

# Standard Selection Questionnaire

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion<sup>1</sup>. 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.

**Note for Contracting Authorities: The following paragraph is optional for inclusion, authorities can delete it if they prefer to receive only Word/ PDF versions of the standard Selection Questionnaire.** [*Alternatively you can submit the completed Exclusion Grounds of the [EU ESPD \(Part III\)](#) as a downloaded XML file to the buyer contact point along with the selection information requested in the procurement documentation.*]

## Supplier Selection Questions: Part 3

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

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

## Consequences of misrepresentation

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 If a contract has been entered into you may be sued for damages and the contract may be rescinded.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

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<sup>1</sup> For the list of exclusion please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

# Upgrade of Building Fabric - 14 Units - Biddenden, High Halden, Kenardington, Stone, Wittersham and Woodchurch in the Borough of Ashford

Contract No. EW/20/2

[OPEN PROCEDURE]

## Notes for Completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. **Note for Contracting Authorities: The following paragraph is optional for inclusion if a decision has been made to request a self-declaration of the exclusion grounds from sub-contractors. All sub-contractors are required to complete Part 1 and Part 2<sup>2</sup>.**
7. 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.

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<sup>2</sup> See PCR 2015 regulations 71 (8)-(9)

## Part 1: Potential Supplier Information

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

| Section 1       | Potential supplier information  |   |
|-----------------|---|---|
| Question number | Question  | Response  |
| 1.1(a)          | Full name of the potential supplier submitting the information  |   |
| 1.1(b) – (i)    | Registered office address (if applicable)   |   |
| 1.1(b) – (ii)   | Registered website address (if applicable)  |   |
| 1.1(c)          | Trading status<br>a) public limited company<br>b) limited company<br>c) limited liability partnership<br>d) other partnership<br>e) sole trader<br>f) third sector<br>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 <input type="checkbox"/><br>No <input type="checkbox"/><br>N/A <input type="checkbox"/> |
| 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 <input type="checkbox"/><br>No <input type="checkbox"/>                                 |
| 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)<br>a) Voluntary Community Social Enterprise (VCSE)<br>b) Sheltered Workshop<br>c) Public service mutual                          |   |
| 1.1(m)          | Are you a Small, Medium or Micro Enterprise (SME) <sup>3</sup> ?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                 |

<sup>3</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

## Part 1: Potential Supplier Information (continued)

| Section 1       |   | Potential supplier information |
|-----------------|---|--------------------------------|
| Question number | Question  | Response                       |
| 1.1(n)          | <p>Details of Persons of Significant Control (PSC), where appropriate: <sup>4</sup></p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met;               <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more. <sup>5</sup></li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p> |                                |
| 1.1(o)          | <p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>  |                                |
| 1.1(p)          | <p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>  |                                |

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.

<sup>4</sup> 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](#).

<sup>5</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

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

| Section 1       |   | Bidding model   |  |  |  |
|-----------------|---|---|--|--|--|
| Question number | Question  | Response  |  |  |  |
| 1.2(a) - (i)    | Are you bidding as the lead contact for a group of economic operators?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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.<br>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 <input type="checkbox"/><br>No <input type="checkbox"/>   |  |  |  |
| 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.

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

## Part 2: Exclusion Grounds

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

| Section 2       | Grounds for mandatory exclusion   |  |
|-----------------|---|--|
| Question number | Question  | Response   |
| 2.1(a)          | <p><b>Regulations 57(1) and (2)</b><br/>           The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.<br/>           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 <a href="#">webpage</a>.</p> |  |
|                 | Participation in a criminal organisation.   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 2.1(b) |
|                 | Corruption.   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 2.1(b) |
|                 | Fraud.  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 2.1(b) |
|                 | Terrorist offences or offences linked to terrorist activities   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 2.1(b) |
|                 | Money laundering or terrorist financing   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 2.1(b) |
|                 | Child labour and other forms of trafficking in human beings   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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.<br>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,<br>Identity of who has been convicted<br>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 <input type="checkbox"/><br>No <input type="checkbox"/>  |

## Part 2: Exclusion Grounds (continued)

|        |   |   |
|--------|---|---|
| 2.3(a) | <b>Regulation 57(3)</b><br>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 <input type="checkbox"/><br>No <input type="checkbox"/> |
| 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       | <b>Regulation 57 (8)</b><br>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a> , 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 <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes please provide details at 3.2 |  |
| 3.1 (b)   | Breach of social obligations?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes please provide details at 3.2 |  |
| 3.1 (c)   | Breach of labour law obligations?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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 <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes please provide details at 3.2 |  |
| 3.1(e)    | Guilty of grave professional misconduct?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes please provide details at 3.2 |  |

## Part 2: Exclusion Grounds (continued)

|               |  |   |
|---------------|--|---|
| 3.1(f)        | Entered into agreements with other economic operators aimed at distorting competition?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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 <input type="checkbox"/><br>No <input type="checkbox"/><br>If yes please provide details at 3.2 |
| 3.1(h)        | Been involved in the preparation of the procurement procedure?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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 <input type="checkbox"/><br>No <input type="checkbox"/><br>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 <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |
| 3.1(j) - (ii) | The organisation has withheld such information.  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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 <input type="checkbox"/><br>No <input type="checkbox"/><br>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 <input type="checkbox"/><br>No <input type="checkbox"/><br>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<sup>6</sup>

| Section 4 |  | Economic and Financial Standing                             |
|-----------|--|---|
|           | Question   | Response  |
| 4.1       | Are you able to provide a copy of your audited accounts for the last two years, if requested?<br>If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
|           | (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 <input type="checkbox"/><br>No <input type="checkbox"/> |
|           | (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.   | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
|           | (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 <input type="checkbox"/><br>No <input type="checkbox"/> |
| 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 <input type="checkbox"/><br>No <input type="checkbox"/> |

| Section 5   |   | If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below: |
|---|---|---|
| Name of organisation                                    |   |   |
| Relationship to the Supplier completing these questions |   |   |
| 5.1   | Are you able to provide parent company accounts if requested to at a later stage? | Yes <input type="checkbox"/><br>No <input type="checkbox"/>   |
| 5.2   | If yes, would the parent company be willing to provide a guarantee if necessary?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/>   |
| 5.3   | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?      | Yes <input type="checkbox"/><br>No <input type="checkbox"/>   |

<sup>6</sup> See Action Note 8/16 Updated Standard Selection Questionnaire

|                  |   |
|------------------|---|
| <b>Section 6</b> | <b>Technical and Professional Ability</b> |
|------------------|---|

**Project Specific Questions**

Note: ALL CONTRACTORS WHO WOULD LIKE TO EXPRESS AN INTEREST IN THIS PROJECT ARE REQUIRED TO RESPOND IN FULL TO THESE QUESTIONS

The following questions carry a maximum score of 100% and are weighted and scored accordingly. Contractors will need to score a minimum of 60%

If using extra sheets please note the page limit for each question. Clearly state the question number on any additional pages used.

| <b>Score for Assessed Questions</b> | <b>Judgement</b>  |
|-------------------------------------|---|
| <b>0</b>                            | Statement is unsuitable and / or suggests unacceptable risk |
| <b>2</b>                            | Statement fails to meet requirements in a significant way   |
| <b>4</b>                            | Statement fails to meet requirements in some way            |
| <b>6</b>                            | Statement meets all the requirements ("par")                |
| <b>8</b>                            | Statement exceeds requirements and adds some value          |
| <b>10</b>                           | Statement exceeds requirements and adds significant value   |

| <b>Q Ref</b>                             | <b>Project Specific</b>  |
|--|--|
| <b>PS-Q1</b><br><br><b>30% Weighting</b> | What is your experience in this particular field of work? Please give detail of relevant projects undertaken AND evidence of the Client satisfaction for those projects.<br><br>max. response 1 side A4 in 10 Arial font<br><br><div style="text-align: right;"><b>enclosed</b> <input type="checkbox"/></div> |
| <b>PS-Q2</b><br><br><b>20% Weighting</b> | What issues do you consider are of paramount importance in the successful execution of a contract of this nature?<br><br>max. response 1 side A4 in 10 Arial font<br><br><div style="text-align: right;"><b>enclosed</b> <input type="checkbox"/></div>  |
| <b>PS-Q3</b><br><br><b>20% Weighting</b> | As Principal Contractor, what do you consider are the main risks you will have to manage for a contract of this nature? Please explain how you would mitigate the risks.<br><br>max. response 1 side A4 in 10 Arial font<br><br><div style="text-align: right;"><b>enclosed</b> <input type="checkbox"/></div> |
| <b>PS-Q4</b><br><br><b>30% Weighting</b> | How would you aspire to achieve a zero-defect, "right first time" and good quality end product?<br><br>max. response 1 side A4 in 10 Arial font<br><br><div style="text-align: right;"><b>enclosed</b> <input type="checkbox"/></div>  |

| Q Ref                          | Project Specific Questions  |                          |           |  |         |   |                     |
|--------------------------------|---|--------------------------|-----------|--|---------|---|---------------------|
| PS-Q6                          | <p><b>Company Status</b></p> <p>Please indicate <input checked="" type="checkbox"/> which category describes your organisation, (SME Status (Small, Medium Sized Enterprises) Voluntary/Community Sector)) and provide the relevant registration number if applicable</p> <p>Scoring: <b>INFORMATION ONLY</b></p> |                          |           |  |         |   |                     |
| <p><b>Information Only</b></p> | <b>SME Status (Small, Medium Sized Enterprises)</b>   |                          |           |  |         |   |                     |
|                                | Enterprise Category   | ✓                        | Employees | Annual Turnover                              | or<br>↔ | Annual balance sheet total                  | Registration number |
|                                | Medium-sized  | <input type="checkbox"/> | < 250     | ≤ £36,861,527.16<br>(or €50 million)         | or<br>↔ | £31,689,725.94<br>(or €43 million)          |                     |
|                                | Small   | <input type="checkbox"/> | < 50      | ≤ £7,372,305.43<br>(or €10 million)          | or<br>↔ | ≤ £7,372,305.43<br>(or €10 million)         |                     |
|                                | Micro   | <input type="checkbox"/> | < 10      | ≤ £ 1,473,940.74<br>(previously not defined) | or<br>↔ | ≤ £1,473,940.74<br>(previously not defined) |                     |
|                                | Voluntary Sector  | <input type="checkbox"/> |           |  |         |   |                     |
|                                | Community Sector  | <input type="checkbox"/> |           |  |         |   |                     |
|                                | None of the above   | <input type="checkbox"/> |           |  |         |   |                     |

| 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 <input type="checkbox"/><br>N/A <input type="checkbox"/>  |
| 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 <input type="checkbox"/><br>Please provide the relevant url ...<br><br>No <input type="checkbox"/><br>Please provide an explanation |

## 8. Additional Questions

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

| Section 8 |  | Additional Questions |
|-----------|--|----------------------|
| 8.1       | <b>Insurance</b>   |                      |
| a.        | <p>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:<br/>Y/N</p> <p>Employer's (Compulsory) Liability Insurance = £5M<br/>Public Liability Insurance = £5M<br/>Professional Indemnity Insurance = £1M</p> <p>*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.</p> |                      |

| 8.2 |   | Skills and Apprentices <sup>7</sup> – (please refer to supplier selection guidance) |
|-----|---|---|
| a.  | <p>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.</p> <p>Please confirm if you will be supporting apprenticeships and skills development through this contract.</p> | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                         |
| b.  | <p>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?</p>  | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                         |

<sup>7</sup> [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](#)

|                         |   |   |
|-------------------------|---|---|
| <b>8.2<br/>(contd.)</b> | <b>Skills and Apprentices<sup>8</sup> – (please refer to supplier selection guidance)</b>   |   |
| <b>c.</b>               | 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 <input type="checkbox"/><br>No <input type="checkbox"/> |
| <b>8.3</b>              | <b>Steel<sup>9</sup> – (please refer to supplier selection guidance)</b>  |   |
| <b>a.</b>               | Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management  |   |
| <b>b.</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.   |   |
| <b>c.</b>               | 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:<br><br>(i) Your company<br><br>(ii) All your supply chain members involved in the production or supply of steel. |   |
| <b>8.4</b>              | <b>Suppliers' Past Performance<sup>10</sup> - (please refer to supplier selection guidance - this question should only be included by central government contracting authorities)</b>   |   |
| <b>a.</b>               | Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| <b>b.</b>               | On request can you provide a certificate from those customers on the list?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| <b>c.</b>               | If you cannot obtain a certificate from a customer can you explain the reasons why?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| <b>d.</b>               | 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 <input type="checkbox"/><br>No <input type="checkbox"/> |
| <b>e.</b>               | 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 <input type="checkbox"/><br>No <input type="checkbox"/> |

<sup>8</sup> [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](#)

<sup>9</sup> [Procurement Policy Note 16/15– Procuring steel in major projects](#)

<sup>10</sup> [Procurement Policy Note 04/15 Taking Account of Suppliers' Past Performance](#)