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**SCHEDULE B**

**TENDER SUBMISSION FORM FOR TENDER REF - HSE/T3883**

**PURCHASE OF A PCR**

**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.

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|  | **Question** | **Response** |
| 1.1 (a) | Full name of the potential supplier submitting the information |  |
| 1.1 (b) – (i) | Registered office address (if applicable) |  |
| 1.1 (b) – (ii) | Registered website address (if applicable) |  |
| 1.1 (c) | Trading status  a) public limited company  b) limited company  c) limited liability partnership  d) other partnership  e) sole trader  f) third sector  g) other (please specify your trading status) |  |
| 1.1 (d) | Date of registration in country of origin |  |
| 1.1 (e) | Company registration number (if applicable) |  |
| 1.1 (f) | Charity registration number (if applicable) |  |
| 1.1 (g) | Head office DUNS number (if applicable) |  |
| 1.1 (h) | Registered VAT number |  |
| 1.1 (i) – (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1 (i) – (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1 (j) – (i) | Is it a legal requirement in the 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)  a) Voluntary Community Social Enterprise (VCSE)  b) Sheltered Workshop  c) Public service mutual |  |
| 1.1 (m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes ☐  No ☐ |
| 1.1 (n) | Details of Persons of Significant Control (PSC), where appropriate[[2]](#footnote-2):  - 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.[[3]](#footnote-3)  (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: 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:

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| 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 |  |  |  | |  |  |

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| Section 1 | Exclusion grounds | |
| Question number | Question | Response |
| 1.3 (a) – (i) | Do any of the [mandatory grounds](https://www.gov.uk/government/publications/procurement-policy-note-816-standard-selection-questionnaire-sq-template) for exclusion, detailed in Part 2 Section 2 of the Standard Selection Questionnaire, apply in respect of your organisation or any other economic operator (including sub-contractors) involved in the delivery of this contract? | Yes ☐  No ☐ |
| 1.3 (a) – (ii) | If you responded Yes to Question 1.3 (a) – (i) above please provide full details. |  |
| 1.3 (a) – (iii) | Do any of the [discretionary grounds](https://www.gov.uk/government/publications/procurement-policy-note-816-standard-selection-questionnaire-sq-template) for exclusion, detailed in Part 2 Section 3 of the Standard Selection Questionnaire, apply in respect of your organisation or any other economic operator (including sub-contractors) involved in the delivery of this contract ? | Yes ☐  No ☐ |
| 1.3 (a) – (iv) | If you responded Yes to Question 1.3 (a) – (iii) above please provide full details and explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning). |  |

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| **2.** | **HSE STANDARD TERMS AND CONDITIONS OF CONTRACT** |
|  | Bidders must complete Part A or B of this Declaration. Failure to do so may invalidate your tender. Continuation sheets may be used.  The HSE terms and conditions of contract for the provision of services, attached to this Invitation to Tender as Schedule D, shall form part of and apply to any Contract which may arise.  However, the Health and Safety Executive’s intention is to reach mutual agreement over terms and conditions of contract before award of contract. Negotiations after award of contract will only take place with the express agreement of the Health and Safety Executive.  **NB**: Please note that clauses A1.1 and E4.1 – E4.4 in relation to Publication are non-negotiable. |
|  | A) Declaration of Acceptance I confirm that our organisation has studied the Health and Safety Executive (HSE) Terms and Conditions of Contract for the *Provision of Services* and hereby agree to be bound by such terms and conditions of contract.  Name of Organisation…………………………………….  Signature ………...………………………………………….  Name in Capitals ……………………………………..……  Position …………………………………..…………………  Date …………………………………………….…………… |
|  | B) Request for Clarification / Amendment / Deletion I confirm that our organisation has studied the HSE Terms and Conditions of Contract for the *Provision of Services* and we request clarification / amendment / deletion of the clauses listed below.  Name of Organisation…………………………………….  Signature ………...………………………………………….  Name in Capitals ……………………………………..……  Position …………………………………..…………………  Date..………………………………………….…………… |
|  | **Clause No.**  **Nature of Enquiry** |

1. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)