|  |  |  |
| --- | --- | --- |
| **Schedule 3: Supplier Questionnaire**  **Chewing Gum Removal from Pavements and Pedestrian Areas**  **Contract Reference 2016-008**  **Please provide answers to all questions** | | |
| **1 – Supplier Information *[Suitability assessment Information only]*** | | |
| **1.1 Supplier details** | **Answer** | |
| Name of the company in whose name the quotation is submitted |  | |
| Registered company address |  | |
| Registered company number and date of registration |  | |
| Registered charity number (if applicable) |  | |
| Registered VAT number |  | |
| Registered address, if different from above |  | |
| Name of immediate parent company |  | |
| Name of ultimate parent company |  | |
| Please mark ‘X’ in the relevant box to indicate your trading status | 1. a public limited company | ▢ Yes |
| 1. a limited company | ▢ Yes |
| 1. a limited liability partnership | ▢ Yes |
| 1. other partnership | ▢ Yes |
| 1. sole trader | ▢ Yes |
| 1. other (please specify) | ▢ Yes |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to your organisation | Voluntary, Community and Social Enterprise (VCSE) | ▢ Yes |
| Small or Medium Enterprise (SME) | ▢ Yes |
| For SME classification please state number of employees? |  |
| Sheltered workshop | ▢ Yes |
| Public Service mutual | ▢ Yes |

|  |  |  |
| --- | --- | --- |
| **1.2** | **Bidding model / legal form *[Information only]*** | |
| **Please mark ‘X’ in the relevant box to indicate whether you are:** | | |
| 1. Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself? | | ▢ Yes |
| 1. Bidding as a Prime Contractor and will use third parties to deliver some of the services? | | ▢ Yes |
| If yes, please provide details below of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contact deliverables each sub-contractor will be responsible for. | | |
|  | | |
| 1. Bidding as a Prime Contract but will operate as a Managing Agent and will use third parties to deliver all of the services? | | ▢ Yes |
| If yes, please provide details below of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contact deliverables each sub-contractor will be responsible for. | | |
|  | | |
| 1. Bidding as a consortium but not proposing to create a new legal entity? | | ▢ Yes |
| If yes, please include details of your consortium below including Consortium members and lead member, explaining the alternative arrangements i.e. why a new legal entity is not being created.  Please note the Council may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | | |
|  | | |
| 1. Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV)? | | ▢ Yes |
| If yes, please include details of your consortium below including Consortium members, Current lead member and name of Special; Purpose Vehicle and provide full details of the bidding model. | | |
|  | | |

|  |  |
| --- | --- |
| **1.3 Contact details *[Information only]*** | |
| **Contractor contact details for enquires about this supplier questionnaire:** | |
| Name |  |
| Postal address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| **2. Grounds for mandatory exclusion *[Suitability criteria - Pass / Fail]*** | | |
| You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where there is disproportionate e.g. only minor amounts involved).  If you have answered “Yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details below. You may contact the council for advice before completing this form. | | |
|  |  | |
| **2.1 Within the past five years, has your organisation (or a member of any proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | Please indicate your answer by marking ‘X’ in the relevant box below | |
| 1. Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime? | Yes | No |
| 1. Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to active corruption? | Yes | No |
| 1. The common law offence of bribery? | Yes | No |
| 1. Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of People Act 1983? | Yes | No |
| 1. Any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: | Yes | No |
| (i) the offence of cheating the Revenue? | Yes | No |
| (ii) the offence of conspiracy to defraud? | Yes | No |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978? | Yes | No |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006? | Yes | No |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994? | Yes | No |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice act 1969? | Yes | No |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969? | Yes | No |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006? | Yes | No |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act? | Yes | No |
| 1. Any offence listed below: | Yes | No |
| (i) in section 41 of the Counter Terrorism Act 2008; or | Yes | No |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection? | Yes | No |
| 1. Any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by questionnaire number 7.1.7? | Yes | No |
| 1. Money laundering within the meaning of sections 340(11) and 415 of the proceeds of Crime Act 2002? | Yes | No |
| 1. An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996? | Yes | No |
| 1. An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004? | Yes | No |
| 1. An offence under section 59A of the Sexual Offences Act 2003? | Yes | No |
| 1. An offence under section 71 of the Coroners and Justice Act 2009? | Yes | No |
| 1. An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994? | Yes | No |
| 1. Any other offence within the meaning of Article 57(1) of the Public Contracts Directive: | Yes | No |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland? | Yes | No |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales and Northern Ireland? | Yes | No |
| **2.2** **Non-payment of taxes**  Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes | No |
| If you answered Yes to this question please provide details below and to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including where applicable, any accrued interest and/or fines? | | |
|  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.** **Grounds for discretionary exclusion – Part 1 *[Selection criteria - Pass / Fail]*** | | | | |
| The council may exclude any organisation from the procurement process who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (i): | | | | |
| **3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | Please indicate your answer by marking ‘X’ in the relevant box below | | | |
| 1. Your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective arrangements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time? | Yes | | No | |
| 1. Your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administers by a liquidator or by the court, where it is 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 | |
| (c) Your organisation is guilty of grave professional misconduct, which renders its integrity questionable? | | Yes | | No |
| 1. Your organisation has entered into agreements with other economic operators aimed at distorting competition? | | Yes | | No |
| 1. Your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot effectively remedied by other, less intrusive, measures? | | Yes | | No |
| 1. The prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41 that cannot be remedied by other, less intrusive, measures? | | Yes | | No |
| 1. Your organisation has 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 |
| 1. Your organisation: 2. has 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; or 3. has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations? | | Yes | | No |
| 1. Your organisation has undertaken to: 2. unduly influence the decision-making process of the contracting council: or   (bb) obtain confidential information that may confer upon  your organisation undue advantages in the procurement procedure? | | Yes | | No |
| * + 1. Your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award? | | Yes | | No |

|  |
| --- |
| **4. Grounds for discretionary exclusion – Part 2 *[Selection criteria - Pass / Fail]*** |
| The council reserves the right to use its discretion to exclude a Contractor where it can demonstrate the Contractor’s non-payment of taxes/social security contributions. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5. Economic and Financial standing**  ***[Suitability assessment - Pass / Fail]*** | | | | | | | | |
| **Financial information**  (Company turnover assessment requirement may not be set at more than two times the contract value unless justified). | | | | | | | | |
| 5.1 | | **Please provide one of the following to demonstrate your economic / financial standing.** | | | | | | |
| Please indicate the annual turnover of your organisation, and the turnover in respect of the services to which the contract relates, over the last two years audited accounts. If your organisation is part of a group, please give figures for both your own organisation and the group. | | | | | | | | | |
|  | | Organisation | Annual Turnover | | For year | | | | |
|  | |  |  | | For year | | | | |
|  | | Group | Annual Turnover | | For year | | | | |
|  | |  |  | | For year | | | | |
| 5.2 | | If requested could please provide one of the following: | | | | | | | |
| 1. A copy of the audited accounts for the most recent two years accounts. If your organisation is part of a group, please give figures for both your own organisation and the group. | | | | | | | | | |
| 1. A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation | | | | | | Yes | No | |
| 1. If none of the above are available are you able to demonstrate other means of financial status (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 | |
| (d) Is your organisation part of a wider group (e.g. a subsidiary of a holding/ parent company)? If yes please provide the name below: | | | | | | Yes | No | |
| Name of organisation | | | |  | | | | |
| Relationship to your organisation completing the quotation | | | |  | | | | |
| If yes, please provide Ultimate / parent company accounts if available | | | | | | Yes | | No |
| 1. Would the ultimate / parent company be willing to provide a guarantee if necessary? | | | | | | Yes | | No |
| 5.3 | Where the authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this questionnaire, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out here | | | | | Yes | | No |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **6. Technical and Professional Ability**  ***[Suitability assessment – Pass/Fail]*** | | | | | | | |
| **3. Relevant experience, contract examples and references** | | | | | | | |
| Please provide details of at least two contracts, from either the public or private sector, that are relevant to the Council’s requirement. Contracts should have been performed during the past three years. VCSE’s may include samples of grant funded work.  The named customer contact provided should be prepared to provide written evidence to the council to confirm the accuracy of the information provided below; and be willing to act as a reference site for an Evaluation Panel visit if required. | | | | | | | |
|  |  | Contract 1 | | Contract 2 | | Contract 3 | |
| 6.1 | Name of customer organisation: |  | |  | |  | |
| 6.2 | Point of contact in customer organisation:  Position in the organisation:  Email address: |  | |  | |  | |
| 6.3 | Contract start date:  Contract completion date:  Estimated Contract Value: |  | |  | |  | |
| 6.4 | Please provide a brief description of at least two contracts delivered in no more than 300 words including evidence as to your technical capability in this market. | | | | | | |
|  |  | | | | | | |
| 6.5 | May referees above be approached for a reference / certificate of performance prior to any short-listing, interviews or presentations? | | | | Yes | | No |
| 6.6 | If you cannot provide at least one contract example in 6.1 to 6.4 above, in no more than 300 words please provide an explanation for this e.g. your organisation is a new start-up. | | | | | | |
|  |  | | | | | | |
| 6.7 | Please indicate to which professional body(s) your organisation belongs and/or accreditations it holds relevant to this project. | | | | | | |
|  |  | | | | | | |
| 6.8 | Numbers employed by your organisation: | | | | | | |
|  | Permanent: | |  | | | | |
|  | Casual: | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **7. Insurance *[Suitability assessment - Pass / Fail]*** | | | | | | |
| 7.1 | Please provide details of your organisation’s insurance protection in respect of the following: | | | | | |
| **Public Liability policy**  **Minimum £5M** | | Insurer  Policy No | Indemnity value in respect of any one incident (£) | | | |
| **Employers Liability policy**  **Minimum £5M** | | Insurer  Policy No | Indemnity value in respect of any one incident (£) | | | |
| **Professional Indemnity**  **Minimum £1M** | | Insurer  Policy No | Indemnity value in respect of any one incident (£) | | | |
| Policies must cover for any one occurrence or series of occurrences arising out of one event. Copies of policies will be required from preferred bidder prior to contract award. | | | | | |
| 7.2 | If your organisation does not currently have the above minimum level of cover, do you undertake to secure the required insurance cover inclusive of services that involve asbestos in the event your organisation being awarded the contract? | | | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **8. Equality Act 2010 *[Suitability assessment - Pass / Fail]*** | | | |
| For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | | |
| 8.1 | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes | No |
| 8.2 | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, a summary in box below of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the box below to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes | No |
|  |  |  | |
| 8.3 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **9. Environmental Management *[Suitability assessment - Pass / Fail]*** | | | |
| The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years; unless the council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | | | |
| 9.1 | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or council (including local council)? | Yes | No |
| If your answer to this question is ‘Yes’ please provide details below of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. | | | |
|  | | | |
| 9.2 | If you use sub-contractors, do you have the processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **10. Health and Safety *[Suitability assessment - Pass / Fail]*** | | | |
| 10.1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes | No |
| 10.2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | Yes | No |
|  | If your answer to question 7.2 above was ‘Yes’ please provide details below and any enforcement/ remedial orders served and give details of any remedial action or changes to procedures you have made as a result.  The Council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | | |
|  |  | | |
| 10.3 | If you use sub-contractors, do you have the processes in place to check whether any of the above circumstances apply to these organisations? | Yes | No |

|  |
| --- |
| **Schedule 3: Supplier Questionnaire - Responses for Award Criteria**  **Chewing Gum Removal from Pavements and Pedestrian Areas**  **Contract Reference 2016-008**  **Please provide answers to all questions** |

|  |  |
| --- | --- |
| **11. Health and Safety / Environmental**  ***[Q1 Scored award criteria 0-5 for this section- Total 25% weighting]*** | |
| 11.1 | Please provide a brief statement to confirm that all operatives hold the necessary COSHH certificates and your organisations frequency of training in the use of all specialised mechanical equipment, chemicals and substances to be used in the provision of this service.  **Please note the Council will need copies of valid certificates from all operatives of the preferred bidder who will be involved directly in the provision of this service before commencement of the contract.** |
|  |  |
| 11.2 | Please provide a brief statement on how your organisation will ensure appropriate chemicals / substances are used, safely stored and the minimum amount is applied where appropriate and confirm that none of the chemicals are corrosive to paving slabs, concrete of tarmacadam.  Please state the names of all the chemicals / substances to be used in the provision of this service and please forward COSHH relevant data sheets with your Quotation. |
|  |  |
| 11.3 | Please provide a statement on how you will ensure the health and safety of your operatives and members of the general public on site, or in the vicinity of the works. |
|  |  |
| 11.4 | Please provide a statement outlining what arrangements are in place to ensure the safe disposal of chemicals / substances and residues from the provision of the service. |
|  |  |
| 11.5 | Please provide a brief statement of your procedure for dealing with complaints from members of the general public during the provision of this service. |
|  |  |
| 11.6 | Please provide a brief statement to outline your standard procedure for reporting incidents or accidents during the provision of this service. |
|  |  |

|  |  |
| --- | --- |
| **12.** | **Method Statement**  ***[Q2 Scored award criteria 0-5 for this section- Total 35% weighting]*** |
| 12.1 | Please provide a method statement which demonstrates a clear understanding of the aims and objectives stated in this Request for Quotation documentation, compliance with Schedule 1\_Statement of Requirement and Instructions to Suppliers and an appreciation of the issues and risks arising from it.  This should include (but not limited to):   * A detailed proposal demonstrating an understanding of the Council’s requirements and outlining how the outcomes and deliverables set out in Schedule 1\_Statement of Requirement and Instructions to Suppliers will be achieved in the performance of this contract.   The proposed method of application, adherence to timescales for completion of the contract and the management controls of quality, environmental, health and safety for all aspects of the contract. |
|  |  |

|  |  |  |
| --- | --- | --- |
| **13. Supplier Questionnaire Declaration** | | |
| 13.1 | Statement of non-canvassing  I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of Cheltenham Borough Council in connection with the proposed award of the Contract by the Council’s, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.  I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of Cheltenham Borough Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act. | |
| 13.2 | **Statement of non-collusion**  The essence of selection for the Contract is that the Council shall receive bona fide competitive Quotations from all Suppliers.  In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).  I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:   * + - * 1. communicate to a person other than the Council’s, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Quotation was essential to obtain insurance premium quotations required for the preparation of the Quotation; or         2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or         3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.   I/we agree that the Council’s may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Declaration. | |
| 13.3 | The Council is subject to freedom of information requests under the Freedom of Information Act 2000. I confirm that if I/we consider any of the information in this quotation to be of a sensitive nature I/we have advised the Council of such sensitivity and the reasons for its sensitivity. | |
| 13.4 | The Council under the Transparency Agenda must publish all spend of over £500 in a single transaction, as well as the details of the contracts that it holds. I/we confirm our understanding that information not exempt from disclosure under the Freedom of Information Act 2000 is not confidential information. | |
| 13.5 | I/we declare that to the best of my/our knowledge the answers submitted in Schedule 3\_Supplier Questionnaire 2016--008 are correct. I understand that the information will be used in the selection / evaluation process to assess my organisation’s suitability to progress further in this procurement that may include short-listing.  I understand that the Council may reject my quotation if there is a failure to answer all relevant questions fully or if I provide false/misleading information.  I declare that there will be no conflict of interest in relation to the Council’s requirement or arising from this appointment either now or in the future, with other clients and interest, who may be advised by my organisation.  I also declare that if appointed my organisation will maintain the confidentiality of information shared with them during the course of this project and sign a non-disclosure agreement where applicable prior to any confidential information being released to the to the successful supplier.  I am signing on behalf of…………………………………*.(****insert name of organisation)*** | |
| Signature: | |  |
| Print Name: | |  |
| Role in organisation: | |  |
| Email address: | |  |
| Telephone number: | |  |
| Date: | |  |