Appendix 8

Standard selection questionnaire

# Standard Selection Questionnaire Template

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

This template includes a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply[[1]](#footnote-1). If any of the grounds for exclusion do apply, there is an opportunity to explain any measures you have taken to demonstrate your reliability notwithstanding the existence of a ground for exclusion (we call this self‑cleaning).

We require all the organisations that form part of your bidding group /consortium and each subcontractor that you are relying on to meet the selection criteria to provide a completed part 1 and part 2. This means that where you are joining a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Subcontractors that you rely on to meet the selection criteria, must also complete a self-declaration (although subcontractors that are not relied upon do not need to complete the self-declaration).

**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 subcontractors, you should complete all of the selection questions on behalf of the group / consortium and / or any subcontractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another supplier.

**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 If a contract has been entered into you may be sued for damages and the contract may be rescinded.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.

# Notes for completion

1. The ‘authority’ means the contracting authority, such as, ‘WDH’ (Wakefield and District Housing Limited, a registered society under the Co-operative and Community Benefit Societies Act 2014 (No 7530)), 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, such as, 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 subcontractors, 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 member of your bidding group / consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
6. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:

* Members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
* The second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

1. All subcontractors are required to complete their own part 1 and part 2[[2]](#footnote-2)’.

For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and / or any subcontractors, 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.

1. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in [Schedule 1](http://www.legislation.gov.uk/uksi/2015/102/schedule/1/made) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, [read the terms](https://www.gov.uk/government/publications/mystery-shopper-scope-and-remit) and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

# Evaluation criteria and selection process

This SQ will be assessed using pass / fail criteria for all Sections. If your response to any pass / fail section is deemed a ‘Fail’, your tender submission may be eliminated.

The pass / fail criteria sections are as follows.

| **Section / Question** | **Description** | **Scoring** | |
| --- | --- | --- | --- |
| 1 | **Potential Supplier Information and Bidding Model – Part 1** | Pass / Fail | |
| 1 | **Evaluation notes**   * 1. Supplier details:   This section requests general information about the organisation submitting the tender. The answers provided in this section are for information only and will not contribute to the evaluation.   * 1. Bidding model:   **Pass** – all information / documentation provided  **Fail** – information requirements missing  If the potential supplier completing this Supplier Questionnaire is doing so as part of a proposed consortium, the following information must be provided:   * names of all consortium members; * the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and * if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.   All members of the consortium will be required to provide the information required in Part 1 and Part 2 the Lead member of the consortium is required to complete Part 3 providing one composite response.  Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.  If any part is left incomplete, the section may be marked as Fail. If the question is not applicable, please mark your response as ‘N/A’.     * 1. Sub-contractors   **Pass** – all information provided included completed declarations for Part 1 and Part 2 for Sub-Contractors  **Fail** – any information requirements missing for lead bidder and completed Part 1 and Part 2 declarations for any Sub‑contractors.   * 1. Lots   **Pass** – all information provided  **Fail** – information requirements missing |  | |
| **2** | **Grounds for Mandatory Exclusion – Part 2** | Pass / Fail | |
|  | **Evaluation notes**  WDH may treat as ineligible and may not select a potential supplier in accordance with the Regulations, if the potential supplier or its directors or any other person who has powers of representation, decision or control of the potential supplier has been convicted of any of the defined offences.  **Pass** – all questions answered ‘no’ or any ‘yes’ responses accompanied with further details in a separate Appendix. Reasoning provided is to the satisfaction of WDH  **Fail** – failure to answer any questions or any question answered ‘yes’ without further details provided in a separate Appendix, or reasoning is not to WDH’s satisfaction.  Any potential supplier failing any question in this section will be excluded from the remainder of the process. |  | |
| **3** | **Mandatory and Discretionary Grounds Relating to the payment of Taxes and Social Security Contributions –  Part 2** | Pass / Fail | |
|  | **Evaluation notes**  WDH may treat as ineligible and may exclude a potential supplier in accordance with the Regulations, if the potential supplier has not met their obligations relating to the payment of taxes and social security contributions..  **Pass** – questions answered confirming payment of all obligations regarding taxes and social security contributions or have confirmed to the satisfaction of WDH that any outstanding sums will be paid via a binding arrangement.  **Fail** – failure to answer any questions or confirming non-payment of any obligations regarding taxes and social security contributions without information provided to WDH’s satisfaction that outstanding sums will be paid through a binding arrangement. |  | |
| **4** | **Grounds for Discretionary Exclusion – Part 2** | Pass / Fail | |
|  | **Evaluation notes**  WDH may treat as ineligible and may not select a potential supplier in accordance with the Regulations, if the potential supplier or its directors or any other person who has powers of representation, decision or control of the potential supplier has been convicted of any of the defined offences.  **Pass** – all questions answered ‘no’ in 4.1 and ‘yes’ for 4.2 or any ‘yes’ responses in 4.1 or ‘no’ in 4.2 accompanied with further details in a separate Appendix. Reasoning provided is to the satisfaction of WDH  **Fail** – failure to answer any questions or any question answered ‘yes’ in 4.1 and ‘no’ in 4.2 without further details provided in a separate Appendix, or reasoning is not to WDH’s satisfaction.  Any Bidder failing any question in this section that cannot provide sufficient evidence of rectifying actions, may at the discretion of WDH be excluded from the remainder of the process. |  | |
| **5** | **Economic and Financial Standing – Part 3** | Pass / Fail | |
|  | **Evaluation notes**  The financial evaluation will ascertain the financial status of a potential supplier on a Pass / Fail basis using the following criteria.  a. Existing annual turnover should be at least two times\* larger than the annual estimated contract value or, where the contract is lotted, the estimated annual value of the lot(s) for which the potential supplier has bid.  (\*WDH reserves the right to vary this amount in the event of any exceptional circumstances and shall make known the relevant details at the conclusion of the procurement process)  b. An assessment using standard accountancy ratios plus a financial risk assessment |  | |
| WDH reserves the right to use other sources to assist in the financial assessment and evaluation of the preferred bidding organisation, namely a credit check to ascertain if a contractor can demonstrate a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement.  **Pass –** Yes, answered to state contractor can demonstrate a minimum level of economic and financial standing and / or a minimum financial threshold within the evaluation criteria for this procurement – statutory level as stated in the Public Contract Regulations 2015 and the supporting documentation confirms this.  **Fail –** No; answered to state contractor can demonstrate a minimum level of economic and financial standing and / or a minimum financial threshold within the evaluation criteria for this procurement – statutory level as stated in the Public Contract Regulations 2015. Or answered Yes, and the supporting information fails to demonstrate a minimum minimum level of economic and financial standing and / or a minimum financial threshold within the evaluation criteria for this procurement – statutory level as stated in the Public Contract Regulations 2015. |  | |
|  | **Note:**  **Any tender award will be provisional, subject to the provision of the information and that the financial information provided satisfies WDH, the organisation is suitable to provide the contract.**  **Failure to provide the information stated in the tender submission within 24 hours of request and / or to satisfy WDH of your financial suitability to perform the contract will result in your organisation not being awarded the contract.** |  | |
|  | |
| **6** | **Technical and Professional Ability** |  |
|  | Relevant Experience (6.1, 6.2, 6.3) | Pass / Fail |
| 6.1 | **Evaluation Notes:**  Relevant experience and contract examples:  **Pass –** Potential supplier provides a minimum of two relevant examples with contact details which demonstrate the skills and experience requested  **Fail –** Potential supplier fails to provide two relevant examples with contacts details or contact details provided do not demonstrate the skills and experience requested **or** does not demonstrate a PASS in 6.2. |  |
| 6.2 | **Evaluation Notes:** Potential supplierunable to provide relevant contract examples  **Pass** – acceptable information submitted outlining suitable technical and professional abilities and why examples could not be provided in 6.1.  **Fail -** information submitted is not acceptable in showing suitable technical and professional abilities and does not demonstrate why examples could not be provided in 6.1. |  |
| 6.3 | **Evaluation Notes:**  Sub-Contracting  Pass / **Fail: only applicable where potential supplier intends to subcontract a proportion of the contract**  **Pass –** Potential supplierintends to subcontract a proportion of the contract and provides details of management of supply chain.  **Fail –** Potential supplier intents to subcontract a proportion of the contract and does not provide details of management of supply chain. |  |
| **7** | **Additional Standard Selection Questions** |  |
| **7.1** | **Insurance** | Pass / Fail |
|  | **Evaluation notes:**  **Pass** – minimum requirements for insurances are in place or an assurance is provided that confirm that insurance will be in place by the contract commencement date.  **Fail** - minimum requirements for insurances are not in place and no assurance is provided to confirm that the insurance will be in place by the contract commencement date. |  |
| **7.2** | **Data Protection Legislation** | Pass / Fail |
|  | **Evaluation notes:**  **Pass – ‘**Yes’ response to question 7.2 (a) and response to question 7.2 (b) covers the elements requested.  **Fail – ‘**No’ response to question 7.2 (a) and/or response to 7.2 (b) not provided or does not cover the elements, or **‘**Yes’ response to question 7.2 (a) and / or response to question 7.2 (b) not provided or does not cover the elements requested. |  |
| **7.3** | **Health and Safety**  This question 7.3 is not used. |  |
| **7.4** | **Public Sector Contracts Only - Requirement under the Public Contracts Regulations 2015 (Regulation 113)** | Pass / Fail |
|  | **Evaluation notes:**  **Pass – ‘**Yes’ response to question 7.4.  **Fail – ‘**No’ response to question 7.4. |  |
| **7.5** | **Environmental** | Pass / Fail |
|  | **Evaluation notes:**  **Pass** – responses provided give WDH assurance regarding environmental compliance by the potential supplier.  **Fail** – WDH will not select potential suppliers that have been prosecuted or served notice under environmental legislation in the last three years, unless WDH is satisfied that appropriate remedial action has been taken to prevent future occurrences / breaches |  |
| **7.6** | **Equality and Diversity** | n/a |
|  | This question 7.6 is not used. |  |
| **7.7** | **Safeguarding** | Pass / Fail |
|  | **Evaluation notes:**  **7.7.i**  **Pass –** Organisation has Safeguarding policy and can demonstrate compliance with safeguarding legislation and local procedures  **Fail** - Organisation does not have a Safeguarding policy and / or fails to demonstrate work in compliance with safeguarding legislation and local procedures  **7.7.ii**  **Pass –** Organisation confirms that safeguarding policy and procedure sets out clearly the responsibilities of employees and volunteers as to how to respond to safeguarding concerns.  **Fail –** Organisation does not confirm that safeguarding policy and procedure sets out clearly the responsibilities of employees and volunteers as to how to respond to safeguarding concerns.  **7.7.iii**  **Pass –** Organisation confirms the safeguarding policy and procedures is accessible to all employees and volunteers  **Fail –** Organisation does not confirm the safeguarding policy and procedures is accessible to all employees and volunteers  **7.7.iv**  **Pass –** Organisation confirms it has a named senior person who is the lead for safeguarding and provides name and job title  **Fail** – Organisation does not confirm it has a named senior person who is the lead for safeguarding and / or fails to provide name and job title  **7.7.v**  **Pass** – Organisation confirms it has a safer recruitment policy in line with regulatory requirements (the Disclosure and Barring Services (DBS) (and for services for children, the Barnsley Safeguarding Children Partnership) policy)?  **Fail** – Organisation does not confirm is has a safer recruitment policy in line with regulatory requirements (the Disclosure and Barring Services (DBS) (and for services for children, the Barnsley Safeguarding Children Partnership) policy)?  **7.7.vi**  n/a  **7.7.vii**  **Pass** – Organisation confirms it has induction and training programmes that include safeguarding children, young people and adults with care and support needs  **Fail** – Organisation does not confirm it has induction and training programmes that include safeguarding children, young people and adults with care and support needs  **7.7.viii**  **Pass** – Organisation confirms it has effective safeguarding complaints procedures that are accessible to service users and relatives  **Fail** – Organisation does not confirm it has safeguarding complaints procedures that are accessible to service users and relatives  **7.7.ix**  **Pass** – Organisation confirms it has a Public Interest Disclosure (whistleblowing policy) policy in place that is accessible to employees and volunteers  **Fail** – Organisation does not confirm it has a Public Interest Disclosure (whistleblowing policy) policy in place that is accessible to employees and volunteers  **7.7.x**  **Pass** – Organisation confirms it has a Lone Worker policy to demonstrate compliance with safeguarding legislation and local procedures  **Fail** - Organisations does not confirm they have a Lone Worker policy and work in compliance with safeguarding legislation and local procedures  **7.7.xi**  n/a  **7.7.xii**  **Pass** – Organisation has not had any safeguarding investigations during the last tw0 years and / or any relating to institutional abuse within the last five year or if  **Fail** – ‘if a ‘Yes’ response is given to question 7.7(xi) and / or Organisation gives an unsatisfactory response or fails to give a response to details requesting remedial action  An unsatisfactory response to questions 7.7(xi) is one that does not demonstrate that significant steps were taken as a result of any findings or investigations (self cleaning) |  |
| **7.8** | **Quality Management**  This question 7.8 is not used. |  |
| **7.9** | **Information Security Management**  This question 7.9 is not used. |  |

**Part 1: Your information and the bidding model**

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| You must answer all questions in parts 1 and 2. If you are the supplier, you must answer all questions in part 3 as well. |
| Bidders must ensure that **every organisation** on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2. |

| **Section 1** | **Your information** | |
| --- | --- | --- |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Name (if registered, please give the registered name) |  |
| 1.1(b) – (i) | Registered address (if applicable) or head office address |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status  a) - public limited company  b) - private 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 (if applicable) or date of formation. |  |
| 1.1(e) | Registration number (company, partnership, charity, and so on if applicable). |  |
| 1.1(f) | Registered VAT number. |  |
| 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established? | Yes  No  N/A |
| 1.1(g) - (ii) | If you responded yes to 1.1(h) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide:  - the website address,  - issuing body; and  - reference number. |  |
| 1.1(h) - (i) | For procurements for services only, is it a legal requirement in the country where you are established for you to:  a) possess a particular authorisation, or  b) be a member of a particular organisation, to provide the requirements specified in this procurement? | Yes  No |
| 1.1(h) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. |  |
| 1.1(i) | 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(j) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-3)? | Yes  No |
| 1.1 (k) | Details of Persons with Significant Control (PSC)[[4]](#footnote-4), where appropriate[[5]](#footnote-5):  - 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 ;  - Which conditions for being a PSC are met:  - over 25% up to (and including) 50%;  - more than 50% and less than 75%; or  - 75% or more  (Please enter N/A if not applicable) |  |
| 1.1(l) | Details of your immediate parent company:  - full name of immediate parent company;  - registered or head office address;  - registration number (if applicable); or  - VAT number (if applicable),  Please enter N/A if not applicable) |  |
| 1.1(m) | Details of ultimate parent company:  - full name of ultimate parent company;  - registered or head office address;  - Registration number (if applicable); and  - 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 supplier and all relevant persons and entities (as described above). | | |

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| Please provide the following information about your approach to this procurement: | | |
| **Section 1 1 (continued)** | **Bidding model** |  |
| **Question number** | **Question** | **Response** |
| 1.2 | Please indicate if you are bidding as a single supplier or as part of a group or consortium?  **If you are bidding as a single supplier please go to Q 1.3.**  If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:   1. The name of the group / consortium. 2. The proposed structure of the group / consortium, including the legal structure where applicable. 3. The name of the lead member in the group / consortium. 4. Your role in the group / consortium (for example lead member, consortium member, subcontractor). 5. If you are the lead member in the group / consortium, whether you are relying on other consortium members to meet the selection criteria (such as are you relying on other consortium members for economic and technical standing and /or technical and professional ability?) and, if so, which criteria you are relying on them for. |  |
| 1.3 | If you are proposing to use subcontractors please provide the details for each subcontractor[[6]](#footnote-6).  - Name  - Registration number  - Registered or head office address,  - Trading status   1. Public limited company 2. Private limited company 3. Limited liability partnership 4. Other partnership 5. Sole trader 6. Third sector 7. Other (please specify your trading status)   - Registered VAT number  - SME (Yes / No)  - The role each subcontractor will take in providing the works and /or supplies, for example, key deliverables - if known  - The approximate % of contractual obligations assigned to each subcontractor, if known  - Is the subcontractor being relied upon to meet the selection criteria (that is are you relying on the subcontractor for economic and technical standing and / or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |
| **1.4** | **Lots** | **Answer** |
|  | Where applicable, please tell us which lot(s) you wish to bid for? |  |

**Part 2: Exclusion grounds**

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| --- | --- | --- |
| Please answer the following questions in full. Note that every organisation that forms part of your bidding group / consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2. | | |
| **Section 2** | **Grounds for mandatory exclusion** | |
| **Question number** | **Question** | **Declaration** |
| 2.1 (a) | Within the past five years, anywhere in the world, have you or any person who:   * is a member of the supplier’s administrative, management or supervisory body; * has powers of representation, decision or control in the supplier[[7]](#footnote-7); or * been convicted of any of the offences within the summary below and listed in full 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 |
|  | Corruption. | Yes  No |
|  | Terrorist offences or offences linked to terrorist activities. | Yes  No |
|  | Money laundering or terrorist financing. | Yes  No |
|  | Child labour and other forms of trafficking in human beings. | Yes  No |
|  | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes  No |
|  | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes  No |
| 2.1(b) | **If you have answered yes to any part of question 2.1(a), please provide further details,** including:   * date of conviction and the jurisdiction; * which of the grounds listed the conviction was for; * the reasons for conviction; or * the identity of who has been convicted.   If the relevant documentation is available electronically please provide:   * the web address; * issuing authority; or * precise reference of the documents. |  |
| 2.1(c) | If you have answered yes to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (self cleaning). |  |

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| **Section 3** | **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions** | |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf),[[8]](#footnote-8) and should be referred to before completing these questions. | | |
| **Question number** | **Question** | **Declaration** |
| 3.2(a) | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.  If documentation is available electronically please provide:   * the web address; * issuing authority; or * precise reference of the documents. | Yes  No |
| 3.2(b) | If you have answered no to 3.2(a) please provide further details including the following:   * country concerned; * what is the amount concerned; * how the breach was established such as. through a judicial or administrative decision or by other means; * if the breach has been established through a judicial or administrative decision please provide the date of the decision; or * if the breach has been established by other means please specify the means. |  |
| 3.3 | Please also confirm whether 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. | Yes  No |
| Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions | | |

The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf),[[9]](#footnote-9) and should be referred to before completing these questions.

| **Section 4** | **Grounds for Discretionary Exclusion** | |
| --- | --- | --- |
| **Question number** | **Question** | **Declaration** |
| 4.1 | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf) applied to you? |  |
| 4.1(a) | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. See [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | Yes  No |
| 4.1(b) | Breach of social law obligations? | Yes  No |
| 4.1(c) | Breach of labour law obligations? | Yes  No |
| 4.1(d) | Bankruptcy or subject of insolvency? | Yes  No |
| 4.1(e) | Guilty of grave professional misconduct? | Yes  No |
| 4.1(f) | Distortion of competition? | Yes  No |
| 4.1(g) | Conflict of interest? | Yes  No |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No |
| 4.1(i) | Prior performance issues? | Yes  No |
| 4.1(j) | Do any of the following statements apply to you ? |  |
| 4.1(j) - (i) | You have been 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 |
| 4.1(j) - (ii) | You have withheld such information. | Yes  No |
| 4.1(j) –(iii) | You are not able, without delay, to submit documents if / when required. | Yes  No |
| 4.1(j)-(iv) | You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No |
| 4.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.  If you are a relevant commercial organisation please:   * confirm that you have published a statement as required by Section 54 of the Modern Slavery Act; or * confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54. | Yes  No  Yes  No |
| 4.3 | If your latest published statement is available electronically please provide:   * the web address; or * precise reference of the documents. |  |
| 4.4 | If you have answered YES to any of the questions in 4.1, or **no** to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (self cleaning) |  |

**Part 3: Selection Questions**

|  |  |  |
| --- | --- | --- |
| **Section 5** | **Economic and Financial Standing** | |
| **Question number** | **Question** | **Response** |
| 5.1 | If documentary evidence of economic and financial standing is available electronically (for example, financial statements filed with Companies House), please provide:   * the web address; * issuing authority; and * precise reference of the documents. |  |
| 5.2 | If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).  Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law). |  |
| 5.3  5.3(a) | If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.  A statement of your annual turnover, Profit and Loss Account / Income statement, Balance Sheet / statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position. |  |
| 5.3(b) | Alternative information to evidence economic and financial standing (for example, forecast financial statements and a statement of funding provided by the owners and / or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| 5.4 | Where we have specified a minimum level of economic and financial standing and / or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes  No |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability** |
| **Question number** | **Question** |
| 6.1 | **Relevant experience and contract examples**  Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples 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.  For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium /subcontractors have delivered similar requirements. If this is not possible (for example, 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 members of the Special Purpose Vehicle or subcontractors (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 subcontractor(s) who will deliver the contract.  **For each contract, please provide the following information**  If you cannot provide examples see question 6.2 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Name of customer organisation who signed the contract |  |  |  |
| Name of supplier who signed the contract |  |  |  |
| Point of contact in the customer’s organisation. |  |  |  |
| Position in the customer’s organisation |  |  |  |
| Email address |  |  |  |
| Description of contract. |  |  |  |
| Contract start date. |  |  |  |
| Contract completion date. |  |  |  |
| Estimated contract value |  |  |  |

|  |  |  |
| --- | --- | --- |
| 6.2 | If you cannot provide at least one example for question 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability, for example, your organisation is a new start-up or you have provided services in the past but not under a contract. | |
| 6.2 Response: (if applicable) |  | |
| 6.3 | Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).  The description 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 and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes). | |
| 6.3 Response: (if applicable) |  | |
| **Section 7** | **Additional Questions including Project Specific Questions** | |
| **Question number** | **Question** | **Response** |
| **7.1** | **Insurance** |  |
|  | Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £10,000,000  Public Liability Insurance = £5,000,000  Professional Indemnity Insurance = £1,000,000  Product Liability Insurance = £5,000,000  \*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information:  http://www.hse.gov.uk/pubns/hse39.pdf | Yes  No  Yes  No  Yes  No  Yes  No |
| **7.2** | **Data protection** | |
| 7.2(i). | Please confirm 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 to ensure the protection of the rights of data subjects. | Yes  No |
| 7.2(ii). | Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:   * to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; * to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data; * to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable; * to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place); * to maintain records of personal data processing activities; and * to regularly test, assess and evaluate the effectiveness of the above measures. | |
| 7.2 (ii) response: |  | |
| **7.3** | **Health and Safety**  This question 7.3 is not used. | |
| **Public sector contracts only – Requirement under the Public Contracts Regulations 2015 (Regulation 113)** | | |
| 7.4 | Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30 day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain. | Yes  No  Pass / Fail |
| **Public and private sector contracts** | | |
| **7.5** | **Environmental** |  |
| 7.5 (i) | Has your organisation been convicted of breaching environmental legislation, when working on any projects 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 this question is ‘Yes’, please provide details below (in the additional response section) of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. | Yes  No |
| 7.5 (i) Additional response information (if applicable): |  | |
| 7.5 (ii) | Do you have processes in place to check whether any sub-contractors / consultants have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes  No |
| **7.6** | **Equality and Diversity** |  |
|  | This question 7.6 is not used. |  |
| **7.7** | **Safeguarding** | |
|  | Safeguarding is an important issue for every organisation working with or in contact with children, young people and adults with care and support needs – whether they are a statutory agency, a large national charity, a local third sector organisation, a volunteer-led community group, an after-school club at a church or mosque, a youth theatre or sports club – it’s everyone’s responsibility.  Safeguarding is an important role that must be embedded into organisations that come into contact with children, young people and adults with care and support needs. Safeguarding is a term that covers a wide range of measures to keep people safe and protected from harm; it covers child abuse and neglect, domestic violence and neglect and harm of adults with care and support needs. | |
|  | Additional guidance on safeguarding policies and procedures can be found on:   1. The following link:   <https://www.wakefield.gov.uk/health-care-and-advice/adults-and-older-people-services/safeguarding/safeguarding>?   1. the Wakefield Safeguarding Children Partnership website:   <https://www.wakefieldscp.org.uk/>  The NSPCC also provides useful guidance on all aspects of safeguarding for third sector groups: <https://learning.nspcc.org.uk/safeguarding-child-protection/> | |
| 7.7 (i) | Does your organisation have a policy to demonstrate compliance with safeguarding legislation and local procedures, see links below  **Note**: A copy of the policy must be included with your bid and validated or the application may fail. Please reference as ‘7.7.i’ (if a separate document is included with your bid) or If possible it may be embedded in the additional response information section below. | Yes  No |
| 7.7 (i) Additional response information**:** |  | |
| 7.7 (ii) | Does your organisation’s safeguarding policy set out the responsibilities of employees and volunteers as to how to respond to safeguarding concerns? | Yes  No |
| 7.7 (iii) | Is the safeguarding policy and procedure accessible to all employees and volunteers? | Yes  No |
| 7.7 (iv) | Is there a named senior person in your organisation who is the lead for safeguarding children, young people and safeguarding lead for adults with care and support needs?  Please confirm name of person and job title within your organisation | Yes  No |
| 7.7 (iv) Additional response information: |  | |
| 7.7 (v) | Does your organisation have a safer recruitment policy in line with regulatory requirements (the Disclosure and Barring Service (DBS) (and for services for children, the Wakefield Safeguarding Children Partnership) policy)? | Yes  No |
| 7.7 (vi) | Will every relevant employee who will be involved in delivering the service have an enhanced DBS check? | n/a |
| 7.7 (vii) | Does your organisation have induction and training programmes that include safeguarding children, young people and adults with care and support needs? | Yes  No |
| 7.7 (viii) | Does your organisation have effective safeguarding complaints procedures that are accessible to service users and relatives? | Yes  No |
| 7.7 (ix) | Does your organisation have a Public Interest Disclosure (whistle blowing) policy in place that is accessible to employees and volunteers? | Yes  No |
| 7.7 (x) | Does your organisation have a Lone Worker Policy? | Yes  No |
| 7.7 (xi) | Services provided for children (under 18):  Does your organisation have a named senior officer or a person in position of responsibility who ensures allegations are passed to the LADO (local authority designated officer)?  Please confirm name of person and job tile within organisation | n/a |
| 7.7 (xi) Additional response information: |  | |
| 7.7 (xii) | Have there been any safeguarding investigations within your organisation during the last two years and / or any relating to institutional abuse within the last five years?  If yes, please provide details/evidence of remedial action in the additional response information section below | Yes  No |
| 7.7 (xii) Additional response information (if applicable): |  | |
| **7.8** | **Quality Management**  This question 7.8 is not used. |  |
| **7.9** | **Information Security Management**  This question 7.9 is not used. |  |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

I declare that, upon request and without delay I will provide the certificates and / or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority through a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability 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.

|  |  |
| --- | --- |
| **Signature (electronic is acceptable)** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Contact details of those making the declaration** | |
|  | Response |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| Email address |  |
| Postal address |  |

# Annex – Exclusion Grounds: Public Procurement

Mandatory Exclusion Grounds

Part 2 Section 2 of the standard Selection Questionnaire.

Listed in Public Contract Regulations 2015 (as amended) R57(1), (2) and (3) and the Public Contract Directives 2014/24/EU Article 57(1).

**Participation in a criminal organisation**

* Participation offence as defined by section 45 of the Serious Crime Act 2015
* Conspiracy within the meaning of:
* section 1 or 1A of the Criminal Law Act 1977; or
* article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983,

where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime.

**Corruption**

* Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906.
* The common law offence of bribery.
* Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983.

**Terrorist offences or offences linked to terrorist activities**

* Any offence:
* listed in section 41 of the Counter Terrorism Act 2008;
* listed in schedule 2 to that Act where the court has determined that there is a terrorist connection; or
* under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points.

**Money laundering or terrorist financing**

* Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002.
* An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.

**Child labour and other forms of trafficking human beings**

* An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004.
* An offence under section 59A of the Sexual Offences Act 2003.
* An offence under section 71 of the Coroners and Justice Act 2009.
* An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994.
* An offence under section 1, 2 or section 4 of the Modern Slavery Act 2015.

**Non-payment of tax and social security contributions**

* Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.
* Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:
* HMRC successfully challenging the potential supplier under the General Anti–Abuse Rule (GAAR) or the ‘Halifax’ abuse principle; or
* a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle; or
* a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established.

**Other offences**

* Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland.
* Any other offence within the meaning of Article 57(1) of the Directive created after 26 February 2015 in England, Wales or Northern Ireland.

**Discretionary Exclusion Grounds**

Part 2 Section 3 of the standard Selection Questionnaire.

Listed in Public Contract Regulations 2015 (as amended) R57(8) and the Public Contract Directives 2014/24/EU Article 57(4).

**Obligations in the field of environment, social and labour law**

* Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including, but not limited to, the following:
* In the last three years, where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body).
* In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
* In the last three years where the organisation has been convicted of a breach of the Health and Safety legislation.
* In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
* Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006.
* Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006.
* Where the organisation has been in breach of the National Minimum Wage Act 1998.

**Bankruptcy, insolvency**

* 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.

**Grave professional misconduct**

* Guilty of grave professional misconduct.

**Distortion of competition**

* Entered into agreements with other economic operators aimed at distorting competition.

**Conflict of interest**

* Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure.

**Been involved in the preparation of the procurement procedure**

* Advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure.

**Prior performance issues**

* 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.

**Misrepresentation and undue influence**

* 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, or withheld such information or is not able to submit supporting documents required under regulation 59.

**Breach of obligations relating to the payment of taxes or social security contributions**

* The contracting 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.

**Additional grounds**

ANNEX X Extract from Public Procurement Directive 2014/24/EU.

List of international social and environmental conventions referred to in article 18(2):

* ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
* ILO Convention 98 on the Right to Organise and Collective Bargaining;
* ILO Convention 29 on Forced Labour;
* ILO Convention 105 on the Abolition of Forced Labour;
* ILO Convention 138 on Minimum Age;
* ILO Convention 111 on Discrimination (Employment and Occupation);
* ILO Convention 100 on Equal Remuneration;
* ILO Convention 182 on Worst Forms of Child Labour;
* Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
* Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
* Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention); and
* Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

**Consequences of misrepresentation**

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:

* The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015.
* The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
* If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
* If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

1. For the list of exclusions please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. See [PCR 2015 regulations 71 (8)-(9)](http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf) (<http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf>) [↑](#footnote-ref-2)
3. See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-3)
4. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). Overseas bidders are required to provide equivalent information. [↑](#footnote-ref-4)
5. Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. [↑](#footnote-ref-5)
6. This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. [↑](#footnote-ref-6)
7. see Notes for Completion [↑](#footnote-ref-7)
8. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-8)
9. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-9)