**Standard Selection Questionnaire (SSQ)**

**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[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation.

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 or sub-contractors you rely 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. 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 the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a consortium or intend to use sub-contractors, you should complete all the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the 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 misrepresent any factual information in filling in the Selection Questionnaire and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded.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” refers 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 Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

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 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 answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use essential sub-contractors or you are sub-contracting 100% of the requirements of this procurement, you should complete all of 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 or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential Supplier Information**

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

(GUIDANCE: Questions marked with an “I” are for information only, however if you fail to respond comprehensively and accurately your tender may be deemed non-compliant and rejected on these grounds. Questions marked with a “P/F” will be scored as pass or fail. Any potential supplier who receives a fail will be disqualified from the process and the NIoT will not proceed further with the evaluation of the tender.)

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| **Section 1 - Potential supplier information** |
| **Question Number** | **Question** | **Response** |
| **I** | 1.1(a) | Registered name |  |
| **I** | 1.1(b)-(i) | Registered office address (if applicable) |  |
| **I** | 1.1(b)-(ii) | Registered website address (if applicable) |  |
| **I** | 1.1(c) | Trading statusa) public limited companyb) limited companyc) limited liability partnershipd) other partnershipe) sole traderf) third sectorg) other (please specify your trading status) |  |
| **I** | 1.1(d) | Date of registration in country of origin |  |
| **I** | 1.1(e) | Company registration number (if applicable) |  |
| **I** | 1.1(f) | Charity registration number (if applicable) |  |
| **I** | 1.1(g) | Head office DUNS number (if applicable) |  |
| **I** | 1.1(h) | Registered VAT number |  |
| **I** | 1.1(i)-(i) | If applicable, are you registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes [ ] No [ ] N/A [ ] If you responded “Yes” please provide the relevant details, including the registration number(s). |
| I | 1.1(j)-(i) | Is it a legal requirement in the state where you are established for you to:a) possess a particular authorisation, orb) be a member of a particular organisation to provide the requirements specified in this procurement? | Yes [ ] No [ ] If you responded “Yes” please provide additional details of what is required and confirmation that you have complied with this. |
| I | 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| I | 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
4. Not Applicable
 |  |
| I | 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)?  | Yes [ ] No [ ]   |
| I | 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate[[3]](#footnote-3):* Name;
* Date of birth
* Nationality
* Country, state or part of the UK where the PSC usually lives;
* Service address
* The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);
* Which conditions for being a PSC are met;
* Over 25% up to (and including) 50%,
* More than 50% and less than 75%,
* 75% or more
 |  |
| I | 1.1(o) | 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 (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| I | 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(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.

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| **Section 1 – Bidding Model** |
| **Question Number** | **Question** | **Response** |
| I | 1.2(a)-(i) | Are you:1. Bidding as a single entity
2. Bidding as the lead contact for a group of economic operators (a consortium)
3. A member of a group of economic operators (a consortium)
 | a) [ ] If (a) please answer question 1.2(b)-(i) below |
| b) [ ] If (b) please answer questions 1.2(a)-(ii), (a)-(iii), then 1.2(b)-(i) below |
| c) [ ] If (c) please answer questions 1.2(a)-(ii), (a)-(iii) below |
|  |
| I | 1.2(a)-(ii) | Name of your consortium (if applicable) | N/A |
| I | 1.2(a)-(iii) | What is the proposed legal structure of your consortium?  | N/A |
| I | 1.2(b)-(i) | Are you or, if applicable, your consortium proposing to use sub-contractors  | Yes [ ] No [ ]  |
| I | 1.2(b)-(ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor on whom you are relying in this procurement. We may ask them to complete this form as well.

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| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each sub-contractor will take in providing the works and/or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of the contractual obligations assigned to each sub-contractor |  |  |  |  |  |

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**Part 2: Exclusion Grounds**

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

(GUIDANCE: Questions marked with an “I” are for information only, however if you fail to respond comprehensively and accurately your tender may be deemed non-compliant and rejected on these grounds. Questions marked with a “P/F” will be scored as pass or fail. Any potential supplier who receives a fail will be disqualified from the process and the NIOT will not proceed further with the evaluation of the tender.)

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| **Section 2 – Grounds for mandatory exclusion** |
| **Question Number** | **Question** | **Response** |
| **P/F** | 2.1(a) | **Regulations 57(1) and (2)**The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](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. Within the past five years, anywhere in the world, have you, your organisation or any person who has powers of representation, decision or control in the organisation been convicted of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
| Participation in a criminal organisation | Yes [ ] No [ ] If Yes, please provide details at 2.1(b) |
| Corruption | Yes [ ] No [ ] If Yes, please provide details at 2.1(b) |
| Fraud | Yes [ ] No [ ] If Yes, please provide details at 2.1(b) |
| Terrorist offences or offences linked to terrorist activities  | Yes [ ] No [ ] If Yes, please provide details at 2.1(b) |
| Money laundering or terrorist financing | Yes [ ] No [ ] If Yes, please provide details at 2.1(b) |
| Child labour and other forms of trafficking in human beings | Yes [ ] No [ ] If Yes, please provide details at 2.1(b) |
| Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes [ ] No [ ] If Yes, please provide details at 2.1(b) |
| Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes [ ] No [ ] If Yes, please provide details at 2.1(b) |
| **P/F** | 2.1(b) | If you have answered yes to any part of question 2.1(a), please provide further details, including:* Date of conviction and the jurisdiction
* which of the grounds listed the conviction was for
* the reasons for conviction
* the identity of who has been convicted

If the relevant documentation is available electronically, please provide:* the web address,
* issuing authority,
* precise reference of the documents.
 |  |
| **P/F** | 2.1(c)  | If you have answered Yes to any part of question 2.1(a), please explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of relevant grounds for exclusion? (Self-cleaning) |  |
| **P/F** | 2.2(a) | **Regulation 57(3)** The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](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 questionsHave you been found to be in breach of obligations to pay tax and social security contributions? | Yes [ ] No [ ]  |
| **P/F** | 2.2(b) | If you have answered yes to question 2.2(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines. |  |
| \*Please note: Where a potential supplier has answered yes to any of the above questions and provided further detail to support their response, The NIoT after considering this information reserve the right to use its discretion to exclude or not exclude a potential supplier.  |

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| **Section 3 – Grounds for discretionary exclusion** |
| **Question Number** | **Question** | **Response** |
| **P/F** | 3.1 | **Regulations 57(8)** The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](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. Within the past three years, anywhere in the world, have any of the following situations applied to you or your organisation? |
| **P/F** | 3.1(a) | Breach of environmental obligations | Yes [ ] No [ ] If Yes, please provide details at 3.2 |
| **P/F** | 3.1(b) | Breach of social obligations | Yes [ ] No [ ] If Yes, please provide details at 3.2 |
| **P/F** | 3.1(c) | Breach of labour law obligations | Yes [ ] No [ ]  If Yes, please provide details at 3.2 |
| **P/F** | 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in an analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes [ ] No [ ] If Yes, please provide details at 3.2 |
| **P/F** | 3.1(e) | Guilty of grave professional misconduct | Yes [ ] No [ ] If Yes, please provide details at 3.2 |
| **P/F** | 3.1(f) | Distortion of competition? | Yes [ ] No [ ] If Yes, please provide details at 3.2 |
| **P/F** | 3.1(g) | Aware of any conflict of interest? | Yes [ ] No [ ] If Yes, please provide details at 3.2 |
| **P/F** | 3.1(h) | Been involved in the preparation of the procurement procedure | Yes [ ] No [ ] If Yes, please provide details at 3.2 |
| **P/F** | 3.1(i) | Performance deficiencies on a previous contract. leading to early termination, damages or other sanctions | Yes [ ] No [ ] If Yes, please provide details at 3.2 |
| **P/F** | 3.1(j)3.1(j)-(i)3.1(j)-(ii)3.1(j)-(iii)3.1(j)-(iv) | Do any of the following statements apply to your organisation?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.The organisation has withheld such information.The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes [ ] No [ ] If Yes, please provide details at 3.2Yes [ ] No [ ] If Yes, please provide details at 3.2Yes [ ] No [ ] If Yes, please provide details at 3.2Yes [ ] No [ ] If Yes, please provide details at 3.2 |
| **P/F** | 3.2 | If you have answered Yes to any of the above, please explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)  |  |
| \*Please note: Where a potential supplier has answered yes to any of the above questions and provided further detail to support their response, The NIoT after considering this information reserve the right to use its discretion to exclude or not exclude a potential supplier. |

**Bidders must also provide the attached documents as part of their submission with this SSQ:**

* Last set of audited accounts
* Their organisation’s version of the following policies:
	+ Complaints
	+ Confidentiality and data protection
	+ Safeguarding
	+ Privacy
	+ Insurance

**Contact details and declaration:**

I declare that to the best of my knowledge the answers submitted, and information contained in this complete document are correct and accurate, including Parts 1, 2 and where applicable Part 3.

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 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 or content is provided in any section.

I am aware of the consequences of serious misrepresentation

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| **All Sections – Contact details and declaration** |
| **Question** | **Response** |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| Email address |  |
| Postal address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-3)