**MELTON BOROUGH COUNCIL**

**Tender for:**

**Electrical Testing, Upgrading, Rewire and Storage Heater Programme**

**STANDARD SELECTION QUESTIONNAIRE (SSQ)**

**Restricted Procedure – STAGE ONE**

**OJEU REF 2017/S 158-32721**

Name of applicant **(please insert)**

When completed, please return **TWO** hard copies and a copy electronically saved on a memory stick of this document.

Please mark envelopes/packages with only:

**“Tender Response – STAGE ONE - Suitability Questionnaire - Deadline noon Friday 22nd September 2017 ELECTRICAL RE-WIRING (Private and Confidential) OJEU REF 2017/S 158-327214” -** and with ***no company markings*** – and return to:

**Solicitor to the Council**

**Melton Borough Council,**

**Parkside, Station Approach,**

**Burton Street,**

**Melton Mowbray,**

**Leicestershire**

**LE13 1GH**

|  |
| --- |
| **Response to be received no later than NOON Friday 22nd September 2017**  **Late submissions will be disregarded.** |

**Please ensure that you register your interest with the procurement contact named in this Document in order to receive updates, questions responses etc.**

**Summary of requirement**

Melton Borough Council requires electrical testing, upgrading, rewiring and the renewal of electric storage heaters to its general needs and sheltered housing stock.

The works will be divided into two lots:

Lot 1: The inspection, upgrading and rewiring of electrical installations to a selection of properties within the Borough of Melton – approximately 547 in total.

Lot 2: The inspection, upgrading and rewiring of electrical installations to a selection of properties within the Borough of Melton and also the replacement of electrical storage heaters – approximately 122 properties in total.

The contract will be for a period of 4 years with an option to extend for up to a further 24 months.

**Tender procedure**

Since the estimated contract value exceeds the applicable threshold for public service contracts (£164k approx.), the Council is obliged to conduct a tender procedure compliant with the Public Contract Regulations 2015 and EU Directive 2014/24.

The Council has opted to conduct a Restricted procedure and this is in two stages.

**1.Suitability and selection** – Firstly, organisations who express an interest in this tender are invited to complete the Standard Suitability Questionnaire (SQ). As well as a self-declaration that the organisation does not meet any of the grounds for exclusion, this document also includes a set of questions which attract a score. Subject to an organisation not being excluded and based on the responses to these selection questions, the Council will short-list no fewer than **five** organisations to invite to tender for the contract.

**2.Invitation to Tender** – Short listed bidders will be invited to complete an Invitation to Tender document, also referred to as the ‘Tender Response’ document. This includes another set of questions, or method statements, to demonstrate how an organisation will fulfil the requirements of the specified services (the subject of the contract), and their price for doing so.

**Award** - Subject to the quality of the responses to these questions, or method statements, and the price the bidder has submitted, the Council will award the contract to the bidder offering the most economically advantageous tender, that is the best combination of price and ‘quality’, as assessed by the responses to the evaluation questions.

(Note: If other criteria are to form part of the evaluation, such as samples of goods or product or service demonstrations, the Council will specify these.)

|  |  |
| --- | --- |
| **Procurement Timetable** (dates are indicative and subject to change) **Stage in Procurement Process** | **By When** |
| **Stage One – selection via Suitability Questionnaire (SQ)** | |
| Publish Contract Notice and Tender documents – including the Suitability Questionnaire – this document | Tuesday 22nd August |
| Deadline for submission of clarification questions | Friday 8th September |
| Issue final clarification responses | Friday 15th September |
| Deadline for Suitability Questionnaires | Friday 22nd September |
| Evaluate Suitability Questionnaires and short-list | Friday 6th October |
| Debrief unsuccessful applicants | Friday 13th October |
| **Stage Two – Invitation to Tender** | |
| Issue\* Invitation to Tender to short-listed bidders  \*(short-listed bidders will be invited to complete and submit the Response document published in the Contracts Finder Notice) | Friday 13th October |
| Deadline for submission of clarification questions | Friday 3rd November |
| Issue final clarification responses | Friday 10th November |
| Deadline for submission of tenders | Friday 17th November |
| ITT Evaluations (paper submissions) | Friday 1st December |
| Supplier Clarification Meetings (if required) | Friday 8th December |
| Evaluations amended/confirmed | Friday 15th December |
| Due diligence check completed (finance, insurance etc.) | Friday 15th December |
| Process checked / “audited” | Friday 15th December |
| Preliminary award decision | Friday 22nd December |
| Issue Standstill letters | Friday 22nd December |
| Standstill commences | Saturday 23rd December |
| Standstill ends | Monday 8th January 2018 |
| **Award contract** | Friday 12th January |
| Meeting with successful bidder | Friday 19th January |
| Signed contracts | Friday 26th January |
| Go Live Date | Thursday 1st February 2018 |

**STANDARD SELECTION QUESTIONNAIRE**

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

The Standard Selection Questionnaire is a self declaration, made by you (the potential supplier) that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

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

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

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Standard Selection Questionnaire and so induce the 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 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’ refer to the potential supplier completing this Standard Selection Questionnaire, i.e. the legal entity responsible for the information provided. The term ‘potential supplier’ is intended to cover any economic operator as defined by the Public Contract 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 all arrangements set out in section 1.2 of the Standard Selection Questionnaire, in relation to a group of economic operators (for example a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For 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 the questions on behalf of the consortium and/or any sub-contractors, providing one composite response and declaration.

The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact other than to the Cabinet Office and/or contracting authorities defined by the Regulations or pursuant to an order of the court of demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Weighting and Scoring**

1 Questions are identified as either pass/fail or scored in the table below.

| **Question**  **No.** | **Section Headings and Sub-Headings** | **Maximum Available Section Score** | **Weighting Within Sub-Heading** |
| --- | --- | --- | --- |
| **1.1**   * 1. (a)   1.1 (b) (i)  1.1 (b) (ii)  1.1 (c)  1.1 (d)  1.1 (e)  1.1 (f)  1.1 (g)  1.1 (h)  1.1 (i) (i)  1.1 (i) (ii)  1.1 (j) (i)  1.1 (j) (ii)  1.1 (k)  1.1 (m)  1.1 (n)  1.1 (o)  1.1 (p) | **Potential Supplier Information**  Full name  Registered office  Registered website address  Trading status  Date of registration  Company registration number  Charity registration number  Head Office DUNS number  Registered VAT number  Appropriate professional/trade registration  If yes, details  Legal required for professional/trade registration  If yes, details  Relevant classifications  SME  Persons of Significant Control  Details of immediate parent company  Details of ultimate parent company | Pass/Fail | Pass/Fail |
| **1.2**  1.2 (a) (i)   * 1. (a) (ii)   2. (a) (iii)   1.2 (b) (i)  1.2 (b) (ii) | **Bidding Model**  Bidding as lead contact for a group of economic operators  Name of group of economic operators  Proposed legal structure  Use of sub contractors  Sub Contractor details | Pass/Fail | Pass/Fail |
| **1.3**  1.3 (a)-(h) | **Contact Details and Declaration**  Details completed | Pass/Fail | Pass/Fail |
| **2**  2.1 (a)  2.1 (b) | **Grounds for Mandatory Exclusion**  Regulations 57(1) and (2):  Criminal organisation  Corruption  Fraud  Terrorist offences  Money laundering  Child labour/human trafficking  Breach of environmental obligations  Breach of social obligations  Breach of labour obligations  Bankrupt/insolvency or winding-up proceedings  Grave professional misconduct  Agreements with other economic operators to distort competition  Conflict of interest  Preparation of procurement procedure  Early termination of contract /damages/comparable sanctions  In breach of obligations re: tax/social security contributions  Measures taken | Pass/Fail | Pass/Fail |
| 2.2 | Self cleaning measures | Pass/Fail | Pass/Fail |
| 2.3 (a)  2.3 (b) | Breach of tax/social security obligations  If yes, further details | Pass/Fail | Pass/Fail |
| **3**  3.1 (a)  3.1 (b)  3.1 (c)  3.1 (d)  3.1 (e)  3.1 (f)  3.1 (g)  3.1 (h)  3.1 (i)  3.1 (j)  3.2 | **Grounds for Discretionary Exclusion**  Regulation 57 (8)  Breach of environmental obligations  Breach of social obligations  Breach of labour obligations  Financial administration  Guilty of grave professional misconduct  Distorting competition  Conflict of interest  Involved in preparation of procurement  Significant or persistent deficiencies  Statement response  If yes, self cleaning | Pass/Fail | Pass/Fail |
| **Question**  **No.** | **Section Headings and Sub-Headings** | **Maximum Available Section Score** | **Weighting Within Sub-Heading** |
| **4 and 5**  4.1  4.2  5.1  5.2  5.3 | **Economic and Financial Standing**  Audited accounts or alternative means of demonstrating financial status  Minimal financial threshold - **£1m turnover**  Parent company accounts  Parent company guarantee  Bank guarantee | Pass/Fail | Pass/Fail |
| **6**  6.1 | **Technical and Professional Ability**  Details of up to three contracts within the last 3 to 5 years | Pass / Fail | Pass / Fail |
| 6.2 | Evidence of healthy supply chains maintained with sub-contractors including details of your supply chain management tracking systems | Pass / Fail | Pass/Fail |
| **7**  7.1  7.2 | **Requirements under Modern Slavery Act 2015**  Relevant commercial organisation (= turnover of >£36m)  Compliant with annual reporting requirements | Pass/Fail | Pass/Fail |
| **8** | **Additional Questions:** |  |  |
| **8.1** | **Insurance** | Pass / Fail | Pass/Fail |
| **8.2** | **Health and Safety** | **20%** | **20%** |
| (a) | Formal health and safety policy/statement | Pass/Fail | Pass/Fail |
| (b) | Accredited health and safety system | Pass/Fail | Pass/Fail |
| (c) | Responsible person for health and safety policy | (3%) | (3%) |
| (d) | Health and safety professional/consultant | (3%) | (3%) |
| (e) | Health and safety training (staff/sub-contractors) | (7%) | (7%) |
| (f) | Accident records | Pass/Fail | Pass/Fail |
| (g) | Staff consultation on health and safety matters | (3%) | (3%) |
| (h) | Risk assessments | (4% | 4% |
| (i) | Investigated / prosecuted for health and safety offence | Pass/Fail | Pass/Fail |
| (j) | Civil action for health and safety offence | Pass/Fail | Pass/Fail |
| (k) | Prohibition / improvement notices for breaches of health and safety legislation | Pass/Fail | Pass/Fail |
|  | | | |
| **8.3**  (a) | **Environmental Management**  Policy re: safe management of the environment | **5%** | **5%** |
| **[Delete if the above if not required as an additional SQ module]** | | | |
| **8.4** | **Equal Opportunities** | **5%** | **5%** |
| (a) | Compliant EO policy – details relating to the treatment of customers/service users and employees | (2%) | (2%) |
| (b) | Findings of unlawful discrimination / harassment | Pass/Fail | Pass/Fail |
| (c) | Investigated by the Equality and Human Rights  Commission | Pass/Fail | Pass/Fail |
| (d) | Grievance process in respect of equalities | (2%) | (2%) |
| (e) | Equality awards | (1%) | (1%) |
|  | | | |
| **9.0** | **Service specific questions** |  |  |
| **9.1** | **Company structure, including management and workforce structure and groupings** | **15%** | **15%** |
| **9.2** | **Qualifications, skills and experience of management and workforce** | **20%** | **20%** |
| **9.3** | **Experience of managing comparable volumes and types of work** | **20%** | **20%** |
| **9.4** | **Experience of managing tenant liaison and 'no access' on contracts of similar size and complexity** | **15%** | **15%** |
| **9.5** | **Contractor minimum requirement: NIC EIC Part P registration or equivalent** | Pass/Fail | Pass/Fail |
| **9.6** | **DBS checks – Basic Disclosure – unspent convictions data** | Pass/Fail | Pass/Fail |

2 Where a question is scored, the following marking criteria will be used.

|  |  |
| --- | --- |
| **Score** | **Criteria for awarding score** |
| 0 | No response or response is unacceptable |
| 1 | Response is very weak and almost unacceptable, and/or is inconsistent or in conflict with other responses |
| 2 | Response is weak, and falls well below expectations in a number of respects |
| 3 | Response is poor and is below expectations, not meeting the required standard in most respects, and/or is lacking/ inconsistent in others |
| 4 | Response is below expectations but meets the required standard in some respects |
| 5 | Response meets expectations regarding the required standard |
| 6 | Response slightly exceeds expectations regarding the required standard |
| 7 | Response is good and is well above expectations in some respects |
| 8 | Response is very good and is well above expectations in most respects |
| 9 | Response is outstanding and meets the required standard in all respects and exceeds some or all of the major requirements |
| 10 | Response is exceptional and meets the required standard in all material respects and exceeds all the major requirements, and represents significant added value |

**Please note that at the Council’s discretion no fewer than the five (5) highest scoring Bidders will be short-listed.**

**PART 1: POTENTIAL SUPPLIER INFORMATION**

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

1.1 Potential Supplier Information

|  |  |  |
| --- | --- | --- |
| **Question No.** | **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:  i) public limited company  ii) limited company  iii) limited liability partnership  iv) other partnership  v) sole trader  vi) third sector  vii) other (please specify) |  |
| 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  No  N/A |
| 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 member 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 goods, services or works specified in this procurement. | Yes  No |
| 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 it |  |
| 1.1 (k) | Relevant classifications (state whether you fall within one of these, and if so which one):  i) Voluntary Community Social Enterprise (VCSE)  ii) Sheltered Workshop  iii) Public service mutual |  |
| 1.1 (m) | Are you a Small, Medium or Micro Enterprise (SME)? | Yes  No |
| 1.1 (n) | Details of Persons of Significant Control (PSC) where appropriate:   * Name * Date of birth * Nationality * Country, state or part of the UK where PSC usually lives * Service address * The date he/she became PSC in relation to the company (for existing companies the 6th April 2016 should be used) * Which conditions for being PSC are met: over 25% and up to (and including) 50%; more than 50% and less than 75%; 75% or more.   Please enter N/A if not applicable |  |
| 1.1 (o) | Details of immediate parent company:   * Full name of immediate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head Office DUNS number (if applicable) * Head Office VAT number (if applicable)   Please enter N/A if not applicable |  |
| 1.1 (p) | Details of ultimate parent company:   * Full name of ultimate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head Office DUNS number (if applicable) * Head Office 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 suppliers and the persons of significant control.

1.2 Bidding Model

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Response** |
| 1.2 (a) (i) | Are you bidding as the lead contact for a group of economic operators?  If yes, please provide details listed in questions 1.2 (a) (ii), (iii), and to 1.2 (b) (i), (ii), and to 1.3 Section 2 and 3.  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. | Yes  No |
| 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 entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2 (b) (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes  No |
| 1.2 (b) (ii) | If you responded yes to 1.2 (b) (i) please provide additional details for each sub-contractor, we may ask them to complete this form as well.   * Name * Registered Address * Trading Status * Company registration number * Head Office DUNS number (if applicable) * Registered VAT number * Type of organisation * SME (yes/no) * The role each sub-contractor will take in providing the works, services and/or supplies, e.g. key deliverables * The approximate % of contractual obligations assigned to each sub-contractor |  |

1.3 Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay, I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the Authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Response** |
| 1.3 (a) | Contact Name |  |
| 1.3 (b) | Name of Organisation |  |
| 1.3 (c) | Role in Organisation |  |
| 1.3 (d) | Phone number |  |
| 1.3 (e) | E Mail address |  |
| 1.3 (f) | Postal address |  |
| 1.3 (g) | Signature (electronic is acceptable) |  |
| 1.3 (h) | Date |  |

**PART 2: EXCLUSION GROUNDS**

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

2.1 Grounds for Mandatory Exclusion

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Response** |
| 2.1 (a) | Regulations 57(1) and (2):  The detailed grounds for mandatory exclusion are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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 has been convicted anywhere in the world of any of the offences within the summary below and listed on the [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).  Participation in a criminal organisation  Corruption  Fraud  Terrorist offences or offences linked to terrorist activities  Money laundering or terrorist financing  Child labour and other forms of trafficking in human beings | Yes  No  If yes, please provide details in 2.1 (b)  Yes  No  If yes, please provide details in 2.1 (b)  Yes  No  If yes, please provide details in 2.1 (b)  Yes  No  If yes, please provide details in 2.1 (b)  Yes  No  If yes, please provide details in 2.1 (b)  Yes  No  If yes, please provide details in 2.1 (b) |
| 2.1 (b) | If you have answered yes to question 2.1 (a), please provide further details:   * Date of conviction, specify which grounds listed the conviction was for and the reasons for conviction * Identify 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 any measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion/ (self cleaning) | Yes  No |
| 2.3 (a) | 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  No |
| 2.3 (b) | If you have answered ‘yes’ to questions 2.3 (a) please also confirm that 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.

3.1 Grounds for Discretionary Exclusion

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Response** |
| 3.1 | Regulation 57 (8)  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf) which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |  |
| 3.1 (a) | Breach of environmental obligations? | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (c) | Breach of labour obligations? | Yes  No  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 an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the law and regulations of any State? | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (e) | Guilty of grave professional misconduct? | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  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  No  If yes, please provide details at 3.2 |
| 3.1 (h) | Been involved in the preparation of the procurement procedure? | Yes  No  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  No  If yes, please provide details at 3.2 |
| 3.1 (j) | Please answer the following statements: |  |
| 3.1 (j) (i) | The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (j) (ii) | The organisation has withheld such information | Yes  No  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 Contract Regulations 2015 | Yes  No  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 provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No  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: SELECTION QUESTIONS**

4 Economic and Financial Standing

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Response** |
| 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 a ‘yes’ or ‘no’ in the relevant box):   1. 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 2. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position 3. 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 bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes  No  Yes  No  Yes  No  Yes  No |
| 4.2 | Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold**\*** within the evaluation criteria for this procurement, please self certify by answering ‘yes or ‘no’ that you meet those requirements  **\*A minimum turnover of £1m is required (equivalent to twice the estimated annual value of the contract)** | Yes  No |

5 If you have indicated in 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 |  |

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Response** |
| 5.1 | Are you able to provide parent company accounts if requested 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 |

6 Technical and Professional Ability

6.1 Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VSCE) that are relevant to our requirement. VCSEs may include examples of grant funded work. Contracts for supplies or services should have been performed during the last three years. Works contracts may be from the last 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 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 Special Purpose Vehicle or a managing agent not intending to be the main provider of the supplies, services or works, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.

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| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Name of Customer organisation |  |  |  |
| Point of contact in the organisation |  |  |  |
| Position in the organisation |  |  |  |
| Email address |  |  |  |
| Description of contract |  |  |  |
| Contract start date |  |  |  |
| Contract completion date |  |  |  |
| Estimated contract value |  |  |  |

Where 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.

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| 6.2 | 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).  Evidence should include, but not be limited to, details of your supply chain management tracking systems to ensure performance of the contract and prompt payment or membership of the UK Prompt Payment Code (or equivalent) |
| **Response:** | |

7 Requirements Under Modern Slavery Act 2015

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| **Question No.** | **Question** | **Response** |
| 7.1 | Are you a relevant commercial organisation as defined by section 54 (Transparency in supply chains etc.) of the Modern Slavery Act 2015 | Yes  No |
| 7.2 | If you have answered ‘yes’ to question 7.1, are you compliant with the annual reporting requirements contained within section 54 of the Modern Slavery Act 2015 | Yes  Please provide the relevant URL  No  Please provide an explanation |

8 Additional Questions

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

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| **Question No.** | **Question** | **Response** |
| **8.1** | **Insurance:**  Please self certify whether you already have or are able to obtain, prior to the commencement of the contract the levels of insurance cover indicated below.  Employers (Compulsory) Liability Insurance\* = £5m  Public Liability Insurance = £ 5m  Professional Indemnity Insurance = £ 5m  Product Liability Insurance = £ n/a  \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note that this requirement does not apply to Sole Traders. | Yes  No  Yes  No  Yes  No  Yes  No |

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| **Question No.** | **Question** | **Response** |
| **8.2** | **Health and Safety** |  |
| 8.2 (a) | Does your company have a formal health and safety policy or statement? | Yes  No |
| 8.2 (b) | Does your company have a health and safety system accredited to BS8800 or equivalent? | Yes  No |
| 8.2 (c) | Does your company have a specific director, partner or other person responsible for the implementation of your company’s health and safety policy?  **If ‘yes’, please provide details.** | Yes  No |
| 8.2 (d) | Does your company employ a full time health and safety professional or health and safety consultant?  **If ‘yes’, please provide details of the qualifications, experience and any membership of an appropriate professional body. If ‘no’, please indicate who provides advice on health and safety.** | Yes  No |
| 8.2 (e) | Does your organisation provide health and safety training to:  i) staff?  ii) sub-contractors?  **If ‘yes’, please provide brief details of the content and type of training, e.g. induction, management, task specific etc.** | Yes  No |
| 8.2 (f) | Does your company maintain accident records? | Yes  No |
| 8.2 (g) | Do you consult staff on health and safety matters?  **If ‘yes’, please describe briefly how.** | Yes  No |
| 8.2 (h) | Do you undertake risk assessments?  **If ‘yes’, please provide details?** | Yes  No |
| 8.2 (i) | Has your organisation, over the past 5 years, been or is in the process of being investigated/ prosecuted for any health and safety offence?  If ‘yes’, please provide details. | Yes  No |
| 8.2 (j) | Has your organisation, over the past 5 years, been or is in the process of having any civil action brought against it for any health and safety offence?  If ‘yes’, please provide details | Yes  No |
| 8.2 (k) | Has your organisation been served with any prohibition/ improvement notices for breaches of health and safety legislation in the past 3 years?  If ‘yes’, please provide details including subsequent action taken by the organisation | Yes  No |

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| **Question No.** | **Question** | **Response** |
| **8.3** | **Environmental Management** |  |
| 8.3 (a) | Does your organisation have a policy regarding the safe management of the environment?  **If ‘yes’, please provide its key features in relation to the delivery of this contract.** | Yes  No |
| **Question No.** | **Question** | **Response** |
| **8.4** | **Equal Opportunities** |  |
| 8.4 (a) | Do you have an Equality and Diversity/Human Rights Policy or statement which complies with your statutory obligation under UK/EU equalities and discrimination legislation (or equivalent legislation and regulations in the countries where you employ staff)?  **If ‘yes’, please summarise briefly the details of this policy as they relate to the treatment of** **customers/ service users as well as employees?** | Yes  No |
| 8.4 (b) | In the past 3 years has any claim or finding of unlawful discrimination or harassment been made against your organisation by any court or industrial tribunal or equivalent body?  If ‘yes’, please give details | Yes  No |
| 8.4 (c) | In the past 3 years has your organisation been the subject of formal investigation by the Equality and Human Rights Commission or equivalent body?  If ‘yes, please give details. | Yes  No |
| 8.4 (d) | Does your organisation have a grievance process and practice that covers complaints made in respect of equalities and diversity?  **If ‘yes’, please briefly summarise this process** | Yes  No |
| 8.4 (e) | Does your organisation hold any Equality awards or is it working towards achieving any this year?  **If ‘yes’, please provide details.** | Yes  No |

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| **Question No.** | **Question** | **Response** |
| **9.0** | **Service specific questions** |  |
| **NOTE: Please bear in mind the Council’s specified requirements for this contract when answering the following questions i.e.:**  ***Lot 1 (547 properties approx.): Electrical testing, upgrading and rewiring***  ***and***  ***Lot 2 (122 properties approx.): Electrical testing, upgrading, rewiring also the renewal of electric storage heaters***  ***to its general needs and sheltered housing stock.*** | | |
| 9.1 | **Company structure:**  **Please describe the structure of you company including management and workforce structure and groupings *in respect of the specified services required by the Council for this contract*.**  **Please enclose an appropriate structure diagram(s) if possible.** |  |
| 9.2 | **Qualifications, skills and experience of management and workforce**:  **Please provide the qualifications, skills and experience of your management and *workforce in respect of the services required by the Council for this contract.*** |  |
| 9.3 | **Experience of managing comparable volumes and types of work:**  **Please provide details of your experience of managing contracts of a similar scale and type *in respect of the services required by the Council for this contract.*** |  |
| 9.4 | **Experience of managing tenant liaison and 'no access' on contracts of similar size and complexity :**  **Please provide details of your experience of managing tenant liaison and in particular instances of ‘no access’ on contracts of similar size and type.** |  |
| 9.5 | **Minimum professional standards:**  **NOTE: This is a minimum requirement for this contract.**  **Please confirm whether or not your organisation possesses appropriate industry standard accreditation, such as NICEIC Part P or equivalent.**  **Please provide any relevant registration details, including the name of the accreditation body, any unique reference number and any expiry date or period of validity e.g.: from … to ….** | Yes / No  Accreditation body:  Details of accreditation:  Ref. No.  Expiry date: |
| 9.6 | **‘Police checks’ – Basic Disclosure – unspent conviction data** | |
| **NOTE: This is a minimum requirement for this contract.**  In the course of providing the specified services, there is a strong possibility that the contractor’s workforce will come into contact with vulnerable children and adults in the course of working in tenanted properties.  Therefore, in the interests of safeguarding vulnerable people and others, the Council requires all operatives providing the specified services to have undergone criminal background checks that the law allows.  The Disclosure and Barring Service [**www.gov.uk/dbs**](http://www.homeoffice.gov.uk/dbs)have advised that for the type of work roles in question - maintenance worker and contactor roles in a general capacity - the available check within the law is a Basic Disclosure. This check will reveal any unspent conviction data. Currently, Basic Disclosure checks are administered for England, Wales and Scotland by Disclosure Scotland (sic)\*. Such checks are subject to the consent of the individual concerned. Completed applications may be submitted by an employer on behalf of their employees.  Further details may be obtained from the DBS.  Customer Relations  **The Disclosure and Barring Service**  PO Box 165, Liverpool, L69 3EF  **Tel: 03000 200 190**  **Minicom: 03000 200 192**    [**www.gov.uk/dbs**](http://www.homeoffice.gov.uk/dbs)  [CustomerServices@dbs.gsi.gov.uk](mailto:CustomerServices@dbs.gsi.gov.uk)  \*From 1st Jan 2018 the Disclosure and Barring Service will take over responsibility from Disclosure Scotland for Basic Disclosure checks for applicants from England and Wales. | | |
| 9.6. (i) | **Please would you confirm whether or not each of the operatives who will provide the specified services have obtained a valid Basic Disclosure ‘Police check’) to the satisfaction of the Council.** | Yes / No – Basic Disclosure obtained for each operative who will provide the specified services. |
| 9.6 (ii) | **Where, such checks have not been carried out, please would you confirm that such checks to the satisfaction of the Council will have been carried out prior to commencement of contract.** | Yes / No – Basic Disclosure to be obtained for each operative who will provide the specified services prior to commencement of contract |
| Note: Where your workforce comprises a mix of operatives who have and who have not undergone the relevant ‘police check’ please respond to BOTH questions accordingly.  The Council will require documentary evidence of such checks from the contractor before the contract is concluded. | | |