# Woodbridge Town Council (hereinafter referred to as WTC)

# 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[[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 (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 the selection questions you need to respond to and how to submit those responses. If you intend to use sub-contractors, you should complete all the selection questions on behalf of the 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 seriously 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.

**WOODBRIDGE TOWN COUNCIL – GROUNDS MAINTENANCE TERM CONTRACT**

**PROCUREMENT PROCEDURE - OPEN**

**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 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. All sub-contractors are required to complete Part 1 and Part 2[[2]](#footnote-2).
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, you intend to use sub-contractors, you should complete all of the questions on behalf of the 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 organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| **Section 1** | **Potential supplier information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes  No |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes  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 this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-3)? | Yes  No |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[4]](#footnote-4)  - 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. [[5]](#footnote-5)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - 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 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:**

The ultimate successful Tender (where applicable) will be expected to provide a Parent Company Guarantee where they are a subsidiary company or where the company structure dictates that the Authority requires a Parent Company Guarantee to be provided. This is at the ultimate discretion of the Employer.

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

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

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Bidding model** | |
| **Question number** | **Question** | **Response** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes  No  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  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. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 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 in the following table: 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 and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**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 or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

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| **Section 1** | **Contact details and declaration** | |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 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 to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

This section must be completed by the Bidder and all Key Organisations.

Subject as provided below, the organisation completing this section will be excluded from the Procurement Process if there is any evidence of convictions relating to specific criminal offences including but not limited to bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if the organisation has 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 (for example, only minor amounts were involved) or on an exceptional basis, for overriding reasons relating to the public interest).

Self-cleaning

Any organisation that answers **Yes** to the questions in 2.1(a) should respond to Questions 2.1(b) and 2.2. The organisation must demonstrate that it has taken remedial action to the satisfaction of WTC that effectively demonstrates the reliability of the organisation despite the existence of the relevant ground for exclusion.

If WTC considers that the evidence provided is sufficient, the organisation concerned will be allowed to continue in the Procurement Process. WTC 's decision in this regard shall be final.

In order for the evidence referred to above to be sufficient, the organisation 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 organisation will be considered by WTC taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by WTC to be insufficient, the organisation will be given a statement of the reasons for that decision.

Non-payment of taxes or social security contributions

If an organisation has answered **Yes** to Question 2.3(a) on the non-payment of taxes or social security contributions and the organisation (or person) has not paid or entered into a binding arrangement to pay the full amount, the organisation may still avoid exclusion if only minor tax or social security contributions are unpaid or if the organisation (or person) has not yet had time to fulfil its obligations since learning of the exact amount due. If the organisation (or person) is in that position please provide details.

WTC reserves the right to use its discretion to exclude a Bidder where it can demonstrate by any appropriate means that the potential organisation (or person where relevant) is in breach of its obligations relating to the non-payment of taxes or social security contributions.

**Assessment**

These questions will be assessed on a pass/ fail basis. An organisation will pass this section if it:

* answers **No** to the Questions in 2.1(a) and 2.3(a); or
* answers **Yes** to any part of Question 2.1(a) and/or to Question 2.3(a) but, in accordance with Question 2.1(b) and 2.2 (in the case of 2.1(a)) or 2.3(b) (in the case of 2.3(a)) as appropriate, has provided a summary of the circumstances and remedial action taken which WTC in its absolute discretion considers is sufficient to self-clean the situation; or
* answers **Yes** to any part of Questions 2.1(a) and/ or 2.3(a) but WTC either disregards the prohibition on an exceptional basis for overriding reasons relating to the public interest such as public health or protection of the environment, or in the case of Question 2.3(a), WTC in its absolute discretion disregards the prohibition on the basis that it considers an exclusion would be clearly disproportionate.

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| **Section 2** | **Grounds for mandatory exclusion** | |
| **Question number** | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](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 been convicted anywhere in the world 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) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes  No |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes  No |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Please Note:**

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

**Section 3**

This section must be completed by the Bidder and all Key Organisations.

Conflicts of interest

In accordance with Question 3.1(g), WTC may exclude an organisation if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic, or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the organisation to inform WTC, detailing the conflict. Please note that participation in any routine pre-market engagement carried out by WTC should not represent a conflict of interest for any organisation.

Taking account of past performance

In accordance with Question 3.1(i), WTC may assess the past performance of an organisation (through a Certificate of Performance provided by a customer or other means of evidence). WTC may take into account any failure to discharge obligations under the previous principal relevant contracts of the organisation completing this SQ. WTC may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, as would apply to any other information supplied by the Supplier pursuant to this SQ, WTC may re-assess reliability based on past performance at key stages in the Procurement Process (i.e., tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

Self-cleaning

In accordance with Question 3.2, any organisation that answers **Yes** to Questions 3.1(a) to 3.1(j) should provide sufficient evidence, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively self-cleans the situation referred to in that question. The organisation must demonstrate it has taken remedial action to the satisfaction of WTC that effectively demonstrates the reliability of the organisation despite the existence of the relevant ground for exclusion.

If such evidence is considered by WTC (whose decision will be final) as sufficient, the organisation concerned shall be allowed to continue in the Procurement Process.

In order for the evidence referred to above to be sufficient, the organisation shall as a minimum prove that it (or the individual where relevant) 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 organisation (or the individual where relevant) shall be considered taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by WTC to be insufficient, the organisation shall be given a statement of the reasons for that decision.

**Assessment**

These questions will be assessed on a pass/ fail basis. An organisation will pass this section if it answers:

* **No** to Questions 3.1(a) to 3.1(j); or
* **Yes** to any of Questions 3.1(a) to 3.1(j) but has provided a summary of the circumstances and remedial action taken in response to Question 3.2 which WTC, in its absolute discretion, considers is sufficient to self-clean the situation or in any event WTC exercises its discretion not to exclude the organisation.

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| **Section 3** | **Grounds for discretionary exclusion** | | | | |
|  | **Question** | | | **Response** | |
| 3.1 | **Regulation 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.  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 law 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 in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | | | Yes  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)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  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 3.2  Yes  No  If Yes please provide details at 3.2  Yes  No  If Yes please provide details at 3.2  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 been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  | |

**Part 3: Selection Questions**[[6]](#footnote-6)

**Section 4: Economic & Financial Standing**

Where a Bidder is relying on the capacity or capacities of another entity or entities to pass the economic and financial standing threshold in Question 4.2 (e.g., sub-contractors or group/ parent company) each relied on entity i.e., Key Organisation must complete this Section 4.

**Assessment**

Turnover Minimum Threshold

To pass Question 4.2, your organisation must be able to demonstrate that they have a minimum turnover of £60,000.00. Any Bidder who registers any Fail in respect of this question will be disqualified from the procurement process

Section 4 will be assessed on a pass/fail basis. Bidders (or the entity or entities the Bidder is relying on for the purposes of Section 4) will fail Section 4 if they:

* fail to answer **Yes** to Questions 4.1, 4.2(ii), 4.2(iii) and 4.3; and/ or
* fail to meet the minimum requirement in Question 4.2(iv); and/ or
* where relying on the capacity or capacities of another entity or entities to pass Question 4.2, fail to answer **Yes** to Questions 4.3(i)-(ii).

Dunn & Bradstreet Credit Check

To pass Question 4.2(iv), your organisation must achieve a score of 1-3 in accordance with the risk indicator assessment used by Dunn & Bradstreet.

Bidders will be subject to a due diligence financial review by WTC and a credit check by Dunn & Bradstreet. Scoring will be applied as follows:

* D&B Risk Indicator of 1 minimum risk – Pass
* D&B Risk Indicator of 2 lower than average risk – Pass
* D&B Risk Indicator of 3 higher than average risk – Pass
* D&B Risk Indicator of 4 high risk – Fail
* D&B Risk Indicator Undetermined – Fail

Any Bidder who registers any Fail in respect of this question will be disqualified from the procurement process.

Please note that failure to submit your DUNS registration number with your SQ Response may lead to your exclusion from the Procurement Process. Please therefore **request your number in good time before the submission deadline** (if you do not already have one).

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| **Section 4** | **Economic and Financial Standing** | | |
|  | **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 Y/N in the relevant box. | | Yes  No |
| (a) 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. | | Yes  No |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes  No |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | Yes  No |
| **4.2** | **(i)** There is a £60,000.00 minimum financial threshold for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet this requirements  **(ii) Has your organisation been profitable in each of the last two financial years?**  Please note profitability is defined as Earnings Before Interest and Tax.  **(iii) Is your acid-test ratio higher than 1?**  This ratio must be calculated from your last set of audited accounts. If you do not have audited accounts, please provide the ratio from your last set of year end accounts. The ratio is defined as:  = (Cash + Accounts Receivable + Short Term Investments) divided by (Current Liabilities).  **(iv) WTC may complete a due diligence review of submitted financial information and may also obtain a credit check report from Dunn & Bradstreet in relation to each Bidder. Please provide your DUNS registration number.**  If you are not currently registered you must obtain a free DUNS number for your organisation by visiting <http://www.dnb.co.uk/> and submit this as part of your SQ Response. | | Yes  No  Yes  No  Yes  No  Yes  No |
| **4.3** | Where a Supplier (including any relevant organisation, if applicable) is relying on the capacity or capacities of another entity or entities to pass the economic and financial standing threshold set out in Question 4.2 above, please provide:   1. confirmation that you can provide the information requested by Question 4.1 and meet the thresholds set out in Question 4.2; 2. confirmation that, if required by WTC, the entity or entities being relied upon will provide a parent (or associated) company guarantee and/ or be jointly liable with the Supplier). | | Yes  No |

**Section 5: Wider group**

Section 5 should be completed by Bidders who have indicated in response to Question 1.2 that they are part of a wider group.

**Assessment**

Section 5 will be assessed on a pass/fail basis. Bidders will pass Section 5 if they:

* answer **Yes** to both Question 5.1 and Question 5.2 and **N/A** to Question 5.3; or
* answer **Yes** to Question 5.1 and **No** to Question 5.2 but answer **Yes** to Question 5.3.

|  |  |  |
| --- | --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire 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** | |  |

|  |  |  |
| --- | --- | --- |
| **5.1** | Are you able to provide parent company accounts if requested? | 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 |

**Section 6**

If you intend to use sub-contractors, questions in this Section 6 should be completed on behalf of the sub-contractors, providing one composite response.

Where the Bidder is seeking to rely on the capacity of a sub-contractor in relation to any question in Section 6, this is only possible where that sub-contractor will perform part or all the requirement(s) for which those capacities are required.

Where the Bidder is a Special Purpose Vehicle or a managing agent not intending to be the main provider of the Services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the Services.

**Assessment**

Please note that to constitute a "valid" contract:

* The bidder must have historic examples, within the last 3 years of local authority mixed use (residential / commercial) developments of circa £20 million (and/or above) in value

**Pass** – the contract examples satisfy the "valid" contract tests set out above and are comparable to the Services

**Fail** – one or more of the contract examples do not satisfy the "valid" contract tests set out above and/ or are not provided and/ or are not comparable to the Services required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 6** | **Technical and Professional Ability** | | | |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples, see question 6.3 | | | |
|  | | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** | |  |  |  |
| **Point of contact in the organisation** | |  |  |  |
| **Position in the organisation** | |  |  |  |
| **E-mail address** | |  |  |  |
| **Description of contract** | |  |  |  |
| **Relevance to this procurement** | |  |  |  |
| **Contract Start date** | |  |  |  |
| **Contract completion date** | |  |  |  |
| **Estimated contract value** | |  |  |  |

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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 is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) | |
|  |  | |
| **6.3** | | | If you cannot provide at least one example for questions 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 a contract. | |
|  | | |  | |

**Section 7**

Since 1 October 2015, commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more have been required under section 54 of the Modern Slavery Act 2015 to prepare a slavery and human trafficking statement as defined by section 54 of the Modern Slavery Act 2015.

Self-cleaning

Any organisation that answers **Yes** to Question 7.1 and **No** Question 7.2 should provide sufficient evidence, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively self-cleans the situation.

The organisation must demonstrate it has taken remedial action to the satisfaction of WTC that effectively demonstrates the reliability of the organisation despite the existence of this ground for exclusion. If such evidence is considered by WTC (whose decision will be final) to be sufficient, the organisation concerned shall be allowed to continue in the Procurement Process. In order for the evidence referred to above to be sufficient, the organisation 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 organisation shall be considered taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by WTC to be insufficient, the organisation shall be given a statement of the reasons for that decision.

**Assessment**

Section 7 will be assessed on a pass/ fail basis. The organisation will pass this section where it answers:

* **N/A** to Question 7.1; or
* **Yes** to Question 7.1 and **Yes** to Question 7.2; or
* **Yes** to Question 7.1 and **No** to Question 7.2 but has provided a summary of the circumstances and remedial action taken which WTC, in its absolute discretion, considers as sufficient to self-clean the situation.

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes  N/A |
| **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 Act 2015? | Yes  Please provide the relevant url  No  Please provide an explanation |

**8. Additional Questions**

**Question 8.1**

This question must be completed by the Bidder and all Key Organisations.

Suppliers who self-certify that they meet the of Question 8.1 will be required to provide documentary evidence of this within their SQ return.

**Assessment**

This is a pass/fail requirement. Suppliers who fail to provide the requested evidence will be disqualified.

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| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| a. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Y/N  Employer’s (Compulsory) Liability Insurance = £5 million  Public Liability Insurance = £10 million  Professional Indemnity Insurance = £1 million  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

**Question 8.2**

This question must be completed by the Bidder and all Key Organisations.

Suppliers who self-certify that they meet the of Question 8.4 will be required to provide documentary evidence of this within their SQ return.

**Assessment**

This is a pass/fail requirement. Suppliers who fail to provide the requested evidence will be disqualified.

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| **8.2** | **Health & Safety** | |
| **a.** | Do you hold a UKAS (or equivalent), accredited independent third-party certificate of compliance in accordance with ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum? | Yes  No |
| **b.** | Are you able to show that you have a general policy and are an organisation which is responsible for ensuring effective health and safety management? | Yes  No |
| **c.** | Are you able to show your arrangements for ensuring that your H&S measures are effective in reducing / preventing work-related incidents, occupational ill-health, and accidents? | Yes  No |
| **d.** | Do you have ready access to competent H&S advice / assistance? | Yes  No |
| **e.** | Do you have a process for providing your employees / other workforce with training and other information appropriate to the activities that your organisation is likely to undertake? | Yes  No |
| **f.** | Do your employees / other workforce have H&S and other relevant knowledge, experience, and skills to carry out activities that your organisation is likely to undertake? | Yes  No |
| **g.** | Do you check, review and, where necessary, improve your H&S performance? | Yes  No |
| **h.** | Do you have procedures for involving your employees / other workforce in the planning and implementation of H&S measures? | Yes  No |
| **i.** | Do you routinely record and review accidents / incidents and undertake follow-up action? | Yes  No |
| **j.** | Do you have arrangements for ensuring that your suppliers also apply H&S measures that are appropriate to the activities that your organisation is likely to undertake? | Yes  No |
| **k.** | Do you operate a process of risk assessment, capable of supporting safe systems of work? | Yes  No |

**Question 8.3**

This question must be completed by the Bidder and all Key Organisations.

WTC requires the winning Bidder to meet the requirements of the Cyber Essentials Certification Scheme: <http://www.cyberstreetwise.com/cyberessentials>. For further details and guidance, please see: <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>.

WTC has determined that the assessed level of risk to applicable systems and data in relation to the Contract is **moderate – WTC to decide the appropriate level of risk for this contract** which means that the winning Bidder and any Key Organisations are required to have and maintain a *Cyber Essentials Plus Certification* for the duration of the Contract.

Important notes:

* Your organisation will be solely responsible for all costs it incurs in obtaining / maintaining *Cyber Essentials Plus* certification.
* The winning Bidder and any Key Organisations will be required to undergo vulnerability testing annually (by an appropriately qualified/ certified external testing organisation) and recertify against *Cyber Essentials Plus* at least once a year.

**Assessment – information only**

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| **8.3** | **Cyber Essentials – Information Only** |

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| Please confirm that either:  (a) you have undertaken a formal self-assessment and currently comply with the *Cyber Essentials Plus* requirement, **OR**  (b) if successful, you will undertake a formal self-assessment and comply with the *Cyber Essentials Plus* requirement prior to Contract commencement.  **Y / N**  **If Y, please state whether (a) or (b) applies.**  **Important note** – if (a) applies, you must provide a copy of your certification with your SQ Response. If (b) applies, you must provide a copy of your certification prior to Contract commencement. |

**Question 8.4**

All Bidders and Key Organisations are required to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier and must meet the reporting requirements set out in supporting guidance and include the supplier’s current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation.

To ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard and Guidance, and all the following criteria are met:

* The bidding entity is wholly owned by the parent;
* The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
  + The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
  + The CRP is published on the bidding entity’s website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation’s Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier’s UK website. It should be approved by a director (or equivalent senior leadership) within the supplier’s organisation to demonstrate a clear commitment to emissions reduction at the highest level.

Technical Standard can be found at:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf>

Guidance can be found at:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21___Selection_Criteria___3_.pdf>

**Assessment**

This is a pass/fail requirement. Suppliers who fail to provide the requested evidence may be disqualified at the absolute discretion of WTC. A supplier may be disqualified if they:

a. fail to make an organisational commitment to reduce their emissions over time to achieve Net Zero by 2050

b. fail to declare their organisational Greenhouse Gas emissions in accordance with the required reporting standard

c. fail to provide a Carbon Reduction Plan which has been appropriately signed off

d. fail to provide details within the Carbon Reduction Plan of the environmental management measures that will be applied in the performance of the contract

e. fail to provide a Carbon Reduction Plan which meets the Technical Standard for completing a Carbon Reduction Plan.

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| --- | --- | --- | --- |
|  | **Supplier Response** | **Assessment Criteria** | **Outcome** |
| 1 | Carbon Reduction Plan submitted which: confirms the supplier’s commitment to achieving Net Zero by 2050, contains emissions reported for all required Scopes (in accordance with the required methodology), indicates the environmental management measures that the supplier will be able to apply when performing the contract and reporting period is falls no more than 12 months prior to the date of commencement of the  procurement Where the CRP applies to the supplier and its parent, please see requirements detailed in box 2 below. | Supplier has met the requirements | PASS |
| 2 | Where the CRP applies to the supplier and its parent, the requirements of the CRP are met in full, as set out in the Technical Standard and Guidance, and all of the following criteria are met:  ● The bidding entity is wholly owned by the parent;  ● The commitment to achieving net zero by 2050  is set out in the CRP for the parent and is supported and adopted by the bidding entity  together with a statement that this will apply to the bidding entity;  ● The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and  ● The CRP is published on the bidding entity’s website. | Supplier has met the requirements | PASS |
| 3 | Parent CRP fails to meet the requirements of the CRP and additional requirements listed at item 2 above. | Supplier has failed to meet the required reporting standard | FAIL |
| 4 | Carbon Reduction Plan not submitted | Supplier has failed to meet the required reporting standard | FAIL |
| 5 | Carbon Reduction Plan fails to confirm supplier’s commitment to achieving Net Zero by 2050. | Supplier has failed to meet the required reporting standard | FAIL |
| 6 | Emissions in the Carbon Reduction Plan are not reported for any Scopes or only for some Scopes, without explanation why. | Supplier has failed to meet the required reporting standard | FAIL |
| 7 | Emissions in the Carbon Reduction Plan not reported for any Scopes or only for some Scopes, but supplier provides an acceptable explanation why | Supplier has met the requirements | PASS |
| 8 | Reporting period is more than 12 months from the date of commencement of the procurement | Supplier has met the requirements | PASS |
| 9 | Reporting period is more than 12 months from the date of commencement of the procurement, but provides an acceptable explanation why | Supplier has met the requirements | PASS |
| 10 | Supplier fails to indicate the environmental management measures that the supplier will be able to apply when performing the contract | Supplier has failed to meet the required reporting standard | FAIL |

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| **8.4** | **Carbon Reduction Plan** |
| **8.4.1** | Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard?  Yes  No |
| **8.4.2** | Provide a link to your most recently published Carbon Reduction Plan here: |
| **8.4.3** | Please confirm that your organisation is taking steps to reduce your GHG Emissions over time and is publicly committed to achieving Net Zero by 2050?  Yes  No |
| **Supplier Emissions Declaration:** | |
| **8.4.4** | Baseline Year: |
| Scope 1: |
| Scope 2: |
| Scope 3: |
| **8.4.5** | Reporting Year: |
| Scope 1: |
| Scope 2: |
| Scope 3: |

**Question 8.5**

All Bidders or Key Organisations that intend to use a Supply Chain must complete the following Questions.

If you intend to use a supply chain for this contract, you must demonstrate you have effective systems in place to ensure a reliable supply chain. This criterion is focused on exploring your payment systems. If your response to question 1 is that you do not intend to use a supply chain for this contract, you are not required to complete the rest of this section.

**Assessment**

Evidence Requirements:

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| --- | --- |
| **Evidence for self-declarations:** Prior to contract award the following evidence will be required from the successful bidder (where the bidder intends to use a supply-chain as per Question 8.7.1 below) to verify the bidder’s responses | |
| Question | Evidence |
| 8.5.1 | A copy of your standard payment terms for all your supply chain contracts. |
| 8.5.2 | A copy of your procedures for resolving disputed invoices promptly and effectively. |
| 8.5.3 | Details of any payments of interest for late payments you have paid in the past twelve months, or which became due during the past twelve months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again. |
| 8.5.4 | A copy of your standard payment terms used with sub-contractors on public sector contracts subject to the Public Contract Regulations 2015 |

This is a pass/fail requirement. Suppliers who fail to provide the requested evidence will be disqualified.

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| --- | --- | --- | --- |
| **8.5** | **Supply Chain Payments** | | |
| 8.5.1 | | Please confirm if you intend to use a supply chain for this contract or (if relevant) to deliver any call off contract that may be awarded under this framework agreement.  **If you answer “No” you do not need to complete the rest of this section.** | Yes  No  **For information only** |
| 8.5.2 | | Please confirm that you have systems in place to pay those in your supply chain promptly and effectively, i.e., within your agreed contractual terms. | Yes  No  Pass/Fail |
| 8.5.3 | | Please confirm you have procedures for resolving disputed invoices (where any payments are due) with those in your supply chain promptly and effectively. | Yes  No  Pass/Fail |
| 8.5.4 | | Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30-day payment terms in all your supply chain contracts and require that such terms are passed down through your supply chain. | Yes  No  Pass/Fail |
| 8.5.5 | | (a) Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts for **each** of the two previous six-month reporting periods. This should include the percentage of invoices paid within each of the following categories:  1. within 30 days  2. in 31 to 60 days  3. in 61 days or more  4. due but not paid by the last date for payment under agreed contractual terms.  It is acceptable to cross refer to information that has previously been submitted to Government or other bodies or is publicly available (provided it covers the required reporting periods), including data published in accordance with the  Reporting on Payment Practices and Performance Regulations 2017**. If you do wish to cross refer, please provide details and/or insert link(s).**  *(b) If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why. Note: if you are required to submit an action plan under question 5(c), this action plan must also set out steps to address your payment within agreed terms, to achieve a pass for question 5 (c).*  *(c) If you are unable to demonstrate that* ≥*95% of invoices payable to your supply chain on all contracts have been paid within 60 days of the receipt of the invoice in at least one of the last two six months reporting periods* (as per BEIS Guidance: https://www.gov.uk/government/publications/business-payment-practices-and-performance-reporting-requirements) *please provide an action plan for improvement which includes (as a minimum) the following:*  1. Identification of the primary causes of failure to pay:  (a) 95% of all supply chain invoices within 60 days; and  (b) if relevant under question 5(b), all invoices within agreed terms.  2. Actions to address each of these causes.  3. A mechanism for and commitment to regular reporting on progress to the bidder’s audit committee (or equivalent).  4. Plan signed off by director.  5. Plan published on its website (this can be a shorter, summary plan).  *If you have an existing action plan prepared for a different purpose, it is acceptable to attach this, but it should contain the above features.* |  |

**Question 8.6**

All Bidders or Key Organisations must complete the following Questions.

Suppliers who self-certify that they meet the of Question 8.6 will be required to provide documentary evidence of this within their SQ return.

**Assessment**

This is a pass/fail requirement. Suppliers who fail to provide the self-certified evidence when requested will be disqualified.

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| **8.6** | **Quality Management Systems** | |
| **a.** | Does your organisation hold a certificate of compliance with BS EN ISO 9001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard e.g., accredited by UKAS, and can provide information to evidence this? | Yes  No |
| **b.** | Do you have a policy and organisation for quality management? | Yes  No |
| **c.** | Do you have arrangements for ensuring that your quality management, including the quality of output and general performance, is effective in reducing / preventing incidents of sub-standard delivery? | Yes  No |
| **d.** | Do you have arrangements for providing your workforce with quality-related training and information appropriate to the type of work for which your organisation is likely to bid? | Yes  No |
| **e.** | Do you have procedures for periodically reviewing, correcting, and improving quality performance? | Yes  No |
| **f.** | Do you have arrangements for ensuring your own suppliers apply quality management measures that are appropriate to the work for which they are being engaged? | Yes  No |
| **g.** | Do you hold a UKAS (or equivalent) accredited independent third-party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate? | Yes  No |

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 PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-2)
3. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-3)
4. 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-4)
5. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-5)
6. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-6)