Institute for Apprenticeships & Technical Education

T Levels ITT – Tender Response Document

Part 1 – Selection Questionnaire

Invitation to Tender

T Levels Programme – Awarding Organisations Procurement (Wave 4)

Attachment 6 – Tender Response Document Part 1 – Selection Questionnaire

Important note to Potential Suppliers:

You must complete this Selection Questionnaire and submit your responses using the e-Sourcing Portal. Please answer the following questions in full.

Who must complete a Selection Questionnaire?
A copy of the Selection Questionnaire must be completed on behalf of each of the following entities:

(1) the Potential Supplier and/or Lead Supplier in the case of a Group of Economic Operators;

(2) where a Lead Supplier is bidding on behalf of a Group of Economic Operators or the Potential Supplier or Group of Economic Operators as applicable is proposing to use Sub-Contractors, an additional copy of this Selection Questionnaire must be completed and submitted in respect of any Sub-Contractor or member of a Group of Economic Operators that is expected to be assigned 25% or more of the contractual obligations under the Contract (by value of the relevant services); and

(3) any other entity that the Potential Supplier and/or Group of Economic Operators are relying on to meet the relevant selection criteria.

The Authority reserves the right to require other Sub-Contractors or members of a Group of Economic Operators to complete a copy of this Selection Questionnaire, and will notify the Potential Supplier and/or Lead Supplier if this is required.

What about bidding for multiple Lots?
Each entity that is required to complete the Selection Questionnaire must only submit a single copy of the Selection Questionnaire. That single copy will then be evaluated in respect of all of the Lot(s) for which you submit a Tender.

Terminology
Unless the context provides otherwise, capitalised expressions in the Selection Questionnaire shall have the meaning given to them in the Glossary forming part of this ITT.

In the Selection Questionnaire “you” / “your” refers to the entity completing the questionnaire.

Character count
You must not exceed any character limits set out in the Selection Questionnaire in respect of specific questions. Any characters in excess of any stated character limit will not be taken into account in the evaluation. Potential Suppliers should note that the e-Sourcing Portal character count can differ from the character count stated by word processing packages, and Potential Suppliers are advised to check the applicable character count within the e-Sourcing Portal in sufficient time to make changes if needed to reduce the length of the relevant response.

Attachments
Any attachments should be in either a MS Word, MS Excel or PDF format.

Self-certification and use of an ESPD
Note that entities who self-certify that they meet the requirements of the questions in the Selection Questionnaire may be required to provide evidence of this at any stage and in any event if they are successful at Contract award stage. Failure to provide such evidence may result in the exclusion of the relevant Tender from the Procurement process.

The Authority will also accept the submission of the relevant information using the European Single Procurement Document ("**ESPD**") in place of the relevant questions in the Selection Questionnaire. We will not reject a submission because of the format in which it is provided, but if using an ESPD, you are advised to carefully check that you are submitting all the information that was originally requested in the Selection Questionnaire. The Authority requires all Potential Suppliers to complete the declaration set out in the Selection Questionnaire.

How answers are evaluated

Full details on how the responses to the Selection Questionnaire will be evaluated are set out in the Evaluation Guidance.

When completing the Selection Questionnaire you should refer closely to Attachment 4 - Evaluation Methodology and Guidance as this includes further information on the details which should be included when answering each question, and how the information you provide in your SQ Responses will be assessed.

GATE A

Potential Supplier information

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 a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(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) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	

1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)[1]?	Yes ☐ No ☐
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate:[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 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 of them.

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

[1] See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

[2] UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance.

Section 1	**Bidding model**	
Question number	Question	Response
1.2(a) - (i)	Are you bidding as the Lead Supplier for a Group of Economic Operators?	Yes ☐ No ☐ If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and 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 of Economic Operators at 1.2(a) (ii) for reference purposes, and complete questions 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 (to comply with the requirements of paragraph 12.8 of the ITT) and which entity will execute the Contract if you are successful.*	
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 services e.g. key deliverables (and which Lot(s) this applies to)					

	The approximate % of contractual obligations assigned to each Sub-Contractor* in respect of each applicable Lot					

* Where a Lead Supplier is bidding on behalf of a Group of Economic Operators or the Potential Supplier or Group of Economic Operators as applicable is proposing to use Sub-Contractors, an additional copy of this Selection Questionnaire must be completed and submitted in respect of any Sub-Contractor or member of a Group of Economic Operators that is expected to be assigned 25% or more of the contractual obligations under the Contract (by value of the relevant services). The Authority reserves the right to require other Sub-Contractors or members of a Group of Economic Operators to complete a copy of this Selection Questionnaire.

** See the guidance on the definition of sub-contractor in paragraph 12.5 of the ITT.

Contact details and SQ Response declaration

I hereby declare that:

(i) to the best of my knowledge the answers submitted and information contained in this Selection Questionnaire are correct and accurate. I understand that the information submitted will be used in the selection process to assess the Potential Supplier's suitability to be invited to deliver the Services;

(ii) upon request and without delay I will provide the certificates or documentary evidence referred to in this Selection Questionnaire;

(iii) the Potential Supplier agrees to and accepts the Terms of Participation that apply to this Procurement, and that the Authority may disclose the information submitted by the Potential Supplier in accordance with the Terms of Participation;

(iv) I am not aware of any actual or potential Conflict of Interest relating to the Potential Supplier's participation in this Procurement (other than those notified in writing to the Authority during this Procurement);

(v) I am authorised by the under mentioned Potential Supplier (and as a Lead Supplier if a Group of Economic Operators), and each of any Sub-Contractors, to supply the information given in this Selection Questionnaire, and to agree to these terms and to make this declaration;

(vi) I understand that the Authority may reject this Selection Questionnaire 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 serious consequences of any misrepresentation; and

(vii) I understand that the Potential Supplier is not entitled to claim from the Authority any costs and expenses incurred in preparing this Selection Questionnaire or otherwise connected with the Potential Supplier's participation in this Procurement.

(viii) I acknowledge and confirm that this SQ Response, together with any later Tender submission, constitutes an application to Ofqual by the Potential Supplier for recognition for the Technical Qualification(s) selected in question 1.4 below (where no separate application for such recognition has been submitted). I acknowledge that the Potential Supplier's application to Ofqual for recognition for such Technical Qualification(s) will be automatically withdrawn if the Potential Supplier is unsuccessful at any stage of the Procurement process.

Section 1a	**Contact details and SQ Response 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	
1.4	Lot(s) for which your organisation intends to submit a Tender (please tick all that apply)	Lot 1: Hair, Beauty & Aesthetics ☐ Lot 2: Craft & Design ☐ Lot 3: Media, Broadcast & Production ☐ Lot 4: Catering ☐ Lot 5: Animal, Care & Management ☐ Lot 6: Agriculture, Land Management & Production ☐ Lot 7: Legal Services ☐ Lot 8: Human Resources ☐

Ofqual recognition

It is a mandatory requirement for this Procurement that the Supplier must be recognised by Ofqual to deliver the relevant Technical Qualification(s) at the point of Contract award. The applicable Ofqual criteria for recognition can be found here: https://www.gov.uk/government/publications/criteria-for-recognition

In the case of a Tender by a Group of Economic Operators, then either:

(i) that Group of Economic Operators must establish a properly established legal entity and such legal entity must be recognised by Ofqual; or

(ii) at least one member of the Group of Economic Operators must be recognised by Ofqual, provided that the relevant member is to take a substantial / lead role in the delivery of the Services and such member will execute the Contract with the Authority if successful in the Procurement. In the event that a recognised body within a proposed Group of Economic Operators is unable to execute the Contract, the relevant Group of Economic Operators should submit a clarification question prior to the SQ Clarifications Deadline in the ITT to confirm its position and to attempt to agree an alternative which is acceptable to the Authority (which may include use of a version of the Contract incorporating appropriate amendments to accommodate a separate entity within a Group of Economic Operators being recognised).

If your organisation is already recognised by Ofqual, your SQ Response and Tender will be treated as your application for extended recognition to offer the Technical Qualification(s) for the Pathway(s) which is/are the subject of your Tender, and your SQ Response and Tender will provide the required information for that process.

If your organisation is not recognised by Ofqual, it is mandatory for you to have submitted a separate recognition application to Ofqual prior to the date of your SQ Response, and the application will be for recognition in respect of the relevant Pathway(s) which is/are to be the subject of your Tender.

Section 1b: Ofqual recognition details		
Question number	Question	Response
1.5	Is the Potential Supplier or a member of the Group of Economic Operators currently recognised by Ofqual in respect of any qualification?	Yes ☐ No ☐ If yes, please provide details at 1.6 below If no, please provide details of Ofqual recognition application at 1.7 below
1.6 (a)	Name of recognised organisation	
1.6 (b)	Qualification(s) for which organisation is recognised by Ofqual	
1.7 (a)	Name of organisation that has submitted an application to Ofqual to be recognised for a TQ	
1.7 (b)	Date of submission of application to Ofqual to be recognised	

Exclusion Grounds

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	**Regulations 38(8) and (9)** The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, 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 have been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.	
	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: - the date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction; and - the 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 38(10)**	Yes ☐ No ☐

	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?	
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.

Section 3	**Grounds for discretionary exclusion**	
	Question	Response
3.1	**Regulation 38(16)** The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, 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 35 of the Regulations 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 information relating to the 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 is not able to submit supporting documents where this is necessary to support the proper conduct of the Procurement procedure. The organisation has influenced the decision-making process of the Authority to obtain confidential information that may confer upon the organisation undue advantages in the Procurement procedure, or has 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
3.2	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)	

GATE B

Selection Questions

Section 4	Economic and Financial Standing	
	Question	Response
4.1	Please provide a copy of your audited accounts for the last two years. If you are unable to provide this, please provide **one** of the following: (a) your audited accounts for the last year (if available) and 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 your organisation; or (b) if you are unable to provide the information at (a), alternative means of demonstrating financial status (e.g. your latest management accounts, 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).	Upload required documents as an attachment

	Question	Response
4.2	The information provided at 4.1 will be used to determine whether or not your SQ Response will proceed past Gate B of the evaluation stages for this Procurement and, if it does, to calculate the Financial Thresholds that will be used to determine the number of Contracts that you may potentially be awarded (see ITT Attachment 4 – Evaluation Methodology and Guidance). The information provided will also be considered as part of the AQ evaluation if you proceed past Gate B and subsequently submit Tenders for one or more Contracts. Please list using the supplied "Bidder Prioritisation of Lots" template your order of preference (starting with highest preference down to lowest preference) for the Lots that you are bidding for (i.e. the Lots ticked in your response to question 1.4 above).	Complete and return the "Bidder Prioritisation of Lots" (an Excel spreadsheet file) (using the template of that name available in the e-Sourcing Portal)

Section 5	**Guarantee**	
The Authority may request a parent company or other form of guarantee where it has identified material risks that the bidding entity does not have the necessary economic and financial standing to deliver the Services under the Contract in accordance with the Authority's requirements.		
5.1	Are you able to provide parent company accounts if requested at a later stage? If you do not have a parent company, please select N/A and move to Gate C Question 6.1.	Yes ☐ No ☐ N/A ☐
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes ☐ No ☐
5.3	If no or N/A, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes ☐ No ☐

GATE C

Section 6	Technical and Professional Ability
6.1	Please provide two case studies, that demonstrate your experience, and ability to undertake the Services, which would include, without limitation, • provision of qualification development; • examination or assessment services within academic and/or technical education. Case studies should be in relation to relevant services performed at any point within the past three years prior to publication of the PIN Notice. The customer/referee's named contact should be able to provide written evidence to confirm the accuracy of the information provided below. For Groups of Economic Operators, the Lead Supplier should provide relevant examples of where the Group of Economic Operators has delivered similar requirements. If this is not possible (e.g. the Group of Economic Operators is newly formed or a Special Purpose Vehicle is to be created for this Procurement) then two separate examples should be provided between the principal member(s) of the proposed Group of Economic Operators or Special Purpose Vehicle (two examples are not required from each member). Where the Potential Supplier is a Special Purpose Vehicle, or is not intending to be the main provider of the Services, the information requested should be provided in respect of the main intended supplier(s) or Sub-Contractor(s) who will deliver the Contract. If you cannot provide two case studies see question 6.2.

	Case study 1	**Case study 2**
Name of customer/referee organisation		
Point of contact in the organisation		
Position in the organisation		
E-mail address		
Description of services (including an overview of the services provided and an explanation of why the case study is relevant to this Procurement) – character limit of 2500 characters for the description for each case study (ie 5000 characters for 2)		

Services start date		
Services completion date		
Estimated value of services		

6.2	If you cannot provide two case studies for question 6.1, in no more than 2500 characters please provide an explanation for this e.g. your organisation is a new start-up, and explain how your organisation will obtain access to the technical and professional experience and capability required to deliver the Services. Character limit: 2500 characters	
6.3	Please confirm that you undertake that you have the capability and capacity to establish appropriate and sufficient operations in England that will enable you to deliver the Services within the required timescales. *Your approach to establishing relevant operations should be reflected in your plan submitted in response to Award Questionnaire question 10.7*.	Yes ☐ No ☐
6.4	Has there been any occasion within the last three years where you have received a written notification of your breach of contract in relation to a contract for the provision of qualification and/or assessment services? Yes ☐ No ☐ If yes, please provide details of the circumstances and of the actions you have taken to address the relevant issue(s) and prevent recurrence. Character limit: 2500 characters	

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?	Yes ☐ No ☐
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 Modern Slavery Act 2015?	Yes ☐ Please provide the relevant URL No ☐ Please provide an explanation N/A ☐

Section 8	Additional Questions	
8.1	**Insurance**	
	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 = as required by law* Public Liability Insurance = £5m Professional Indemnity Insurance = £5m *It is a legal requirement that all Potential Suppliers hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to sole traders.	Yes ☐ No ☐
8.2	**General Data Protection Regulation (GDPR) and the Data Protection Act 2018**	
	Please confirm that you undertake that you have in place, or that you will have in place by Contract award, the human and technical resources to perform the Contract to ensure compliance with the General Data Protection Regulation and the Data Protection Act 2018 and to ensure the protection of the rights of data subjects and that, without limitation to this general requirement to ensure such compliance, you have facilities and measures: (1) to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; (2) to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data; (3) to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable;	Yes ☐ No ☐

	(4) to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place); (5) to maintain records of personal data processing activities; and (6) to regularly test, assess and evaluate the effectiveness of the above measures.	
8.3	**Contract compliance**	
	Please confirm that you accept the terms and conditions and schedules as set out in the Contract without caveat or amendment and you agree and accept that the Contract will apply if you are appointed to provide the Services. Potential Suppliers are required to answer Yes to confirm their acceptance of the Contract without caveat or amendment. If you do not answer Yes you may be excluded from the Procurement. Yes ☐ No ☐	
	Data handling, security management and IT disaster recovery	
8.4	Please confirm that you undertake that you have in place an effective approach by which you (and all relevant Sub-Contractors) will ensure your Information Security Management System will conform and remain for the term of the Contract in conformance with ISO 27001 / 27002 or will otherwise provide an appropriate level of protection equivalent to such standards.	Yes ☐ No ☐
8.5	Please confirm that you have in place, or undertake that you will have in place by the date of Contract execution, Cyber Essentials certification.	Yes ☐ No ☐
8.6	Please confirm that you have had no material breach of your data and/or IT security systems within the last 3 years. Yes ☐ No ☐ If yes, please provide details of the circumstances and of the actions you have taken to address the relevant issue(s) and prevent recurrence. Character limit: 2500 characters	