

VALIDATION CHECK POST BID EVALUATION

In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement, the Bidder is expected to provide an answer to the following questions as a validation check prior to the award of any Contract. If the Bidder fails to meet Contracting Authorities expectations, we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.

SEL1.1 Legal name, address, and contact details

Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).

Bidder Guidance: The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). Please complete the table below.

Scoring Criteria: For Information Only

Bidder Response:

Bidders full legal name	
Address line 1	
Address line 2	
Address line 3	
Address line 4	
Town / City	
Country	
Post code (or equivalent)	
Bidder contact	
Telephone No.	
Email	
Company Number	
VAT Number (if applicable)	

SEL2.1 Grounds for Mandatory Rejection

In some circumstances the Contracting Authority is required by law to exclude you from participating further in the procurement. If you cannot answer 'no' to every question in this section (SEL2.2 to SEL2.7) it is very unlikely that your application will be accepted, and you may wish to seek clarification from your Procurement Contact before completing this form?

Any supporting information in response to Q SEL2.2 to SEL2.7 should be provided in SEL2.8.

Please confirm that this requirement is understood by placing a 'X' in the appropriate box.

☐ Yes, this requirement is understood

☐ No, this requirement is not understood

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SEL2.2 Conspiracy

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended)?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.8 to justify the response is reasonable to the Contracting Authority. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes☐ No**SEL2.3 Corruption**

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended)?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.8 to justify the response is reasonable to the Contracting Authority. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes☐ No

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SEL2.4 Bribery

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of the offence of bribery where the offence relates to active corruption; or bribery within the meaning of section 1 or 6 of the Bribery Act 2010?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.8 to justify the response is reasonable to the Contracting Authority. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes

☐ No

SEL2.5 Fraud

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of the offence of fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of

- a) the offence of cheating the Revenue or
- b) the offence of conspiracy to defraud or
- c) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978 or
- d) fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006 or
- e) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994
- f) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993 or
- g) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.8 to justify the response is reasonable to the Contracting Authority. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

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☐ Yes☐ No**SEL2.6: Money Laundering**

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.8 to justify the response is reasonable to the Contracting Authority. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes☐ No**SEL2.7 Conviction**

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.8 to justify the response is reasonable to the Contracting Authority. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes☐ No**SEL2.8 Supporting Information SEL2.2 to SEL2.7**

If you have answered Yes to any of the questions SEL2.2 to SEL2.7 you should set out the full facts of the relevant incident and any remedial actions taken.

The information provided will be taken into account by the Contracting Authority in considering whether or not your response will be permitted to proceed any further.

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Bidder Guidance: If the Bidder has answered 'No' to questions SEL2.2 to SEL2.8 they should answer 'Not applicable'. Please complete the text box below or provide an attachment.

Scoring Criteria: Supporting information for SEL2.2 to SEL2.7

Bidder Response: Text or Attachment

SEL3.1 Grounds for Discretionary Rejection

The Contracting Authority is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to questions SEL3.2 to 3.10 it is possible that your application might not be accepted. In the event that any of the following do apply, please set out in SEL3.12 full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Contracting Authority in considering whether or not you will be able to proceed any further in respect of this procurement.

Please confirm that this requirement is understood by placing a 'X' in the appropriate box.

☐ Yes, this requirement is understood

☐ No this requirement is not understood

SEL3.2 Bankruptcy

Is any of the following true of your Economic Entity (either Organisation or Sole Trader)?

Is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against them or has made any composition or arrangement with or for the benefit of their creditors or has not made any conveyance or assignment for the benefit of

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his creditors or has not made any conveyance or assignment for the benefit of their creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out text in response to SEL3.12 with full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Contracting Authority in considering whether or not you will be able to proceed any further in respect of this procurement. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes

☐ No

SEL3.3 Insolvency

Is any of the following true of your organisation? being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out text in response to SEL3.12 with full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Contracting Authority in considering whether or not you will be able to proceed any further in respect of this procurement. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes

☐ No

SEL3.4 Resolution or Winding Up

Is any of the following true of your organisation? being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?

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Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out text in response to SEL3.12 with full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Contracting Authority in considering whether or not you will be able to proceed any further in respect of this procurement. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes

☐ No

SEL3.5 Criminal Offence Conviction

Has your organisation been convicted of a criminal offence relating to the conduct of your business or profession?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out text in response to SEL3.12 with full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Contracting Authority in considering whether or not you will be able to proceed any further in respect of this procurement. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes

☐ No

SEL3.6 Grave Misconduct

Has your organisation committed an act of grave misconduct in the course of your business or profession?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out text in response to SEL3.12 with full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Contracting Authority in considering whether or not you will be able to proceed any further in respect of this procurement. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

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☐ Yes☐ No**SEL3.7 Social Security Contributions**

Has your organisation failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out text in response to SEL3.12 with full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Contracting Authority in considering whether or not you will be able to proceed any further in respect of this procurement. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes☐ No**SEL3.8 Payment of Taxes**

Has your organisation failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established?

Bidder Guidance: Bidders shall answer **Yes** or **No**

If you answer 'yes' to this question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out text in response to SEL3.12 with full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Contracting Authority in considering whether or not you will be able to proceed any further in respect of this procurement. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes☐ No

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SEL3.9 Serious Misrepresentation

Has your organisation been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out text in response to SEL3.12 with full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Contracting Authority in considering whether or not you will be able to proceed any further in respect of this procurement. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes

☐ No

SEL3.10 Bribery

Has your organisation been convicted for an offence under section 2 or 7 of the Bribery Act 2010?

Bidder Guidance: Bidders shall answer **Yes** or **No**. If you answer 'yes' to this question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out text in response to SEL3.12 with full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Contracting Authority in considering whether or not you will be able to proceed any further in respect of this procurement. Please place an 'X' against your selection.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

☐ Yes

☐ No

SEL3.11 Policies and procedures relating to the Bribery Act 2010.

Does your organisation have policies and or procedures in place to demonstrate how it both complies with the Bribery Act 2010 and manages continued compliance?

Bidder Guidance: Please place an 'X' against your selection.

Scoring Criteria: For Information Only

Bidder Response:

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☐ Yes

☐ No
SEL3.12 Supporting information SEL3.2 to SEL3.10

If you have selected 'Yes' to any of the questions SEL3.2 to SEL3.10 you should set out the full facts of the relevant incident and any remedial actions taken. The information provided will be taken into account by the Contracting Authority in considering whether or not your response will be permitted to proceed any further.

Bidder Guidance: If the Bidder has answered 'No' to questions SEL3.2 to SEL3.10 they should answer 'Not applicable'. Please complete the text box below or provide an attachment.

Scoring Criteria: Supporting information to SEL3.2 to SEL3.10

Bidder Response: Text or Attachment

SEL3.13 Commercial organisation with a minimum financial turnover of £36m

If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.

Bidder Guidance: The Bidder shall choose from the following options;

- A. N/A – our turnover is less than £36M
- B. Yes – information attached
- C. No (with justification) – we are not compliant but will be prior to commencement of a contract
- D. No – we are not and will not be compliant at the time of award of the contract

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Resulting outcome by answer provided:

- A. Will result in a PASS
- B. If compliant with the Act will result in a PASS
- C. If compliant prior to award will result in a PASS. The Contracting Authority must be provided with this evidence prior to the estimated award date of the contract, extensions will not be permitted.
- D. Will result in a FAIL

If you are subject to the Modern Slavery Act then it is a requirement of the Contracting Authority in its contractual terms, for you to comply with this obligation including the Contracting Authority's right of audit under any contract awarded.

Scoring Criteria: Mandatory Pass/ Fail

Bidder Response:

- ☐ N/A – our turnover is less than £36M
- ☐ Yes – information attached
- ☐ No (with justification) – we are not compliant but will be prior to commencement of a contract
- ☐ No – we are not and will not be compliant at the time of award of the contract

SEL4.1 Economic and Financial Standing

We are required to make an assessment of your Economic and Financial standing.

To facilitate this, we shall conduct a credit check based on your Organisation and where applicable your Parent and / or Holding Company.

Bidder Guidance: The Contracting Authority will make a judgement based on the information ascertained from the credit check and any supporting information provided.

Bidders are free to provide supporting information with regards to their credit worthiness or answer 'Not applicable' if they wish to rely on the credit check.

Bidders should confirm if they are / are not providing additional attachments to support their Bid.

Pass – The Contracting Authority considers the credit check and / or information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.

Fail – The Contracting Authority considers credit check and / or the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.

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Bidders are invited to embed their attachments to this question in the 'Bidder response' section.

Scoring Criteria: Mandatory Pass/Fail

Bidder Response:

- ☐ Yes, we are providing supporting information, please see attachment.
- ☐ Not Applicable, we are content to rely on the credit check.