Bath & North East Somerset Council

The Hollies One Stop Shop & Libraries Reconfiguration Project:

Supplier Selection Questionnaire (SSQ)

APPOINTMENT OF MAIN CONTRACTOR

QUESTIONNAIRE FOR INCLUSION IN

SHORTLIST OF TENDERERS

Name of Firm Applying: ……

Aligned with PAS91:2013

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1. CORE QUESTIONS

1.1. Section 1 Supplier Information

The first section in a SSQ will ask for basic information about your organisation, such as:

- Name, address, contact details
- Company registration number and legal status
- Names of directors, partners, or trustees

This information is not evaluated, however you must provide full details so that the buyer knows who you are and can get hold of you.

1.1 Supplier details	**Answer**	
Full name of the Supplier completing the SSQ		
Registered company address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	▫ Yes
	ii) a limited company	▫ Yes
	iii) a limited liability partnership	▫ Yes
	iv) other partnership	▫ Yes
	v) sole trader	▫ Yes
	vi) other (please specify)	▫ Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i)Voluntary, Community and Social Enterprise (VCSE)	▫ Yes
	ii) Small or Medium Enterprise (SME) [1]	▫ Yes
	iii) Sheltered workshop	▫ Yes
	iv) Public service mutual	▫ Yes

[1] See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/

1.2 Bidding model	
Please mark 'X' in the relevant box to indicate whether you are;	
a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	▢ Yes
b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the works If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	▢ Yes
c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the works If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	▢ Yes
d) Bidding as a consortium but not proposing to create a new legal entity. If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created. Please note that the Council may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.	▢ Yes Consortium members Lead member
e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV). If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix.	▢ Yes Consortium members Current lead member Name of Special Purpose Vehicle

1.3 Contact details	
Supplier contact details for enquiries about this SSQ	
Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

1.4 Licensing and registration (please mark 'X' in the relevant box)		
1.4.1	Registration with a professional body If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).	▢ Yes ▢ No If Yes, please provide the registration number in this box.
1.4.2	Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?	▢ Yes ▢ No If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this.

1.2. Section 2 Grounds for mandatory exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered "yes" to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the Council for advice before completing this form.

2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	**Please indicate your answer by marking 'X' in the relevant box.**	
	Yes	**No**
(a) 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;		
(b) 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;		
(c) the common law offence of bribery;		

(d) 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;		
(e) any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
(i) the offence of cheating the Revenue;		
(ii) the offence of conspiracy to defraud;		
(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		
(f) any offence listed—		
(i) in section 41 of the Counter Terrorism Act 2008; or		
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		

(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
(i) 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;		
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		
(k) an offence under section 59A of the Sexual Offences Act 2003;		
(l) an offence under section 71 of the Coroners and Justice Act 2009		
(m) 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; or		
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		
Non-payment of taxes **2.2 Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?** If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?		

1.3. Section 3 Grounds for discretionary exclusion

The Council may exclude any Supplier who answers 'Yes' in any of the following situations set out in paragraphs (a) to (i);

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	**Please indicate your answer by marking 'X' in the relevant box.**	
	Yes	**No**
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 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 Public Contracts Directive as amended from time to time;		
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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;		
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		
(g) your organisation has 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;		
(h) your organisation— (i) has 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; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or		
(i) your organisation has undertaken to		
(aa) unduly influence the decision-making process of the Council, or		

(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or		
(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Conflicts of interest

In accordance with question 3.1 (e), the Council may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Council, detailing the conflict in a separate Appendix 1. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Supplier.

Taking Account of Bidders' Past Performance

In accordance with question (g), the Council may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The Council may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this SSQ. The Council may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the Council may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

'Self-cleaning'

Any Supplier that answers 'Yes' to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self- cleans" the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the Council in each case.

If such evidence is considered by the Council (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Council to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

1.4. Section 4 Economic and Financial Standing

A buyer needs to know about the financial situation of your business so they can be sure that you have the financial resources and stability to carry out the work. Buyers will assess the information you provide by looking at things such as:

- The ratio of the contract you are applying for to your annual turnover
- Your credit rating
- Levels of reserves and profit and loss accounts
- Parent company accounts (if applicable)

	FINANCIAL INFORMATION	
4.1	**Please provide one of the following to demonstrate your economic/financial standing;** Please indicate your answer with an 'X' in the relevant box.	
	(a) A copy of the audited accounts for the most recent two years	
	(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	
	(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	
	(d) 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).	
4.2	Where the Council has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this SSQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here. **It is a Bath and North East Somerset Council minimum requirement that the Contractors turnover cannot be lower than 2 times the project value. The estimated project value is £1.8m - £2.0m. Therefore the minimum turnover required from all contractors is £4m.** Please tick 'Yes' if you meet these minimum requirements.	▢ Yes ▢ No
4.3	**(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?** If yes, please provide the name below: Name of the organisation: ____ Relationship to the Supplier completing the SSQ: ____ If yes, please provide Ultimate / parent company accounts if available. If yes, would the Ultimate / parent willing to provide a guarantee if necessary? If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)	▢ Yes ▢ No ▢ Yes ▢ No ▢ Yes ▢ No

1.5. Section 5 Technical and Professional Ability

The information asked for here will help the buyer to determine whether your business can fulfil the requirements of the contract and has the ability and experience to deliver the contract. Buyers will want to know if you have done this type of work before and if so, whether or not that went smoothly.

The questions in this section will ask you about your:

- Experience and references
- Standards and competence of your staff in relation to this type of work
- Registration, licenses or particular technologies that you may need to deliver the contract

You may also be asked about the size of your organisation and your main lines of business, to help the buyer be sure you have sufficient resources to deliver the contract.

5	**Relevant experience and contract examples**	
	Please provide details of up to three contracts, in any combination from either the public, private or VSCE sector, that are relevant to the Council's requirement. Works contracts may be from the past five years, and VCSEs may include samples of grant funded work. The named customer contact provided should be prepared to provide written evidence to the Council 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 will 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 works information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the works.	
		Contract 1
5.1.1	Name of customer organisation	
5.1.2	Point of contact in customer organisation Position in the organisation E-mail address	
5.1.3	Contract start date Contract completion date Estimated Contract Value	
5.1.4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	

		Contract 2
5.2.1	Name of customer organisation	
5.2.2	Point of contact in customer organisation Position in the organisation E-mail address	
5.2.3	Contract start date Contract completion date Estimated Contract Value	
5.2.4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	
		Contract 3
5.3.1	Name of customer organisation	
5.3.2	Point of contact in customer organisation Position in the organisation E-mail address	

5.3.3	Contract start date Contract completion date Estimated Contract Value	
5.3.4	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	

5.5 If you cannot provide at least one example for questions 5.1 to 5.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.

Social Value The Council will procure its works, where appropriate, in line with the Social Value Act. The Act asks commissioners to think about securing extra benefits for their area when they are buying works. Before they start procurement, commissioners should think about how the works they are going to buy, or the procurement process they are going to use to buy them, could secure the most valuable benefits for their area.		
5.6	Please give examples of your involvement in each of the following: • Generating employment and training opportunities for long-term unemployed people; • Providing training opportunities for young people; • Promoting supply-chain opportunities to new and small enterprises.	
5.7	What was your exact involvement in each of the above activities? • Employment • Training • Supply-chain	
5.8	Which of the examples have you cited have been more successful, and which have been less successful, and why?	

2. NON-CORE QUESTIONS

2.1. Section 6 Non-core Questions

a - Project Specific Questions

6a1.	In no more than 200 words describe your general approach to working within a large public space to a tight deadline with multiple clients.	
6a2.	In no more than 200 words describe your approach to site set up and access onto the site.	
6a3.	In no more than 200 words describe how your organisation will use their skills and expertise to work with B&NES to add value to the project.	
6a4.	In no more than 200 words describe your approach to managing public relations on a site of such importance to Bath.	
6a5.	Do you and/or your company have the necessary numbers of staff to supply and deliver the activities and/or services that are the subject of this Supplier Selection questionnaire? Yes/No (Delete as appropriate, please provide details) Provide a statement to discuss staff numbers over the previous 3 years.	▢ Yes ▢ No

b - Insurance

With the best will in the world, there are sometimes problems with contracts, and buyers need to know that suppliers have the right insurance policies in place to cover against negligence causing injury, loss or damage. Bath & North East Somerset Council will ask for the following levels of insurance cover:

- Employers Liability – £1M
- Public Liability – £3M
- Professional Indemnity (if applicable) –set at £1M

You will be asked to provide details and evidence of your insurance cover by supplying certificates if you are the successful supplier.

c- Compliance with equality legislation

Public sector bodies are legally obliged to ensure that no unlawful discrimination takes place in the provision of works, or in the organisations that they contract with. Because of this, buyers must make certain demands of suppliers to ensure that they meet their equal opportunity duties and comply with legislation.

If you want to work with the public sector you must have an equal opportunities policy and be able to demonstrate your commitment to the legislation and to implementing this policy in your organisation.

At the very least, you must be able to provide:

- An Equal Opportunities / Equality and Diversity policy, and
- Evidence that you have not been found guilty of any offences relating to discrimination.

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
6c 1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	▢ Yes ▢ No
6c 2.	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.	▢ Yes ▢ No
6c4.	Does your organisation ensure that equality and diversity is embedded within your organisation? Please provide copies of any relevant policies or written statements/evidence of relevant actions.	▢ Yes ▢ No

d - Environmental Management

The information asked for in this section may vary depending on how relevant or significant environmental issues are to the contract. You may be asked for:

- Details of your environmental policy
- Details of any environmental management system you may follow (e.g. EMAS)
- Details of what you do to ensure you carry out your business in an environmentally friendly manner.

6d 1.	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.	▢ Yes ▢ No
6d 2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	▢ Yes ▢ No
6d3.	Do you have a documented policy and organisation for the management of construction related environmental issues? Please provide evidence that you or your organisation has an environmental management policy authorised by the Chief Executive or equivalent and regularly to the nature and scale of the activities set out the responsibilities for environmental management throughout the organisation.	▢ Yes ▢ No

e – Health and Safety

You must be able to demonstrate that you comply with Health and Safety legislation and if you are applying for a contract where Health and Safety is particularly important (e.g. in a construction contract) you may also be asked for detailed additional information.

As a minimum, you will be asked to submit:

- Your Health and Safety policy
- Information around what you do to manage Health and Safety in your organisation. This could be details of responsible staff, risk assessment procedures, or details of any accidents or fatalities that may have occurred in your organisation.

6e 1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	▢ Yes ▢ No

6e 2.	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question was "Yes", please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.	▢ Yes ▢ No
6e 3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	▢ Yes ▢ No
6e4.	Are you able to describe your arrangements for ensuring that your H&S measures are effective in reducing/preventing incidents, occupational ill-health and accidents? Please provide details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken and show clearly how these are communicated to the workforce.	▢ Yes ▢ No

f - Quality Management Policy and Capability

6f2.	Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing/preventing incidents of sub-standard delivery? Please provide evidence that your organisation keeps copies of documentation setting out quality procedures that meet currently agreed good practice. These should include the arrangements for quality management throughout the organisation. They should set out how the company will carry out its policy, with a clear indication of how the arrangements are communicated to the workforce.	▢ Yes ▢ No

7 – Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct. 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, and I am signing on behalf of..... (Insert name of supplier).

I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the Council's requirement.

The following appendices form part of our submission;

Section of SSQ	Appendix number

	SSQ COMPLETED BY	
7.1	Name	
7.2	Role in organisation	
7.3	Date	
7.4	Signature	

3. Template for Supplier Appendices

Appendix Number -
SSQ section -
Question number -

4. Instructions for Returning your Supplier Selection Questionnaire

Bath and North East Somerset Council use Pro-Contract, an e-tendering system to issue Supplier Selection Questionnaires and Invitations to Tender to interested suppliers. We require that suppliers respond in Pro-Contract by attaching their completed documents by the deadline date and time stated in the Instructions to Contractors. From the SSQ we will choose 4/5 firms to go forward to tender.

Important: We strongly recommend that you allow sufficient time to upload your response to Pro-Contract. Since it can take several minutes for large uploads to take effect, we recommend that you allow at least 15 minutes to ensure the upload completes by the deadline time.

Communication

Pro Contract is managed by Proactis and any queries relating to how to use the system, including how to upload this SSQ or any other documents you should send an e-mail to ProContractsuppliers@Proactis.com explaining the nature of your query.

Please note the Technical Support Team will not be able to answer any tender or Business opportunity specific enquiries. For this type of enquiry see the instructions below:-

Tender Questions

To ask questions relating to a specific quotation or tender, you must use the discussion/message facility found on the right-hand side of the tender main screen within my opportunities.

Business Opportunity Discussion

If you need to discuss a specific business opportunity, you should contact the lead officer. Their contact details are published within the business opportunity advert. If you are unable to contact the lead officer for a particular business opportunity or tender the generic contact details are as follows:-

Bath and North East Somerset Council
Email: procurement@bathnes.gov.uk
Telephone: 01225 477030