1 and 8.5.2 apply to these other organisations?  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.5.3 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐  NA ☐ |
| 8.6 | Health and Safety | |
| 8.6.1  PASS / FAIL question | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.6.1 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
| 8.6.2  PASS / FAIL question | 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 Organisation’s answer to this question was “Yes”, please provide details of any enforcement / remedial orders served and give details of any remedial action or changes to procedures your Organisation has made as a result.  This is a PASS / FAIL question.  If you have answered ‘yes’ to 8.6.2 and you are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
| 8.6.3  PASS / FAIL question | If your Organisation uses Sub-Contractors, does your Organisation have processes in place to check whether any of the previous circumstances questions 8.6.1 and 8.6.2 apply to these other organisations?  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.6.3 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐  NA ☐ |
| 8.6.4  PASS / FAIL question | Do you have a policy and organisation for health and safety (H&S) management?  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.6.4 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
| 8.7 | Business Continuity | |
| 8.7.1  PASS / FAIL question | Does your organisation have in place measures that will enable you to maintain your business activities in the event of an emergency situation or unforeseen event?  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.5.3 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
| 8.8 | Information Governance and Data Protection | |
| 8.8.1  PASS / FAIL question | Is mandatory staff training in place for Information Governance/Data Protection?  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.5.3 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
| 8.8.2  PASS / FAIL question | Is your organisation registered under the Data Protection Act 1998?  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.5.3 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
| 8.8.3  PASS / FAIL question | If you answered yes to the question 8.8.2, what is your DPA registration number?  If you answered no to the previous question, please state 'N/A'.  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.5.3 you will score a ‘FAIL’ for this question. | NA ☐ |
| 8.8.4 | In the last 3 years has any notices been issued to your company, or pending / on-going investigations for any reportable breaches related to Data Protection of information held? | Yes ☐  No ☐ |
| 8.8.5 | If you answered yes to the question 8.8.4, please can you provide details in the space below. | NA ☐ |
|  | |
| 8.8.6  PASS / FAIL question | If you have answered Yes to the question 8.8.4, please explain what measures been taken to demonstrate the measures undertaken to avoid any further breaches (Self Clearing)?  This is a PASS / FAIL question.  If you have answered ‘yes’ to 8.8.4 and you are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches you will score a ‘FAIL’ for this question. | NA ☐ |
|  | |
| 8.8.7 | Do you (or your third party data contractor) process and/or store data outside the EU? | Yes ☐  No ☐ |
| 8.8.8 | Do you store your data in the cloud? | Yes ☐  No ☐ |
| 8.8.9  PASS / FAIL question | If you have answered yes to the question 8.8.7, please state what security/cyber protections or controls are in place i.e. is it 2018 compliant or equivalent in the space below.  This is a PASS / FAIL question.  If you have answered ‘yes’ to 8.8.7 and you are unable to demonstrate to the Council’s satisfaction what security / cyber protections or controls are in place you will score a ‘FAIL’ for this question. | NA ☐ |
|  | |
| 8.8.10  PASS / FAIL question | Does your organisation have steps in place to enable right to portability, right to be forgotten and amend personal data?  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.8.10 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
| 8.8.11  PASS / FAIL question | Does your organisation have privacy notices and consent forms in place?  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.8.11 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
| 8.8.12  PASS / FAIL question | Do you have a policy in procedure/place for deleting personal data information?  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.8.12 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
| 8.9 | Environmental Management | |
| 8.9.1  PASS / FAIL question | 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 you answered yes to the question 8.8.4, please provide details in the space below.  This is a PASS / FAIL question.  If you have answered ‘yes’ to 8.9.1 and you are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
|  |  | |
| 8.9.2 | Do you have a programme or action plan in place to develop the sustainability competence of your business and your supply chain? (Please note the term sustainability includes carbon, environmental management, waste, water, materials, biodiversity, community, ethics and procurement)? | Yes ☐  No ☐ |
| 8.10 | Quality Management | |
| 8.10.1  PASS / FAIL question | Please certify that your organisation has and implements a quality management policy that is authorised by the Chief Executive or equivalent and periodically reviewed at a senior management level.  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.10.1 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
| 8.10.2  PASS / FAIL question | Please certify that your organisation has a system for monitoring quality management procedures on an on-going basis, including the systematic, periodic review and improvement of quality and performance.  This is a PASS / FAIL question.  If you have answered ‘no’ to 8.10.2 you will score a ‘FAIL’ for this question. | Yes ☐  No ☐ |
| 8.11 | Accommodation Suitability Checklist | |
| 8.11.1  PASS / FAIL question | In order for the Council to be able to discharge its homelessness duty, we need to satisfy statutory requirements laid down in the Homelessness (Suitability of Accommodation) (England) Order 2012.  To be eligible to join the Care Leaver’s Accommodation Dynamic Purchasing System the Council requires confirmation that any property that you source will meet the criteria listed in the checklist below. Please complete the attached Accommodation Suitability Checklist (Appendix 3) and upload it as part of your submission.  This is a PASS / FAIL question.  If you are unable to confirm that any property you source will meet the criteria included in the attached checklist you will score a ‘FAIL’ for this question. | Accommodation Suitability Checklist completed and uploaded  Yes ☐  No ☐ |

**Technical Questionnaire**

**Dynamic Purchasing System for the Provision of Accommodation and Support for Care Leavers (100%) (to be completed offline and uploaded via the Electronic Tendering Facility)**

The response from your organisation to this section will be used to determine the understanding your organisation has for the requirements of the Council, and their ambitions in relation to this contract.

As stated in the Invitation to Tenderers, Tenderers must answer each of the Technical Questions by completing and uploading your responses to the Electronic Tendering Facility in the table below containing all of your organisations responses for each of the relevant Technical Questions.

100% of the Quality allocation for this tender will relate directly to the responses a Tenderer provides in relation to each of the Technical Questions.

The response for each of the Technical Questions must be completed within the respective word limit for that question. These are stated where applicable against the question that they relate to. Any further information submitted over the respective limit will not be evaluated. Please note whether or not the Council have stipulated a page limit the font size for responses must be no smaller than Calibri size 11 and margins must be a minimum of one inch. Text in diagrams must not be any smaller than 8 point font.

No additional attachments or cross-referencing to external material should be included unless specifically requested.

No cross-referencing should be made between answers, please state clearly which question your response relates to.

|  |  |  |
| --- | --- | --- |
|  | **Question** | **Marks Allocation** |
| 1 | How will your organisation ensure that you have in place appropriate levels of experienced and skilled staff, both at the outset and for the duration of each placement under the DPS to ensure the consistency and quality of outcome-focussed support. Please include in your response an outline of your staffing structure and details of core training and skills development.  **Maximum word limit 500 words**  **At the end of each technical question please include the total word count of your response.** | 7.5% |
|  | \_\_\_\_\_\_ words |  |
| 3  2 | Please outline which key partnership agencies you will work alongside and describe how you will ensure all of the young people who are placed with you receive a holistic solution to their care and housing support.  **Maximum word limit 500 words**  **At the end of each technical question please include the total word count of your response.** | 7.5% |
|  | \_\_\_\_\_\_ words |  |
| 3 | This contract will require the effective management of sensitive personal data; please describe how your organisation will ensure the safe collation, exchange and security storage of all confidential information?  Your response should include, but not be limited to:  (a) How you will ensure robust data management; with particular regard to data quality and data protection.  (b) How you will ensure the data you send and receive is secure.  **Maximum word limit 500 words**  **At the end of each technical question please include the total word count of your response.** | 7.5% |
|  | \_\_\_\_\_\_ words |  |
| 4 | **Recording, reporting and monitoring outcomes**  Please describe your support planning, risk assessment, outcome-review and monitoring processes when supporting young people to increase their skills and independence in order to thrive.  Please also describe how you will ensure that your organisation meets the reporting and communication requirements outlined in the specification, including recording the 1-1 support provided and regular feedback and liaison with the Council’s operational CM-16 team.  **Maximum word limit 500 words**  **At the end of each technical question please include the total word count of your response.** | 7.5% |
|  | \_\_\_\_\_\_ words |  |
| 5 | Using an example of a business continuity situation that you have experienced, please describe how your organisation will undertake business continuity planning for this contract, including but not limited to how you will maintain service provision and continuity of support to young people placed in your service.  **Maximum word limit 400 words**  **At the end of each technical question please include the total word count of your response.** | 5% |
|  | \_\_\_\_\_\_ words |  |
| 6 | Scenario 1: One of your support workers has noted that a young person, placed at your service, is regularly making various excuses to stay out of the placement. The young person is respectful, polite, gentle to the support workers and to other tenants etc. The support worker has also noted that the young person is bringing expensive gifts back with them when they do come home, for example, new clothes, a smart phone, and they have a lot of excess cash.  What are the identified concerns and how will you safeguard the young person and address the issues?  **Maximum word limit 700 words**  **At the end of each technical question please include the total word count of your response.** | 15% |
|  | \_\_\_\_\_\_ words |  |
| 7 | Scenario 2: One young person placed at your service is not engaging with the key working support or with any of the support workers or other professionals offering support. The young person leaves the house around 11:00am and returns back before the curfew time set by the placement. No professionals knows about the young person’s whereabouts during the day time, but suspicions around drug dealing and / or working for cash in hand have been shared amongst your support workers. The young person is not willing to attend education or apprenticeships etc. and other professionals feel that the young person is using the placement inappropriately.  What are the identified concerns and how will you address the issues to help the young person?  **Maximum word limit 700 words**  **At the end of each technical question please include the total word count of your response.** | 15% |
|  | \_\_\_\_\_\_ words |  |
| 8 | Scenario 3: One young person is often running out of their personal allowance leading them to borrow money from other tenants and asking the key workers and social workers for extra money. The young person is not buying adequate food from his personal allowance. There are concerns that the young person is a drug-user and dealer and he struggles to pay off his debt to the traders. The young person may end up with a huge debt and potentially be in great danger of physical harm. There are also some concerns about the young person’s deteriorating decision-making and his persistent low mood.  How will you help the young person to address the issues and which agencies will you involve?  **Maximum word limit 700 words**  **At the end of each technical question please include the total word count of your response.** | 15% |
|  | \_\_\_\_\_\_ words |  |
| 9 | Scenario 4: One young person stays three to four days out of the placement each week. They have informed professionals that they are staying with a friend / known family member however the professionals are aware that this information is not true. The places she/he stays are not authorised by the social worker and there are concerns around misusing drugs and alcohol, unprotected sex etc.  What support is available for the young person and what steps will your support staff take to ensure the young person is safe?  **Maximum word limit 700 words**  **At the end of each technical question please include the total word count of your response.** | 15% |
|  | \_\_\_\_\_\_ words |  |
| 10 | Please describe how you will demonstrate social value in the delivery of your service to address the improve the lives of those people in Southend most in need through improving (a) economic, (b) social and (c) environmental well-being in the borough.  **Maximum word limit 400 words**  **At the end of each technical question please include the total word count of your response.** | 5% |
|  | \_\_\_\_\_\_ words |  |

Evaluation of Bid Responses will be carried out on an individual question basis. Grade labels and definitions

|  |  |  |
| --- | --- | --- |
| **SCORING MATRIX** | | **SCORE** |
| **Unacceptable / not answered** | |  | | --- | | Question not answered – and / or – Response to the question significantly deficient – and / or - raises fundamental concerns regarding the organisation’s ability to successfully deliver the Contract. Answer does not provide satisfactory evidence as to the organisation’s capability to deliver the contract successfully. | | **0** |
| **Poor** | A response that is inadequate or only partially addresses the question. Response provides only limited evidence as to the organisation’s capabilities to deliver the contract successfully. Raises a large number of concerns and/or includes a large number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation’s ability. | **1** |
| **Acceptable** | An acceptable response submitted in terms of the level of detail, accuracy and relevance. Answer provides an average level of evidence as to the organisation’s capability. The response raises some concerns and/or includes a significant number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation’s ability. | **2** |
| **Good** | A good response in terms of the level of detail, accuracy and relevance. The information provides good evidence of the ability of the organisation to deliver the Contract successfully; but does raise minor concerns and/or includes deficiencies around some of the information provided in the response. Does not raise any fundamental concerns regarding the organisation’s ability. | **3** |
| **Very Good** | A very good response in terms of the level of detail, accuracy and relevance. The information submitted provides significant evidence of the ability of the organisation to deliver the Contract successfully. However, the response does include a small number of minor informational deficiencies. The response raises no concerns regarding the organisation’s ability. | **4** |
| **Excellent** | An excellent response in terms of the level of detail, accuracy and relevance. The level of information provided is comprehensive and evidences strongly an assurance as to the organisation’s capability to deliver the contract successfully. The response raises no concerns and has no information deficiencies. | **5** |

**Please Note:** if a tenderer scores 1 or below in **ANY** of the technical questions their overall submission will be considered to fall below the required standard and the tenderer will not be given a place on the Framework, regardless of other Technical scores.

**Commercial Questionnaire**

**Dynamic Purchasing System for the Provision and Accommodation and Support for Care Leavers (0% - Information Only)**

As stated in the Invitation to Tenderers, a Tenderers response in relation to the Commercial

Questionnaire must be made by completing the table below.

These rates are provided here for Information and will not form part of the evaluation for Providers to achieve a place on the DPS.

Successful Providers will be asked to provide actual costings when bidding for placements in the separate ‘call-offs’ / mini competition from the DPS and pricing will be agreed on an individual placement basis.

Please complete all unshaded (white) blocks:

|  |  |
| --- | --- |
| Support Hour | **Hourly Support Rate** |
| On site support (based on 1 staff at the service 24 hours/day) | **£ / hour** |
| Key-working support (provided in addition to the on-site support) | **£ / hour** |
| Visiting Support (provided for Lot 4) | **£ / hour** |

**Fixed Price**

The Tenderer shall complete all the items in the table above. The Commercial Submission that goes in part to make your organisations Tender Response is accepted on the basis the costs confirmed will be the maximum payable by the Council within initial contract; for the requirement set out in these Tender Documents. The Provider will not be permitted and will not be entitled to claim and the Council will not allow any increase in the price of the Contract and / or cost of, or incidental to, the employment of labour, and the prices included in as part of your Organisations Tender Response, should your Organisation prove successful.

**V.A.T**

The price inserted by the Tenderer for each item on the schedule of rates must be based on rates that exclude Value Added Tax (V.A.T). This tax, if applicable, will be paid by the Council as an addition at the appropriate rate on the invoices when submitted.

**Tender Forms**

**CONTRACT VARIATION FORM**

**TENDER FORM**

**CERTIFICATE OF BONA FIDE**

**FREEDOM OF INFORMATION AND EIR**

**PREVENTION OF FRAUD & CORRUPTION: WHISTLE BLOWING**

**CHECKLIST OF DOCUMENTS TO BE RETURNED**

**All Tender Forms requiring a signature must be fully completed, signed and uploaded as part of your Organisations Tender Response.**



**contract variation form**

Please detail below all matters (Technical, Commercial or Contractual) where your Organisation is unable to comply with the requirements laid down in the Tender documentation. Sequentially number each point in the first column for ease of reference. If required, take copies of this blank form for additional points of non-compliance.

TENDERER:

PAGE OF\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Section of Tender Document / Specification | Area of Non-Compliance | Extent of Non-Compliance / Alternative Proposal |
|  |  |  |

|  |  |
| --- | --- |
| **Signed** |  |
| **Print Name** |  |
| **Dated** |  |
| **Job Title** |  |
| **Company Name** |  |



**TENDER FORM**

Name / Position: [INSERT NAME & POSITION]

Address: [INSERT FULL COMPANY ADDRESS]

Date: [INSERT DATE]

**RE: DPS for the Provision of Accommodation and Support for Care Leavers**

I/We the undersigned return this Tender Response and acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Tender (receipt of which is also acknowledged) of which the following form part, all duly completed in full where appropriate:

Section A: Invitation to Tenderers (ITT)

Section B: Terms and Conditions

Section C: Service Specification (Schedule 1)

Section D: Suitability Questionnaire

Section E: Technical Questionnaire

Section F: Commercial Questionnaire

Section G: Tender Forms

Appendix 3:Accommodation Suitability Checklist

I/We unconditionally and irrevocably offer to enter into the Contract and deliver the goods / services in relation to the Tender Exercise (as set out in section A (Instructions to Tenderers)

I/We confirm that:

* + - * 1. I/We are fully conversant with every part of the Invitation to Tender and its annexures, and
        2. This Tender is strictly in accordance with all and every provision of the Invitation to Tender including, without limitation, the Instructions to Tenderers.
        3. All information representations and any other matters of fact communicated to the Authority (whether in writing or otherwise) in connection with or arising out of this Tender are submitted in good faith and are to the best of my/our knowledge true, complete and accurate in all respects.

I/We agree that this Tender shall remain open to be accepted or not by the Authority and shall not be withdrawn for a period of 90 days from the Closing Date set out in the Invitation to Tender, or such longer period as may be agreed by the Authority.

I/We undertake to execute the Contract substantially in the form annexed to the Invitation to Tender.

I/We certify that I/We have not communicated anything contained in the Invitation to Tender or its annexures to any other person except in accordance with the Instructions to Providers or adjusted our Tender in accordance with any agreement or arrangement with any other person or organisation in the terms set out above.

I/We acknowledge that the Authority is not bound to accept the lowest or any Tender they may receive, and reserve the right at their absolute discretion to accept or not to accept any Tender.

I/We certify that we have full power and authority to enter into the Contract and deliver the goods / services.

I/We certify that I/we are of sound financial sounding that will enable us to carry out our obligations under the Contract in full and are not aware of any circumstances which might adversely affect such financial standing in future.

|  |  |
| --- | --- |
| Dated | …………………. day of ……………………….. |
| Signed for and on behalf of the Provider: |  |
| Print Name |  |
| Provider’s Name: |  |
| Position/Status: |  |
| Address: |  |



**CERTIFICATE THAT THE TENDER IS BONA FIDE**

In recognition of the principle that the essence of selective tendering is that the Council shall receive bona fide competitive tenders from all those tendering WE CERTIFY THAT:

The Tender submitted herewith is a bona fide tender, intended to be competitive.

We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.

We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:

* Communicate to any other person other than the persons calling for these tenders the amounts or approximate amount of the proposed Tender (except where disclosure, in confidence, of the approximate amount of the Tender is essential to obtain insurance premium quotations required for the preparation of the Tender);
* Enter into any agreement with any person that he shall refrain from tendering or as to the amount of any tender to be submitted; and
* Offer or pay or agree to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or having caused to be done in relation to any other tender or proposed tender any act or thing of the sort described above.

In this certificate:

“persons” includes any person or body or association or partnership corporate or unincorporated.

“any agreement or arrangement” includes any transaction of the sort described above, formal, or informal and whether legally binding or not.

|  |  |
| --- | --- |
| Dated | …………………. day of ……………………….. |
| Signed for and on behalf of the Provider: |  |
| Print Name |  |
| Provider’s Name: |  |
| Position/Status: |  |
| Address: |  |



**FREEDOM OF INFORMATION ACT**

The Council is committed to meeting its responsibilities under the Freedom of Information Act 2000 (FOIA). All information submitted to the authority may be subject to disclosure to a third party in response to a request for information under the Act. The authority may also decide to include certain information in the publication scheme that we maintain under the Act. Tenderers are accordingly required to complete and return Schedule FOIA with their Tender for the purpose of identifying any information included in their submissions that they consider exempt from disclosure under the Act.

|  |  |  |
| --- | --- | --- |
| Section of Tender Document | Area to be considered exempt from disclosure (including the applicable exemption & reason given for its application) | How long exemption is considered to apply |
|  |  |  |

|  |  |
| --- | --- |
| **Signed** |  |
| **Print Name** |  |
| **Dated** |  |
| **Job Title** |  |
| **Company Name** |  |



**Prevention of Fraud & CORRUPTION: Whistleblowing**

**Notice to potential contractors of**

**Southend on Sea Borough Council**

**Prevention of fraud & corruption**

The Council is committed to the highest standards of propriety in the delivery of its services ensuring the proper stewardship of public funds. We would like to encourage firms that want to contract with us to adopt this principal as well.

To support this commitment, we operate within the requirements of our Anti Fraud and Corruption and Whistle Blowing Policies, (also known as the Confidential Reporting Policy). When working for us, we would expect your company and employees to do the same.

The Whistle blowing Policy sets out how to bring concerns to our attention and details the protection afforded to both companies and individuals in such circumstances.

Further information about these policies can be found at:

<http://www.southend.gov.uk/info/100003/communities_neighbourhoods_and_the_environment/217/crime_and_anti-social_behaviour/3>

Therefore, if concerns arise during either a contract letting exercise or the operation of a contract, you should let us know contacting:

* Counter Fraud Team on 01702 215254 or via [counterfraud@southend.gov.uk](mailto:counterfraud@southend.gov.uk), or 0300 099 9111
* the Council's Confidential Report Line on 01702 215215



**Checklist of documents to be returned by each tenderer**

**To be submitted electronically with the Forms of Tender along with the requisite documents.**

|  |  |
| --- | --- |
| **TENDER RESPONSE CHECKLIST** | **Please Tick once you have completed / Uploaded to the Electronic Tender Facility** |
| Standard Selection Questionnaire |  |
| **Appendix 3:** Accommodation Suitability Checklist |  |
| Technical Questionnaire (response to questions 1-10) |  |
| Completed Commercial Questionnaire |  |
| Section H:  **1)** Contract Variation Form  **2)** Tender Form  **3)** Certificate of Bona Fide  **4)** Freedom of Information (to be attached and uploaded online) |  |

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-3)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-4)