

**Selection Questionnaire**

**For**

**Plymouth Marjon University Campus Development Plan**

**CONTRACT REFERENCE NUMBER –**  **Masterplan-Bailey**

**OJEU NUMBER –** **2019/S 099-239965**

Date: 23rd May 2019

**Contents**

1. **Procurement Process Overview**
2. **Procurement Timetable**
3. **Conditions of Procedure**
4. **Instruction/Guidance for Selection Questionnaire Return**
5. **Standard Selection Questionnaire**
6. **Procurement Process Overview**

The procurement process undertaken will be the Restricted Procedure in accordance with Reg 28 of the Public Contract Regulations 2015 (PCR 2015). This will include the following stages:

* Selection and shortlisting – (using the Selection Questionnaire)
* 5 Candidates will be shortlisted and invited to submit a Tender
* Award decision and standstill period prior to contract award

This document sets out the information which is required by Plymouth Marjon University in order to assess the suitability of potential providers (“Candidates”) in terms of their technical and professional ability (including past experience), and economic and financial standing to meet the requirement.

Through the evaluation of responses to the Selection Questionnaire, the intention is to arrive at a shortlist of 5 qualified Candidates who will be invited to submit a “Tender”. However, Plymouth Marjon University reserves the right, at its sole discretion, to shortlist more Candidates should it be deemed to be in the interests of a fair process.

The longlist of 5 may be increased if the score of Candidates 6+ are within a tolerance of 1% of the shortlisted Candidate 5. The shortlist may contain fewer than 5 Candidates where there are fewer than 5 Candidates who submit compliant responses.

No information contained in this document, or in any type of engagement made between Plymouth Marjon University and any Candidate in connection with this Selection Questionnaire process, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this Selection Questionnaire.

Plymouth Marjon University reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time.

Under no circumstances shall Plymouth Marjon University incur any liability in respect of this Selection Questionnaire or any supporting documentation.

In assessing the answers to the selection questions, Plymouth Marjon University will be seeking evidence of the Candidate’s suitability to perform the services in terms of economic and financial standing, technical and professional ability. Qualification criteria will be a combination of both financial and non-financial factors.

**Shortlisting**

Candidates who submit a Selection Questionnaire which passes the mandatory and discretionary requirements detailed in Parts 1 & 2 of the questionnaire will be evaluated further and considered for the shortlist. The final shortlist will comprise the 5\* Candidates (\*subject to the comments above), who have passed all pass / fail criteria, with the highest scoring questionnaire responses based on the scored elements of the questionnaire in Part 3. The unsuccessful Candidates will be informed.

The minimum requirements are detailed within Part 3 of the Supplier Questionnaire;

For the avoidance of doubt, candidates that receive a score of 0 in any of these questions/sections will not be considered for shortlisting.

Candidates’ attention is specifically drawn to the criteria allocated to the score of 7 in the table below, as this demonstrates that the technical and professional ability is met.  Candidates receiving a score of 4 will not be excluded from the assessment, but as the corresponding methodology advises receiving this level of score highlights capability reservations.

Accordingly, and if appropriate, Plymouth Marjon University may issue a point of clarification/verification to the candidate and subject to the response being satisfactory and received within the allotted time scale may further revise such scores.

|  |  |
| --- | --- |
|  | Scoring Methodology |
| Score 0 | The supplier/candidate response has not addressed the component points regarding their capability. As a result of this, the response does not provide Plymouth Marjon University with the confidence that the supplier/candidate is capable of successful delivery – OR – A response has not been provided to this question. |
| Score 4 | The supplier/candidate response partially addresses the component points regarding their capability, illustrating that the supplier/candidate has some understanding of the component parts, which provides Plymouth Marjon University with little confidence that the supplier/candidate is capable of successful delivery. |
| Score 7 | The supplier/candidate response satisfactorily addresses the component points regarding their capability, illustrating that the supplier/candidate has an understanding of the component parts which provides Plymouth Marjon University with confidence that the supplier/candidate is capable of successful delivery. |
| Score 10 | The supplier/candidate response fully addresses all of the component parts regarding their capability, including factors that will offer added value, illustrating that the supplier/candidate has a comprehensive understanding of the component parts which provides Plymouth Marjon University with complete confidence that the supplier/candidate is capable of successful delivery. |

1. **Procurement Timetable**

It is the intention of Plymouth Marjon University, that this procurement will follow a clear, structured and transparent process at all times and that all Candidates will be treated equally.

Set out below is the proposed timetable. This is intended as a guide and whilst Plymouth Marjon University does not intend to depart from the timetable it reserves the right to do so at any stage.

Initial expected timescales are:

|  |  |
| --- | --- |
| TARGET DATE | STAGE |

|  |  |
| --- | --- |
| Wednesday 23rd May 2019 | OJEU Notice published, Selection Questionnaire and Intention to Tender Document issued; clarification process opens. |
| Thursday 6th June 2019 | Selection Questionnaire Clarification period closes |
| Monday 10th June 2019 | Final responses to Selection Questionnaire clarifications published |
| Monday 24th June 2019 @ midday | Selection Questionnaire response deadline |
| Tuesday 25th June up to and including 28th June 2019 | Selection Questionnaire Evaluations |
| Tuesday 2nd July 2019 | Publish shortlisted Candidates and notify unsuccessful Candidates |
| Thursday 4th July 2019 | Tender process opens |
| Friday 19th July 2019 | Clarification period closes |
| Tuesday 23rd July 2019 | Final responses to Invitation to Tender clarifications published |
| Tuesday 30th July 2019 @ midday | Closing date and time for receipt by Plymouth Marjon University of Tenders |
| Wednesday 31st July up to and including Wednesday 21st August 2019 | Evaluation of Tenders commences |
| Wednesday 14th August 2019 (reserve day Thursday 15th August 2019) | Supplier Interview/Presentations |
| Thursday 22nd August up to and including Friday 30th August 2019 | Plymouth Marjon University internal approval process |
| Monday 2nd September 2019 | Notification of Award Decision |
| A mandatory 10-day standstill period will be applied (Tuesday 3rd September up to and including Thursday 12th September 2019) | Commencement of Standstill Period (and contract finalisation with winning tenderer) |
| Friday 13th September 2019 | Confirmation of Award |
| Week Commencing 16th September 2019 | Target Contract Award Date & Commencement of Contract Signing - Implementation/Mobilisation/On-Boarding |

Candidates should note that this is an indicative timetable only and may be subject to change. Any changes will be communicated to all Candidates as soon as possible via Contracts Finder.

1. **Conditions of Procedure**

This section provides guidance to Candidates on how to complete the Selection Questionnaire.

**Clarifications**

Any enquiries or requests for clarification of any matter relating to this document or its contents must be made in writing via [procurement@marjon@ac.uk](mailto:procurement@marjon@ac.uk).

Clarifications should be clearly identified by the email subject line through the insertion of **“CLARIFICATION**:”

Plymouth Marjon University will endeavour, so far as is practicable, to respond to all clarifications as soon as possible via [procurement@marjon.ac.uk](mailto:procurement@marjon.ac.uk). The response to any clarifications will only be sent to the contact details provided to Plymouth Marjon University.

Plymouth Marjon University shall not be obliged to respond to any clarification and does not accept liability or responsibility for failure to provide any information requested.

If a Candidate considers that a clarification and / or its response relates to confidential matters, it must mark the clarification as "confidential". If Plymouth Marjon University believes it would be inappropriate to answer the clarification on a confidential basis it will notify the Candidate and require the Candidate to either withdraw the clarification or to raise any objection within two (2) working days of such notification and state, the grounds for its objection. If the Candidate does not withdraw the clarification or raise any objection within the specified period, or if Plymouth Marjon University believes the clarification is not confidential, Plymouth Marjon University may issue the clarification response to all the Candidates.

The Return Date for receipt of clarifications relating to the Selection Questionnaire and is set out in the Procurement Timetable detailed above.

**Late Return of Selection Questionnaire**

Any Selection Questionnaire received after the Return Date and time will not be considered. Plymouth Marjon University may, however, in its own absolute discretion extend the Return Date and in such circumstances Plymouth Marjon University will notify all Candidates of any such extension. It is the Candidate’s responsibility to ensure that their Selection Questionnaire is received in accordance with the deadline for receipt of submissions.

**Debrief**

Supplier Selection Criteria: those Candidates who are unsuccessful at Selection Stage, will be notified in writing and debriefed as to the reasons.

**Plymouth Marjon University Rights**

Plymouth Marjon University reserves the right to:

* Seek clarifications or additional documents in respect of any Selection Questionnaire;
* Disqualify any Candidate that does not submit a compliant Selection Questionnaire in accordance with the instructions in this document or submits a Selection Questionnaire that is vague or incomplete. Evasive, unclear or hedged. Candidates may be discounted in evaluation and may, at Plymouth Marjon University's discretion, be taken as a rejection by the Candidate of the terms set out in this document;
* Disqualify any Candidate in accordance with Regulation 57 (Exclusion Grounds; Mandatory Exclusions) of the Regulations;
* Withdraw this Selection Questionnaire and associated documents at any time, or to re-invite Candidates on the same or any alternative basis;
* Choose not to award any Contract because of the current procurement process;
* Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason;

Non-acceptance or rejection of any Selection Questionnaire shall be without prejudice to any other civil remedies available to Plymouth Marjon University or any criminal liability which such conduct by a Candidate may attract.

**Candidates Conduct**

Candidates are reminded of their obligations as set out in the Regulations, relating to their conduct. By submission of a Selection Questionnaire the Candidate warrants that:

The information provided in the Selection Questionnaire has been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, with any other Candidate(s) or with any competitor.

No attempt has been made or will be made by the Candidate to induce any other person or firm to submit or not to submit either a Selection Questionnaire for the purpose of restricting competition and or any other undesirable practises.

**Conflicts of Interest**

Candidates are responsible for ensuring that no conflicts of interest exist between the Candidates and its advisers, and Plymouth Marjon University and its advisors or the Candidate’s constituent members. Any Candidate who fails to comply with this requirement may be disqualified from the procurement at the discretion of Plymouth Marjon University. There is a duty on the Candidate to notify Plymouth Marjon University of any such conflict.

**Warranties and Disclaimers**

While the information contained in the Selection Questionnaire is believed to be correct at the time of issue, Candidates should not rely on this information and should carry out their own due diligence checks and verify the accuracy of the information.

Neither Plymouth Marjon University, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to all information including any statement, opinion or conclusion contained in, or any omission from, this Selection Questionnaire (including this guidance, all information available on Contracts Finder, all appendices and attachments), and in respect of any other written or oral communication transmitted (or otherwise made available) to any Candidate. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of Plymouth Marjon University. Plymouth Marjon University does not accept any responsibility for any pre-contractual representations made by it or on its behalf.

**Misrepresentation**

When submitting your Selection Questionnaire, you are confirming that your submission contains accurate information which will not mislead Marjon in the bid evaluation process.

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce Marjon 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.

Neither the issue of this Selection Questionnaire and associated documents, nor any of the information presented in it, should be regarded as a commitment or representation on the part of Plymouth Marjon University (or any other person) to enter into a contractual arrangement. Plymouth Marjon University has not made and is not making any contract, agreement or warranty that a Contract will be offered through the issue of this Selection Questionnaire and associated documents.

**Candidate’s Warranties**

In submitting theSelection Questionnaire, the Candidate warrants and represents and undertakes to Plymouth Marjon University that:

* It has not performed any of the acts or matters referred to in Regulation 57 of the Public Contracts Regulations and has complied in all respects with this Selection Questionnaire.
* All information, representations and other matters of fact communicated (whether in writing or otherwise) to Plymouth Marjon University by the Candidate or its employees, officers, agents or advisers, in connection with or arising out of the Selection Questionnaire, are true, complete and accurate in all respects.
* It has made its own investigations and research and has satisfied itself in respect of all matters relating to this Selection Questionnaire.
* It has full power and authority to enter into the Contract and provide the Services and will if requested produce evidence of such to Plymouth Marjon University.
* It is of sound financial standing and the Candidate and its partners, directors, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the audited accounts or other financial statements of the Candidate submitted to Plymouth Marjon University) which may adversely affect such financial standing in the future.

The Candidate shall indemnify, and keep indemnified, Plymouth Marjon University against all actions, claims, demands, proceedings, damages, costs, losses, charges and expenses whatsoever in respect of any breach by the Candidate of any of its obligations in this Selection Questionnaire and associated documents.

**Costs Incurred**

Plymouth Marjon University will not be liable for any bid costs, expenditure, work or effort incurred by a Candidate or by a third party acting under instructions from them in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by Plymouth Marjon University.

**Confidentiality and Freedom of Information Act (FOIA)**

This Selection Question and associated documents are made available on condition that its contents (including the fact that the Candidate has received this Selection Questionnaire and associate documents) is kept confidential by the Candidate and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Candidate to present a submission.

Under the Local government Transparency Code 2015 (Transparency Code) it is the responsibility of Plymouth Marjon University to publish details of all contracts it now places. Candidates acknowledge that Plymouth Marjon University is obliged to disclose the provisions of any resulting Contract.

This does not apply to any information which is exempt from disclosure in accordance with FOIA principles.  In determining whether any information is exempt, Plymouth Marjon University shall seek to consult with the Candidate and shall take its reasonable concerns into consideration, provided that Plymouth Marjon University shall have the final decision in its absolute discretion.  The Candidate shall co-operate and assist Plymouth Marjon University to publish in accordance with Plymouth Marjon University’s obligation.

**Freedom of Information**

The Freedom of Information Act 2000 and Environmental Information Regulations 2004 affects all information held by contracting authorities. It is a matter of law and contracting authorities cannot contract out of it.

So far as procurement information is concerned, Marjon currently expects the position as to what information may be accessible to the public, to be as set out in the table below. However, it can give no guarantee that this will continue to be the case, as the legislation develops and as the Information commissioner issues decisions in this area, thus these are working assumptions as opposed to absolutes. Nor can Marjon give any commitment that it or other customers may not be required or feel obliged to make information available to the public or to withhold it on some other basis. By participating in the procurement process you are taken to accept this.

The table below details different types of information and how Marjon will treat each of these:

| Information | How it is treated |
| --- | --- |
| Questionnaire / Tender submissions | Will be treated as publicly inaccessible at least until the notification of successful Tenderer. |
| Identity and amount of bids | The total bid price of successful Tenderer will become accessible between notification of successful Tenderer and contract signature. |
| Contract Documents as completed by the successful Tenderer | Accessible during the advertisement period under Marjon auditing regime. |
| Amounts spent on purchases etc. | Accessible |
| Trade secrets and other information that is genuinely commercially confidential | Under European Law Marjon is obliged not to disclose information that is genuinely confidential (such as the formula for making a particular product). However, the Information Commissioner has made it clear that this cannot be used as a blanket justification for refusing access, and that Marjon may not agree to treat information as confidential unless there is a really strong justification for doing so. |

**Data Protection**

Plymouth Marjon University requires all Candidates to comply with the Data Protection Act 1998 and General Data Protection Regulations 2015 (to the extent the Regulations or any legislation enacting the Regulations are in force in the UK) and to take appropriate data security measures when processing any personal data in connection with the procurement process.

**Publicity**

Candidates shall not undertake (or permit to be undertaken) at any time (whether prior to or after any contract award) any publicity or activity with any section of the media in relation to this procurement process or resulting contract, other than with the prior written consent of Plymouth Marjon University. In this paragraph the word "media" includes (but is not limited to) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large and the representatives of such media.

**Consortia, Unincorporated Joint Ventures and Sub-Contracting arrangements**

Plymouth Marjon University recognises that a Candidate may be a collaboration of organisations either through a consortium arrangement, unincorporated joint venture or by way of a lead contractor and sub-contractors. This does not preclude a single organisation submitting a response.

Any Candidate which is a consortium will be required to form a legal entity prior to any award of a Contract. Suitable security for guaranteeing the obligations of the legal entity and the delivery of the works or services under the Contract may be required in the form of a parent company guarantee or performance bond from the Lead Organisation and/or the Relevant Organisations as required by Plymouth Marjon University.

For Candidates who are Lead Contractors and sub-contractors, the Lead Contractor will be required to enter into resultant Contract and take all legal responsibility for the obligations under that Contract.

**Bribery Act 2010 & Whistleblowing**

Plymouth Marjon University contracts include provisions under which the contract will be terminated if the service provider or anyone on its behalf bribes or tries to bribe anyone in connection with any contract or commits an offence under the Bribery Act 2010.

There are stringent similar provisions under both UK and European law in respect of money laundering and misconduct in respect of European funding.

Plymouth Marjon University also requires of Candidates that they sign non-collusion agreements to the effect that they will not collude with other Candidates in submitting bids, except where they are consortiums.

Plymouth Marjon University encourages all Candidates or for that matter anyone else, to contact us if any, employee or other service provider, Candidate or potential Cadidate approaches them and either attempts to engage them in any such activity or hints that they could do so.

If so, or for that matter in respect of any concerns a supplier may raise about any other sort of irregularity, it will treat their information in confidence in comparable fashion as required by Whistle Blowing best practise.

**Law**

The laws of England and Wales will apply to this Selection Questionnaire and associated documents and the procurement generally.

**Form of Parent Company Guarantee**

Where appropriate and Plymouth Marjon University deems relevant a Parent Company Guarantee will be required prior to any formal award of contract. If you are required to submit a Parent Company Guarantee then it will be requested as part of your submission.

**Performance Bond**

Where appropriate and Plymouth Marjon University deems relevant a Performance Bond will be required prior to any formal award of contract. If applicable this will be detailed as part of your submission.

**Inter Government Information Sharing**

All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, Plymouth Marjon University may disclose within Government any of the Contractor's documentation/information (including any that the Contractor considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Contractor to Plymouth Marjon University during this Procurement. The information will not be disclosed outside Government. Contractors taking part in this competition consent to these terms as part of the competition process.

1. **Instruction/Guidance for Selection Questionnaire Return**

**Instructions for Selection Questionnaire Return**

You must return all documentation required by the Selection Questionnaire by the Return Date to Plymouth Marjon University’s via [procurement@marjon.ac.uk](mailto:procurement@marjon.ac.uk)

Any additional information which is necessary to support your Selection Questionnaire should be uploaded as part of your submission.

**Changes**

After return of the Selection Questionnaire and associated documents, the Candidate must inform Plymouth Marjon University of any changes via email at [procurement@marjon.ac.uk](mailto:procurement@marjon.ac.uk) . Plymouth Marjon University reserves the right to disqualify any Candidate that fails to undertake this task.

Plymouth Marjon University reserves the right to accept changes proposed by any Candidate to the composition of their entity subject to the necessary legal/eligibility, technical ability and financial standing criteria set out being met and such change resulting in satisfactory arrangements for the Candidate's ability to deliver the requirements, providing always that such change is notified and takes effect prior to the being executed.

**Missing and Omitted Materials in the Selection Questionnaire**

Where it appears that there is an error in the information submitted within the Selection Questionnaire, including missing or omitted material, the relevant Candidate shall be made aware of the apparent error.

The candidate shall be asked to confirm acceptance as to this position or highlight that the information required is actually included in their submission.

When contacting the candidate the following information shall be provided to them:

* Which information is considered missing/omitted.
* The time limit within which a response is required.

**Submission of Selection Questionnaires**

Unless Plymouth Marjon University has expressly stated to the contrary, each Candidate must submit only one Selection Questionnaire.

Each Selection Questionnaire must be a standalone submission and not be dependent on any other submission or any other factors external to the requirement itself. Each Selection Questionnaire must be capable of being accepted by Plymouth Marjon University in its own right.

The following requirements must be adhered to when submitting a Selection Questionnaire and associated documents:

* Candidates should submit only such information as is necessary to respond effectively to the Selection Questionnaire.
* Unless specifically requested, extraneous presentation materials, particularly company corporate sales material, are neither necessary nor desired. Such materials will only be taken into account if they are clearly referenced in a Candidate's specific response to a question in this Selection Questionnaire and only then to the extent that information is considered relevant by Plymouth Marjon University.
* The Selection Questionnaire and associated documentation must be in English and drafted in accordance with the drafting guidance set out in this Selection Questionnaire.
* The Selection Questionnaire must be clear, concise and complete. Plymouth Marjon University reserves the right to mark a Candidate down or exclude them from the procurement if the Selection Questionnaire and associated documents contain any ambiguities or lacks clarity.
* Candidates have provided contact information when submitting their response. Plymouth Marjon University shall not be responsible for contacting the Candidate through any route other than the nominated contact. The Candidate must therefore undertake changes relating to the contact promptly if required.

In accordance with Regulation 59 of the UK Public Contract Regulations 2015 and EU Implementing Regulation 2016/7 Plymouth Marjon University will accept submission of a European Single Procurement Document (ESPD) as part of any submission.

Where Candidates choose to submit all or any part of the ESPD in place of Sections of this Selection Questionnaire this must be clearly identified and referenced by the Candidate. Additionally, submission of an ESPD may not cover all of the Selection Criteria required for this procurement.

**Consortia, Unincorporated Joint Ventures and Subcontracting Candidates**

Where the Candidate has completed the response and the Selection Criteria is made up of a Lead Organisation and Relevant Organisation(s) the following will apply (unless stated otherwise within the relevant section):

* For Pass/Fail Sections all Relevant Organisations will be required to pass all Sections unless an adequate justification is provided by the Relevant Organisation or the Lead Organisation which is satisfactory to Plymouth Marjon University; and
* For scored Sections, Plymouth Marjon University will provide the Candidate with a global score for each question taking into account the responses received from each Relevant Organisation and looking at the submission in respect of that question as a whole.

1. **Standard Selection Questionnaire**

The Standard Selection Questionnaire below is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for 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).

**Instructions for Completion**

The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.

“You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

Suppliers are required to complete the Standard Selection Questionnaire below and submit it, together with any requested supporting information, to Marjon by the due date and time for return in accordance with the procedures set out in this document.

Suppliers should follow the instructions outlined below when completing this Standard Selection Questionnaire.

For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

For answers to Part 3 - If you are the lead organisation bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

Suppliers should answer all questions in full, as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Candidate’s organisation, this should be indicated, with an explanation.

The information supplied will be checked for completeness and compliance with the instructions before responses are evaluated. Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses (e.g. a Non-Canvassing and Non-Collusion certificate (included at the end of this document), and the proofs of financial standing etc), within the specified timescale, may mean that a supplier is not invited to participate further in the procurement process.

In the event that none of the responses are deemed satisfactory, Marjon reserves the right to terminate the procurement and where appropriate re-advertise the procurement.

Suppliers must be explicit and comprehensive in their responses to the Standard Selection Questionnaire as this will be the single source of information on which responses will be scored. Suppliers are advised neither to make any assumptions about their past or current supplier relationships with Plymouth Marjon University nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

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.

|  |  |
| --- | --- |
| **Evaluation Methodology** | |
| Section | Evaluation Methodology |
| **Part 1: Potential supplier Information** |  |
| Section 1: Potential Supplier Information – 1.1(a) to 1.1(p) | Info Only |
| Section 1: Bidding Model – 1.2(a) to 1.2 (b) | Info Only |
| Section 1: Contact Details and Declaration 1.3 (a) to 1.3 (h) | Pass/Fail |
| **Part 2: Exclusion Grounds** |  |
| Section 2: Grounds for mandatory exclusion 2.1(a) to 2.3(b) | Pass/Fail |
| Section 3: Grounds for discretionary exclusion 3.1 to 3.2 | Pass/Fail |
| **Part 3: Selection Questions** |  |
| Section 4: Economic and Financial Standing 4.1 to 4.3 | Pass/Fail |
| Section 5: If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below: | Pass/Fail |
| Section 6: Technical and Professional Ability | \*Scored (please refer to the embedded document below) |
| Section 7: Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 | Pass/Fail |
| Section 8: Additional Questions - Insurance | Pass/Fail |

**Part 1: Potential supplier Information**

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

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. ppublic limited company 2. llimited company 3. llimited liability partnership 4. oother partnership 5. ssole trader 6. tthird sector 7. oother (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Vvoluntary Community Social Enterprise (VCSE) 2. Ssheltered Workshop 3. Ppublic service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[3]](#footnote-3)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

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

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

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

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

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

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

|  |  |  |
| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**[[4]](#footnote-4)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 4** | **Economic and Financial Standing** | | | | | |
|  | Question | | | | Response | |
|  | To pass; the individual company must provide all the required information and be an acceptable financial risk for the University based upon the following assessment provided by ‘Credit safe Company Report’ for an estimated contract value of £200,000.00.  Plymouth Marjon University reserves the right to use the services of an independent third party to assess your financial standing and offer a financial risk-based appraisal.  Within two working days of the closing date for submissions Plymouth Marjon University will undertake a credit check on your organisation which shall yield a score between 0 and 100. This score will be utilised by Marjon to identify the following risk factor posed to it by the organisation.   |  |  |  | | --- | --- | --- | | Score | Definition | Action | | 0-25 | Significant Risk | The organisation may not be suitable to progress with this tender opportunity and may be awarded a Fail and therefore eliminated from this process. A final decision will be based upon the findings and results described in Section 4.3 below. | | 26-50 | High to Moderate Risk | Further evaluations of the financial information provided is required to identify the level of risk in relation to the services required – as described in section 4.3 below. | | 51-100 | Low to Very Low Risk | Complete the financial standing criteria as described in Section 4.3 below. | | | | | |  |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | | | | Yes ☐  No ☐ |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | | | | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | | | | Yes ☐  No ☐ |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | | | | Yes ☐  No ☐ |
| **4.2** | 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 ☐ |
| **4.3** | The information provided by the Applicant/Candidate will be assessed to establish the economic and financial standing of the Candidate in relation to the contract. The Applicant/Candidate will be awarded an overall pass or fail mark dependent on the score awarded from the assessment process found below. All information provided as attachments should be clearly referenced to the question number. | | | | | |
|  | **Group Structures**  If the Candidate is a subsidiary, the financial information is required for both the subsidiary and the relevant parent organisation.  A financial assessment will also be performed on the relevant parent company based on the criteria outlined below.  For purposes of assessment relevant parent company will be taken as the ultimate unless otherwise stated, and the assessment will be on the relevant parent company accounts not the consolidated group accounts. Information must be provided that enables the criteria outlined below to be assessed. | | | | | |
|  | **Additional Information**  Credit rating report: credit rating reports will be obtained for both the Candidate and relevant parent company.  These will be used to provide Plymouth Marjon University with an independent check of financial information supplied by the Candidate  Where the Candidate or parent company receives a “Nil” credit rating this could lead to an unsatisfactory financial assessment but further investigation will be carried out based on the financial accounts supplied.    Litigation: outstanding claims or litigation to the value of 25% or more of the last financial year’s profits that are not covered by appropriate insurance could lead to an unsatisfactory financial assessment.  This applies to the Candidate and their relevant parent.  Scoring mechanism: up to 100 marks are awarded taking into account turnover and the performance of the company in question measured by using standard accounting ratios. The scoring model is therefore as follows. | | | | | |
|  | **Where the Candidate is a subsidiary**  The assessment process will be applied to the financial information obtained for both the Candidate and its ultimate parent organisation and assessed as follows:  For Candidates who have a parent organisation, the ultimate parent organisation will also be assessed on the same financial standards as follows: - | | | | | |
| **Candidate** | **Parent company** | **Ultimate result** | | **Notes** | | | |
| Pass | Pass | Pass | |  | | | |
| Fail | Fail | Fail | |  | | | |
| Fail | Pass | Pass | | Only if ultimate parent organisation confirms that it is willing to give financial support to the subsidiary organisation (the Candidate) in the form of a parent company guarantee (PCG), or other form of suitable security as required by Plymouth Marjon University. | | | |
| Pass | Fail | Pass | | **If** the relevant parent organisation is a non-trading Holding Company. | | | |
| Pass | Fail | Fail | | **If** the relevant parent organisation is a trading organisation | | | |
|  | **Consortium bids**  The assessment process will be applied to the financial information obtained for each relevant organisation that is a member of the consortium.  The combined turnover of all consortium members must meet the turnover requirement.  All other elements of the financial assessment (profit, liquidity, gearing) will be based on the individual performance of each member of the consortium.  Where any member of the consortium cannot demonstrate that it meets the minimum acceptable standard as identified in the Due North System then a fail may be awarded to the consortium.  Scoring criteria calculations  Scores will be calculated as follows: | | | | | |
| **Criteria** | | | **Maximum Score** | | | | |
| (a) Turnover | | | 30 | | | | |
| (b) Liquidity (Acid Test Ratio) | | | 30 | | | | |
| (c) Gearing | | | 20 | | | | |
| (d) Net Profit Margin | | | 20 | | | | |
| **Total Score** | | | **100** | | | | |
| **(a)** | **)        Turnover: 30 marks**  This calculation is used to demonstrate the Candidate has sufficient resources to meet the requirement of the Contract.  If the Candidate's average annual turnover for each of the last two financial years is equal to or higher than the turnover requirement the Candidate will receive 30 marks.  If the Candidate has an average annual turnover for each of the last two financial years of less than the turnover requirement (0) marks will be awarded.  In the case of a newly formed organisation the average annual turnover will be determined from a combination of the company accounts (where provided) and the business plan.  In the case of consortium bids the total combined turnover of the Lead Candidate and all Relevant Organisations will be calculated and this combined turnover will be used within the individual assessment of each member of the consortium. | | | | | | |
| **(b)** | **)** **Liquidity (Acid Test Ratio): 30 marks**  This criterion assesses whether or not the Candidate can demonstrate they have sufficient resources to pay its debts by comparing [current assets](https://vpn.marjon.ac.uk/go/http:/en.wikipedia.org/wiki/Current_asset) minus stock to [current liabilities](https://vpn.marjon.ac.uk/go/http:/en.wikipedia.org/wiki/Current_liabilities). It is expressed as follows:    (current assets – stock)                                    =  Acid Test    current liabilities  This will be measured on the average of the two years accounts.  Stock will include stock, inventories and work in progress.  The minimum standard for this criterion is that the Candidate must have a current liquidity ratio of at least **1.0.**  Score Scores will be awarded as follows: | | | | | | |

|  |  |
| --- | --- |
| **Current Ratio** | **Score** |
| Equal to or greater than 1.0 | 30 |
| Less than 1.0 (minimum standard) | 0 |

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| --- | --- | --- | --- | --- |
| **(c)** | **)** **Gearing: 20 marks**  This criterion assesses whether or not the Candidate can demonstrate it has sufficient equity (or capital) to borrowed funds.  Gearing is a measure of financial leverage, demonstrating the degree to which a firm's activities are funded by owner's (shareholders) funds versus creditor's funds. This will be measured on the latest annual accounts only.  It is expressed as follows:  (Debt greater than 1 year + Debt less than a year + Overdrafts – Cash)   |  | | --- | |  | |  |  |     Net worth (or equity)    Plymouth Marjon University will calculate the gearing ratio. The minimum standard for this criterion is that the Candidate must have a gearing ratio lower than 90%  Sco Scores will be awarded as follows: |

|  |  |
| --- | --- |
| **Gearing Ratio %** | **Score** |
| Less than 90% | 20 |
| Equal to or greater than 90% | 0 |

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| --- | --- |
| **(d)** | **Net Profit Margin: 20 marks**  Marks will be awarded if the average profit margin for the last two years is above 0.  Net Profit margin percentage will be calculated as follows:  (Net Profit after interest but before tax / Turnover)  Scores will be awarded as follows: |

|  |  |
| --- | --- |
| **Mean profit margin percentage (%)** | **Score** |
| Greater than 0 | 20 |
| Less than or equal to 0 (minimum standard) | 0 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | | |
| **Name of organisation** | |  | |
| **Relationship to the Supplier completing these questions** | |  | |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | | Yes ☐  No ☐ |

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| --- | --- |
| **Section 6** | **Technical and Professional Ability** |
| **6.1** | **Relevant experience and contract examples**  Candidates are required to provide details of up to three relevant examples of contracts, that demonstrate your organisation’s experience in delivering similar services or works to the requirements of this procurement exercise in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years.  Please ensure that the ‘Point of contact in the organisation’ provided below has received prior notice that they will be contacted by Marjon between 18th to 21st June 2019 (i.e. the evaluation). T confirm that the description of contract’ are correct and a true reflection of the work undertaken by you/your organisation and unambiguously within the scope of the requirement to Marjon  Consortia bids should provide relevant examples of where the consortium has 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 Special Purpose Vehicle (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.  If you cannot provide 3 example(s) see question 6.2 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Contract 1 (10% weighting)** | **Contract 2 (10% weighting)** | **Contract 3 (10% weighting)** | |
| **Name of customer organisation** | |  |  |  | |
| **Point of contact in the organisation** | |  |  |  | |
| **Position in the organisation** | |  |  |  | |
| **E-mail address** | |  |  |  | |
| **Description of contract** | |  |  |  | |
| **Any details of where you have been able to demonstrate added value through the adoption of innovative solutions.** | |  |  |  | |
| **Contract Start date** | |  |  |  | |
| **Contract completion date** | |  |  |  | |
| **Estimated contract value** | |  |  |  | |
| **6.2** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. | | | |
| **Candidate Response** |  | | | |

|  |  |
| --- | --- |
| **6.3** | **Weighting 5%** Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
| **Candidate Response** |  |
| **6.4** | **Weighting 15%** In recognition of the specialist skills, experiences, and attributes required, candidates are required to provide a detailed statement, confirming the responsibilities, experiences and technical ability of the proposed team who will be responsible for the delivery of this requirement.  Candidates attention is particularly drawn to the inclusion of the following: -  A summary of the proposed team structure clearly detailing each individual’s roles and responsibilities and use include subcontractors if applicable;  A short CV for each key team member detailing relevant qualifications, skills and technical experience; (page limit A4 two sided)  A description of the methodology detailing how the proposed team will be organised and deployed to ensure a high-quality service delivery. |
| **Candidate Response** |  |
| **6.5** | **Weighting 20%** Candidates are required to set out the processes that your organisation has deployed to previous projects to ensure consideration and application of current design and construction methods and best practise products and technologies that delivered a sustainably designed and constructed building that delivered low carbon emissions.  Please provide details to demonstrate how you have used and considered current and proposed building design and construction methods, products and technologies to deliver a well-designed, usable and sustainable building with low carbon emissions. |
| **Candidate Response** |  |
| **6.6** | **Weighting 5%.** Candidates are required to provide details on how you have been proactive in ensuring relevant industry standards and best practise have been implemented during the delivery of the contact/project to reduce energy and water consumption and the results at post-occupancy stage.  Please provide details of your approach together with the outcomes and effects you were able to influence and achieve. |
| **Candidate Response** |  |
| **6.7** | **Weighting 15%.** Please provide details of the arrangements and practises that you have apply to ensure that any partner(s)/sub-contractor(s) you engage, will adhere to any site specific environmental protection measures, including all relevant environmental legislation and guidelines  Please explain what processes and protocols you have in place with partner(s)/sub-contractor(s) who have worked with you on previous projects. |
| **Candidate Response** |  |
| **6.8** | **Weighting 5%** Plymouth Marjon University are fortunate enough to have a biodiverse campus of flora and fauna, including a deer herd which roams through the Campus; Please provide details of the measures that you have put in place to ensure that the biodiversity is enhanced rather than damaged or disturbed.    Please provide details to explain how you have put appropriate measures in place that have been effective in ensuring that the biodiversity is enhanced rather than damaged or disturbed throughout this project. |
| **Candidate Response** |  |

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| --- | --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide the relevant url …  No ☐  Please provide an explanation |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| a. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Y/N  Employer’s (Compulsory) Liability Insurance = £10m  Public Liability Insurance = £10m Professional Indemnity Insurance = £10m  Product Liability Insurance = £2m  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

**Please refer to the Evaluation Matrix below for details on how your responses will be evaluated and ranked**

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1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
4. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-4)