



Crown
Commercial
Service

**SELECTION QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION AND MARKING
SCHEME**

VEHICLE HIRE SERVICES

REFERENCE NUMBER

RM1062

ATTACHMENT 2

[Contained in Emptoris 'Key Participation Requirements':]

Note to Potential Providers: Unless the context provides otherwise, capitalised expressions in this 'Key Participation Requirements' section shall have the meaning given to them in the glossary to the Invitation to Tender descriptive document in Attachment 1. In these questions "we" refers to the Potential Provider.

Requirement number	Participation Requirement	Response
PR1	We accept the Terms of Participation Attachment 7	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR2	We confirm that we, including named Sub-Contractors and all Group of Economic Operators members, comply with all the statements in the Declaration Of Compliance Attachment 8	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR3	We understand that it is essential to press the red 'Submit all Draft Bids' button to correctly submit our completed Tender and confirm we have read and understood the instructions on where and how to do this in paragraph 8.9 of the 'eSourcing tool guidance: how to respond to tenders and further competitions' at https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR4	We understand that to send a message to the CCS procurement team we must ensure that the name of the procurement is in the context field and 'ALL HOSTS' is selected in the 'TO' box	<input type="checkbox"/> Yes <input type="checkbox"/> No

[Contained in Emptoris CCS 'Selection Questionnaire [RM1062]

Note to Potential Providers: Unless the context provides otherwise, capitalised expressions in this Selection Questionnaire shall have the meaning given to them in the glossary to the Invitation to Tender descriptive document in Attachment 1. In this questionnaire “you” / “your” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).

1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority to evaluate your response to each question set out within the Selection Questionnaire. It also sets out the Marking Scheme which will apply. For the avoidance of doubt, references to “you” in this document shall be references to the Potential Provider.
- 1.2 The defined terms used in the ITT document (Attachment 1) shall apply to this document.

2 OVERVIEW

- 2.1 The Selection Questionnaire is broken down into the following sections:

PLEASE READ

SECTION 1 – POTENTIAL PROVIDER INFORMATION

SECTION 2 – GROUNDS FOR MANDATORY EXCLUSION

SECTION 3 – GROUNDS FOR DISCRETIONARY EXCLUSION – Part 1

SECTION 4 – GROUNDS FOR DISCRETIONARY EXCLUSION – Part 2

SECTION 5 – ECONOMIC AND FINANCIAL STANDING

SECTION 6 – TECHNICAL AND PROFESSIONAL ABILITY

SECTION 7 – FRAMEWORK SPECIFIC

- 2.2 If you fail to provide a response to any question of the Selection Questionnaire, your Tender may be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender will be rejected and excluded from further participation in this Procurement.

Please Read

Prior to completing any of the questions for this procurement, please confirm that you have opened, read and understood each of the following attachments by selecting **YES** or **NO** as appropriate for each Attachment.

Attachment 1 – Invitation to Tender	Compliance	Yes/No
Attachment 2 – Selection Questionnaire Response Guidance, Evaluation and Marking Scheme	Compliance	Yes/No
Attachment 3 – Award Questionnaire Response Guidance, Evaluation and Marking Scheme	Compliance	Yes/No
Attachment 4 – Framework Agreement	Compliance	Yes/No
Attachment 5 – Framework Agreement Schedule 2 Part A – Services	Compliance	Yes/No
Attachment 6 – Framework Agreement Schedule 4 (Order Form and Call-Off Agreement)	Compliance	Yes/No
Attachment 7 – Terms of Participation	Compliance	Yes/No
Attachment 8 – Declaration of Compliance	Compliance	Yes/No
Attachment 9 – Pricing Matrix Lot 1	Compliance	Yes/No
Attachment 10 – Pricing Matrix Lot 2	Compliance	Yes/No
Attachment 11 – Pricing Matrix Lot 3	Compliance	Yes/No
Attachment 12 – Pricing Matrix Lot 4	Compliance	Yes/No
Attachment 13 – Pricing Matrix Lot 5	Compliance	Yes/No
Attachment 14 – Pricing Matrix Lot 6	Compliance	Yes/No
Attachment 15 – Framework Agreement Population Template	Compliance	Yes/No
Attachment 16 – Non Disclosure Agreement (TUPE)	Compliance	Yes/No

Section			Evaluated
Section 1 – Potential Provider Details			
SQ1.1 Potential Provider details			
SQ1.1(a)	Potential Provider Name or Name of Lead Contact for Group of Economic Operators	Compliance	N/A
SQ1.1(b)	Registered Office address (if applicable)	Compliance	N/A
SQ1.1(c)(i)	Trading Status options (a) – (e)	Compliance	N/A
SQ1.1(c)(ii)	Trading Status option (f) OTHER (please specify)	Compliance	N/A
SQ1.1(d)	Date of Registration	Compliance	N/A
SQ1.1(e)	Company Registration number (if applicable)	Compliance	N/A
SQ1.1(f)	Charity Registration number (if applicable)	Compliance	N/A
SQ1.1(g)	Head Office DUNS number	Compliance	N/A
SQ1.1(h)	Registered VAT number	Compliance	N/A
SQ1.1(i) – (i)	Whether registered in professional or trade register	Compliance	N/A
SQ1.1(i) – (ii)	Registration details if registered in professional or trade register	Compliance	N/A
SQ1.1(j) – (i)	Whether legal requirement for you to obtain particular authorisation	Compliance	N/A
SQ1.1(j) – (ii)	Details of authorisation if required	Compliance	N/A
SQ1.1(k)	Trading name to be used if successful in procurement	Compliance	N/A
SQ1.1 (l)	Ownership Model	Compliance	N/A
SQ1.1(m)	SME	Compliance	N/A
SQ1.1(n)	Parent Company Details	Compliance	N/A
SQ1.1(o)	Ultimate Parent Company Details	Compliance	N/A
SQ1.2 Bidding Model			

SQ1.2(a)(i)	Whether bidding as the Lead Contact for a Group of Economic Operators	Compliance	N/A
SQ1.2(a)(ii)	Name of Group of Economic Operators (if applicable)	Compliance	N/A
SQ1.2(a)(iii)	Proposed Legal Structure if Framework awarded	Compliance	N/A
SQ1.2(a)(vi)	Details for each member of Group of Economic Operators	Compliance	N/A
SQ1.2(b)(i)	Use of Sub-Contractors	Compliance	N/A
SQ1.2(b)(ii)	Details of Sub-Contractors	Compliance	N/A
SQ1.3 Contact Details			
SQ1.3(a)	Contact Name for Tender	Compliance	N/A
SQ1.3(b)	Postal Address of Tender Contact	Compliance	N/A
SQ1.4 Lots			
Lot 1	UK Vehicle Hire: Passenger Car's Hire, Light Commercial Vehicles (LCV) Hire, General on road 4 x 4 Vehicles Hire	Information Only	N/A
Lot 2	UK 4 x 4 Vehicle Hire (with full off-road capability)	Information Only	N/A
Lot 3	UK Minibus Hire	Information Only	N/A
Lot 4	Heavy Goods Vehicles (HGV's) and Heavy Commercial Vehicles (HCV's) over 3.5 tonnes Hire	Information Only	N/A
Lot 5	UK Car Share	Information Only	N/A
Lot 6	International Vehicle Hire	Information Only	N/A
Section 2 - Grounds for Mandatory Exclusion			
SQ2	Grounds for Mandatory Rejection	Evaluation	Pass/Fail
Section 3 – Grounds for Discretionary Exclusion – Part 1			

SQ3	Grounds for Discretionary Rejection	Evaluation	Pass/Fail
Section 4 – Grounds for Discretionary Exclusion – Part 2			
SQ4	Grounds for Discretionary Rejection	Evaluation	Pass/Fail
Section 5 – Economic and Financial Standing			
Option One SQ5.1	Financial Assessment in respect of a Framework Guarantor	Evaluation	Pass/Fail
SQ5.3	Minimum Level of Economic and Financial Standing	Evaluation	Pass/Fail
SQ5.4(a)	Provision of Framework Guarantee by Parent Company	Compliance	N/A
SQ5.4(b)	Provision of Framework Guarantee from a non-Parent Company	Compliance	N/A
SQ5.4(c)	Details of Framework Guarantee Provider if not a Parent Company	Compliance	N/A
Section 6 – Technical and Professional Ability			
Lot 1 – UK Vehicle Hire: Passenger Car Hire’s, Light Commercial Vehicles (LCV) Hire, General on road 4 x 4s Vehicle Hire			
SQ6.1(a)	Example of Previous Contract 1	Evaluation	Pass/Fail
SQ6.1(b)	Example of Previous Contract 2	Evaluation	
Lot 2 –UK 4 x 4 Vehicle Hire (with full off-road capability)			
SQ6.2(a)	Example of Previous Contract 1	Evaluation	Pass/Fail
SQ6.2(b)	Example of Previous Contract 2	Evaluation	
Lot 3 – UK Minibus Hire			
SQ6.3(a)	Example of Previous Contract 1	Evaluation	Pass/Fail
SQ6.3(b)	Example of Previous Contract 2	Evaluation	

Lot 4 – Heavy Goods Vehicles (HGV's) and Heavy Commercial Vehicles (HCV) over 3.5 tonnes			
SQ6.4(a)	Example of Previous Contract 1	Evaluation	Pass/Fail
SQ6.4(b)	Example of Previous Contract 2	Evaluation	
Lot 5 – UK Car Share			
SQ6.5(a)	Example of Previous Contract 1	Evaluation	Pass/Fail
SQ6.5(b)	Example of Previous Contract 2	Evaluation	
Lot 6 – International Vehicle Hire			
SQ6.6(a)	Example of Previous Contract 1	Evaluation	Pass/Fail
SQ6.6(b)	Example of Previous Contract 2	Evaluation	
Section 7 – FRAMEWORK SPECIFICS			
SQ7.1A - Insurance			
SQ7.1a(i)	Employers' (Compulsory) Liability Insurance	Evaluation	Pass/Fail
SQ7.1a(ii)	Public Liability Insurance	Evaluation	Pass/Fail
SQ7.1a(iii)	Professional Indemnity Insurance	Evaluation	Pass/Fail
SQ7.1a(iv)	Product Liability Insurance	Evaluation	Pass/Fail
SQ7.1B – Compliance with equality legislation			
SQ7.1C – Environmental Management			
SQ7.1D – Health & Safety			
SQ7.1E – Cyber Essentials			

SQ7.1F – Quality Management System

SQ7.1G – Framework Agreement Terms and Conditions

1. Potential Provider Information

1.1. Potential Provider details

Please complete the following information:

Question number	Question	Response
SQ1.1(a)	Full name of the Potential Provider submitting the Tender. For a Group of Economic Operators this will be the name of the Lead Contact	character limit 255
SQ1.1(b)	Registered office address (if applicable)	character limit 255
SQ1.1(c) - (i)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) OTHER(please specify)	Use Pick list
SQ1.1(c) - (ii)	If you responded OTHER to SQ1.1(c) - (i) please specify, in the following text field, your trading status.	character limit 255
SQ1.1(d)	Date of registration in country of establishment	character limit 255
SQ1.1(e)	Company registration number (if applicable)	character limit 255
SQ1.1(f)	Charity registration number (if applicable)	character limit 255
SQ1.1(g)	Head office DUNS number	character limit 255
SQ1.1(h)	Registered VAT number	character limit 255
SQ1.1(i) - (i)	If applicable, is your business registered with the appropriate professional or trade register(s) in the member state where it is established (as set out in Schedule 5 of the Regulations) under the conditions laid down by that state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ1.1(i) - (ii)	If you responded Yes to SQ1.1(i) - (i), please provide, in the following text field, details including the registration number.	character limit 4096

SQ1.1(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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ1.1(j) - (ii)	If you responded Yes to SQ1.1(j) - (i), please provide additional details within this box of what is required and confirmation that you have complied with this.	character limit 4096
SQ1.1(k)	Trading name(s) that will be used if successful in this procurement.	character limit 255
SQ1.1(l)	Ownership Model Relevant classifications; a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	Use Pick list
SQ1.1(m)	Are you a Small Medium Enterprise (SME)? Guidance on assessing whether you are an SME can be found at: http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ1.1(n)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number Where a Group of Economic Operators is submitting a Tender, this information will be required will be required of each and every member Please enter N/A in first table cell if not applicable	complete table in the eSourcing suite
SQ1.1(o)	Details of ultimate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number Where a Group of Economic Operators is submitting a Tender, this information will be required will be required of each and every member Please enter N/A in first table cell if not applicable	complete table in the eSourcing suite

1.2. Bidding Model

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

Question number	Question	Response																																								
SQ1.2(a) - (i)	Are you bidding as the Lead Contact for a Group of Economic Operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide details listed in questions SQ1.2(a) - (ii) to SQ1.2(a) - (iv) and read Note 1 below																																								
SQ1.2(a) - (ii)	Name of Group of Economic Operators (if applicable)	character limit 255																																								
SQ1.2(a) - (iii)	Proposed legal structure if the Group of Economic Operators intends to form a single legal entity prior to signing the Framework Agreement, if awarded.	character limit 255																																								
SQ1.2(a) - (iv)	If you responded Yes to SQ1.2(a) - (i), please provide additional details for each member in following table: <table border="1" data-bbox="351 1120 1410 1496"> <thead> <tr> <th>Name</th><th>Registe red address</th><th>Trading status</th><th>Registe red. number</th><th>Head Office DUNS number</th><th>Registe red. VAT number</th><th>Type of organisation</th><th>SME</th><th>The role each member will take in providing the Services</th><th>The approximate % of contractual obligations assigned to each member</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Note 1</p> <p>If you are bidding as a Lead Contact, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of each member of the Group of Economic Operators, unless the question specifically directs otherwise.</p> <p>Enter N/A in the first table cell if not applicable</p>		Name	Registe red address	Trading status	Registe red. number	Head Office DUNS number	Registe red. VAT number	Type of organisation	SME	The role each member will take in providing the Services	The approximate % of contractual obligations assigned to each member																														
Name	Registe red address	Trading status	Registe red. number	Head Office DUNS number	Registe red. VAT number	Type of organisation	SME	The role each member will take in providing the Services	The approximate % of contractual obligations assigned to each member																																	
SQ1.2(b) - (i)	Are you or, if applicable, the Group of Economic Operators proposing to use Sub-Contractors?	<input type="checkbox"/> Yes																																								

		<input type="checkbox"/> No								
SQ1.2(b) - (ii)	If you responded Yes to SQ1.2(b) - (i), please provide additional details for each Sub-Contractor in following table:									
	Name	Registe red address	Trading status	Registe red. number	Head Office DUNS number	Registe red. VAT number	Type of organisation	SME	The role each member will take in providing the Services	The approximate % of contractual obligations assigned to each member
	<p>Note 2</p> <p>If you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation and, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors, unless the question specifically directs otherwise.</p> <p>Enter N/A in the first table cell if not applicable.</p>									

1.3. Contact Details

Please complete the following information:

Question number	Question	Response
SQ1.3(a)	Name of contact for the Tender Note: this person must be registered on the eSourcing Portal for this procurement	character limit 255
SQ1.3(b)	Postal address	character limit 255

1.4 – Lots

Vehicle Hire Services
RM1062

Attachment 2 – Selection Questionnaire Response Guidance, Evaluation and Marking Scheme
Version 1

Please identify what Lots you will be tendering for:

Lot Number	Description	Response
Lot 1	UK Vehicle Hire: Passenger Car's Hire, Light Commercial Vehicles (LCV) Hire, General on road 4 x 4 Vehicles Hire	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lot 2	UK 4 x 4 Vehicle Hire (with full off-road capability)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lot 3	UK Minibus Hire	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lot 4	Heavy Goods Vehicles (HGV's) and Heavy Commercial Vehicles (HCV's) over 3.5 tonnes Hire	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lot 5	UK Car Share	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lot 6	International Vehicle Hire	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Grounds for mandatory exclusion

Please complete the following information:

Question number	Question	Response
	<p>You shall 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).</p> <p>If you have answered "yes" to question SQ2.2(a) 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. You may contact the Authority for advice before completing this requirement.</p> <p>If you are bidding as a Prime Contractor (see section 1.2(a) (Bidding Model), you must answer this question and provide any evidence requested separately in respect of your organisation and each of the proposed Key Sub-Contractors</p> <p>If you are bidding as a Lead Contact (see section 1.2(b) (Bidding Model), you must answer this question and provide any evidence requested separately in respect of each member of the Group of Economic Operators.)</p>	

SQ2.1	<p>Regulation 57 (1)</p> <p>Within the past five years for your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, has the organisation, directors or partners or any other person who has powers of representation, decision or control been convicted of any of the following offences or any other offence within the meaning of Article 57(1) of the Public Contracts Directive as defined by the law of any jurisdiction outside England and Wales and Northern Ireland?</p>	
SQ2.1(a)	<p>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;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(b)	<p>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;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(c)	<p>the common law offence of bribery;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(d)	<p>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;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(e)	<p>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:</p>	
SQ2.1(e) - (i)	<p>the common law offence of cheating the Revenue;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(e) - (ii)	<p>the common law offence of conspiracy to defraud;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(e) - (iii)	<p>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;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(e) -	<p>fraudulent trading within the meaning of section 458 of the Companies Act 1985,</p>	<input type="checkbox"/> Yes

(iv)	article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;	<input type="checkbox"/> No
SQ2.1(e) - (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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(e) - (vi)	an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(e) - (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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(e) - (viii)	fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(e) - (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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(f)	any offence listed —	
SQ2.1(f) - (i)	in section 41 of the Counter Terrorism Act 2008; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(f) - (ii)	in Schedule 2 to that Act where the court has determined that there is a terrorist connection;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(g)	any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(h)	money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(i)	an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of	<input type="checkbox"/> Yes <input type="checkbox"/> No

	the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;	
SQ2.1(j)	an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(k)	an offence under section 59A of the Sexual Offences Act 2003;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(l)	an offence under section 71 of the Coroners and Justice Act 2009	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(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	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.1(n)	any other offence within the meaning of Article 57(1) of the Directive—	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.2(a)	<p>Regulation 57 (3) –</p> <p>Has it been established, for your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, 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, if applicable, is in breach of obligations related to the payment of tax or social security contributions?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ2.2(b)	<p>If you have answered Yes to question SQ2.2 (a), please use a separate attachment to provide further details. Please also use this attachment to confirm whether you and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators have paid, or have entered into a binding arrangement with a view to paying, including where applicable any accrued interest and/or fines?</p>	Upload attachment if applicable

3. Grounds for discretionary exclusion – Part 1

Please complete the following information:

Question number	Question	Response
SQ3.1	<p>Regulation 57 (8) –</p> <p>Within the past three years, please indicate if anywhere in the world any of the following situations have applied, or currently apply, to your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators :</p>	
SQ3.1(a)	The organisation has violated applicable obligations referred to in Regulation 56 (2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive as amended from time to time;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(b)	The organisation is 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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(c)	The organisation is guilty of grave professional misconduct, which renders its integrity questionable;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(d)	The organisation has entered into agreements with other economic operators aimed at distorting competition;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(e)	The organisation has a conflict of interest within the meaning of Regulation 24 that cannot be effectively remedied by other, less intrusive, measures;	<input type="checkbox"/> Yes <input type="checkbox"/> No

SQ3.1(f)	The prior involvement of the 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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(g)	The 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;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(h)	The organisation has:	
SQ3.1(h) - (i)	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	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(h) - (ii)	Withheld such information or is not able to submit supporting documents required under Regulation 59; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(i)	The organisation has undertaken to:	
SQ3.1(i) - (i)	Unduly influence the decision-making process of the Authority, or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(i) - (ii)	Obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ3.1(j)	The organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Grounds for discretionary exclusion – Part 2

Please complete the following information:

Question number	Question	Response
SQ4.1	From 1 April 2013 onwards, for your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, have any of the organisation's tax returns submitted anywhere in the world on or after 1 October 2012:	
SQ4.1(a)	Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion;	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4.1(b)	Been found to be incorrect as a result of: (i) HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or (ii) a tax Authority in a jurisdiction in which the Potential Provider is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or (iii) the failure of an avoidance scheme which the Potential Provider was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Potential Provider is established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ4.1(c)	If you responded Yes to either SQ4.1(a) or SQ4.1(b) - (i) to (iii), you may provide details, in the following text field, of any mitigating factors that you consider relevant and that you wish the Contracting Authority to take into consideration.	character limit 4096

‘Self-cleaning’

Any Potential Provider that answers ‘Yes’ to questions 2.1, 2.2, 3.1 or 4.1 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-cleanse” the situation referred to in that question. The Potential Provider has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

If such evidence is considered by the Authority (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 Potential Provider 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 Potential Provider shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Potential Provider shall be given a statement of the reasons for that decision.

5. Economic and Financial Standing

Please complete the following information:

Question number	Question	Response
SQ5.1(a)	<p>For your organisation and, if applicable, each member of your Group of Economic Operators, we will use the organisation’s details provided in section 1.1 ‘Potential Provider details’ and Section 1.2 ‘Bidding Model’ to obtain financial risk assessments using Option 1.</p> <p>If you and or members of your Group of Economic Operators would prefer to have this financial assessment carried out in respect of a Framework Guarantor, such as a parent company, then each member may elect to choose this option on the understanding that, if awarded a Framework Agreement, a Framework Guarantee as laid out in Framework Schedule 13 must be completed by each Framework Guarantor and accepted by the Authority prior to contract.</p>	
SQ5.1(a) (i)	Do you or, if applicable, any members of your Group of Economic Operators, wish the financial risk assessment to be carried out in respect of a Framework Guarantor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ5.1(a) (ii)	If you or, if applicable, any members of your Group of Economic Operators have elected to have financial risk assessment carried out in respect of a Framework Guarantor, please confirm that the Framework Guarantor has committed to complete, prior	<input type="checkbox"/> Yes <input type="checkbox"/> No

	to contract, a Framework Guarantee as laid out in Framework Schedule 13 if a Framework Agreement is awarded.	
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SQ6. Technical and Professional Ability

Please complete the following information:

Please provide 2 Contract Examples.

Lot 1 - UK Vehicle Hire: Passenger Car's Hire, Light Commercial Vehicles (LCV) Hire, General on road 4 x 4 Vehicles Hire

Contract specifics	SQ6.1(a) Contract 1	SQ6.1(b) Contract 2
Name of customer organisation		
Name of the organisation which signed the contract with the customer organisation		
Point of contact in customer organisation Position in the organisation E-mail address		
Contract start date Contract completion date Estimated Contract Value		
Please describe the contract and how its performance demonstrates the technical capabilities needed to perform the requirements set out at Framework Schedule 2.	4096 character limit per contract example	4096 character limit per contract example

Lot 2 - UK 4 x 4 Vehicle Hire (with full off-road capability)

Contract specifics	SQ6.2(a) Contract 1	SQ6.2(b) Contract 2
Name of customer organisation		
Name of the organisation which signed the contract with the customer organisation		
Point of contact in customer organisation Position in the organisation E-mail address		
Contract start date Contract completion date Estimated Contract Value		
Please describe the contract and how its performance demonstrates the technical capabilities needed to perform the requirements set out at Framework Schedule 2.	4096 character limit per contract example	4096 character limit per contract example

Lot 3 - UK Minibus Hire

Contract specifics	SQ6.3(a) Contract 1	SQ6.3(b) Contract 2
Name of customer organisation		
Name of the organisation which signed the contract with the customer organisation		
Point of contact in customer organisation Position in the organisation E-mail address		
Contract start date Contract completion date Estimated Contract Value		
Please describe the contract and how its performance demonstrates the technical capabilities needed to perform the requirements set out at Framework Schedule 2.	4096 character limit per contract example	4096 character limit per contract example

Lot 4 – Heavy Goods Vehicles (HGV's) and Heavy Commercial Vehicles (HCV) over 3.5 tonnes

Contract specifics	SQ6.4(a) Contract 1	SQ6.4(b) Contract 2
Name of customer organisation		
Name of the organisation which signed the contract with the customer organisation		
Point of contact in customer organisation Position in the organisation E-mail address		
Contract start date Contract completion date Estimated Contract Value		
Please describe the contract and how its performance demonstrates the technical capabilities needed to perform the requirements set out at Framework Schedule 2.	4096 character limit per contract example	4096 character limit per contract example

Lot 5 - UK Car Share

Contract specifics	SQ6.5(a) Contract 1	SQ6.5(b) Contract 2
Name of customer organisation		
Name of the organisation which signed the contract with the customer organisation		
Point of contact in customer organisation Position in the organisation E-mail address		
Contract start date Contract completion date Estimated Contract Value		
Please describe the contract and how its performance demonstrates the technical capabilities needed to perform the requirements set out at Framework Schedule 2.	4096 character limit per contract example	4096 character limit per contract example

Lot 6 – International Vehicle Hire

Contract specifics	SQ6.6(a) Contract 1	SQ6.6(b) Contract 2
Name of customer organisation		
Name of the organisation which signed the contract with the customer organisation		
Point of contact in customer organisation Position in the organisation E-mail address		
Contract start date Contract completion date Estimated Contract Value		
Please describe the contract and how its performance demonstrates the technical capabilities needed to perform the requirements set out at Framework Schedule 2.	4096 character limit per contract example	4096 character limit per contract example

7.1 Additional selection questionnaire modules

Please complete the following information:

A - Insurance

Question number	Question	Response
7.1(a)	<p>For your organisation and your and the Group of Economic Operators' proposed Sub-Contractors and members of your Group of Economic Operators, each already have or commit to obtain , prior to the commencement of the Framework Agreement if awarded, the levels of insurance cover indicated below:</p> <p>* Most employers are required to insure against liability for injury or disease to their employees arising out of their employment with £5 million as a minimum.</p>	
7.1(a)(i)	Employer's (Compulsory) Liability Insurance = £5 million	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.1(a)(ii)	Public Liability Insurance = £1 million	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.1(a)(iii)	Professional Indemnity Insurance = £1 million	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.1(a)(iv)	Product Liability Insurance = £1 million	<input type="checkbox"/> Yes <input type="checkbox"/> No

B – Compliance with equality legislation

Question number	Question	Response
7.1(b)	Within the past three years for your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators, within all jurisdictions in which the organisation operates, has the organisation: in:	
7.1(b)(i)	Had any finding of unlawful discrimination made against it by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.1(b)(ii)	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.1(b)(iii)	<p>If you responded "Yes" to one or both of questions 7.1(b) (i) and 7.1(b) (ii) , please provide, as a separate Attachment, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against the organisation, please use the Attachment to explain what action (if any) the organisation has taken to prevent unlawful discrimination from reoccurring.</p> <p>Please enter N/A if not applicable.</p>	Upload attachment if applicable
7.1(b)(iv)	Does the organisation have processes in place to check whether any of the above circumstances apply to Sub-Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No

C - Environmental Management

Question number	Question	Response
7.1(c)(i)	Has your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators 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)? Please enter N/A if not applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
7.1(c)(ii)	If you responded "Yes" to question 7.1(c) (i), please provide details in a separate Attachment of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. Please enter N/A if not applicable.	Upload attachment if applicable
7.1(c)(iii)	Do you and or the Group of Economic Operators have processes in place to check whether any Sub-Contractors have been convicted or had a notice served upon them for infringement of environmental legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

D - Health and Safety

Question number	Question	Response
7.1(d)(i)	Please self-certify that your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.1(d)(ii)	Has your organisation and/or any of your or the Group of Economic Operators' proposed Sub-Contractors and/or members of your Group of Economic Operators been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.1(d)(iii)	If you responded "Yes" to question SQ7.1(d)(ii), please provide details in a separate Attachment of any enforcement/remedial orders served and give details of any remedial action or changes to procedures the	Upload attachment if applicable

	organisation has made as a result. Please enter N/A if not applicable.	
7.1(d)(iv)	Do you and or the Group of Economic Operators have processes in place to check whether any of the above circumstances apply to Sub-Contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No

E– Cyber Essentials

Cyber Essentials Scheme		
In relation to the Services, please answer YES or NO , to confirm that you comply with one of the following criteria, as set out in Attachment 5 Framework Schedule 2 Part A Services.		
Question number	Question	Response
SQ7.1 (e) (i)	<p>You have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months;</p> <p>OR</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
SQ7.1(e) (ii)	<p>You have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies, by the commencement date of the first Call-Off Agreement.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
SQ7.1(e) (iii)	<p>You have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or, will be able to demonstrate by the commencement date of the Framework Agreement) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link:</p> <p>https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf</p> <p>AND</p> <p>that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Vehicle Hire Services

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Attachment 2 – Selection Questionnaire Response Guidance, Evaluation and Marking Scheme
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	months) that your organisation demonstrates compliance with Cyber Essentials technical requirements;	
SQ7.1(e) (iv)	<p>Your organisation is exempt from complying with the requirements at paragraphs i), ii) and iii) above because your organisation conforms with the ISO27001 standard and the Cyber Essentials requirements have been included in the scope of that standard, and verified as such and the certification body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies referred to in (i) above.</p> <p>AND</p> <p>where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors are compliant with the requirements of paragraphs i), ii) and iii) above.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

F – Quality Management System

Quality Management System

The requirement is to have, or will have in place, prior to commencement of this Framework Agreement an accredited QMS or equivalent by selecting one of the following options;

If you respond **YES** to question SQ7.1(f)(i) the Authority may ask you to provide evidence of your QMS prior to any framework award.

If you respond **YES** to question SQ7.1(f)(ii) that you don't currently have a QMS but will put one in place prior to the commencement of the Framework Agreement, you will not be able to commence work under the Framework Agreement until you have evidenced to the Authority that a QMS relevant to the parts of the organisation that will deliver the Services applicable to the Framework Agreement, is in place.

If you respond **NO** to question SQ7.1(f)(iii) your tender will be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement.

Question number	Question	Response
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SQ7.1(f) (i)	<p>Your organisation currently has a QMS that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement</p> <p>By selecting YES, you have self-certified that you have a QMS that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.1(f) (ii)	<p>Your organisation does not currently have a QMS that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement but will establish a QMS prior to commencement of the Framework Agreement.</p> <p>By Selecting YES, you have self-certified that you do not have a QMS that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement BUT WILL establish a QMS prior to commencement of the Framework Agreement.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.1(f) (iii)	<p>Your organisation does not have a QMS that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement and will not put one in place for this Framework Agreement.</p> <p>By selecting NO, you have confirmed that you do not have a QMS relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement, and will not put one in place for this Framework Agreement.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

G – Framework Terms and Conditions

Framework Terms and Conditions

You must confirm by selecting **YES** or **NO** to indicate that you will or will not, unreservedly sign the Framework Agreement without caveats or limitations as published at Attachment 4. Note: Selecting **NO** to **SQ7.1(g)** will mean your bid will Fail and that you cannot progress further in this procurement. If you select **YES**, and are ultimately successful in the procurement, but you subsequently request changes to the Framework Agreement as published before signing, the offer of the Framework Agreement will be withdrawn.

If you have any queries you must clarify these in accordance with paragraph 7 and within the period specified in paragraph 4 in Attachment 1 – Invitation to Tender.

Question number	Question	Response
SQ7.1(g)	Please select YES or NO to indicate that you will or will not unreservedly sign the Framework Agreement without caveats or limitations as published at Attachment 4	<input type="checkbox"/> Yes <input type="checkbox"/> No