

**PARTICIPATION REQUIREMENTS AND SELECTION QUESTIONNAIRE AND GUIDANCE**

**NATIONAL FUELS FRAMEWORK**

**REFERENCE NUMBER**

**RM3801**

**ATTACHMENT 02**

**NATIONAL FUELS FRAMEWORK**

**RM3801**

**OPEN PROCUREMENT PROCEDURE**

**Notes for completion**

1. 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.
2. “You” / “Your” refers to the Potential Provider completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “Potential Provider” 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.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’.
4. The Authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The Lead Contact should notify the Authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Authority will make a revised assessment of the submission based on the updated information.
5. For answers to Part 3 -If you are tendering on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

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.

**Participation Requirements (**you must complete and submit the online version)

Below is a representation of the Participation Requirements in the eSourcing Suite. **You must complete the online version. You cannot submit your responses using this document**.

For the avoidance of doubt in the Participation Requirements questions “we” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).

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| **PARTICIPATION REQUIREMENTS** | | |
| PART A - Conditions of Participation | | |
| PR1 | We accept the Attachment 8 - Terms of Participation | ▢ Yes  ▢ No |
| PR2 | We accept the draft Terms and Conditions as set out in Attachment 4 – Framework Agreement, Attachment 5 –Framework Schedule 2: Part A Products and Services Specification and Attachment 4a – Call Off Contract | ▢ Yes  ▢ No |
| PR3 | We accept and comply with all the statements in Attachment 7- Declaration Of Compliance | ▢ Yes  ▢ No |
| **PR1 - PR3 Response Guidance**  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you are required to respond Yes to confirm your acceptance of the conditions set out in these documents.  **If you do not answer Yes to these questions you cannot participate in this Procurement**.  If you respond **No** to these questions your Tender will be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement**.** | | |
| PART B - eSourcing Suite Tool Guidance | | |
| PR4 | We have read the document ‘eSourcing Suite Supplier Guidance Part B - Tendering and Further Competitions’ <https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers> (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions) | ▢ Yes  ▢ No |
| PR5 | We understand that it is essential to press the red ‘Submit all Draft Bids’ button to correctly submit our completed Tender and confirm we have read and understood the instructions on where and how to do this in paragraph 8.9 of the ‘eSourcing Suite Guidance Part B - Tendering and Further Competitions’<https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers> (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions) | ▢ Yes  ▢ No |
| PR6 | We understand that to send a message to the CCS Procurement team we must ensure that the name of the Procurement is in the context field and ‘ALL HOSTS’ is selected in the ‘TO’ box | ▢ Yes  ▢ No |
| **PR4 – PR6 Response Guidance**  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you are required to answer “Yes” to confirm your understanding of how to use the e-Sourcing tool appropriately in this Procurement. **If you cannot answer “Yes” to these questions you are at significantly increased risk of misunderstanding the Procurement and of submitting a sub-optimal or a non-compliant Tender Submission.** | | |

**Part 1: Potential Provider Information**

Please answer the following questions in full.

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| Section 1 | Potential Provider information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the Potential Provider submitting the information | Complete text box (character limit 255) |
| 1.1(b) – (i) | Registered office address | Complete text box (character limit 255) |
| 1.1(b) – (ii) | Registered website address  (Please enter N/A if not applicable) | Complete text box (character limit 255) |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other | Use Pick List  a)  b)  c)  d)  e)  f)  g) |
| 1.1(d) | Date of registration in country of origin | Complete text box (Date) |
| 1.1(e) | Company registration number  (Please enter N/A if not applicable) | Complete text box (character limit 255) |
| 1.1(f) | Charity registration number  (Please enter N/A if not applicable) | Complete text box |
| 1.1(g) | Head office DUNS number | Complete text box |
| 1.1(h) | Registered VAT number | Complete text box |
| 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).  (Please enter N/A if not applicable) | Complete text box (character limit 255) |
| 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. | Complete text box (character limit 255) |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement | Complete text box (character limit 255) |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual | Use Pick List  a)  b)  c)  N/A |
| 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) | Complete table in eSourcing Suite |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address  - Registration number  - Head office DUNS number  - Head office VAT number  (Please enter N/A if not applicable) | Complete table in eSourcing Suite |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address  - Registration number  - Head office DUNS number  - Head office VAT number  (Please enter N/A if not applicable) | Complete table in eSourcing Suite |

Please note: Please note: A Disclosure and Barring Service (**DBS**) check for relevant convictions may be undertaken for the successful Suppliers and the People of Significant in Control (PSC) of them.

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

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| Section 1.2 | Tendering model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you tendering as the Lead Contact for a group of economic operators?  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. | Yes ☐  No ☐ |
| 1.2(a) - (ii) | Name of group of economic operators  (Please enter N/A if not applicable) | Complete text box (character limit 255) |
| 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.  (Please enter N/A if not applicable) | Complete text box (character limit 4096) |
| SQ1.2(a) – (iv) | If you responded Yes to SQ1.2(a) – (i), please provide additional details for each Group of Economic Operator members in following table:   * Name * Registered office address * Trading status * Company registration number * Head office DUNS number * Registered VAT number * SME (Yes/No) * The role each Group of Economic Operator member(s) will take in providing the Products and Services * The approximate % of contractual obligations assigned to each Group of Economic Operator member(s)   enter **N/A** in the first table cell if not applicable | Complete table in eSourcing Suite |
| 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 office address * Trading status * Company registration number * Head office DUNS number * Registered VAT number * SME (Yes/No) * The role each sub-contractor member(s) will take in providing the Products and Services * The approximate % of contractual obligations assigned to each sub-contractor member(s)   Enter **N/A** in the first table cell if Not Applicable | Complete table in eSourcing Suite |

**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.

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| Section 1.3 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name | Complete text box (character limit 255) |
| 1.3(b) | Name of organisation | Complete text box (character limit 255) |
| 1.3(c) | Role in organisation | Complete text box (character limit 255) |
| 1.3(d) | Phone number | Complete text box (character limit 255) |
| 1.3(e) | E-mail address | Complete text box (character limit 255) |
| 1.3(f) | Postal address | Complete text box (character limit 255) |
| 1.3(g) | Signature (electronic is acceptable) | Complete text box (character limit 255) |
| 1.3(h) | Date | Complete text box (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.

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| 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.  (Please enter N/A if not applicable) | Complete text box (character limit 4096) |
| 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)  (Please enter N/A if not applicable) | Yes ☐  No ☐  N/A ☐ |
| 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 enter N/A if not applicable) | Complete text box (character limit 4096) |

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

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| 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) | Please answer the following statements | |
| 3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | 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 |

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| 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)  (Please enter N/A if not applicable) | Complete text box (character limit 4096) |

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

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| **Section 4** | **Economic and Financial Standing** | | |
| Question number | Question | Response | |
| SQ 4.1(a) | For your organisation and, if applicable, each member of your Group of Economic Operators, The Authority will use the organisation’s details provided in Section 1.1 ‘Potential Provider details’ and Section 1.2 ‘Tendering Model’ to obtain financial risk assessments.  If you and/or members of your Group of Economic Operators would prefer to have this financial assessment carried out in respect of a Framework Guarantor, such as a parent company, then each member may elect to choose this option on the understanding that, if awarded a Framework Agreement, a Framework Guarantee as laid out in Framework Schedule 13 must be completed by each Framework Guarantor and accepted by the Authority prior to Call Off Contract. | | |
| SQ 4.1(b) | Do you or, if applicable, any members of your Group of Economic Operators, wish the financial risk assessment to be carried out in respect of a Framework Guarantor? | | Yes ☐  No ☐ |
| SQ 4.1(c) | If you responded Yes to question SQ4.1b, please provide details of the  Framework Guarantor:  - Full name of the Framework Guarantor  - Registered office address  - Company registration number  - Head office DUNS number  Please enter N/A in first table cell if not applicable | | Complete table in the  eSourcing Suite |
| SQ 4.1(d) | If you responded Yes to question SQ4.1b and If you or, if applicable, any members of your Group of Economic Operators have elected to have financial risk assessment carried out in respect of a Framework Guarantor, please confirm that the Framework Guarantor has committed to complete, prior to Call Off Contract, a Framework Guarantee as laid out in Framework Schedule 13 if a Framework Agreement is awarded.  Please enter N/A from the pick list if not applicable | | Yes ☐  No ☐  N/A ☐ |

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| **Section 5** | **Framework Specific Questions** | |
| Question number | Question | Response |

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| SQ5.1 (a) | Lot Selection  Please indicate which Lot(s) you are tendering for by selecting the relevant option(s) from the pick list menu:  Lot Group 1 –Liquid Fuel  ▢ Regional Lot 101 - Scotland North  ▢ Regional Lot 102 - Scotland West  ▢ Regional Lot 103 - Scotland Central  ▢ Regional Lot 104 - Scotland South  ▢ Regional Lot 105 - England North West  ▢ Regional Lot 106 - England North East  ▢ Regional Lot 107 - England Midlands  ▢ Regional Lot 108 - England East Anglia  ▢ Regional Lot 109 - England London and South East  ▢ Regional Lot 110 - England South  ▢ Regional Lot 111 - England South West  ▢ Regional Lot 112 - South Wales  ▢ Regional Lot 113 - North Wales  ▢ Regional Lot 114 - Northern Ireland  ▢ Lot 2 - Liquefied Gas  ▢ Lot 3 - Solid Fuel and Biomass Fuel  ▢ Lot 4 – Greases, Lubricants and Antifreeze  ▢ Lot 5 – Associated Products and Services | Select from available Lots  ▢ Lot 101  ▢ Lot 102  ▢ Lot 103  ▢ Lot 104  ▢ Lot 105  ▢ Lot 106  ▢ Lot 107  ▢ Lot 108  ▢ Lot 109  ▢ Lot 110  ▢ Lot 111  ▢ Lot 112  ▢ Lot 113  ▢ Lot 114  ▢ Lot 2  ▢ Lot 3  ▢ Lot 4  ▢ Lot 5 |
| SQ5.1 (b) | Lot 1 – Liquid Fuel  Please indicate which Regions and Products you can supply by downloading the attachment titled ‘Attachment 2a – Lot 1’ and completing the table.  Please complete the table and upload the attachment (in excel format) using the paperclip icon aligned to this question. This should be entitled Attachment 2a – Lot 1 [Potential Provider name].  Once you have completed the above actions please select option Yes or No to confirm whether you have uploaded an attachment.  Please enter N/A from the pick list if not applicable | Yes ☐  No ☐  N/A ☐ |
| SQ5.1 (c) | Lot 3 - Solid Fuel and Biomass Fuel  Please indicate which Regions and Products you can supply by downloading the attachment titled ‘Attachment 2b – Lot 3’ and completing the table.  Please complete the table and upload the attachment (in excel format) using the paperclip icon aligned to this question. This should be entitled Attachment 2b- Lot 3 [Potential Provider name].  Once you have completed the above actions please select option Yes or No to confirm whether you have uploaded an attachment.  Please enter N/A from the pick list if not applicable | Yes ☐  No ☐  N/A ☐ |
| SQ5.1(d) | Lot 4 – Greases, Lubricants and Antifreeze  Please indicate which Regions and Products you can supply by downloading the attachment titled ‘Attachment 2c – Lot 4’ and completing the table.  Please complete the table and upload the attachment (in excel format) using the paperclip icon aligned to this question. This should be entitled Attachment 2c – Lot 4 Potential Provider name].  Once you have completed the above actions please select option Yes or No to confirm whether you have uploaded an attachment.  Please enter N/A from the pick list if not applicable | Yes ☐  No ☐  N/A ☐ |
| SQ5.1(e) | Lot 5 – Associated Products and Services  Please indicate which Regions and Products you can supply by downloading the attachment titles ‘Attachment 2d – Lot 5’ and completing the table.  Please complete the table and upload the attachment (in excel format) using the paperclip icon aligned to this question. This should be entitled Attachment 2d – Lot 5 [Potential Provider name].  Once you have completed the above actions please select option Yes or No to confirm whether you have uploaded an attachment.  Please enter N/A from the pick list if not applicable | Yes ☐  No ☐  N/A ☐ |
| SQ5.1(f) | Lot 3 - Solid Fuel and Biomass Fuel  Please confirm that you comply with one of the following criteria:  (i) You have a current electronic catalogue and will upload the electronic catalogue on the Authority’s website by the commencement date of the first Call Off Contract and throughout the duration of the Framework Agreement and any Call Off Contracts as set out in Attachment 5 Framework Schedule 2: Part A: Products and Services – Lot 3 and that all of the content for the catalogue will be maintained. **OR**  (ii) You currently do not have an electronic catalogue but will have one in place for upload on the Authority’s website by the commencement date of the first Call Off Contract and throughout the duration of the Framework Agreement and any Call Off Contracts as set out in Attachment 5 Framework Schedule 2: Part A: Products and Services – Lot 3 and that all of the content for the catalogue will be maintained.  Please enter N/A from the pick list if not applicable | Please select an option from the drop down list.  Yes (i) ☐  Yes (ii) ☐  No ☐  N/A ☐ |
| SQ5.1(g) | Lot 4 – Greases, Lubricants and Antifreeze  Please confirm that you comply with one of the following criteria:  (i) You have a current electronic catalogue and will upload the electronic catalogue on the Authority’s website by the commencement date of the first Call Off Contract and throughout the duration of the Framework Agreement and any Call Off Contracts as set out in Attachment 5 Framework Schedule 2: Part A: Products and Services – Lot 4 and that all of the content for the catalogue will be maintained. **OR**  (ii) You currently do not have an electronic catalogue but will have one in place for upload on the Authority’s website by the commencement date of the first Call Off Contract and throughout the duration of the Framework Agreement and any Call Off Contracts as set out in Attachment 5 Framework Schedule 2: Part A: Products and Services – Lot 4 and that all of the content for the catalogue will be maintained.  Please enter N/A from the pick list if not applicable | Please select an option from the drop down list.  Yes (i) ☐  Yes (ii) ☐  No ☐  N/A ☐ |
| SQ5.1(h) | Lot 5 – Associated Products and Services  Please confirm that you comply with one of the following criteria:  (i) You have a current electronic catalogue and will upload the electronic catalogue on the Authority’s website by the commencement date of the first Call Off Contract and throughout the duration of the Framework Agreement and any Call Off Contracts as set out in Attachment 5 Framework Schedule 2: Part A: Products and Services – Lot 5 and that all of the content for the catalogue will be maintained. **OR**  (ii) You currently do not have an electronic catalogue but will have one in place for upload on the Authority’s website by the commencement date of the first Call Off Contract and throughout the duration of the Framework Agreement and any Call Off Contracts as set out in Attachment 5 Framework Schedule 2: Part A: Products and Services – Lot 5 and that all of the content for the catalogue will be maintained.  Please enter N/A from the pick list if not applicable | Please select an option from the drop down list.  Yes (i) ☐  Yes (ii) ☐  No ☐  N/A ☐ |

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| **Section 6** | **Technical and Professional Ability – Previous Supply ( Evaluated)** | | |
| **Question Number** | **Question** | | **Response** |
| **SQ 6.1 -Technical and Professional Ability - Proof of Previous Supply (Evaluated)** | | | |
| |  |  |  | | --- | --- | --- | | **Lot 1 – Liquid Fuel** | | | | SQ6.1(a) | Please provide details of two contracts from either the public or private sectors which are similar in scope scale and complexity to the Products and Services for each Lot for which you are Tendering.  **Contract Example 1**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date * Estimated Contract Value   **Contract Example 2**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date * Estimated Contract Value | Complete table in eSourcing Suite | | SQ6.1(b) | **Contract Example 1**  Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it’s performance demonstrates the technical and professional requirements of Lot 1 in the following areas as detailed in Attachment 5 – Framework, Schedule 2 Part A : Products and Services  Provide a description of the contract including:  Clear identification of the Products and Services provided which must demonstrate experience of delivering the mandatory requirements   * Describe the product / service delivered; * The role you undertook in delivery of the service including any relationships with third parties; * The process you utilised to understand the customer’s specific requirements; and * the process you utilised to monitor performance against the contract deliverables. | Complete text box (character limit 4096) | | SQ6.1(c) | **Contract Example 2**  Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it’s performance demonstrates the technical and professional requirements of Lot 1 in the following areas as detailed in Attachment 5 – Framework, Schedule 2 Part A : Products and Services  Provide a description of the contract including:  Clear identification of the Products and Services provided which must demonstrate experience of delivering the mandatory requirements   * Describe the product / service delivered; * The role you undertook in delivery of the service including any relationships with third parties; * The process you utilised to understand the customer’s specific requirements; and * The process you utilised to monitor performance against the contract deliverables. | Complete text box (character limit 4096) |  |  |  |  | | --- | --- | --- | | **Lot 2 – Liquefied Gas** | | | | SQ6.2(a) | **Contract Example 1**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date * Estimated Contract Value   **Contract Example 2**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date * Estimated Contract Value | Complete table in the  eSourcing Suite | | SQ6.2(b) | **Contract Example 1**  Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it’s performance demonstrates the technical and professional requirements of Lot 2 in the following areas as detailed in Attachment 5 – Framework, Schedule 2 Part A : Products and Services  Provide a description of the contract including:  Clear identification of the Products and Services provided which must demonstrate experience of delivering the mandatory requirements   * Describe the product / service delivered; * The role you undertook in delivery of the service including any relationships with third parties; * The process you utilised to understand the customer’s specific requirements; and * The process you utilised to monitor performance against the contract deliverables. | Complete text box (character limit 4096) | | SQ6.2(c) | **Contract Example 2**  Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it’s performance demonstrates the technical and professional requirements of Lot 2 in the following areas as detailed in Attachment 5 – Framework, Schedule 2 Part A : Products and Services  Provide a description of the contract including:  Clear identification of the Products and Services provided which must demonstrate experience of delivering the mandatory requirements   * Describe the product / service delivered; * The role you undertook in delivery of the service including any relationships with third parties; * The process you utilised to understand the customer’s specific requirements; and * The process you utilised to monitor performance against the contract deliverables | Complete text box (character limit 4096) | | **Lot 3 – Solid Fuel and Biomass Fuel** | | | | SQ6.3(a) | **Contract Example 1**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date * Estimated Contract Value   **Contract Example 2**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date * Estimated Contract Value | Complete table in the e-eSourcing Suite | | SQ6.3(b) | **Contract Example 1**  Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it’s performance demonstrates the technical and professional requirements of Lot 3 in the following areas as detailed in Attachment 5 – Framework, Schedule 2 Part A : Products and Services  Provide a description of the contract including:  Clear identification of the Products and Services provided which must demonstrate experience of delivering the mandatory requirements   * Describe the product / service delivered; * The role you undertook in delivery of the service including any relationships with third parties; * The process you utilised to understand the customer’s specific requirements; and * The process you utilised to monitor performance against the contract deliverables. | Complete text box (character limit 4096) | | SQ6.3(c) | **Contract Example 2**  Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it’s performance demonstrates the technical and professional requirements of Lot 3 in the following areas as detailed in Attachment 5 – Framework, Schedule 2 Part A : Products and Services  Provide a description of the contract including:  Clear identification of the Products and Services provided which must demonstrate experience of delivering the mandatory requirements   * Describe the product / service delivered; * The role you undertook in delivery of the service including any relationships with third parties; * The process you utilised to understand the customer’s specific requirements; and * The process you utilised to monitor performance against the contract deliverables. | Complete text box (character limit 4096) |  |  |  |  | | --- | --- | --- | | **Lot 4 – Greases, Lubricants and Antifreeze** | | | | SQ6.4(a) | **Contract Example 1**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date * Estimated Contract Value   **Contract Example 2**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date * Estimated Contract Value | complete table in the eSourcing Suite | | SQ6.4(b) | **Contract Example 1**  Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it’s performance demonstrates the technical and professional requirements of Lot 4 in the following areas as detailed in Attachment 5 – Framework, Schedule 2 Part A : Products and Services  Provide a description of the contract including:  Clear identification of the Products and Services provided which must demonstrate experience of delivering the mandatory requirements   * Describe the product / service delivered; * The role you undertook in delivery of the service including any relationships with third parties; * The process you utilised to understand the customer’s specific requirements; and * The process you utilised to monitor performance against the contract deliverables. | Complete text box (character limit 4096) | | SQ6.4(c) | **Contract Example 2**  Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it’s performance demonstrates the technical and professional requirements of Lot 4 in the following areas as detailed in Attachment 5 – Framework, Schedule 2 Part A : Products and Services  Provide a description of the contract including:  Clear identification of the Products and Services provided which must demonstrate experience of delivering the mandatory requirements   * Describe the product / service delivered; * The role you undertook in delivery of the service including any relationships with third parties; * The process you utilised to understand the customer’s specific requirements; and * The process you utilised to monitor performance against the contract deliverables. | Complete text box (character limit 4096) |  |  |  |  | | --- | --- | --- | | **Lot 5 – Associated Products and Services** | | | | SQ6.5(a) | **Contract Example 1**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date * Estimated Contract Value   **Contract Example 2**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date * Estimated Contract Value | complete table in the eSourcing Suite | | SQ6.5(b) | **Contract Example 1**  Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it’s performance demonstrates the technical and professional requirements of Lot 5 in the following areas as detailed in Attachment 5 – Framework, Schedule 2 Part A : Products and Services  Provide a description of the contract including:  Clear identification of the Products and Services provided which must demonstrate experience of delivering the mandatory requirements   * Describe the product / service delivered; * The role you undertook in delivery of the service including any relationships with third parties; * The process you utilised to understand the customer’s specific requirements; and * The process you utilised to monitor performance against the contract deliverables. | Complete text box (character limit 4096) | | SQ6.5(c) | **Contract Example 2**  Please describe the compatible contract example where similar requirements to those sought under this procurement have been performed and how it’s performance demonstrates the technical and professional requirements of Lot 5 in the following areas as detailed in Attachment 5 – Framework, Schedule 2 Part A : Products and Services  Provide a description of the contract including:  Clear identification of the Products and Services provided which must demonstrate experience of delivering the mandatory requirements   * Describe the product / service delivered; * The role you undertook in delivery of the service including any relationships with third parties; * The process you utilised to understand the customer’s specific requirements; and * The process you utilised to monitor performance against the contract deliverables. | Complete text box (character limit 4096) | | | | |
| **SQ6.1 (a-c) – 6.5 (a-c) Response Guidance**  **This section is evaluated PASS/FAIL**  You must demonstrate you have the necessary technical and professional capabilities, resources and experience to perform the Framework Agreement to the required standard. Potential Providers (Lead Contact for a Group of Economic Operators) must provide:  • two comparable contract examples; and  • evidence within these contracts examples to demonstrate that you have the necessary technical and human resources and experience.  Contract Examples must:  • have been performed over and at the most within the last three years prior to the publication of the OJEU Notice to be valid and can be from the public or private sector; and  • customer contacts named have been made aware that they may be contacted by the Authority, to verify the accuracy of the information provided at any time. The Authority may exclude Potential Providers that do not provide full and accurate information. Customer contacts must not be employed by your organisation or be from within your associated group of companies.  Examples of Call Off Contracts awarded under Framework agreements will be considered valid, but citing a Framework agreement that you have been awarded will NOT be considered a valid contract example.  The Authority will use the information you provide in this section to evaluate whether your organisation; and/or members within the Group of Economic Operators and/or named Sub Contractors have necessary technical and professional capabilities, resources and experience to perform this Procurement. Refer to paragraph 8.2 Consensus Marking Procedure, of the Invitation to Tender Attachment 1.  **Potential Providers that cannot sufficiently demonstrate they have the technical and human resource and experience to provide the requirements of the Framework** **(or their Tenders where the Authority has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) will be excluded from further consideration for the purposes of this Procurement.** | | | | |
| **Marking Scheme** | | | **Evaluation Guidance** | |
| **PASS** | | | You have provided two contract examples which demonstrate you have the necessary technical and professional capabilities, resources and experience to perform the Framework Agreement to the required standard. | |
| **FAIL** | | | You have not provided two contract examples which demonstrate you have the necessary technical and professional capabilities, resources and experience to perform the Framework Agreement to the required standard.  **OR**  You have not provided a response to this question. | |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |

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| SQ 7.1(a) | 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 ☐  No ☐  N/A ☐ |
| SQ 7.1(b) | If you have answered Yes to question 7.1a are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015  [www.legislation.gov.uk/ukpga/2015/30/section/54/enacted](http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted)  Please enter N/A from the pick list if not applicable | Yes ☐  No ☐  N/A ☐ |
| SQ 7.1(c) | If you have answered Yes to question 7.1a please provide the relevant url. | character limit 4096 |
| SQ 7.1(d) | If you have answered No to question 7.1b please provide an explanation. | character limit 4096 |

**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.

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| **Section 8** | **Additional Questions** | |
| **8.1** | **Insurance and Membership** | |
| Question Number | Question | Response |
| SQ 8.1(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:  Employer’s (Compulsory) Liability Insurance =£5,000,000.00 \*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 enter N/A if not applicable | Yes ☐  No ☐  N/A ☐ |
| SQ 8.1(b) | 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:  Public Liability Insurance = £5,000,000.00 | Yes ☐  No ☐ |
| SQ 8.1(c) | 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:  Professional Indemnity Insurance = £5,000,000.00 | Yes ☐  No ☐ |
| SQ 8.1(d) | 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:  Product Liability Insurance = £5,000,000.00 | Yes ☐  No ☐ |
| SQ8.1(e) | British Standard List of Biomass Suppliers  Lot 3  Please state if your organisation is a member of or in the process of working toward becoming a member of the British Standard List of Biomass Suppliers  Please enter N/A from the pick list if not applicable | Yes ☐  No ☐  N/A ☐ |
| SQ8.1(f) | **Lot 1, Lot 2 and Lot 3**  Please self-certify that your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators are able to supply the fuel types requested by the Contracting Authorities that are compliant with the required quality in accordance with the relevant European and British Standards (or equivalent)  Please enter N/A from the pick list if not applicable | Yes ☐  No ☐  N/A ☐ |
| SQ8.1(g) | **Lot 1, Lot 2 and Lot 3**  Please self-certify that your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators hold all necessary licences and are compliant with good industry practice, regulatory and legislative requirements for the storage and delivery or the Products requested by the Contracting Authority.  Please enter N/A from the pick list if not applicable | Yes ☐  No ☐  N/A ☐ |
| SQ8.1(h) | **Lot 4 and Lot 5**  Please self-certify that your organisation and/or any of your or the Group of Economic Operators’ proposed Sub-Contractors and/or members of your Group of Economic Operators hold all necessary licences and are compliant with good industry practice, regulatory and legislative requirements for the storage and delivery or the Products requested by the Contracting Authority  Please enter N/A from the pick list if not applicable | Yes ☐  No ☐  N/A ☐ |
| SQ8.2 | **Framework Population Template**  Please select option **Yes** or **No** to confirm you have uploaded, using the paperclip icon aligned to this question whether or not you have populated and uploaded as an attachment to this question the Framework Population Template – Attachment 10. | ▢ Yes  ▢ No |

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| **8.3** | **Cyber Essentials Scheme** |  |
| Question Number | Question | Response |
| 8.3(a) | In relation to the Services, please confirm that you comply with one of the following criteria:  (i) You have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the most recent 12 months and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the first Framework Agreement/Call Off Contract where your organisation proposes to use the Sub-Contractor;  **OR**  (ii) You have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies but you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies, by the commencement date of the first Call Off Contract, and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the first Call Off Contract where your organisation proposes to use the Sub-Contractor;  **OR**  (iii) You have not got a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or, will be able to demonstrate) by the commencement date of the first Call Off Contract that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the following link: <https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf>  AND that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that your organisation demonstrates compliance with Cyber Essentials technical requirements. Also where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the first Call Off Contract where your organisation proposes to use the Sub-Contractor;  **OR**  (iv) Your organisation is exempt from complying with the requirements at questions i), ii) and iii) because your organisation conforms with the ISO27001 standard and the Cyber Essentials requirements have been included in the scope of that standard, and verified as such and the certification bodies carrying out this verification is approved to issue a Cyber Essentials certificate by one of the government approved Cyber Essentials accreditation bodies referred to in i) and where your organisation proposes to use Sub-Contractors to carry out the Services and these Sub-Contractors shall be involved in handling sensitive and personal information with regard to the Services, such Sub-Contractors will have in place a valid Cyber Essentials certificate by the commencement date of the first Call Off Contract where your organisation proposes to use the Sub-Contractor. | Please select an option from the drop down list.  ▢ (i) Yes  ▢ (ii) Yes  ▢ (iii) Yes  ▢ (iv) Yes  ▢ No |

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)