

**Suitability Questionnaire (Appendix D)**

**Driver CPC Periodic Training**

Bidders will be required to complete the Suitability Questionnaire of which the supplier must meet the minimum standards of the Authority.

The Authority will not accept any Questionnaires submitted after the deadline.

This Questionnaire sets out the information which is required by the Authority in order to assess the suitability of potential Suppliers to provide the Required Services in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing within the parameters laid out in the Regulations.

In assessing the Responses, the Authority will be seeking evidence of Suppliers’ suitability to perform the Required Services in terms of economic and financial standing and technical and professional ability. Qualification criteria will be a combination of both financial and non-financial factors and will be in accordance with the Regulations as set out in the CCS Guidelines.

The criteria for the assessment of this section of the tender are as follows:

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| Section | Question | Score / Status |
| Part One – Supplier Information | | |
| 1 | Potential Supplier Information | For Information Only |
| Bidding Model |
| Contact Details |
| Part Two – Exclusion Grounds | | |
| 2 | Grounds for Mandatory Exclusion | Pass / Fail |
| 3 | Grounds for Discretionary Exclusion |
| Part Three – Selection Questions | | |
| 4 | Economic and Financial Standing | Pass / Fail |
| 5 | Part of a wider group |
| 6 | Technical & Professional Ability |
| Reference 1 | For Info only |
| Reference 2 |
| Reference 3 |
| Subcontracting | Pass / Fail |
| Information if you are a new start-up company | Pass/Fail |
| 7 | Modern Slavery Act | Pass/Fail |
| 8 | Insurance | Pass/Fail |
| Skills & Apprentices | N/A |
| Steel | N/A |
| Suppliers Past Performance (Central Government) | N/A |
| Relevant Experience | Scored |
| Health & Safety | Pass/Fail |

**Part 1: Potential supplier Information**

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

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| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - 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) |  |
| 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.

| **Section 1**  **Marking Scheme** | **Evaluation Guidance** |
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| **No Marks Allocated** | **FOR INFORMATION ONLY** |

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

**Contact details and declaration**

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

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

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

**Part 2: Exclusion Grounds**

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

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| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [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 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

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

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| **Section 2**  **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have answered NO to all questions; or  You have answered NO to some and YES to one or more and have included evidence of ‘self-cleaning’ which is acceptable to the Authority against the relevant ground for exclusion at 2.1.(a) to 2.3 (b) (those questions to which you have answered YES). |
| **Fail** | You have answered YES to some or all of the questions and failed to provide evidence of ‘self-cleaning’, which is acceptable to the Authority, against the relevant ground for exclusion at 2.1.(a) to 2.3 (b) applicable (those questions to which you have answered YES). |

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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 | 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) |  |

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| **Section 3**  **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have answered NO to all questions; or  You have answered NO to some and YES to one or more and have included evidence of ‘self-cleaning’ which is acceptable to the Authority against the relevant ground for exclusion at 3.1 (a) – (j)-(iv) (those questions to which you have answered YES). |
| **Fail** | You have answered YES to some or all of the questions and failed to provide evidence of ‘self-cleaning’, which is acceptable to the Authority, against the relevant ground for exclusion at 3.1 (a) – (j)-(iv) as applicable (those questions to which you have answered YES). |

**Part 3: Selection Questions**

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| **Section 4** | **Economic and Financial Standing** | |
|  | Question | Response |

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| **4.1** | 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 ☐ |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes ☐  No ☐ |

| **Section 4**  **4.1**  **4.1 (a) – (c)**  **Marking Scheme** | **Evaluation Guidance –**  **If a candidate chooses to submit a statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation** |
| --- | --- |
| **Pass** | For lower value, one-off contracts or those not considered of high strategic importance or to carry high level of failure risks.  Informal checks are undertaken by Finance either in the form of a D&B report review, informal checking of accounting statements and / or other methods or any combination of these. These checks are undertaken to form a judgement on the financial suitability of a potential provider / supplier taking account of the value and nature of the particular contract. Company performance is not measured against a specified set of criteria. |

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| **Section 4**  **4.1**  **4.1 (a) – (c)**  **Marking Scheme** | **Evaluation Guidance** |
| **Fail** | Information not provided in accordance with one of 4.1 (a) - (c) |

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| **Section 4**  **4.2**  **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | The stated minimum financial threshold has been met in relation to the relevant means of demonstrating your economic/financial standing (either 4.1 (a) – (c) |
| **Fail** | The stated minimum financial threshold has not been met in relation to the relevant means of demonstrating your economic/financial standing (either 4.1 (a) – (c) |

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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:** |

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| **Name of organisation** |  |
| **Relationship to the Supplier completing these questions** |  |

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| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

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| **Section 5**  **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have answered YES to 5.1 and are prepared to provide a guarantee from your ultimate / parent company; or  You have answered YES to 5.1 and are not prepared to provide a guarantee from your ultimate / parent company but you are able and prepared to obtain a guarantee elsewhere; or  You have answered NO to 5.1 and are able and prepared to obtain a guarantee elsewhere. |
| **Fail** | You have answered YES to 5.1 but are not able and prepared to provide a guarantee from your ultimate / parent company or obtain a guarantee from elsewhere; or  You have answered NO to 5.1 and are not able to obtain a guarantee from elsewhere. |
| The Authority will require (at the point of contract award) the successful tenderer to enter into a guarantee or bond (depending upon availability) **on the terms set out in the contract documents**. | |

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| **Section 6** | **Technical and Professional Ability** |

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| **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 |

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|  | **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** |  |  |  |

**There is a confidential reference form attached that you are responsible for sending to your referees. It is imperative that completed reference forms are included with your tender submission, any references received after the deadline will not be considered.**

**Please Note: the Authority will undertake independent checks to verify the integrity of the submitted information.**

**References may be scored, please refer to the scoring guidance below.**

| **Section 6**  **Marking Scheme for Question 6.1** | **Reference Scoring Guidance**  **This question is scored, with a maximum of 5 marks.**  **Each set of criteria will be allocated 1 mark.**  **Criteria:**  **3 is the minimum score required in order to progress to the evaluation stage.**  **A score of 2 and below means your submission will not be considered for evaluation** |
| --- | --- |
| **0 Marks** | No reference provided. |
| **1 Mark** | A response in Section 5 (Reference Form) rated Very Poor. |
| **2 Marks** | A response in Section 5 (Reference Form) rated Poor. |
| **3 Marks** | A response in Section 5 (Reference Form) rated Fair. |
| **4 Marks** | A response in Section 5 (Reference Form) rated Good. |
| **5 Marks** | A response in Section 5 (Reference Form) rated Very Good. |

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| **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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| **Section 6**  **Marking Scheme for Question 6.2** | **Evaluation Guidance**  **This question is scored, with a maximum of 5 marks.**  **Each set of criteria will be allocated 1 mark.**  **Criteria:**   * + - * Evidence of supply chain management tracking system \*       * Evidence of performance statistics \*       * Prompt payment declaration \*       * Evidence of previous supply chain management * Any other evidence not included in the above   \* Denotes mandatory evidence required.  **3 is the minimum score required in order to progress to the evaluation stage.**  **A score of 2 and below means your submission will not be considered for evaluation** |
| --- | --- |
| **0 Marks** | No evidence provided. |
| **1 Mark** | A response that only provides evidence of one of the above criteria. |
| **2 Marks** | A response that only provides evidence of two of the above criteria. |
| **3 Marks** | A response that provides evidence of the three mandatory criteria. |
| **4 Marks** | A response that provides evidence of the three mandatory criteria plus one additional set of evidence. |
| **5 Marks** | A response that provides evidence of the three mandatory criteria plus two additional sets of evidence. |

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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 6**  **Marking Scheme 6.3** | **Evaluation Guidance**  **This question is scored between 0 – 5.**  **3 is the minimum score required in order to progress to the evaluation stage.**  **A score of 2 and below means your submission will not be considered for evaluation** |
| --- | --- |
| **5 Marks** | A response that clearly details:  Specific skills and/or experience of your relevant staff that will enable you to fully meet and exceed the requirements of the specification within the ITT |
| **4 Marks** | A response that clearly details:  Specific skills and/or experience of your relevant staff that will enable you to meet the requirements of the specification within the ITT |
| **3 Marks** | A response that clearly details:  Specific skills and/or experience of your relevant staff that will enable you to mostly meet the requirements of the specification within the ITT |
| **2 Marks** | A response that details the specific skills and/or experience of your relevant staff, but that:   * does not clearly demonstrate your ability to meet the requirements of the specification within the ITT |
| **1 Marks** | A response that does not provide a clear answer to the question.  . |
| **0 Marks** | You have failed to provide a response to the Authority. |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |

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| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 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 |

**Section 54** of the **Modern Slavery Act** 2015 requires commercial organisations carrying out business in the UK, with a turnover of at least £36 million, to prepare and publish a **slavery** and human trafficking **statement** for each and every financial year.

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| **Section 7**  **7.1 & 7.2**  **Marking Scheme** | **Evaluation Guidance** |
| **7.1**  **PASS** | You have answered YES to the question, please complete question 7.2  You have answered N/A please do not provide a response to question 7.2 |
| **7.2**  **PASS** | You have answered YES to the question, and have provided the relevant url as required. |
| **FAIL** | You have answered NO and not provided the required explanation or have provided an explanation which is not acceptable to the authority. |

**8. Additional Questions**

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

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| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |

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| 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:  Y/N  Employer’s (Compulsory) Liability Insurance = £10M  Public Liability Insurance = £10M Professional Indemnity Insurance = £2M  Product Liability Insurance = £10M  \*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. |

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| **Section 8**  **8.1**  **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have answered YES to the question and included Insurance certification providing evidence of the required cover; or  You have answered YES are to the question and are able to commit to obtaining the required Insurance cover |
| **Fail** | You have answered NO to the question and you are unable to commit to obtaining the required Insurance cover prior to commencement of the contract. |
| If the successful tenderer does not provide proof of the required insurance cover at contract award stage they may be disqualified. | | |

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| **8.2** | **Skills and Apprentices[[4]](#footnote-4) - NOT APPLICABLE TO THIS TENDER** |

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| **a.** | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.Please confirm if you will be supporting apprenticeships and skills development through this contract. | Yes ☐  No ☐ |
| **b.** | If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Yes ☐  No ☐ |
| **c.** | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Yes ☐  No ☐ |

| **Section 8**  **8.2 (a)**  **Marking Scheme** | **Evaluation Guidance** |
| --- | --- |
| **No Marks Allocated** | **FOR INFORMATION ONLY** |

| **Section 8**  **8.2 (b)**  **Marking Scheme** | **Evaluation Guidance** |
| --- | --- |
| **Pass** | You have answered YES to Question 8.2 (b) |
| **Fail** | You have answered NO to question 8.2 (b) |

| **Section 8**  **8.2 (c)**  **Marking Scheme** | **Evaluation Guidance** |
| --- | --- |
| **Pass** | You have answered YES to Question 8.2 (c) |
| **Fail** | You have answered NO to question 8.2 (c) |

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| **8.3** | **Steel[[5]](#footnote-5) – NOT APPLICABLE TO THIS TENDER** |

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| --- | --- |
| **a.** | Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management |
|  | |
| **b.** | Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel. |
|  | |
| **c.** | Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:  (i) Your company  (ii) All your supply chain members involved in the production or supply of steel. |

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 health and safety legislation in the last 5 years.

| **Section 8**  **Marking Scheme for Questions 8.3 (a)** | **Evaluation Guidance**  **This question is scored between 0 – 5.**  **3 is the minimum score required in order to progress to the evaluation stage.**  **A score of 2 and below means your submission will not be considered for evaluation** |
| --- | --- |
| **5 Marks** | A response that clearly details:  Your supply chain management systems, policies, standards and procedures that will enable you to fully meet / exceed the requirements of a robust supply chain management structure. |
| **4 Marks** | A response that clearly details:  Your supply chain management systems, policies, standards and procedures that will enable you to fully meet the requirements of a robust supply chain management structure. |
| **3 Marks** | A response that clearly details:  Your supply chain management systems, policies, standards and procedures that will enable you to mostly meet the requirements of a robust supply chain management structure. |
| **2 Marks** | A response that details:  Your supply chain management systems, policies, standards and procedures but does not clearly demonstrate your ability to meet the requirements of a robust supply chain management structure. |
| **1 Marks** | A response that does not provide a clear answer to the question.  . |
| **0 Marks** | You have failed to provide a response to the Authority. |

| **Section 11**  **Marking Scheme for Questions 8.3 (b)** | **Evaluation Guidance**  **This question is scored between 0 – 5.**  **3 is the minimum score required in order to progress to the evaluation stage.**  **A score of 2 and below means your submission will not be considered for evaluation** |
| --- | --- |
| **5 Marks** | A response that clearly details:  A high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production, which enables you to fully meet / exceed the requirements of steel supply or production which demonstrates a sustainable and safe supply of steel. |
| **4 Marks** | A response that clearly details:  A high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production, which enables you to fully meet the requirements of steel supply or production which demonstrates a sustainable and safe supply of steel. |
| **3 Marks** | A response that clearly details:  A high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production, which enables you to mostly meet the requirements of steel supply or production which demonstrates a sustainable and safe supply of steel. |
| **2 Marks** | A response that clearly details:  A high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production, which enables you to fully meet the requirements of steel supply or production but does not demonstrate your ability to provide a sustainable and safe supply of steel. |
| **1 Marks** | A response that does not provide a clear answer to the question.  . |
| **0 Marks** | You have failed to provide a response to the Authority. |

| **Section 8**  **Marking Scheme**  **8.3 (c)** | **Evaluation Guidance** |
| --- | --- |
| **Pass** | There are no breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:  (i) Your company  (ii) All your supply chain members involved in the production or supply of steel.  OR  There have been breaches of health and safety legislation in the last 5 years, but evidence provided suggests that you have taken sufficient remedial action to remedy the breach for both:  (i) Your company  (ii) All your supply chain members involved in the production or supply of steel. |
| **Fail** | There have been breaches of health and safety legislation in the last 5 years, but evidence provided suggests that you have taken insufficient / no remedial action to remedy the breach for both:  (i) Your company  (ii) All your supply chain members involved in the production or supply of steel. |

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| **8.4** | **Suppliers’ Past Performance[[6]](#footnote-6) - (Only applicable to central government contracting authorities)** |

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| **a.** | Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years? | Yes ☐  No ☐ |
| **b.** | On request can you provide a certificate from those customers on the list? | Yes ☐  No ☐ |
| **c.** | If you cannot obtain a certificate from a customer can you explain the reasons why? | Yes ☐  No ☐ |
| **d.** | If the certificate states that goods and/or services supplied were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it? | Yes ☐  No ☐ |
| **e.** | Can you supply the information in questions a. to d. above for any sub-contractors [or consortium members] who you are relying upon to perform this contract? | Yes ☐  No ☐ |

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| 8.5 | Relevant Experience – In relation to contract information provided in question 6.1  In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market. | |
|  | Contract 1 |  |
|  | Contract 2 |  |
|  | Contract 3 |  |

| **Section 8**  **Marking Scheme for Question 8.5** | **Evaluation Guidance**  **This question is scored between 0 – 5.**  **3 is the minimum score required in order to progress to the evaluation stage.**  **A score of 2 and below means your submission will not be considered for evaluation** |
| --- | --- |
| **5 Marks** | A response that clearly details:  Specific skills and/or experience of your relevant staff that will enable you to fully meet and exceed the requirements of the specification within the ITT |
| **4 Marks** | A response that clearly details:  Specific skills and/or experience of your relevant staff that will enable you to meet the requirements of the specification within the ITT |
| **3 Marks** | A response that clearly details:  Specific skills and/or experience of your relevant staff that will enable you to mostly meet the requirements of the specification within the ITT |
| **2 Marks** | A response that details the specific skills and/or experience of your relevant staff, but that:   * does not clearly demonstrate your ability to meet the requirements of the specification within the ITT |
| **1 Marks** | A response that does not provide a clear answer to the question.  . |
| **0 Marks** | You have failed to provide a response to the Authority. |

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| **8.6 Health and Safety** | | | | |
|  | | **Please indicate your answer by marking ‘X’ in the relevant box.** | **Yes** | **No** |
| 8.6 (a) | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements | |  |  |
| 8.6 (b) | 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 authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches | |  |  |
| 8.6 (c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | |  |  |

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| **Section 8**  **8.6 (a)**  **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have answered YES to question 8.6 (a) or;  You have answered NO to question 8.8 (a) and have 5 or less employees and can commit to putting the required policy in place as and when you exceed 5 employees. |
| **Fail** | You have answered NO to question 8.6 (a) and have more than 5 employees; or  You have answered NO to question 8.6 (a) and cannot commit to putting the required policy in place as and when you exceed 5 employees. |
| If the successful tenderer does not provide your company’s Health & safety Policy at contract award stage they may be disqualified. | | |

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| **Section 8**  **8.6 (b)**  **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have answered NO to Question 8.6 (b); or  You have answered YES to Question 8.6 (b) and have included sufficient evidence that remedial action has taken place subsequently,by collaborating with investigations/orders/findings, and taking concrete technical, organisational and personnel steps to prevent recurrence of the offence or misdeeds which is acceptable to the Authority. |

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| **Fail** | You have answered YES to Question 8.6 (b) but have not included evidence sufficient to the Authority that concrete technical, organisational and personnel steps have been taken to prevent recurrence. |

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| **Section 8**  **8.6 (c)**  **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have answered YES or N/A to question 8.6 (c) or;  You have answered NO and you have included evidence sufficient to the Authority that you will put in place such processes if you are successful in being awarded the contract |
| **Fail** | You have answered NO to question 8.6 (c) |

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. [Procurement Policy Note 16/15– Procuring steel in major projects](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/473545/PPN_16-15_Procuring_steel_in_major_projects.pdf) [↑](#footnote-ref-5)
6. [Procurement Policy Note 04/15 Taking Account of Suppliers’ Past Performance](https://www.gov.uk/government/publications/procurement-policy-note-0415-taking-account-of-suppliers-past-performance) [↑](#footnote-ref-6)