



## Part 3 Selection Questionnaire

### Section 4 - 8

#### Lot 1A – Bulk Mail Fulfilment

**Framework Reference**

**TCUS2419**

**Framework Title**

**External Printing Services**

**Procurement Procedure**

**Open**

**Maximum Period of Framework**

**Four Years**

**Return Date**

**Friday 06 March 2020**

**Return Time**

**12:00 Noon**

**Return To**

**[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)**

**Applicant Name**

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## Part 3. Selection Questions<sup>6</sup>

### Section 4. Economic and Financial Standing

Question Number	Question	Response	
4.1	<p><b>Please Note:</b> Applicants are required to provide the financial information they identify below, as part of their response to this Part 3 Selection Questionnaire. This information will be used at this stage to establish the Applicant's ability to provide the information and therefore meet the selection criteria. The financial information will only be assessed in relation to the highest scoring Applicant(s) as part of Torbay Council's pre-award due diligence process.</p>		
	Are you providing a copy of your audited accounts for the last 2 years?	Yes	
	If no, are you providing one of the following, answer with Y/N in the relevant box:	No	
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes	
		No	
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes	
		No	
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes	
		No	
4.2(a)	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	

<sup>6</sup> [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

4.2(b)	If you are unable to provide any of the financial information set out in question 4.1 and/or have answered No to question 4.2(a) please provide an explanation for this, e.g. your organisation is a new start-up:

**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	
		No	
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes	
		No	
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes	
		No	

## Section 6. Technical and Professional Ability

### 6.1 Relevant Experience and Contract Examples

Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.

The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.

Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.

If you cannot provide examples see question 6.3

	Contract 1	Contract 2	Contract 3
Name of Customer Organisation:			
Point of Contact in the Organisation:			
Position in the Organisation:			
E-mail Address:			

Brief Description of Contract:			
Contract Start Date:			
Contract Completion Date:			
Estimated Contract Value			
6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).</p>		
6.3	<p>If you cannot provide at least one example for question 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under contract.</p>		

**Section 7. Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015<sup>7</sup>**

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	
		No	
7.2	If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes	
		No	
	If you have answered yes, please provide the relevant URL:		
	If you have answered no, please provide an explanation:		

**Section 8. Additional Questions**

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

<b>8.1</b>	<b>Insurance</b>		
a)	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the minimum levels of insurance cover indicated below:	Yes	
		No	
	Employer’s (Compulsory) Liability Insurance* =	£5 million	
	Public Liability Insurance =	£5 million	
	Professional Indemnity Insurance =	£5 million	
	Cyber Liability and Crime Insurance =		
	Suppliers are required to indicate the level of insurance held and/or whether it is contained within one of the other insurances listed above.		
	*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.		

<sup>7</sup> [Procurement Policy Note 9/16 Modern Slavery Act 2015](#)

<b>8.2</b>	<b>Project Specific Questions to Assess Technical and Professional Ability – Mandatory Pass / Fail Requirements</b>
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Suppliers who self-certify that they meet the requirements for these questions will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking 'X' in the relevant boxes.

Question Number	Question	Response	
a)	Has your organisation or any of your supply chain members been subject to any breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
	<b>If you have answered yes please provide details below:</b>		
b)	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
	<b>If you have answered yes please provide details below:</b>		