**National Highways Limited**

**Mobile Exhibition Vehicle & Ancillary Services 2025-28**

**Request for Quotation**

**Appendix B: Selection Questionnaire**

# INTRODUCTION TO THE SELECTION QUESTIONNAIRE (SQ)

## Definitions

### In this Selection Questionnaire (“SQ”):

1. the “Authority” or “National Highways” means National Highways Limited.
2. “Tenderer” or “You/Your” refers to the potential supplier completing this SQ, 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 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. “Named Sub-contractor” means any sub-contractor that you rely on to meet the selection criteria.

## Structure

### The SQ is structured in three parts:

* + - Part 1 covers the basic information about applicants, such as contact details, trade memberships, details of parent companies, group bidding and so on.
		- Part 2 covers a self-declaration regarding whether or not any of the exclusion grounds apply.
		- Part 3 covers questions related to economic and financial standing and technical and professional ability.

### Section 4 of this document, ‘Selection Questionnaire Assessment Process’, sets out the assessment process and criteria for each of part of the SQ.

## Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the SQ, and so induce the Authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years. If any of the information you provide when responding to this SQ changes prior to contract award you must notify the Authority in writing.

## Bidding model

The Authority recognises that any arrangements set out in questions 1.2(a) – 1.2 (b) of this SQ, in relation to a group of economic operators (for example, a consortium) and/or use of Named 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.

## Customer contacts

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.

## Bidding Restrictions

Applicants should be aware that bidding restrictions associated with this procurement are detailed in the Request for Quotation.

# INSTRUCTIONS FOR COMPLETION OF SQ RESPONSES

## **Notes for completion**

### 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.

## Constructionline

### Constructionline (“CL”) is a UK based pre-qualification certification service for construction-related contractors and suppliers. The SQ enables exemption from answering certain parts of the SQ where CL registration is held.

### To gain an exemption, CL registration must be:

1. complete, in date and verified;
2. held under the PAS91:2013 + A1: 2017 standard; and
3. at a Gold or Platinum membership level.

### To gain an exemption under CL all relevant modules and questions must have been completed and verified on your CL profile.

### If an Applicant is registered with CL and wishes to claim an exemption it will need to provide its account number in the table below.

|  |
| --- |
| **CL Information** |
| Are you registered with CL? | Yes ☐ | No ☐ |
| If ‘Yes’, please provide your CL account number. |  |
| If ‘Yes’, please provide your membership level(Silver, Gold, Platinum) |  |
| Is your CL account up to date and showing a “Verified” status? | Yes ☐ | No ☐ |

### CL membership as described above enables exemption from completing the following questions in the SQ:

* + - Section 13 Health and Safety: Policy and Capability
		- Section 14 Equal Opportunity and Diversity: Policy and Capability
		- Section 15 Environmental Management: Policy and Capability
		- Section 16 Quality Management: Policy and Capability
		- Section 17 Building Information Modelling (BIM): Policy and Capability

### The relevant parts of the SQ must be completed in full where:

1. the required CL membership level is not held:
2. CL modules have not been verified; or
3. no CL registration is held.

### Where an exemption has been claimed under CL, the Authority reserves the right to:

1. check that the answers and information contained within CL are valid; and
2. require the SQ part to be completed in full where the Authority deems the answers or information contained within CL to not be valid.

### Applicants should note that registration with CL is not mandatory. If the Applicant is not registered with CL it will need to demonstrate that it meets the Authority’s requirements by completing all parts of this SQ.

## PPN 01/22 contracts with suppliers from Russia and Belarus

### PPN 01/22 permits the Authority the option to decline to consider (or otherwise exclude from participating in this procurement) bids from suppliers who are constituted or organised under the law of Russia or Belarus, or whose ‘Persons of Significant Control’ information states Russia or Belarus as the place of residency, unless you (or any member of your supply chain you rely on to deliver the contract):

* + - is registered in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement; and/or
		- has significant business operations in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement.

|  |
| --- |
| **Please confirm if your organisation**  |
| is constituted or organised under the law of Russia or Belarus, or whose ‘Persons of Significant Control’ information states Russia or Belarus as the place of residency | Yes ☐ | No ☐ |
| **Please confirm if you (or any member of your supply chain you rely on to deliver the contract)** |
| is registered in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement;  | Yes ☐ | No ☐ |
| has significant business operations in the UK or in a country the UK has a relevant international agreement with reciprocal rights of access to public procurement. | Yes ☐ | No ☐ |

## Part 1 - Your Information and the Bidding Model

### Part 1 of the SQ contains questions in relation to organisational details, the bidding model and subcontracting arrangements. This part of the SQ requires you to make a declaration regarding the accuracy and completeness of your SQ responses and commitment to providing additional evidence to support your SQ responses where requested by the Authority.

### Questions 1.1(a) – 1.1(m) - Your Information - a separate response must be provided by you (the Applicant), your parent company (where the parent company is relied on to meet the selection criteria), each consortium member (where you are joining a group of organisations), and any Named Sub-contractors.

### Questions 1.2 – 1.4 Bidding Model – a single combined response must be provided by you (the Applicant) on behalf of yourself, your parent company (where applicable), your consortium members (where applicable), and any Named Sub-contractors (where applicable).

## Part 2 - Exclusion Grounds

### Part 2 is a self-declaration, made by you (the Applicant), that you do not meet any of the grounds for mandatory/discretionary exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

### You should refer to Regulation 57 of the Regulations before completing this part, which sets out the detailed grounds for mandatory and discretionary exclusion (see Annex D in link below).

### <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1149582/PPN_03_23_-_Standard_Selection_Questionnaire__SQ__.docx.pdf>

### Self-cleaning

In accordance with Regulation 57 of the Regulations, if an Applicant has breached certain exclusion grounds, it has an opportunity to explain how and what actions have been taken to rectify the situation (referred to as “self-cleaning”).

The Applicant is permitted to provide evidence of self-cleaning if it answers “Yes” to certain questions within the mandatory and discretionary exclusion parts of the SQ.

The evidence of self-cleaning must include:

1. a summary of the circumstances; and
2. remedial action that has taken place subsequently that effectively “self-cleans” the situation.

The Applicant must demonstrate that it has taken such remedial action, to the satisfaction of the Authority and in accordance with Regulation 57 of the Regulations.

### Conflicts of interest

Where a conflict of interest exists, or may arise, it is the Applicant’s responsibility to inform the Authority, providing details in response to question 4.4.

You must explain the actual or potential conflict of interest; and measures you propose to implement to mitigate, remove or manage the conflict of interest.

You are required to demonstrate that you have mitigated, removed or managed the conflict of interest to the satisfaction of the Authority and in accordance with Regulation 24 of the Regulations.

### A completed declaration of Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 2. A separate response must be provided by the Applicant, its parent company (where applicable), its consortium members (where applicable), and any Named Sub-contractors (where applicable).

## Part 3 - Selection Questions

### The Applicant is required to provide the information requested. The full methodology for the assessment is set out in Section 4 ‘Selection Questionnaire Assessment Process’.

### Part 3 of the SQ contains questions related to suitability in respect of:

### Section 5 Economic and Financial Standing

### A separate response must be provided by the Applicant and each consortium member (where applicable).

### Section 6 Technical and Professional Ability.

A single combined response must be provided by the Applicant on behalf of itself, its parent company (where applicable), its consortium members (where applicable), and any Named Sub-contractors (where applicable).

### Section 7 Tackling Modern Slavery in Supply Chains

This part of the SQ must be read in conjunction with Section 54 (“Transparency in supply chains etc.”) of the Modern Slavery Act 2015 prior to answering questions within this section.

A separate response must be provided by the Applicant, each consortium member (where applicable), and any Named Sub-contractors (where applicable).

### Section 8 Insurance

A single combined response must be provided by the Applicant on behalf of itself, its parent company (where applicable), its consortium members (where applicable), and any Named Sub-contractors (where applicable).

Section 9 - 10 Skills and Apprentices and Steel

A separate response must be provided by the Applicant and each consortium member (where applicable).

Section 11 Suppliers’ Past Performance

A separate response must be provided by the Applicant, each consortium member (where applicable), and any Named Sub-contractors (where applicable).

Section 12 Approach to Payments

A separate response must be provided by the Applicant and each consortium member (where applicable).

Sections 13 – 17 Health and Safety, Equal Opportunity and Diversity, Environmental Management, Quality Management and Building Information Modelling (BIM)

These sections of the SQ align to the PAS91:2013 + A1:2017 standard. This enables Applicants to submit previously compiled responses to these questions.

A separate response must be provided to each of these sections by the Applicant, each consortium member (where applicable), and any Named Sub-contractors (where applicable).

Section 18 Carbon Reduction Plan and Section 19 National Highways Sector Scheme (NHSS) Accreditation

A separate response must be provided to each of these sections by the Applicant, each consortium member (where applicable), and any Named Sub-contractors (where applicable).

## Contact Details and Declaration

### A separate response must be provided by the Applicant, its parent company (where applicable), its consortium members (where applicable), and any Named Sub-contractors (where applicable).

# Selection Questionnaire

**PART 1: YOUR information and the bidding model**

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| --- |
| You must answer all questions in parts 1 and 2. If you are the supplier, you must answer all questions in part 3 as well. |
| Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2. |
| **Section 1** | **Your Information** |
| Question number | Question | Response |
| 1.1(a) | Name (if registered, please give the registered name) |  |
| 1.1(b) – (i) | Registered address (if applicable) or head office address |  |
| 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 (if applicable) or date of formation |  |
| 1.1(e) | Registration number (company, partnership, charity, etc if applicable) |  |
| 1.1(e) - (i) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number  |  |
| 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the country where your organisation is established? | Yes ☐No ☐N/A ☐ |
| 1.1(g) - (ii) | If you responded ‘Yes’ to question 1.1(h) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please give:- the website address,- issuing body- reference number. |  |
| 1.1(h) - (i) | For procurements for services only, is it a legal requirement in the country where you are established for you to: a) possess a particular authorisation, or b) be a member of a particular organisation to provide the requirements specified in this procurement? | Yes ☐No ☐ |
| 1.1(h) - (ii) | If you responded ‘Yes’ to question 1.1(i) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give:- the website address,- issuing body- reference number. |  |
| 1.1(i) | 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(j) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-2)? | Yes ☐No ☐ |
| 1.1(k) | Details of Persons with Significant Control (PSC), where appropriate: [[2]](#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; - 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-4)(Please enter N/A if not applicable) |  |
| 1.1(l) | Details of your immediate parent company:- Full name of immediate parent company,- Registered or head office address - Registration number (if applicable)- VAT number (if applicable). (Please enter N/A if not applicable) |  |
| 1.1(m) | Details of ultimate parent company:- Full name of ultimate parent company,- Registered or head office address - Registration 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 all relevant persons and entities (as described above).

| Please provide the following information about your approach to this procurement: |
| --- |
| **Section 1** **(cont.)** | **Bidding Model** |
| Question number | Question | Response |
| 1.2 | Please indicate if you are bidding as a single supplier or as part of a consortium?If you are bidding as a single supplier please go to Q1.3.If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract or you are a subcontractor), please tell us:1. The name of the group/consortium.
2. The proposed structure of the group/consortium, including the legal structure where applicable.
3. The name of the lead member in the group/consortium.
4. Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).
5. If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for.
 |   |
| 1.3 | If you are proposing’ to use sub-contractors/a supply chain, please provide the details for each one[[4]](#footnote-5).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  |  |  |
| Registration number |  |  |  |  |
| Registered or head office address |  |  |  |  |
| Trading Statusa. Public limited companyb. Private limited companyc. Limited liability partnershipd. Other partnershipe. Sole traderf. Third sectorg. Other (please specify your trading status) |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |
| Registered VAT number |  |  |  |  |
| SME (Yes/No) |  |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables – if known |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor – if known |  |  |  |  |
| Is the subcontractor being relied upon to meet the selection criteria (i.e. areyou relying on the subcontractor for economic and technical standing and/ortechnical and professional ability?) and, if so, which criteria are you relying onthem for? |  |  |  |  |

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**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including sub-contractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2.

| **Section 2** | **Grounds for mandatory exclusion** |
| --- | --- |
| Question number | Question | Declaration |
| 2.1(a) | Within the past five years, anywhere in the world, have you or any person who:* is a member of the supplier’s administrative, management or supervisory body or
* has powers of representation, decision or control in the supplier[[5]](#footnote-6)
* been convicted of any of the offences within the summary below and listed in full in Annex D (page 51) of the [webpage](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1149582/PPN_03_23_-_Standard_Selection_Questionnaire__SQ__.docx.pdf).
 |
|  | Participation in a criminal organisation? | Yes ☐No ☐If ‘Yes’, please provide details at question 2.1(b) |
|  | Corruption? | Yes ☐No ☐If ‘Yes’, please provide details at question 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities? | Yes ☐No ☐If ‘Yes’, please provide details at question 2.1(b) |
|  | Money laundering or terrorist financing? | Yes ☐No ☐If ‘Yes’, please provide details at question 2.1(b) |
|  | Child labour and other forms of trafficking in human beings? | Yes ☐No ☐If ‘Yes’, please provide details at question 2.1(b) |
|  | Any other offence within the meaning of Article 57(1) of the Directive[[6]](#footnote-7) as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes ☐No ☐If ‘Yes’, please provide details at question 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 question 2.1(b) |
| 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 convictedIf the relevant documentation is available electronically please provide:* the web address,
* issuing authority,
* precise reference of the documents.
 |  |
| 2.1(c) | If you have answered ‘Yes’ to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion.(Self-cleaning). |  |

|  |  |
| --- | --- |
| **Section 3** | **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions** |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex D on this [webpage](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1149582/PPN_03_23_-_Standard_Selection_Questionnaire__SQ__.docx.pdf), and should be referred to before completing these questions. |
| Question number | Question | Declaration |
| 3.1(a) | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.If documentation is available electronically please provide:* the web address,
* issuing authority
* precise reference of the documents
 | Yes ☐No ☐ |
| 3.1(b) | If you have answered “No” to 3.1(a) please provide further details including the following:* Country concerned,
* what is the amount concerned
* how the breach was established, i.e. through a judicial or administrative decision or by other means.
* if the breach has been established through a judicial or administrative decision please provide the date of the decision,
* if the breach has been established by other means please specify the means.
 |  |
| 3.2 | Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accruedinterest and/or fines. | Yes ☐No ☐ |

**Please Note:** We reserve our right to use our discretion to exclude your bid where we can demonstrate by appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions.

| **Section 4** | **Grounds for discretionary exclusion** |
| --- | --- |
| The detailed grounds for discretionary exclusion of an organisation are set out in Annex D on this [webpage](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1149582/PPN_03_23_-_Standard_Selection_Questionnaire__SQ__.docx.pdf), and should be referred to before completing these questions. |
| Question number | Question | Declaration |
| 4.1 | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on the webpage applied to you? |  |
| 4.1(a) | Breach of environmental obligations? To note that environmental law obligations include Health and Safety obligations. See webpage. | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.1(b) | Breach of social law obligations? | Yes ☐No ☐If ‘Yes’, please provide details at question 3.2 |
| 4.1(c) | Breach of labour law obligations?  | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.1(d) | Bankruptcy or subject of insolvency?  | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.1(e) | Guilty of grave professional misconduct? | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.1(f) | Distortion of competition?  | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.1(g) | Conflict of interest?  | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.1(i) | Prior performance issues?  | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.1 (j) | Do any of the following statements apply to you? |  |
| 4.1(j) –(i) | You have 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. | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.1(j) – (ii) | You have withheld such information | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.1(j) – (iii) | The organisation is not able to submit supporting documents required under Regulation 59 of the Public Contracts Regulations 2015. You are not able, without delay, to submit documents if/when required. | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.1(j) – (iv) | You have undertaken to unduly influence the decision- making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐No ☐If ‘Yes’, please provide details at question 4.3 |
| 4.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million. If you are a relevant commercial organisation please:* confirm that you have published a statement as required by Section 54 of the Modern Slavery Act
* confirm that the statement complies with the requirements of Section 54
 | Yes ☐No ☐Yes ☐No ☐ |
| 4.3 | If you have answered ‘Yes’ to any of the questions in 4.1, or ‘No’ to any of the Modern Slavery Act questions, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning) |  |
| 4.4 | [In the “Grounds for Discretionary Exclusion” section above you were asked to confirm if you were aware of certain types of conflicts of interest. Are you aware of any other conflicts of interest or potential conflicts of interest that may affect this procurement process or the resulting contracts?](https://highways.bravosolution.co.uk/esop/toolkit/negotiation/rfq/awardRfq.do#fh) | Yes ☐No ☐ |

**Part 3: Selection Questions**

Please answer the following questions in full. Note organisations being relied on to meet the selection criteria may need to complete certain sections of Part 3, please see Section 2 ‘Instructions for Completion of SQ Responses’ above.

|  |  |
| --- | --- |
| **Section 5** | **Economic and Financial Standing** |
| Question number | Question | Response |
| 5.1 | If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:* the web address
* issuing authority
* precise reference of the documents
 | Included ☐ |
| 5.2 | If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years, (audited if required by law).Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law). | Included ☐Included ☐ |
| 5.3 | If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives: |  |
| 1. A statement of your annual turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.
 | Included ☐ |
| 1. Alternative information to evidence economic and financial standing if any of the above are not available (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).
 | Included ☐ |
| 5.4 | Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes ☐No ☐ |
| 5.5 | Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required. | Yes ☐No ☐ |

|  |  |
| --- | --- |
| **Section 6**  | **Technical and Professional Ability** |
| Question number | Question |
| 6.1 | **Relevant experience and contract examples** Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents, in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples 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.For consortium bids, or where you have indicated that you are relying on a particular member or subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium /subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).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.For each contract, please provide the following information.If you cannot provide examples, see question 6.2. |
| Contract 1 | Contract 2 | Contract 3 |
| Name of customer organisation who signed the contract |  |  |  |
| Name of supplier who signed the contract |  |  |  |
| Point of contact of the customer |  |  |  |
| Position in the customer’s organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract |  |  |  |
| Contract Start date |  |  |  |
| Contract completion date |  |  |  |
| Estimated contract value |  |  |  |
| 6.2 | If you cannot provide at least one example for question 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract. |
| **RESPONSE:** |
| 6.3 | 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).The description 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 and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes). |
| **RESPONSE:** |

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| **Section 7** | **Additional Questions including Project Specific Questions** |
|  **Tackling Modern Slavery in Supply Chains** |
| This section of the SQ is in compliance with [Procurement Policy Note 02/23 – Tackling Modern Slavery in Government Supply Chains.](https://www.gov.uk/government/publications/ppn-0223-tackling-modern-slavery-in-government-supply-chains) |
| Question number | Question |
| 7.1 | If you are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, and if your latest statement is available electronically please provide:* the web address,
* precise reference of the documents.
 |
| **RESPONSE:** |
| 7.2 | If your latest statement is not available electronically, please provide a copy.  |
| **RESPONSE:** |
| 7.3 | If you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 (for example if your turnover is less than £36 million or you do not carry on your business, or part of your business, in the UK), please provide the information below in relation to any published statements on modern slavery or other relevant documents containing information of a similar type/level. |
| **RESPONSE:** |
| 7.4 | Any modern slavery statement or other statement or document should contain at least the following information:a. the organisation’s structure, its business and its supply chains;b. its policies in relation to slavery and human trafficking;c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;d. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;f. the training and capacity building about slavery and human trafficking available to its staff; or its policies in relation to slavery human trafficIf all of this information is not included in your modern slavery statement or other statement or documents, please provide an explanation as to why not and/or assurances that it will be included before contract award.  |
| **RESPONSE:** |

**Applicants who confirm that they meet the requirements to the following sections will be required to provide evidence of this. Unless requested by the question to provide evidence at SQ submission stage, evidence will be requested prior to contract award stage.**

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| **Section 8** | **Insurance** |
| Question number | Question | Response |
| 8.1 | Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:Employer’s (Compulsory) Liability Insurance = £5MPublic Liability Insurance = £5MProfessional Indemnity Insurance = £5MProduct Liability Insurance = £5M**NOTE:** There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: <http://www.hse.gov.uk/pubns/hse39.pdf>. | Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐Yes ☐No ☐ |

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| **Section 9** | **Skills and Apprentices – NOT USED** |

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| **Section 10** | **Steel – NOT USED** |

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| **Section 11** | **Suppliers’ Past Performance**  |
| This section of the SQ is in compliance with [Procurement Policy Note 04/15 - Taking Account of Suppliers’ Past Performance](https://www.gov.uk/government/publications/procurement-policy-note-0415-taking-account-of-suppliers-past-performance) |
| Question number | Question | Response |
| 11.1 | Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years? | Yes ☐No ☐ |
| 11.2 | On request can you provide a certificate from those customers on the list?  | Yes ☐No ☐ |
| 11.3 | If you cannot obtain a certificate from a customer can you explain the reasons why? | Yes ☐No ☐ |
| 11.4 | If the certificate states that goods and/or services supplied were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it?  | Yes ☐No ☐ |
| 11.5 | Can you supply the information in questions 11.1 - 11.4. above for any sub-contractors [or consortium members] who you are relying upon to perform this contract?  | Yes ☐No ☐ |

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| **Section 12** | **Approach to Payments** |
| This section of the SQ is in compliance with [Procurement Policy Note 10/23 - Taking account of a bidder's approach to payment in the procurement of major government contracts.](https://www.gov.uk/government/publications/ppn-1023-taking-account-of-a-bidders-approach-to-payment-in-the-procurement-of-major-contracts) 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 12.1 below is **NO** and you do not intend to use a supply chain for this contract, you are not required to complete the subsequent questions |
| **Selection Questions 12.1- 12.4 Self-declarations** |
| 12.1 | Please confirm if you intend to use a supply chain[[7]](#footnote-8) for this contract (ie. services) that are used wholly or substantially for the purpose of performing or contributing to the performance of the whole or part of the contract. If you answer “No” you do not need to complete the rest of this section.  | Yes ☐No ☐NOT SCORED |
| 12.2 | 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 |
| 12.3 | Please confirm you have procedures for resolving disputed invoices with those in your supply chain promptly and effectively. This should include all situations where payments are due; not all payments involve an invoice[[8]](#footnote-9). You should explain this in the tender documents. | Yes ☐No ☐PASS/FAIL |
| PUBLIC SECTOR CONTRACTS ONLY – Requirement under the Public Contracts Regulations 2015 (Regulation 113) |
| 12.4 | Please confirm that for public sector contracts awarded under the Public Contracts Regulations 2015 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain. | Yes ☐No ☐ PASS/FAIL |
| PUBLIC AND PRIVATE SECTOR CONTRACTS |
| 12.5.(a) | Please provide the percentage of invoices[[9]](#footnote-10) paid by you to those in your immediate supply chain on all contracts for **each** of the two previous six-month reporting periods[[10]](#footnote-11). This should include the percentage of invoices paid within each of the following categories: |
|  | 1st 6 months | 2nd 6 months |
| 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. |  |  |
| 12.5(b) | Please provide the average number of days taken by you to pay an invoice to those in your immediate supply chain on all contracts for **each** of the two previous six month reporting periods: | 1st 6 months | 2nd 6 months |
|  |  |
|  | 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).** |
| 12.5.(c) | 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 12.5(d), this action plan must also set out steps to address your payment within agreed terms, in order to achieve a pass for question 12.5(d). |
| 12.5.(d) | 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, 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 12.5(c), all invoices within agreed terms.1. Actions to address each of these causes.
2. A mechanism for and commitment to regular reporting on progress to the Applicant’s audit committee (or equivalent).
3. A plan signed off by director.
4. 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.* |

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| **Section 13** | **Health and Safety: Policy and Capability** |
| This section of the SQ aligns to the PAS91 standard for pre-qualification questionnaires – PAS reference numbers are included for clarity. |
| Question number | Exemption | Exemption claimed |
| 13.1a | The questions in this section need not be completed if you are claiming an exemption to this section due to your Gold or Platinum CL membership. Are you claiming such exemption? | Yes ☐No ☐ |
| 13.1b | In the circumstances set out in questions 13.1b(a) - 13.1b(c), if your organization meets the relevant criteria in respect of exemption categories i) and/or ii) below:* + 1. one or more of the following CDM duty holder roles: contractor, principal contractor, designer, principal designer;
		2. general health and safety: policy and capability;

and you can provide the supporting information to evidence this, the following exemptions apply:* for an exemption under i) or ii) above: questions 13.2 - 13.11 need not be completed
* for an exemption under i) above questions 13.12 - 13.22 also need not be completed in respect of the role(s) identified.

If you are not claiming an exemption, please move to question 13.2.However, if you are claiming exemption(s), but such exemption(s) does not cover all the categories/roles relevant to your application, please:* complete questions 13.12 - 13.22 in respect of each relevant category/role not covered by an exemption; and
* provide any additional information required for questions 13.2 - 13.11 in respect of relevant categories/ roles that are not covered by an exemption.\*

\**Additional information to that relevant to the exemption(s) claimed could be required to demonstrate satisfactory organization and arrangements appropriate to the categories/roles not covered by such exemption(s).* (PAS ref C4-Q1) | *Please tick i) and /or ii) for questions 13.1b(a), (b) and /or (c), as appropriate, and for i), also state the CDM duty holder role(s) for which exemption is claimed* |
|  | Circumstances of exemption |
| 13.1b(a) | You have, within the last twelve months, successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process is equivalent to that of PAS 91. (PAS ref C4-Q1-1a)) | For i) ☐CDM duty holder role(s) claimed……………….For ii) ☐ | *If exemption claimed, supplier’s unique reference to relevant supporting information**…………………………* |
| 13.1b(b) | You have, within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum. (PAS ref C4-Q1-1b)) | For i) ☐CDM duty holder role(s) claimed……………….For ii) ☐ | *If exemption claimed, supplier’s unique reference to relevant supporting information**…………………………* |
| 13.1b(c) | You hold a certificate of compliance with BS OHSAS 18001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard[[11]](#footnote-12) e.g. accredited by UKAS. (PAS ref C4-Q1-1c)) | For i) ☐CDM duty holder role(s) claimed……………….For ii) ☐ | *If exemption claimed, supplier’s unique reference to relevant supporting information**…………………………* |
| Question number | Question | Example of the type of evidence in support of responses, which will be taken into account in assessment | Response | Supplier’s unique reference to relevant supporting evidence |
| 13.2 | Are you able to show that you have a general policy and an organisation which is responsible for ensuring effective health and safety (H&S) management? (PAS ref C4-Q2) | Evidence of periodically reviewed general H&S policy, signed and dated by a senior person within the organisation. The H&S policy should also contain the organisation and arrangements. These should be relevant to the anticipated nature and scale of activity to be undertaken, and set out responsibilities for H&S management at all levels in the organisation. *(Organisations with fewer than 5 employees, see Note 1 to this Table)* | Yes ☐No ☐ | *…………………………* |
| 13.3 | 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? (PAS ref C4-Q3) | Details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken, and how these arrangements are communicated to workers. *(Organisations with fewer than 5 employees, see Note 1 to this Table)* | Yes ☐No ☐ | *…………………………* |
| 13.4 | Do you have ready access to competent H&S advice / assistance? (PAS ref C4-Q4) | Evidence of how your organisation has ready access to competent H&S advice. *(Access to competent in-house advice, in whole or part, is usually preferred. It is essential that H&S adviser(s) are able to provide general H&S.)* | Yes ☐No ☐ | *…………………………* |
| 13.5 | 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? (PAS ref C4-Q5) | Evidence that your organisation implements relevant training arrangements to ensure that employees / other workforce have sufficient skills and understanding to discharge their various duties. This should include refresher training on relevant good H&S practice and, for CDM contractors and principal contractors, Construction Phase Plans (CPP) maybe used to show how information is disseminated or communicated on-site (*see Note 2 to this Table).* | Yes ☐No ☐ | *…………………………* |
| 13.6 | 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? (PAS ref C4-Q6) | Evidence that your employees / other workforce have suitable knowledge, experience and skills for the activities assigned to them, unless there are specific situations where they need to work under competent control and/or supervision (e.g. apprentices and other trainees). | Yes ☐No ☐ | *…………………………* |
| 13.7 | Do you check, review and, where necessary, improve your H&S performance? (PAS ref C4-Q7) | Evidence that your organisation has an effective, ongoing system for monitoring H&S procedures, and for periodically reviewing and updating that system as necessary. | Yes ☐No ☐ | *…………………………* |
| 13.8 | Do you have procedures for involving your employees / other workforce in the planning and implementation of H&S measures? (PAS ref C4-Q8) | Evidence that your organisation implements a means of consulting with its employees/other workforce on H&S matters and how comments, concerns or complaints submitted by employees/other workforce are taken into account. | Yes ☐No ☐ | *…………………………* |
| 13.9 | Do you routinely record and review accidents / incidents and undertake follow-up action? (PAS ref C4-Q9) | Evidence that your organisation maintains records of all RIDDOR-reportable (*see Note 3 to this Table*) and other incidents for at least the last three years. Evidence that your organisation has an effective system for reviewing significant incidents, and recording any resulting action taken (including your response to any H&S enforcement activity). | Yes ☐No ☐ | *…………………………* |
| 13.10 | 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? (PAS ref C4-Q10) | Evidence that your organisation implements arrangements for ensuring and monitoring H&S skills, knowledge and experience, and performance, throughout your entire supply chain, appropriate to the work likely to be undertaken. | Yes ☐No ☐ | *…………………………* |
| 13.11 | Do you operate a process of risk assessment, capable of supporting safe systems of work? (PAS ref C4-Q11) | Evidence that your organisation implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work (“method statements”). Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken. *(Organisations with fewer than 5 employees, see Note 1 to this Table)[[12]](#footnote-13)*  | Yes ☐No ☐ | *…………………………* |

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| **Section 14** | **Equal Opportunity and Diversity: Policy and Capability** |
| This section of the SQ aligns to the PAS91 standard for pre-qualification questionnaires –PAS reference numbers are included for clarity. |
| Question number | Exemption | Exemption claimed |
| 14.1a | The questions in this section need not be completed if you are claiming an exemption to this section due to your Gold or Platinum CL membership. Are you claiming such exemption? | Yes ☐No ☐ |
| Question number | Question | Description of evidence expected, which will be taken into account in assessment | Response | Supplier’s unique reference to relevant supporting evidence |
| 14.2 | As an employer, do you meet the requirements of the positive equality duties in relation to the Equalities Act 2010? (PAS ref O1-Q1)  | If ‘Yes’ please provide: 1) relevant instructions or written statement / evidence of relevant actions 2)relevant guidance or written statement/evidence of relevant actions 3) relevant policies / literature or written statement / evidence of relevant actions 4)evidence of where you believe these policies have made a difference | Yes ☐No ☐ | *…………………………* |
| 14.3 | Is it your policy as an employer to comply with anti-discrimination legislation, and to treat all people fairly and equally so that no one group of people is treated less favourably than others? (PAS ref O1-Q2) | No supporting evidence required | Yes ☐No ☐ |  |
| 14.4 | In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? (PAS ref O1-Q3) | Details of any findings | Yes ☐No ☐ | *…………………………* |
| 14.5 | In the last three years, has your organisation been subject to a compliance action by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination? (PAS ref O1-Q4) | Details of any investigations | Yes ☐No ☐ | *…………………………* |
| 14.6 | In the last three years, has your organisation been found in breach of section 15 of the Immigration, Asylum and Nationality Act 2006? (PAS ref O1-Q5) | Details of any findings | Yes ☐No ☐ | *…………………………* |
| 14.7 | In the last three years, has your organisation been found in breach of section 21 of the Immigration, Asylum and Nationality Act 2006? (PAS ref O1-Q6) | Details of any findings | Yes ☐No ☐ | *…………………………* |
| 14.8 | In the last three years, has your organisation been found to be in breach of the National Minimum Wage Act 1998? (PAS ref O1-Q7) | Details of any findings | Yes ☐No ☐ | *…………………………* |
| 14.9 | If the answer to any of questions 14.4 - 14.8 is ‘Yes’, what steps did your organisation take as a result of that finding or investigation? (PAS ref O1-Q8) | Details/evidence of remedial action |  | *…………………………* |
| 14.10 | Does your organisation operate appropriate arrangements to ensure that equality and diversity is embedded within your organization? (PAS ref O1-Q9) | Provide copies of any relevant policies or written statement/ evidence of relevant actions | Yes ☐No ☐ | *…………………………* |
| 14.11 |

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| Do you actively promote good practice in terms of eliminating discrimination in all forms through: (PAS ref O1-Q10) |

 |
| 14.11.1 guidance to your employees/ suppliers concerned with recruitment, training and promotion? (PAS ref O1-Q10-1) | In respect of **14.11.1**, copies of any relevant guidance or written statement/evidence of relevant actions. | Yes ☐No ☐ | *…………………………* |
| 14.11.2 making guidance or policy documents concerning how the organization embeds equality and diversity available to employees/ sub-contractors, recognized trade unions or other representative groups of employees? (PAS ref O1-Q10-2) | In respect of **14.11.2**, copies of any relevant guidance, policies, or written statement/ evidence of relevant actions. | Yes ☐No ☐ | *…………………………* |
| 14.11.3 appropriate recruitment advertisements or other literature? (PAS ref O1-Q10-3) | In respect of **14.11.3**, copies of any relevant advertisement or written statement/evidence of relevant actions. | Yes ☐No ☐ | *…………………………* |
|  |  |
| **Section 15** | **Environmental Management: Policy and Capability** |
| This section of the SQ aligns to the PAS91 standard for pre-qualification questionnaires – PAS reference numbers are included for clarity. |
| Question number | Exemption | Exemption claimed |
| 15.1a | The questions in this section need not be completed if you are claiming an exemption to this section due to your Gold or Platinum CL membership. Are you claiming such exemption? | Yes ☐No ☐ |
| 15.1b |

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| The questions in this section need not be completed if your organisation holds a certificate of compliance with BS EN ISO 14001 (or equivalent) issued by a Conformity Assessment Body accredited to provide conformity assessment services to that standard[[13]](#footnote-14), e.g. accredited by UKAS, or you have a valid EMAS certificate, and can provide information to evidence this.(PAS ref O2-Q1) |

 | Yes ☐*If exemption claimed, supplier’s unique reference to relevant supporting information;**……………………………*No ☐ |
| Question number | Question | Description of evidence expected, which will be taken into account in assessment | Response | Supplier’s unique reference to relevant supporting evidence |
| 15.2 | Do you have a documented policy and organisation for the management of construction-related environmental issues? (PAS ref O2-Q2) | Evidence that you or your organization has an environmental management policy authorized by the chief executive or equivalent that is regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organisation.  | Yes ☐No ☐ | *…………………………* |
| 15.3 | Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/ preventing significant impacts on the environment? (PAS ref O2-Q3)  | Evidence that your organisation’s environmental policy implementation plan provides information as to how the company aims to discharge relevant legal responsibilities and provides clear indication of how these arrangements are communicated to employees/other workforce, in relation to environmental matters including: sustainable materials procurement; waste management; energy management. This should include the arrangements for responding to, monitoring and recording environmental incidents, emergencies and complaints.  | Yes ☐No ☐ | *…………………………* |
| 15.4  | Do you have arrangements for providing employees who will engage in construction, with training and information on construction-related environmental issues? (PAS ref O2-Q4)  | Evidence that your organisation has in place, and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties. This should include a programme of refresher training that will keep employees/other workforce updated on relevant legal requirements and good environmental management practice. | Yes ☐No ☐ | *…………………………* |
| 15.5 | Do you check, review and where necessary improve your environmental management performance? (PAS ref O2-Q5) | Evidence that your organisation has a system for monitoring environmental management procedures on an ongoing basis and for updating them at periodic interval. | Yes ☐No ☐ | *…………………………* |
| 15.6  | Do you have arrangements for ensuring that any suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged? (PAS ref O2-Q6) | Evidence that your organisation has procedures for monitoring supplier’s environmental management arrangements and ensuring that environmental performance appropriate for the activity to be undertaken is delivered throughout the whole of your organisation’s supply chain. | Yes ☐No ☐ | *…………………………* |

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| **Section 16** | **Quality Management:** **Policy and Capability** |
| This section of the SQ aligns to the PAS91 standard for pre-qualification questionnaires – PAS reference numbers are included for clarity. |
| Question number | Exemption | Exemption claimed |
| 16.1a | The questions in this section need not be completed if you are claiming an exemption to this section due to your Gold or Platinum CL membership. Are you claiming such exemption? | Yes ☐No ☐ |
| 16.1b | The questions in this section need not be completed if your organisation holds 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[[14]](#footnote-15) e.g. accredited by UKAS, and can provide information to evidence this.(PAS ref O3-Q1) | Yes ☐*If exemption claimed, supplier’s unique reference to relevant supporting information;**……………………………*No ☐ |
| Question number | Question | Description of evidence expected, which will be taken into account in assessment | Response | Supplier’s unique reference to relevant supporting evidence |
| 16.2 | Do you have a policy and organisation for quality management? (PAS ref O3-Q2) | Evidence that your organisation has and implements a quality management policy that is authorized by the chief executive or equivalent that is periodically reviewed at a senior management level. The policy should be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation. | Yes ☐No ☐ | *…………………………* |
| 16.3 | Do you have arrangements for ensuring that your quality management, including the quality of construction output and general performance, is effective in reducing/ preventing incidents of sub-standard delivery? (PAS ref O3-Q3) | Evidence that your organisation keeps copies of documentation setting out quality management organisation and procedures that meet currently agreed good. practice. These should include the arrangements for quality management throughout the organisation. They should set out how the company will carry out its policy, with a clear indication of how the arrangements are communicated to employees / other workforce. | Yes ☐No ☐ | *…………………………* |
| 16.4  | 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? (PAS ref O3-Q4) | Evidence that your organisation has in place and implements, training arrangements to ensure that its employees/other workforce has sufficient skills and understanding to discharge their various responsibilities. These arrangements should include a programme of training that will keep employees/other workforce up to date with required knowledge about quality related issues, including copies of job profiles; training manuals and training records. | Yes ☐No ☐ | *…………………………* |
| 16.5 | Do you have procedures for periodically reviewing, correcting and improving quality performance? (PAS ref O3-Q5) | Evidence that your organization has a system for monitoring quality management procedures on an on-going basis. Your organisation should be able to provide evidence of systematic, periodic review and improvement of quality in respect of construction output and general performance. | Yes ☐No ☐ | *…………………………* |
| 16.6  | Do you have arrangements for ensuring that your own suppliers apply quality management measures that are appropriate to the work for which they are being engaged? (PAS ref O3-Q6) | Evidence that your organisation has arrangements for monitoring supplier’s quality management arrangements and ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your organisation’s supply chain. | Yes ☐No ☐ | *…………………………* |

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| **Section 18** | **Carbon Reduction Plan – NOT USED** |

**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, including parts 1, 2 and 3.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my 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.

|  |
| --- |
| **Contact details of those making the declaration** |
|  | Response |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address  |  |
| Postal address |  |
| Signature(electronic is acceptable) |  |

# SELECTION QUESTIONNAIRE ASSESSMENT PROCESS

## Part 1 – Your Information and the Bidding Model

### **Section 1.1 – Your Information**

* + - This section is for information only.

### **Section 1.2 – Bidding Model**

* + - This section is for information only.

## Part 2 – Exclusion Grounds

### **Sections 2 and 4 – Grounds for Mandatory and Discretionary Exclusion**

This part is pass/ fail.

If you answer “No” to every question this will be a pass.

If you answer “Yes” to a question you will fail and be rejected, unless you can demonstrate, to the satisfaction of the Authority and in accordance with Regulation 57 of the Regulations, that:

* the exceptions to exclusion apply in accordance with Regulation 57 of the Regulations; and/or
* remedial action has been taken.

**4.2.2** **Section 3 – Mandatory and Discretionary Grounds relating to the Payment of Taxes and Social Security Contributions**

This part is pass/ fail.

If you answer “Yes” to every question this will be a pass.

If you answer “No” to a question you will fail and be rejected, unless you can demonstrate, to the satisfaction of the Authority and in accordance with Regulation 57 of the Regulations, that:

* the exceptions to exclusion apply in accordance with Regulation 57 of the Regulations; and/or
* remedial action has been taken.

###

## Part 3 – Selection Questions

### **Part 3 Section 5 – Economic and Financial Standing**

Regulation 58(7) of the Public Contracts Regulations 2015 allows a contracting authority such as the Authority to impose requirements ensuring that economic operators expressing an interest in bidding for an opportunity will, if successful, possess the necessary economic and financial standing to perform the contract to be awarded.

The assessment process described below allows the Authority to take a proportionate, flexible, contract specific and not unduly risk averse view of your economic and financial standing. It takes account of the principles contained in the Guidance Note for Assessing and Monitoring the Economic and Financial Standing of Bidders and Suppliers (revised December 2020) which forms part of the government’s Outsourcing Playbook.

The assessment methodology comprises three separate economic and financial standing tests (EFSTs):

* + - Test 1 is an assessment using a Dun & Bradstreet (D&B) comprehensive report;
		- Test 2 is an assessment using the turnover figure from your most recent financial statements compared to the projected annual value of the contract being procured;
		- Test 3 (if necessary – see below) is an assessment of four accounting ratios using information from your last two years’ financial statements.

Each of these three tests will result in you being rated as High or Low risk. In this context “risk” means the risk of you not being able to perform the contract for its full duration were you to be successful in the procurement.

Your overall risk rating will be determined as follows. If you receive a Low risk rating for both Tests 1 and 2 then your overall risk rating is Low and Test 3 is not performed. If you receive a High risk rating for either Test 1 or Test 2 then Test 3 is performed. If you receive a High risk rating for two or more of the four elements in Test 3 then your overall risk rating is assessed as High.

The information that the Authority will use to conduct Test 2 is taken from your most recent set of audited financial statements and for Test 3 is taken from your last two years audited financial statements. If no such audited financial statements are available, then unaudited financial statements will be used instead.

Consequences of being assessed High risk

If you are assessed as High risk the Authority will engage in dialogue with you. This will identify the Authority’s concerns and ask if you can provide any mitigation, e.g. more recent unpublished or management accounts showing an improvement in your financial position or details of an agreed but unannounced re-capitalisation, merger or takeover.

If you are unable to provide any, or sufficient, mitigation the Authority reserves the right to exclude you from further participation in the procurement.

If you can provide mitigation then unless this is sufficient to downgrade your risk assessment to Low your continued participation in the process will be made conditional upon you providing a written commitment to obtain either a parent company guarantee or other form of financial security should you be successful in the procurement.

Consequences of being assessed Low risk

If you are assessed as Low risk no dialogue is required and you will be allowed to continue to participate in the procurement process.

Parent Company Guarantee or Other Form of Financial Security

Where your continued participation in the procurement process is conditional upon you committing to provide a parent company guarantee your parent company must itself achieve a Low risk rating when subjected to the three EFSTs set out below. The parent company guarantee will be in the form of the document to be provided upon request.

If you are:

1. a company without a parent company, or
2. a company whose parent company does not achieve a Low risk rating for the three EFSTs

then the Authority will accept a suitable form of alternative financial security. This will be in the form of an on-demand bond issued by a reputable financial institution with a credit rating of at least BBB+ and with a value of 10% of overall contract value and will be substantially in the form of the document to be provided upon request.

The Three Economic and Financial Standing Tests (EFSTs)

Test 1 – Dun and Bradstreet Comprehensive Business Credit Report

To conduct Test 1 the Authority will obtain a Dun & Bradstreet (D&B) comprehensive business credit report about your company.

The D&B comprehensive business credit report contains D&B scores and ratings which are produced using a combination of mathematical modelling, expert rules, skilled business analysis and experience of insolvency trends. D&B carefully analyse all business failures and compare them with the normal population of actively trading companies, to identify those events which are most significant and predictive in nature, and which could affect the status of a business.

The D&B Risk Indicator is based on daily monitoring of the subject company's financial and other key strategic activities and is predictive of the probability that the company will fail. The D&B Risk Indicator is a score from 1 to 4, where 1 represents a minimum risk of failure, 2 a lower than average risk of failure, 3 a higher than average risk of failure and 4 a high risk of failure.

For Test 1

* + - a D&B score of 4 will be regarded as High risk
		- a D&B score of 1, 2 or 3 will be regarded as Low risk.

Test 2 – Annual Turnover Relative To Annual Contract Value

Test 2 involves calculating a ratio by dividing the annual turnover from your most recent year’s audited financial statements by the estimated annual value of the contract to be awarded. Where the estimated annual contract value is expected to vary the average estimated annual contract value is used (i.e. total estimated contract value divided by number of years of contract duration).

The estimated value of the contract is shown on the notice that the Authority has published on the Find a Tender and/or Contracts Finder portals.

For example, if you have an annual turnover of £17 million and the average estimated annual contract value is £10 million then your turnover ratio will be 1.7.

A turnover ratio of 2 or less is High risk.

A turnover ratio of above 2 is Low risk.

Where the contract is for a multi-supplier framework (including one with multiple Lots) the annualised contract value (or Lot value) for the purposes of this test will be determined by dividing the average annualised contract value (so total framework value (or Lot value) divided by number of years duration) by the maximum number of suppliers to be allowed a place on the framework (or the Lot).

Test 3 – Financial Ratios

Test 3 will only be performed if you are assessed as High risk on either Test 1 or Test 2.

Test 3 involves an analysis of the four accounting ratios a) - d) below.

Each ratio will be calculated based on your last two years audited financial statements. Your overall risk rating will be determined by the highest risk rating for any individual ratio.

1. Pre-Tax Margin Ratio

This ratio is calculated by dividing your company’s annual pre-tax profits by your annual turnover expressed as a percentage.

A result that is below 0% (i.e. negative) is High risk

A result that is at or above 0% is Low risk

1. Finance Cover Ratio

This ratio is calculated by dividing your operating profit plus finance income by your finance expenses. It is a test of whether you are generating enough profit to service your interest-bearing debt.

A result that is 2 or less is High risk

A result that is above 2 is Low risk

1. Current Ratio

This is calculated by dividing your current assets by your current liabilities. It is a test of whether you have sufficient liquid assets, e.g. cash, short term debtors and stock to meet your outstanding current liabilities, e.g. trade creditors, bank overdraft, lease payments and interest due.

A result that is less than 0.8 is High risk

A result that is 0.8 or above is Low risk

1. Debt to Equity Ratio

This is determined by dividing your total liabilities by your shareholder equity. It is a basic test of your solvency.

A result that is more than 4 is High risk

A result that is 4 or lower is Low risk

Assessing Consortia and Joint Ventures

Where you are part of an incorporated JV or consortium its economic and financial standing will be assessed in the same way as any other individual tenderer, i.e. it will be subject to the three EFSTs described above. If it is a new special purpose vehicle it may not have audited accounts in which case the EFSTs will be applied to the best available financial data.

Where you are part of an unincorporated JV or consortium the three EFSTs will be applied to you and the other members of the JV/consortium as follows.

Test 1 - All members of the consortium or joint venture will be assessed using a Dun and Bradstreet comprehensive report.

Test 2 - For the purposes of calculating the ratio between turnover and annual contract value each member of the JV/consortium is assessed separately. Its annual turnover will be compared against a share of the annual contract value proportionate to its participation in the JV or consortium. For example, in a JV of three members where they each contribute in the proportion of 50%, 30% and 20% the first member’s turnover will be compared against 50% of the annual contract value, the second member’s against 30% and the third member’s against 20%. If the JV does not specify the proportions in which each member contributes their respective turnovers will be compared against equal shares of the annual contract value (i.e. the annual contract value divided by number of JV members).

Test 3 - To calculate the ratios all members of the consortium or joint venture are separately assessed.

For each of the three EFSTs if any member of the consortium or joint venture is assessed as High risk and cannot provide any, or sufficient, mitigation during dialogue with the Authority the entire JV/consortium will be excluded from the procurement unless that member is removed or replaced by another member that is not assessed as High Risk or is assessed as High risk but can provide mitigation.

If any member of the consortium or joint venture is assessed as High risk but is able to provide mitigation (but not enough to be downgraded to Low risk) it will be required to agree to provide a parent company guarantee or other form of security consistent with its joint and several liability under the contract the JV/consortium would be awarded were it to be successful in the procurement.

Repetition of Economic and Financial Standing Assessment

The Authority will repeat the EFSTs if it has any concerns that there has been a change in your circumstances or if new information becomes available since the initial assessment.

You are reminded of paragraph 1.3 of this SQ which requires you to notify the Authority if your circumstances change.

Where the contract to be awarded is a framework agreement the Authority reserves the right to repeat the EFSTs prior to awarding a call off contract.

### **Part 3 Section 6 – Technical and Professional Ability**

This is assessed as pass/fail.

You shall fail and be rejected if you:

1. are unable to provide details of one, two or three contracts which combined are relevant to the Authority’s requirement; and
2. where you are unable to provide details of contract(s) which are relevant to the Authority’s requirement, you are unable to provide an explanation to the satisfaction of the Authority.

Where you intend to sub-contract a proportion of the contract, you shall fail and be rejected if you are

1. unable to demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s); or
2. unable to provide evidence which includes details of your supply chain management tracking systems to ensure performance of the contract.

### **Part 3 Section 7 – Modern Slavery Act 2015**

This is assessed as pass/fail.

You shall fail and be rejected if you:

1. are unable to demonstrate that you are compliant, or have been found to be non-compliant, with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015; and
2. where you are unable to demonstrate that you are compliant, or have been found to be non-compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015, you are unable to provide an explanation and details of the remedial action taken, to the satisfaction of the Authority.

### **Part 3 Section 8 – Insurance**

This is assessed as pass/fail.

Failure to self-certify whether you have, or can commit to obtain prior to the commencement of the contract, the level of insurance cover means that you shall fail and be rejected.

### **Part 3 Section 9 - Skills and Apprentices – NOT USED**

### **Part 3 Section 10 – Steel – NOT USED**

### **Part 3 Section 11 - Suppliers’ Past Performance**

This is assessed as pass/fail.

You shall pass if you answer “Yes” to questions 11.1, 11.2 and 11.5 and the certificates state that the goods and/or services supplied were satisfactory.

If you answer “No” to questions 11.1 or 11.3 or 11.4 or 11.5 you shall fail and be rejected.

If you answer “No” to question 11.2 you shall fail and be rejected unless you are able to provide an explanation to the satisfaction of the Authority.

If you answer “Yes” to question 11.4 you shall fail and be rejected unless the information you supply provides a demonstration which is satisfactory to the Authority of why this will not recur in this contract if you are awarded it.

### **Part 3 Section 12 - Approach to Payments**

Self-declaration (questions 12.1- 12.4)

Question 12.1 is for information only and will not be scored. If the answer to question 12.1 is “No”, the Applicant is not required to answer the remaining questions.

Questions 12.2, 12.3 and 12.4 are assessed on a pass/fail basis based on your self declarations. You shall fail and be rejected if you answer “No” to any of the questions.

Payment performance (questions 12.5(a) – 12.5(d))

This question is measured over a twelve month period and the Applicant must demonstrate that you meet the required standard (have paid your supply chain within agreed terms and paid 95% of invoices within 60 days and in an average of 55 days or less) in at least one of the two previous six month periods (“reporting periods”[[15]](#footnote-16)).

Where the Applicant has reported payment data every six months in accordance with the Reporting on Payment Practices and Performance Regulations 2017, the two most recent reports can be submitted in response to question 12.5. If the Applicant has recent data for the previous three or more months which has not yet been reported under the regulations, then this this can also be submitted as a reporting period. Where You not required to publish your data in accordance with the regulations, You should still submit the previous twelve months’ worth of available data in two (six month) periods in line with the BEIS Guidance to Reporting Payment Practices and Performance.

Question 12.5(a) is for information.

Question 12.5(b) is assessed in accordance with the table below. If the Applicant has not paid all invoices within the agreed contractual terms in at least one reporting period, you must explain why in order to pass.

|  |
| --- |
| Approach to Payment - Assessment methodology for question 12.5(c) |
| Applicant’s performance  | Assessment criteria and methodology | Outcome |
| Applicant pays all supply chain invoices within agreed terms. | Meets the required standard | Pass |
| Applicant does not pay all supply chain invoices within agreed terms but provides an explanation why. | Meets the required standard | Pass |
| Applicant does not pay all supply chain invoices within agreed terms and does not provide an explanation why. | Does not meet the required standard | Fail |

Question 12.5(d) is assessed in accordance with the table below. If an Applicant has not met the required standard of payment of 95% of all invoices in 60 days and in an average of 55 days or less in at least one reporting period. You will still pass provided:

* + - After the Applicant has removed intercompany payments from the calculations, the Applicant paid 95% of all invoices within 60 days and that the average payment days are also 55 days or less, in at least one of the previous two reporting periods.
		- the Applicant has paid between 90% and 95% of all invoices within 60 days and that the average payment days are also 55 days or less, in at least one of the previous two reporting periods (after removing intercompany payments if relevant) and can demonstrate that it has a compliant action plan to achieve the required standard in future.
		- the Applicant is a new entrant to the market (trading for less than 12 months).

|  |
| --- |
| Approach to Payment - Assessment methodology for question 12.5(d) |
| Applicant’s performance | Assessment criteria and methodology | Outcome |
| The Applicant pays ≥95% of all supply chain invoices in 60 days and the average payment days are also ≤55. Both metrics are hit concurrently in at least one of the previous two six month reporting periods. | Meets the required standard | Pass |
| The Applicant pays ≥90% < 95% of all supply chain invoices in 60 days and the average payment days are also ≤55. Both metrics are hit concurrently in at least one of the two previous six month reporting periods.  | The Applicant demonstrates action plan that 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) all supply chain invoices within agreed terms.2. Actions to address each of these causes.3. Regular reporting on progress to the Applicant’s audit committee (or equivalent).4. Plan signed off by a director.5. Plan published on its website. (This can be a shorter, summary plan). | Pass |
| No action plan or action plan does not include all of the above features. | Fail |
| The Applicant pays ≤90% of all supply chain invoices in 60 days in at least one of the two previous six month reporting periods after removing intercompany payments (if relevant). | The Applicant’s payment performance falls substantially below the required standard. | Fail |
| The Applicant’s average payment days are >55 in both of the previous six month reporting periods after removing intercompany payments (if relevant). | The Applicant’s payment performance falls substantially below the required standard. | Fail |

In answering question 12.1, the Applicant must confirm whether you intend to use a supply chain to deliver any call off contract that may be awarded under the framework agreement (where relevant). In the event the Applicant does not propose to use a supply chain, but during the procurement (i.e. after selection has taken place) your circumstances change such that you then propose to do so, you must advise the Authority immediately. Where such a change is permissible in the circumstances, the Applicant will be asked to complete the remainder of the selection questions and provide the relevant payment data (applicable at the time the remainder of the questions are completed). The Authority will carry out an assessment in the usual way.

### **Part 3 Section 13 - Health and Safety: Policy and Capability**

This is assessed as pass/fail.

You shall fail and be rejected if:

1. you have not claimed an exemption either under CL or in accordance with the instructions within the Health and Safety Table in Section 13; and
2. you answer “No” to any question from 13.2 – 13.11 or are unable to provide supporting evidence on request.

### **Part 3 Section 14 - Equal Opportunity and Diversity: Policy and Capability**

This is assessed as pass/fail.

You shall fail and be rejected if:

1. you have not claimed an exemption and you are unable to demonstrate that you are compliant, or have been found to be non-compliant with your statutory obligations under the Equality Act 2010; and
2. where you are unable to demonstrate that you are compliant, or have been found to be non-compliant with your statutory obligations under the Equality Act 2010, you are unable to provide an explanation and details of the remedial action taken
3. for the purposes of complying with the duty, to the satisfaction of the Authority.

### **Part 3 Section 15 - Environmental Management: Policy and Capability**

This is assessed as pass/fail.

You shall fail and be rejected if:

1. you have not claimed an exemption, and do not hold a UKAS (or equivalent) accredited certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS certificate; and
2. you are unable to provide relevant evidence, to the satisfaction of the Authority, which demonstrates equivalent capability,

### **Part 3 Section 16 - Quality Management: Policy and Capability**

This is assessed as pass/fail.

You shall fail and be rejected if:

1. you have not claimed an exemption, and do not hold UKAS (or equivalent) accredited independent third-party certificate of compliance with BS EN ISO 9001; and
2. you are unable to provide relevant evidence, to the satisfaction of the Authority, which demonstrates equivalent capability.

### **Part 3 Section 18 - Carbon Reduction Plan – NOT USED**

### **4.4 Contact Details and Declaration**

* This section is pass/fail. You will fail and be rejected if you do not confirm acceptance of the declaration.
1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
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](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). Overseas bidders are required to provide equivalent information. [↑](#footnote-ref-3)
3. Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. <https://www.legislation.gov.uk/uksi/2015/102/regulation/57/made> [↑](#footnote-ref-4)
4. This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. [↑](#footnote-ref-5)
5. see Notes for Completion [↑](#footnote-ref-6)
6. <https://www.legislation.gov.uk/uksi/2015/102/regulation/57/made> [↑](#footnote-ref-7)
7. References to supply chain means suppliers or sub-contractors of any tier that execute any works, supply any products or provide any services that are used wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of the contract. [↑](#footnote-ref-8)
8. See PPN 10/23 FAQs. [↑](#footnote-ref-9)
9. This should include all situations where payments are due; not all payments involve an invoice (see FAQs). You should explain this in the tender documents [↑](#footnote-ref-10)
10. You should explain in the tender documents what a reporting period is by referring to the BEIS Guidance: <https://www.gov.uk/government/publications/business-payment-practices-and-performance-reporting-requirements> [↑](#footnote-ref-11)
11. In **question 13.1b(c)** accredited means having undergone third-party attestation by an organization that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements. [↑](#footnote-ref-12)
12. Risk assessments should focus on, and be proportionate to, the risks arising from the type of work to be undertaken. [↑](#footnote-ref-13)
13. In **question 15.1b** accredited means having undergone third-party attestation by an organization that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements. [↑](#footnote-ref-14)
14. In **question 16.1b** accredited means having undergone third-party attestation by an organization that is a signatory to either or both of the European Accreditation or International Accreditation Forum, multi-lateral agreements. [↑](#footnote-ref-15)
15. A reporting period is a period of six calendar months as set out in the BEIS Guidance to Reporting Payment Practices and Performance under the Reporting on Payment Practices and Performance Regulations 2007. <https://www.gov.uk/government/publications/business-payment-practices-and-performance-reporting-requirements>. [↑](#footnote-ref-16)