**SELECTION QUESTIONNAIRE (SQ)**

**Scheme ID: DN385019**

**Issue Date: 29/01/2019**

**Scheme Title: Provision of Arthroscopy Consumables**

**(Shavers, Fluid Management)**

**Completed Questionnaires and any accompanying documentation must be returned no later than 28/02/2019 via the Due North Portal.**

**Late submissions will not be considered.**

The Authority is utilising an electronic tendering tool to manage this procurement and communicate with Tenderers. Accordingly, there will be no hard copy documents issued and all communications with the Authority including the submission of any responses will be conducted via Due North portal.

Please direct all questions or messages via the Due North Portal Website.

Bidders are reminded that their questions, and the authority’s response, may be circulated to all bidders in an anonymised form, where the authority deems this to be appropriate.

The last date the authority will accept questions concerning this SQ will be **19/02/2019**

**Introduction**

Leeds Teaching Hospitals (‘The Authority’) is seeking proposals for provision of Arthroscopy Consumables (Shavers, Fluid Management) for a period of 4 years with the option for two extensions both equaling 10 months.

Further information on the scope of the service and the procurement process is available in the Invitation to Tender (ITT) document that has been published as part of this procurement process. Only bidders who are shortlisted following submission of the SQ will be invited to submit a Tender.

**ABOUT US**

Leeds Teaching Hospitals is one of the biggest NHS trusts in the country, offering a range of both general and specialist hospital services, with excellent clinical outcomes for patients. We have an international reputation for excellence in specialist care, research and academic training.

Our Hospitals

* Leeds General Infirmary
* St James’s University Hospital
* Leeds Children’s Hospital
* Leeds Dental Institute
* Chapel Allerton Hospital
* Seacroft Hospital
* Wharfedale Hospital

For further information please visit the Trust Website <http://www.leedsth.nhs.uk/home/>

**OUR VISION**

Our vision is for Leeds Teaching Hospitals to be the best for specialist and integrated care.

**Our five year strategy**

Our five year strategy was developed using comments and feedback from staff, patients and stakeholders. You can read the full [five year strategy here](http://www.leedsth.nhs.uk/fileadmin/Documents/About_us/Trust_Documents/Documents/Five_Year_Strategy_document.pdf) .

The future of healthcare is about building seamless integrated services, supported by specialist providers when people need them. We already work with our local health and social care partners to provide seamless care for patients between primary, community and secondary care services and we are committed to driving forward integrated care in Leeds to ensure that these pathways continue to develop.

We want to empower and invest in our staff and allow them the autonomy and freedom to deliver safe, effective and personal healthcare for every patient, every time.

We will also deliver leading edge innovation, achieve academic and educational excellence and expand the boundaries of healthcare.

By living our values and delivering our five goals, we will create a platform to build a strong portfolio of specialist work at a national and regional level and provide seamless integrated care to local patients and beyond.

**Our values**

Our staff worked together to develop our values. This is known as ‘The Leeds Way’. It defines who we are, what we believe and how we will work to deliver the best outcomes for our patients.

**Patient-centered:**

* Consistently deliver high quality, safe care.
* Organise around the patient and their carers and focus on meeting their individual needs.
* Act with compassion, sensitivity and kindness towards

**Fair:**

* We will treat others how we would wish to be treated.
* Strive to maintain the respect and dignity of each patient, being particularly attentive to the needs of vulnerable groups.

**Collaborative:**

* Recognise we are all one team with a common purpose.
* Include all relevant patients and staff in our discussions and decisions.
* Work in partnership with patients, their families, and other providers - they will feel in control of their health and care needs.

**Accountable:**

* Act with integrity and always be true to our word.
* Be honest with patients, colleagues and our communities at all times.
* Disclose results and accept responsibility for our actions.

**Empowered:**

* Empower colleagues and patients to make decisions.
* Expect colleagues to help build and maintain staff satisfaction and morale - more can be achieved when staff are happy and proud to come to work.
* Celebrate staff who innovate and who go the extra mile for

**Our goals**

**Goal 1** - The best for patient safety, quality and experience.

**Goal 2** - The best place to work.

**Goal 3** - A center of excellence for specialist services, research, education and innovation.

**Goal 4** - Hospitals that offer seamless, integrated care.

**Goal 5** - Financially sustainable.

Further information is available at the following website: <http://www.leedsth.nhs.uk/about-us/>

**Standard Selection Questionnaire**

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

The SQ is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. 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 documents 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 SQ 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 SQ, 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.

**Notes for completion**

1. The “Authority” means Leeds Teaching Hospital NHS Trust (LTHT), or anyone acting on behalf of the Authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this SQ 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 SQ, 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.

**How to submit your document(s)**

All documents must be submitted via the Due North e-Tendering portal. Documents will not be accepted via any other means.

**When to submit your document(s)**

The deadline for receipt of this SQ is stated on the front page of the SQ. Submissions can be made at any time up to that deadline. Late responses will not be accepted.

Please ensure that all required documents are submitted prior to the deadline as late submissions will not be accepted under any circumstances. Partial or incomplete submissions will be eliminated from the process.

**SQ Evaluation Criteria**

Your SQ will be evaluated based on the answers you give to the questions within each section. The answers you provide will be assessed to evaluate your ability to perform this contract. Details of how each particular section will be assessed are included at the beginning of the relevant section. There are certain questions in this SQ which if not answered to the satisfaction of the Authority will lead to your disqualification from the bidding process. Where this is the case it will be highlighted. In the interests of clarity, the evaluation methodology is summarised in the table below.

Where there is a pass/fail evaluation we shall consider this in accordance with the relevant section of this SQ, including whether or not there is any discretion not to exclude you in the event of any particular ‘fails’ (for example, self-cleaning). For the avoidance of doubt, any such discretion not to exclude you shall be exercised entirely at our discretion, for example, self-cleaning.

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| **Part 1 - Potential supplier Information** |
| 1 – Organisation details | Question 1.1 (j) (i) – Pass or fail (legal requirement) |
| **Part 2 – Exclusion Grounds** |
| 2 – Grounds for mandatory exclusion | Pass or fail  |
| 3 – Grounds for discretionary exclusion | Pass or fail You should note that response to question 3.1 (c) should have regard (but without limitation) to whether you have breached the Employment Relations Act 1999 (Blacklists) Regulations 2010, and any self-cleaning. Should the Authority consider that you have failed to take adequate steps to prevent further blacklisting then you will not be invited to tender for this scheme. |
| **Part 3 – Selection Questions** |
| 4. – Economic and financial standing  | Pass or fail To pass you must:* be able to self-certify, in question 4.2, that your organisation is able to meet the minimum requirements as stated in the ‘How your finances will be assessed’ section (page 9) below; and
* to be able to provide a copy of your organisations audited accounts for the last two years or a one of the documents requested in 4.1 a - c.

Should your organisation not be able to achieve the above then this will result in a “Fail” and your organisation will not progress through to the Invitation to Tender (ITT).Additionally, following the review of your organisations audited accounts for the last two years, or a one of the documents requested in 4.1 a - c, should the Authority have concerns with regards to your organisations financial position then the Authority reserves the right to seek further assurances before progressing you through to the next stage. |
| 5 – Wider Group Details | Pass or fail |
| 6 – Technical and Professional Ability | **At least two references that confirm that you complied with the contract in all material respects and the contracts were substantially similar in scope and value to the subject matter of this tender (pass or fail)** |
| 7 – Modern Slavery Act Requirements | Pass or fail |
| 8 – Additional PQQ modules  |  |
| 8A – Project specific questions. | These questions will be scored using the criteria set out below under the section of ‘How Technical Capacity will be assessed’ (page 10).Please note that answers to these questions are also subject to a minimum score of 2, or above, for each question.  |
| 8B - Insurance | Pass or fail  |
| 8C – Health and Safety  | Pass or fail You response to question C3 will be considered as part of your response to section 3, question 3.1(e). |
| 8D – Compliance with equality legislation  | Pass or fail  |
| 8E – Environmental Management | Pass or fail Your response to question E1 will be considered as part of your response to Section 3, question 3.1(a). |
| 8F – Information Governance | Pass or fail |

**How your finances will be assessed**

You should be aware that the Authority will use the following factors and criteria to evaluate your financial status:

1. Your organisations existing annual turnover must be more than £1,200,000.

We reserve the right to reject any SQ/Tender if you do not meet the above requirement. In the event that you do not meet this requirement and are still interested in tendering, you should seek clarification from us to confirm whether you can still tender for this work at your earliest opportunity.

1. The net worth quoted on the latest year of your balance sheet should be positive.
2. If you are subsidiary of another company then a Parent Company Guarantee must be able to be provided (on request) to support your organisations financial position.

You must meet all of the requirements set out above, and certify in section 4.2. Failure to do so will result in your bid being rejected.

At contract award stage of the tender process we may use other sources to assist us in the financial assessment and evaluation of the preferred bidding organisation, namely a credit check.

Please note we will only look at credit checks at the time a contract is to be awarded as it is a requirement of our financial procedure rules to do so in these circumstances. If the credit check suggests that there may be an issue with your financial standing we will always follow this up with the preferred bidder before coming to a final assessment. Based on the additional information provided, we will then determine your financial strength and may, where appropriate, require parent company guarantees and/or a financial bond.

**How technical capacity will be assessed**

Section 8A.

The answer to each question will be scored by the evaluation panel using the following methodology:

0 (zero) points will be awarded if the response is unclear, confused, inconsistent or poor;

1 (one) point will be awarded if the response only partially meets the requirement;

2 (two) points will be awarded for meeting the requirement;

3 (three) points are available for responses which exceed the requirement and/or meet the requirement and give full, relevant and pertinent examples of where the bidder has previously delivered or met the requirement.

**Any bidder who does not receive a score of 2 or above in any of the questions will be deemed to have failed this stage and shall not progress through to the ITT.**

**The Shortlisting Process**

The Authority will create a shortlist of a minimum of 3 suppliers who will be invited to submit an ITT. The shortlist will be generated based on the highest scoring fully compliant bidders.

A draft Specification and Terms & Conditions has been included on the Due North portal along with this document.

**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 1.1 – Organisation Details** |
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| **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* Public limited company
* Limited company
* Limited liability partnership
* Other partnership
* Sole trader
* Third sector
* 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)* Voluntary Community Social Enterprise (VCSE)
* Sheltered Workshop
* Public service mutual
 |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? | Yes ☐No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: * Name
* Date of birth
* Nationality
* Country, state or part of the UK where the PSC usually lives
* Service address
* The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used)

Which conditions for being a PSC are met:* Over 25% up to (and including) 50%
* More than 50% and less than 75%
* 75% or more

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 control in control of them.

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

| **Section 1.2 – 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.

| **Section 1.3 – Contact details and declaration** |
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| **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** |
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| **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 [web page](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 convictedIf 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 3 – Grounds for discretionary exclusion** |
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| **Question Number** | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](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) | Please answer the following statements |  |
| 3.1(j) - (i) | 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 | Yes ☐No ☐If Yes please provide details at 3.2 |
| 3.1(j) - (ii) | The organisation has withheld such information. | Yes ☐No ☐If Yes please provide details at 3.2 |
| 3.1(j) –(iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | Yes ☐No ☐If Yes please provide details at 3.2 |
| 3.1(j)-(iv) | 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 |
| 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) |  |

**Part 3: Selection Questions**

| **Section 4 – Economic and Financial Standing**  |
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| **Question Number** | **Question** | **Response** |
| **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 ☐ |

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| --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.1(o) and/or 1.1(p) 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 ☐ |
| **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 ☐ |

| **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 |
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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** |  |  |  |

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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) |
| **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. |

| **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** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐Please provide relevant the url No ☐Please provide an explanation |

**Section 8. Additional Questions**

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

| **Section 8 – Additional Questions**  |  |
| --- | --- |
| **Question Number** | **Question** | **Supplier Answer** |  |
| **8A Project specific questions to assess Technical and Professional Ability - [Insert specific questions relating to the technical and professional ability of the organisation.]** |
| **A1** |  | *Supplier to insert response, Max 500 words per question.* |
| **A2** |  |  |
| **A3** | Please confirm you are able to provide all required staff and associated equipment and consumables to service the locations identified in the service specification? |  |
| **8B Insurance** |  |
| **B1** | 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 = £5,000,000Public Liability Insurance = £5,000,0000Professional Indemnity Insurance = £5,000,000\* 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☐No |
| **8C – Health and Safety** |
| **C1** | Does your organisation have a health & safety policy with regards to safe delivery of materials to the authority premises as detailed in the contract specification? | ☐Yes☐No |
| **C2** | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements (in the jurisdiction in which your organisation is domiciled). | ☐Yes☐No |
| **C3** | 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. We will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to our satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches | ☐Yes☐No |
| **C4** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ☐Yes☐No |
| **8D Compliance with equality legislation** |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. |
| **D1** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | ☐Yes☐No |
| **D2** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurringYou may be excluded if you are unable to demonstrate to our satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | ☐Yes☐No |
| **D3** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ☐Yes☐No |
| **8E Environmental Management** |
| **E1** | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.We will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years; unless we are satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | ☐Yes☐No |
| **E2** | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | ☐Yes☐No |
| **8F – Information Governance**  |
| Please note this information will be used to determine if you abide by the Data Protection Act 1998. If the Authority deem you do not have the necessary procedures and policies in place you will not be invited to submit a tender. |
| **F1** | Please confirm that your organisation have information governance, management and training arrangements in place? | ☐Yes ☐No |
| **F2** | Please give the name, address, and telephone number of the person responsible for ensuring that your organisation’s Information Governance policy is carried out in practice.Name :Position in organisation:Address :Telephone number :Email: |  |
| **F3** | Please provide your organisation’s Information Commissioner’s Office Registration number. Please see <http://ico.org.uk> for further information and to register.  | Registration number: |
| **F4** | Does your organisation have an Information Governance policy? | ☐Yes☐NoIf ‘no’, please give your reasons why: |