

**Supplier Selection Questionnaire**

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| **Contract** | Salesforce Implementation Partner |
| **Contract Reference** | 585 |
| **Contract Period** | August 2023 – March 2026 |
| **Extension Options** | N/A |
| **Procedure** | **Open** |
| **Issue Date** | 23/06/2023 |

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1. **Introduction and Purpose of this Supplier Selection Questionnaire**
   1. Wythenshawe Community Housing Group (WCHG) wishes to establish a Contract with one suitable Bidder for the provision of services required for a period of 36 months (the “[Contract ”)
   2. The Bidder’s response to this Selection Questionnaire (“Response”) will be used by WCHG’s evaluation team to determine whether the Bidder satisfies what WCHG considers to be an appropriate level of experience, expertise and financial standing and that the Bidder’s values and processes are consistent with those of WCHG. WCHG reserves the right to ask further questions relating to the suitability of the Bidder and any relevant consortium member and to undertake further investigative measures as may be required in this respect
   3. WCHG will evaluate the Response in accordance with the criteria set out in (3) Evaluation of this Selection Questionnaire. Should the Response score a ‘fail’ in accordance with this criteria, the Bidder will be excluded from the tender process. Only a Response which scores a ‘pass’ in accordance with this criteria will be permitted to continue in the tender process. In the event that the Response is scored as a ‘fail’, WCHG shall provide the Bidder with feedback indicating the reasons why the Bidder has been excluded. If the Response is excluded, The Bidder’s tender will not be evaluated
   4. This Selection Questionnaire is issued in accordance with Regulation 56(3) of the Public Contracts Regulations 2015
2. **Completion Guidance**

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2**

* 1. The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (WCHG calls this self-cleaning)
  2. A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently WCHG requires all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration)
  3. When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation
  4. WCHG will accept submission of a completed European Single Procurement Document in lieu of Parts 1 and 2. Evaluation of such document submitted in the alternative will be in accordance with the evaluation criteria set out in paragraphs 3.1 to 3.5 below

**Selection Questions: Part 3**

* 1. The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors
  2. If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay WCHG reserves the right to amend the contract award decision and award to the next compliant Bidder.

**Consequences of misrepresentation**

* 1. If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years

**Notes for completion**

* 1. “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
  2. The Response must be fully completed in English and must be concise, accurate, realistic, honest and unambiguous. All supporting information submitted must be clearly marked and cross referenced to the relevant question. Should the provision of additional appendices to the Response be required, these should be clearly numbered clearly and listed as part of the Declaration. A template for providing additional information is provided at the end of this Selection Questionnaire
  3. WCHG recognises that arrangements set out in section 1.2 of this 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 WCHG 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. WCHG will make a revised assessment of the submission based on the updated information
  4. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration. WCHG may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by WCHG as being necessary for the satisfactory performance of the contract
  5. For answers to Part 3 -If you are bidding 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. A separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for
  6. WCHG recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Bidders should be aware that where information provided to WCHG indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Bidder to proceed with the procurement process or to provide the supplies and/or services required. Bidders should therefore notify WCHG immediately of any change in the proposed sub-contractor arrangements. WCHG reserves the right to exclude the Bidder from the procurement exercise prior to any award of contract, based on an assessment of the updated information
  7. WCHG 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

1. **Evaluation of this Supplier Selection Questionnaire**
   1. WCHG will only progress a tender submission from Bidders which meet the pass criteria (defined below) for each of the sections of this Selection Questionnaire. Should a Response score a ‘fail’, in accordance with the criteria set out below, in any one or more of the sections of this Selection Questionnaire, the Bidder’s tender will not be progressed
   2. WCHG reserves the right to exclude the Bidder or to reject a Response in any of the following circumstances:
      1. In the event that the Response and/or supporting information is incomplete, inaccurate or misleading or otherwise not submitted in accordance with the requirements set out in this Selection Questionnaire;
      2. Where grounds for exclusions are indicated in the criteria detailed in respect of Parts 1 to 3 of this Selection Questionnaire;

**Parts 1 & 2 – Potential Supplier Information & Exclusion Grounds**

* 1. Bidder information will be used by WCHG to gather the necessary details to understand the nature of the Bidder’s organisation and the legal entity participating in the procurement exercise, and the composition of its supply chain. The answers provided in your Response will not be scored as the answers to the Bidder information questions are for information only. However, the provision of insufficient or false information and/or any responses that leads WCHG, acting reasonably, to conclude (considering the risk that the relevant answer concerns the Bidder’s ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, will result in exclusion
  2. Exclusion grounds may apply at any point in the procurement process up to the award of contract

**Part 3 – Selection Questions**

**Sections 4 and 5 – Economic and Financial Standing**

* 1. The information provided in response to Section 4 will be used by WCHG to assess the Economic & Financial Standing of Bidders. Any Bidder that is unable to provide trading accounts for the previous 2 years shall provide evidence to support that it has bank accounts and shall provide a balance sheet and income statement to enable WCHG to access its Economic & Financial Standing. In addition, WCHG will obtain a Credit Safe Credit Report for the Bidder
  2. The Credit Report, where available, together with the information provided by the Bidder in response to Section 4, will be used by WCHG to undertake detailed financial due diligence. Where WCHG concludes that there is insufficient information to assess the Bidder’s Economic & Financial Standing, or the information leads to WCHG to conclude that the information provided is not acceptable, the Bidder will be excluded

**Section 6 – Technical and Professional Ability**

* 1. The answers provided in your Response will be evaluated on the basis of pass/exclude. If WCHG receives no response, or if any information provided by the Bidder in response to this Section leads WCHG, acting reasonably, to conclude (considering the risk that the relevant answer suggests about the Bidder’s ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, then WCHG reserves the right to exclude the Bidder
  2. WCHG may take up references from the information provided by the Bidder. On taking up such references, if WCHG receives no responses, or if any information obtained from referees leads WCHG, acting reasonably, to conclude (considering the risk that the relevant response indicates the Bidder’s ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, then WCHG reserves the right to exclude the Bidder from the procurement process

**Section 7 – Modern Slavery and Responsible Procurement**

* 1. The answers provided in your Response will be evaluated on the basis of pass/exclude. Bidders who self-certify that they do not meet the requirements of this section will be excluded. The provision of insufficient or false information and/or any responses that leads WCHG, acting reasonably, to conclude (considering the risk that the relevant answer concerns the Bidder’s ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, will result in exclusion. Exclusion grounds may apply at any point in the procurement process up to the award of contract
  2. In respect of question 7.3 and 7.4, where you have stated “agree” to both, your response shall constitute a pass. Where you have stated “disagree” to one or both, your response shall constitute a fail.

**Section 8 – Additional Questions**

3.13 The answers provided in your Response will be evaluated on the basis of pass/exclude. Bidders who self-certify that they do not meet the requirements of these additional questions will be excluded. The provision of insufficient or false information and/or any responses that leads WCHG, acting reasonably, to conclude (considering the risk that the relevant answer concerns the Bidder’s ability to properly perform the contract) that it would be inappropriate to select the Bidder on this occasion, will result in exclusion. Exclusion grounds may apply at any point in the procurement process up to the award of contract

| **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 | | | |
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| **Section 1** | | **Potential supplier information** | |
| **Question** | | | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information | |  |
| 1.1(b) (i)2a | Registered office address (if applicable) | |  |
| 1.1(b) (ii)2b | Registered website address (if applicable) | |  |
| 1.1(c)3 | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) | |  |
| 1.1(d)4 | Date of registration in country of origin | |  |
| 1.1(e)5 | Company registration number (if applicable) | |  |
| 1.1(f)6 | Charity registration number (if applicable) | |  |
| 1.1(g)7 | Head office DUNS number (if applicable) | |  |
| 1.1(h)8 | Registered VAT number | |  |
| 1.1(i) (i)9a | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | | Choose an item. |
| 1.1(i) (ii)9b | If you responded yes to 1.1(i) (i), please provide the relevant details, including the registration number(s) | |  |
| 1.1(j) (i)2.1a | 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? | | Choose an item. |
| 1.1(j) (ii)2.1b | 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)2.2 | Trading name(s) that will be used if successful in this procurement | |  |
| 1.1(l)2.3 | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual | |  |
| 1.1(m)2.4 | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | | Choose an item. |
| 1.1(n)2.5 | Details of Persons of Significant Control (PSC), where appropriate:[[3]](#footnote-3)   * Name; * Date of birth; * Nationality; * Country, state or part of the UK where the PSC usually lives; * Service address; * The date he or she became a PSC in relation to the company (for existing companies, 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[[4]](#footnote-4)   (Please enter N/A if not applicable) | |  |
| 1.1(o)2.6 | 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)2.7 | Details of ultimate 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) | |  |

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

| **Please provide the following information about your approach to this procurement:** | | |
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| **Section 1** | **Bidding model** | |
| **Question** | | **Response** |
| 1.2(a) (i) | Are you bidding as the lead contact for a group of economic operators? | Choose an item.  **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? | Choose an item. |
| 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: WCHG 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 |  |  |  |  |  | | |

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| **1.3 Carbon Reduction Plan (Information Only)** | |  |
| 1.3(a) | Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard | Yes/No |
| Provide a link or embed your most recently published Carbon Reduction Plan here: | |
| If No – Please confirm if you intend or are working towards a Carbon Reduction Plan | |
| 1.3(b) | Please confirm that your organisation is taking steps to reduce your GHG Emissions over time and is publicly committed to achieving Net Zero by 2050 and/or Greater Manchester’s Carbon Neutral ambition by 2038.  [5-year-plan-branded\_3.pdf (greatermanchester-ca.gov.uk)](https://www.greatermanchester-ca.gov.uk/media/1986/5-year-plan-branded_3.pdf) | Yes/No |

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| **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 WCHG 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** | | **Response** |
| 1.4(a) | Contact name |  |
| 1.4(b) | Name of organisation |  |
| 1.4(c) | Role in organisation |  |
| 1.4(d) | Phone number |  |
| 1.4(e) | E-mail address |  |
| 1.4(f) | Postal address |  |
| 1.4(g) | Signature (electronic is acceptable) |  |
| 1.4(h) | Date |  |

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| **The following appendices form part of our submission:** | |
| **Appendix No.** | **Section/Question of the Selection Questionnaire to which the appendix refers** |
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Please insert further rows into the above table, where required to reference all appendices submitted

| **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** | | **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 | Choose an item.  **if Yes**, please provide details at 2.1(b) |
| Corruption | Choose an item.  **if Yes**, please provide details at 2.1(b) |
| Fraud | Choose an item.  **if Yes**, please provide details at 2.1(b) |
| Terrorist offences or offences linked to terrorist activities | Choose an item.  **if Yes**, please provide details at 2.1(b) |
| Money laundering or terrorist financing | Choose an item.  **if Yes**, please provide details at 2.1(b) |
| Child labour and other forms of trafficking in human beings | Choose an item.  **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)? | Choose an item. |
| 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? | Choose an item. |
| 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:** WCHG 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 | | |

| **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 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? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(b) | Breach of social law obligations? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(c) | Breach of labour law obligations? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | | Choose an item.  **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? | | Choose an item.  **if Yes**, please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | | Choose an item.  **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? | | Choose an item.  **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 | | Choose an item.  **if Yes**, please provide details at 3.2  Choose an item.  **if Yes**, please provide details at 3.2  Choose an item.  **if Yes**, please provide details at 3.2  Choose an item.  **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)? | |  |

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| **Part 3: Selection Questions**[[5]](#footnote-5) | | | |
| **Section 4** | | **Economic and Financial Standing** | |
| **Question** | | | **Response** |
| 4.1 | Are you able to provide documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:  - the web address  - issuing authority  - precise reference of the documents. | | Choose an item.  if **No**, can you provide **one** of the following: answer with Y/N in the relevant box below? |
| If you cannot provide an electronic link to your audited accounts, and cannot provide a copy, please provide any of the following alternatives: | | |
| 1. 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 | | Choose an item. |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position | | Choose an item. |
| 1. 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) | | Choose an item. |
| 4.2 | | Where WCHG has 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 | Choose an item. |

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| **Part 3: Selection Questions** | | | |
| **Section 5** | **If you have indicated in the Selection Questionnaire questions 1.1(o) and 1.1(p) 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? | | Choose an item. |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | | Choose an item. |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | | Choose an item. |

| **Part 3: Selection Questions** | | | | |
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| **Section 6** | **Technical and Professional Ability** | | | |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, 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. Works contracts may be from the past five years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. If you cannot provide examples see question 6.3  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 | | | |
|  | | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** | |  |  |  |
| **Point of contact in the organisation** | |  |  |  |
| **Position in the organisation** | |  |  |  |
| **E-mail address** | |  |  |  |
| **Description of contract** | |  |  |  |
| **Contract Start date** | |  |  |  |
| **Contract completion date** | |  |  |  |
| **Estimated contract value** | |  |  |  |
| **6.2** | 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) | | | |
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| **6.3** | 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 | | | |
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| **6.4** | Please provide a statement of the technicians and technical services available to you including a statement of your average annual staffing and number of managerial staff over the past three years, broken down according to discipline where relevant. Please include details of the managerial structure you propose for this Contract, together with details of the educational and professional qualifications of those within the proposed structure | | | |
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| **6.5** | Please provide details of your measures for ensuring quality, details of your quality attestation registrations (if any; for example under ISO 9001 or equivalent), details of your approach to contract and project management, service delivery and complaints. Please also provide details of the person within your organisation who is responsible for quality standards | | | |
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| **6.6** | Add any further technical & professional ability question(s) as required by the instant tender in order to assess from historic information, the capability of the Bidder to undertake the requirements of the contract | | | |
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| **Part 3: Selection Questions** | | |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you, or is a company in your supply chain, a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?  If you are unsure whether this question relates to you, please read the guidance provided on our [Website](https://www.wchg.org.uk/news/publications/slavery-human-trafficking-statement/) | Choose an item. |
| **7.2** | If you have answered Yes to question 7.1 are you, or is the company in your supply chain, compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Choose an item. |
| If you have answered Yes to question 7.2, please provide the relevant URL in the box below  If you have answered No to question 7.2, please provide an explanation in the box below | |
|  | |
| **7.3** | **Regardless of Turnover, please confirm on behalf of your organisation that:**   * + - 1. You will comply with the requirements of the Act;       2. You will ensure your sub-contractors shall comply with the requirements of the Act;       3. You have, or will adopt within 3 months of the date of this contract, a policy related to working practices that includes consideration of modern slavery;       4. You will ensure that your sub-contractors shall have a policy related to working practices including modern slavery;       5. You agree to adhere to Article 4 of the European Convention on Human Rights concerning the prohibition of slavery and forced labour;       6. You have, or will adopt within 3 months of the date of this contract, a whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery and the whistle-blowing system / policy is published to their staff and is designed to make it easy for workers to make disclosures, without fear of retaliation to enable them to blow the whistle on any suspected examples of modern slavery;       7. Your workers are free to join a trade union and are not to be treated unfairly for belonging to one;       8. WCHG may conduct investigations, vetting, and other assessment and due diligence exercises on your supply chain with regards to performance measures as well as social, labour, and modern slavery issues and you shall co-operate fully, at no cost to WCHG in these exercises;       9. You and WCHG will work in the spirit of collaboration in mitigating and reducing the risk of modern slavery; WCHG will support suppliers that have been identified (either through WCHG led due diligence activities or Supplier led activities) that fall below the required standards and agree to make improvements;       10. WCHG may refer for investigations via the National Crime Agency’s national referral mechanism any of its suppliers identified as a cause for concern regarding modern slavery and where the incident occurs within the borough, to our colleagues in Community Protection, who are our direct link with the local Serious and Organised Crim Board that has a responsibility for modern slavery;       11. WCHG may terminate the agreement as a potential sanction for non-compliance with the Modern Slavery Act, or for failure to comply with this Modern Slavery Statement. | Choose an item. |
| **7.4** | **Please confirm on behalf of your organisation that:**   * + - 1. You are committed to improving ethical and sustainable practices locally and globally;       2. You will uphold and work in compliance with the Core Expectations set out in WCHG Modern Slavery Statement       3. You will willingly and openly work with WCHG to further their ambitions in relation to responsible, ethical, and sustainability issues; | Choose an item. |

| **Part 3: Selection Questions** | | | |
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| **Section 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 | | |
| **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:  Employer’s (Compulsory) Liability Insurance = £5,000,000  Public Liability Insurance = £5,000,000  Professional Indemnity Insurance = £250,000 per claim  Product Liability Insurance = £5,000,000  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 | Choose an item. | |
| **8.2** | **Health & Safety** | | |
| (a) | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements | Choose an item. | |
| (b) | In the below box, please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). [Please use no more than 500 words.] | | |
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| N/A |  |  | |
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| **8.3** | **Safeguarding** | | |
| **(a)** | **Please self-certify that your organisation has Policy that complies with current legislative requirements** | | |
| **(b)** | **Please confirm you comply with WHCG Safeguarding Policy**  [**Safeguarding Policy**](https://www.wchg.org.uk/news/wchg-policies/) | | Choose an item. |
| **8.4** | **Information Governance** | | |
| **a)** | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | | Choose an item. |
| **b)** | Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:  ● to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;  ● to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;  ● to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable;  ● to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place); | | Choose an item. |
| **8.5** | **Payment Terms** | |  |
| **a)** | Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain. | | Choose an item. |

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| **Supplier Selection Questionnaire Appendix** | | **Appendix No:** |  |
| Selection Questionnaire Part & Section: |  | Question No: |  |
| **Information provided:** | | | |
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**Repeat this Appendix Template for each separate element of additional information submitted**

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. 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-3)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award [↑](#footnote-ref-4)
5. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-5)