



SCHEDULE 02 – STAGE 1 STANDARD SELECTION QUESTIONNAIRE

1. **SELECTION QUESTIONNAIRE GUIDANCE**

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

- 1.1.1. The SSQ is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).
- 1.1.2. A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds.
- 1.1.3. Consequently, where the Tenderer will implement a subcontracting model to deliver the Contract, we require all Key Sub-Contractors to also complete Parts 1 and 2 and submit it as part of the Response².

1.2. **Supplier Selection Questions: Part 3**

- 1.2.1. The scoring methodology set out in paragraph 3 provides instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions in Part 3 on behalf of the consortium and/or any Key Sub-Contractor.
- 1.2.2. If the relevant documentary evidence referred to in the SSQ is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.

1.3. **Consequences of misrepresentation**

- 1.3.1. If you seriously misrepresent any factual information in filling in the SSQ, 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

¹ For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Disciplinary_Exclusions.pdf

² Where this is applicable, the lead organisation submitting the Response (the “Tenderer”) should complete their SSQ Response directly into the applicable fields in Jaggaer. Relevant subcontractors should download a copy of Parts 1 and 2 of the SSQ from this document and complete it manually. Tenderers should then upload it as a general attachment to their SSQ in the space provided for general attachments.



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.

2. NOTES FOR COMPLETION

- 2.1. The “Authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
- 2.2. “You” / “Your” refers to the potential supplier completing this SSQ, i.e., the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
- 2.3. Please ensure that all questions are completed in full, and in the format requested. All questions are mandatory and a response must be provided for each question. 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.
- 2.4. The Authority recognises that arrangements set out in the response to the questions at section 1.2 of the SSQ, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Authority will make a revised assessment of the submission based on the updated information.
- 2.5. For Part 1 and Part 2 you and each Key Sub-Contractor must complete and submit the self-declaration.
- 2.6. For answers to Part 3, if you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any Key Sub-Contractor, providing one composite response and declaration.
- 2.7. 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.

3. SCORING METHODOLOGY

- 3.1. The response to the Standard Selection Questionnaire (SSQ) by the Tenderer shall form part of the Response for Stage 1 Selection (referred to throughout this document as “Stage 1”) that is evaluated by the Authority to shortlist for the Stage 2 Award (referred to throughout this document as “Stage 2”).
- 3.2. The Tenderer’s response to Parts 1 and 2 of the SSQ, along with sections 4-10 of Part 3 can be directly responded to in the Authority’s e-tendering system, Jaggaer, via the “Qualification Envelope”. Some questions are “Yes/No”, some are direct text entry, some are options, and others require attachment of a response (via upload of a Word Document (not PDF) against the question).
- 3.3. Sections 11 and 12 of Part 3 should be answered as per the stated response format against each question. The responses to each question should be uploaded as an attachment against the relevant question in the Authority’s e-tendering system, Jaggaer.
- 3.4. Parts 1 and 2 and sections 4 -10 of Part 3 require the Tenderer to provide company information, financial information and any information pertaining to grounds for exclusion, both mandatory and discretionary as labelled.
- 3.5. All questions in Parts 1 and 2 and sections 4-10 of Part 3 of the SSQ are marked as either “Pass” or “Fail”.
- 3.6. Sections 11 and 12 of Part 3 require the Tenderer to respond against specific project questions pertaining to experience and technical ability. All questions in sections 11 and 12 of Part 3 are scored according to the scoring methodology set out in sections 11 and 12 of Part 3.
- 3.7. The Authority may clarify a Tenderer’s answer to any question.
- 3.8. Any Tenderer that receives a “Fail” mark against, or does not submit a response to, any question in Part 1 (section 1) and Part 2 (section 2) will be disqualified from the Procurement and not have their Response evaluated further, will not be invited to participate in any further stages of the Procurement, and will not receive any feedback on any of its scored responses as they will not have been evaluated.
- 3.9. The Authority reserves the right to exclude from the Procurement any Tenderer that receives a “Fail” mark against any question in Part 2 (section 3) and Part 3 (sections 4-10), or, where there are grounds for exclusion against any question in Part 2 (section 3) and Part 3 (sections 4-10), that has not provided sufficient



explanation on the steps taken to mitigate the grounds for exclusion³. Tenderers that are excluded will not have their Response evaluated further, will not be invited to participate in any further stages of the Procurement, and will not receive any feedback on any of its scored responses as they will not have been evaluated.

- 3.10. Those Tenderers that received a “Pass” mark against all questions in Parts 1 and 2 and in Sections 4-10 of Part 3 shall have their responses to sections 11 and 12 of Part 3 evaluated according to the scoring methodology set out in sections 11 and 12 of Part 3.
- 3.11. The Response and any documents accompanying it must be in the English (UK) language.
- 3.12. Responses must conform to any page and word limits, font style and size, page size, and formatting conditions stated against the question to which the response relates (where applicable).
- 3.13. The Authority will truncate any response that exceeds any applicable page or word limitations and reserves the right to exclude any Tenderers if any of that Tenderer’s responses do not conform with any applicable page and word limits, font style and size, page size and formatting conditions set out in this SQQ and in the corresponding question.
- 3.14. Sections 11 and 12 of Part 3 are weighted out of a total of 100.00% across both sections. The questions within sections 11 and 12 are then sub-weighted at 20.00% each.
- 3.15. A mark of 0, 33, 66, or 100 will be awarded against each of the questions outlined in sections 11 and 12 of Part 3.
- 3.16. Any Tenderer scoring a mark of 0 against any single scored question of the SSQ will be considered to have submitted a non-compliant Response and be immediately disqualified from further participation in the Procurement. In respect of paragraph 3.18 below, even where the Tenderer has scored an overall score of 59.40% or more, receiving a mark of 0 against any single scored question will disqualify them from the Procurement.
- 3.17. The awarded mark for each question in 11 and 12 of Part 3 will be multiplied by the sub-weighting for that question and added together to give an overall score out of 100.00% for these sections.
- 3.18. Tenderers that score a minimum overall score for sections 11 and 12 of Part 3 of 59.40% or more will be progressed to Stage 2 of the Procurement. All other Tenderers shall be disqualified from further participation in the Procurement.

³ Acceptance or rejection of any provided mitigation or justification will be at the sole discretion of the Authority



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Part 1: Potential Supplier Information

Please answer the following questions in full. Note that each Key Sub-Contractor must also complete and submit complete Parts 1 and 2 and the Part 1 and Part 2 self-declaration.

PART 1		
Section 1	Potential Supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>



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1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ⁴ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: 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 (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ⁶ (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable)	

⁴ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

⁵ UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

⁶ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.



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	<ul style="list-style-type: none"> - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

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

<u>Section 1</u>	<u>Bidding Model</u>	
<u>Question number</u>	<u>Question</u>	<u>Response</u>
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.</p> <p>If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.</p>
1.2(a) - (ii)	Name of group of economic operators (if applicable)	
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	



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1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																																												
1.2(b) - (ii)	<p>If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.</p> <table border="1"> <tr> <td>Name</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Registered address</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Trading status</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Company registration number</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Head Office DUNS number (if applicable)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Registered VAT number</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Type of organisation</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>SME (Yes/No)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g., key deliverables</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>The approximate % of contractual obligations assigned to each sub-contractor</td><td></td><td></td><td></td><td></td><td></td></tr> </table>		Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g., key deliverables						The approximate % of contractual obligations assigned to each sub-contractor					
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The approximate % of contractual obligations assigned to each sub-contractor																																																														
Contact Details and Declaration																																																														
1.3	<p>I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>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.</p> <p>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.</p> <p>I am aware of the consequences of serious misrepresentation.</p>																																																													
Section 1	Contact details and declaration																																																													
Question number	Question	Response																																																												
1.3(a)	Contact name																																																													
1.3(b)	Name of organisation																																																													
1.3(c)	Role in organisation																																																													



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1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that each Key Sub-Contractor must also complete and submit complete Parts 1 and 2 and the Part 1 and Part 3 self-declaration.

PART 2		
Section 2	Grounds for mandatory exclusion	
Question Number	Question	Response
2.1(a)	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage .	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 2.1(b)
2.1(b)	If you have answered yes to question 2.1(a), please provide further details.	



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	Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The Authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3 Grounds for discretionary exclusion		
Question Number	Question	Response
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions.	



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	Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended, or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the	Yes <input type="checkbox"/> No <input type="checkbox"/>



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	verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	If yes, please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning).	

Part 3 (Sections 4-10): Selection Questions

	<u>PART 3</u>	
<u>Section 4</u>	<u>Economic and Financial Standing</u>	
<u>Question Number</u>	<u>Question</u>	<u>Response</u>
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow	Yes <input type="checkbox"/> No <input type="checkbox"/>



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	for the most recent year of trading for this organisation.	
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 5	<u>If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:</u>	
Name of Organisation		
Relationship to the Supplier completing the questions		
<u>Question Number</u>	<u>Question</u>	<u>Response</u>
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g., from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 6	<u>Technical and Professional Ability</u>	
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts where you have delivered services that are relevant to our requirement for or on behalf of another organisation.</p> <p>The three contracts identified in response to this question must be the contracts that you wish to use in order to demonstrate your case studies in response to the questions in section 11. If any of the case studies that you use in response to any of the questions in section 11 are not under a contract, then please see question 6.3 in lieu of this one.</p> <p>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)</p>	



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	<p>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).</p> <p>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.</p>			
		Contract 1 - to be used to demonstrate case study for question 11.1	Contract 2 - to be used to demonstrate case study for question for 11.2	Contract 3- to be used to demonstrate case study for question for 11.3
	Name of customer organisation			
	Point of contact in the organisation			
	Position in the organisation			
	E-mail address			
	Description of contract			
	Contract Start date			
	Contract completion date			
	Estimated contract value			
6.2	<p>Where you intend to use a Key Sub-Contractor, please demonstrate in no more than 500 words 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>			



⁷ For details on how to report potential instances of modern slavery, refer to [PPN 05/19: Tackling Modern Slavery in Government Supply Chains](#).



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<u>Question Number</u>	<u>Question</u>	<u>Response</u>
<u>8.1</u>	<u>Cyber Essentials</u>	
8.1	Please confirm that you will be able to demonstrate that you meet the technical requirements prescribed by Cyber Essentials Scheme by the commencement date.	Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide an explanation
<u>Section 9</u>	<u>Insurance</u>	
<u>9.1</u>	<u>Insurance</u>	
9.1	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below.</p> <p>Employer's (Compulsory) Liability Insurance = Five Million Pounds Sterling (£5,000,000)</p> <p>Public Liability Insurance = Five Million Pounds Sterling (£5,000,000)</p> <p>Professional Indemnity Insurance = Two Million Pounds Sterling (£2,000,000)</p> <p>Product Liability Insurance = £2,000,000</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide an explanation
<u>Section 10</u>	<u>Compliance</u>	
<u>10.1</u>	<u>Compliance Declaration</u>	
10.1	Please confirm you have responded to all questions in the format required by this SSQ.	



Part 3 (Section 11 – 12): Project Specific Selection Questions

Section 11 – Project Specific Experience – Weighting 60.00%		
Question Number	Question⁸	Sub-Weighting
11.1	<p>By reference to Contract 1 described at section 6.1, please provide a case study of a project where you have delivered a fully immersive customer experience.</p> <p>The case study provided should demonstrate how you delivered the immersive customer experience.</p>	<p>Two (2) sides of A4 including any diagrams, photos or sketches (no annexes).</p> <p>Electronic copy editable format (e.g., Word, but not PDF). Arial pt-11.</p> <p>When attaching your response to this question in Jaggaer, please title your document file according to the following format:</p> <p><i>"[Supplier-Name]-Q11.1"</i></p> <p>Weighting: 20.00%</p>
11.2	<p>By reference to Contract 2 described at section 6.1, please provide a case study of where you have delivered a content-led experience in a foreign market where English is not the language of business.</p> <p>The case study provided should demonstrate how you delivered the content-led experience and how you overcame language barriers.</p>	<p>Two (2) sides of A4 including any diagrams, photos or sketches (no annexes).</p> <p>Electronic copy editable format (e.g., Word, but not PDF). Arial pt-11.</p> <p>When attaching your response to this question in Jaggaer, please title your document file according to the following format:</p> <p><i>"[Supplier-Name]-Q11.2"</i></p> <p>Weighting: 20.00%</p>
11.3	<p>By reference to Contract 3 described at section 6.1, please provide a case study of where you have delivered a</p>	<p>Two (2) sides of A4 including any diagrams,</p>

⁸ If a contract has not been included in section 6.1 for a particular case study such that it is not possible to demonstrate a case study by reference to that contract, please provide a case study without reference to that contract and ensure that you populate section 6.3.



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	<p>content solution to a high footfall public facing event.</p> <p>The details provided should demonstrate how you delivered the content for the event and how you dealt with high numbers.</p>	<p>photos or sketches (no annexes).</p> <p>Electronic copy editable format (e.g., Word, but not PDF). Arial pt-11.</p> <p>When attaching your response to this question in Jaggaer, please title your document file according to the following format:</p> <p><i>"[Supplier-Name]-Q11.3"</i></p> <p>Weighting: 20.00%</p>
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SCORING METHODOLOGY FOR SECTION 11

SCORE	QUALITY	DESCRIPTION
0	Unanswered or totally inadequate response	No evidence provided that the Tenderer has delivered services in accordance with the specifics of the requested case study. No confidence that the Tenderer can meet the requirement.
33	Minimal response	Minimal evidence provided to support that the Tenderer has delivered services in accordance with some of the specifics of the requested case study. There are significant concerns leading to the conclusion of a low level of confidence that the Tenderer can meet the requirement.
66	Reasonable response	Satisfactory evidence provided to support that the Tenderer has delivered services in accordance with most of the specifics of the requested case study. There are minor concerns leading to the conclusion of a medium level of confidence that the Tenderer can meet the requirement.
100	Good response	Good evidence provided to support that the Tenderer has delivered services in accordance with all the specifics of the requested case study, leading to the conclusion of a high level of confidence that the Tenderer can meet the requirement.

Section 12 – Educational and Professional Capability – Weighting 40.00%

Question Number	Question	Sub-Weighting
12.1	Please demonstrate with reference to specific individuals that your organisation has the educational and	Two (2) sides of A4 (no annexes).



	professional capability that is relevant to our requirement.	<p>Electronic copy editable format (e.g., Word, but <u>not</u> PDF). Arial pt-11.</p> <p>When attaching your response to this question in Jaggaer, please title your document file according to the following format:</p> <p><i>"[Supplier-Name]-Q12.1"</i></p> <p>Weighting: 20.00%</p>
12.2	<p>Please provide a CV for each named person presented at 12.1.</p> <p>Each CV should detail relevant job history and experience of the individual, along with any relevant qualifications.</p>	<p>Two (2) sides of A4 per CV (no annexes).</p> <p>Electronic copy editable format (e.g., Word, but <u>not</u> PDF). Arial pt-11.</p> <p>When attaching the CVs in response to this question in Jaggaer, please attach them in one (1) combined file and title the CV file according to the following format:</p> <p><i>"[Supplier-Name]-CVs - Q12.2"</i></p> <p>Weighting: 20.00% (score awarded as a total across all CVs)</p>

SCORING METHODOLOGY FOR SECTION 12

SCORE	QUALITY	DESCRIPTION
0	Unanswered or totally inadequate response	No evidence provided that the Tenderer has the relevant capabilities. No confidence that the Tenderer can meet the requirement.
33	Minimal response	Limited evidence to support that the Tenderer has the relevant capabilities, with major concerns leading to the conclusion of a low level of confidence that the Tenderer can meet the requirement.
66	Reasonable response	Satisfactory evidence provided to support that the Tenderer has the relevant capabilities, with minor concerns leading to the conclusion of a medium level of confidence that the Tenderer can meet the requirement.



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100	Good response	Good evidence provided to support that the Tenderer has the relevant capabilities leading to the conclusion of a high level of confidence that the Tenderer can meet the requirement.
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