

## STANDARD SELECTION QUESTIONNAIRE

The National Museum of the Royal Navy  
HMS Naval Base (PP66)  
Portsmouth  
PO1 3NH

ISSUE: 001

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## Section 1

### Service Overview

#### INTRODUCTION

- The next decade is a key period in the 260 year - long story of HMS Victory's service and survival. Over the next decade the National Museum of the Royal Navy are supporting a programme of conservation work to ensure the long-term preservation of a world-class historic vessel and an exemplar of a Royal Navy capital warship from the Age of Sail.
- In addition to being a unique historic asset, HMS Victory continues to be a significant visitor attraction within the setting of No. 2 Dock and Portsmouth Historic Dockyard whilst continuing to serve as a commissioned warship and the Flagship of the Royal Navy's First Sea Lord.
- The aim of the HMS Victory Conservation Programme is to deliver a fully-conserved ship, able to survive in an open environment, and in a condition to survive for the next 50 years without major work beyond a programme of planned maintenance. This programme will commence in early 2022.
- The National Museum of the Royal Navy (NMRN) is leading the conservation programme and acts as Principal Designer and Principal Contractor under CDM 2015 regulations.
- The conservation work includes removal and replacement of all external and some internal planking in a staged programme; it is intended that the ship remains open to the public throughout the planned work, with visitor routes adapted as necessary.
- HMS Victory is classed as a structure, and therefore the Health and Safety at Work Act 1974 and Construction (Design and Management) Regulations 2015 apply to all aspects of the work.
- No. 2 Dock, in which HMS Victory is berthed, is a Scheduled Historic Monument.
- Competitive Dialogue will be the procurement route; a Guide (Version 3) was published on the 'ContractsFinder' Website with a link from 'MyTenders' website on Tuesday 21<sup>st</sup> September 2021. (FTS/OJEU Reference 2021/S 000-021941).

#### OUTLINE REQUIREMENTS

- The conservation work includes removal and replacement of all external and some internal planking in a staged programme; it is intended that the ship remains open to the public throughout the planned work, with visitor routes adapted as necessary.
- Core to the programme is the procurement of Timber, primarily Oak (as defined in the statement of requirements), to meet the planned Hull Conservation programme.

- The NMRN wishes to work in 'partnership' with the timber supplier(s) for the selection, conversion, storage and transportation of oak of suitable quality to the NMRN to meet the specification and programme timescales for the conservation of HMS Victory.
- Where solid timber of sufficient size and quality is not available, the timber supplier(s) will be expected to work - in line with the NMRN's 'Principles of Planking' - to supply suitable timber for lamination in NMRN's workshops.
- In addition to planking, additional solid 'curved' timber will be needed to replace items such as knees and beams, and the timber supplier(s) will be expected to work with the NMRN to source and produce such items.
- Working with the NMRN HMS Victory Project Team, the timber supplier(s) will plan the production of planking and baulk/shaped timber to meet the authorised fitting plan and optimise the individual planking specification (length, thickness, lamination and bending methodology where necessary).
- Working with the NMRN, the timber supplier(s) may also be required to assess the suitability of potential donations of oak to HMS Victory, and to manage the felling and transportation of timber to the sawmill for processing.
- The supply of timber will also include the need for timber supplier(s) to hold prepared stock until such time as called forward in line with the timescale of the conservation programme.

## Section 2

### Purpose of the Selection Questionnaire (SQ)

- 2.1 This Selection Questionnaire (SQ) sets out the information which is required by the NMRN in order to assess the suitability of potential Suppliers in terms of its technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirement.
- 2.2 During the selection stage, the intention is to arrive at a shortlist of **5** qualified providers for formal Invitation To Participate ('ITP') against the requirement as advertised in 'MyTenders' Notice ID AUG162465 and 'Contracts Finder' 20210803 Prior Information Notice (PIN) dated 3<sup>rd</sup> August 2021 and Competitive Dialogue Guidance published 21<sup>st</sup> September 2021 (OJEU Reference 2021/S 000-021941)
- 2.3 Please note that the general information requested under Part 1 for 'Organisation Details' and 'Organisation Structure' is unlikely to be requested during later stages of this tender. However, if there are major changes in the financial stability and/ or material adverse publicity with respect to the performance of your company (including the loss of customer contracts of a similar or greater value, complexity and/or scope) it is incumbent upon your organisation to notify the National Museum of the Royal Navy (NMRN).
- 2.4 Your completed response should be submitted by the due date and time required:

**Date: 29<sup>th</sup> October 2021**

**Time: 1200 Midday**

**Responses should be submitted in an electronic format addressed to:**

**[tenders@nmrn.org.uk](mailto:tenders@nmrn.org.uk)**

**PLEASE NOTE THIS EMAIL IS DIFFERENT TO THE CLARIFICATIONS AND CORRESPONDENCE EMAIL DURING THE TENDER PROCESS.**

## Section 3

### Instructions for the Completion of the Selection Questionnaire

#### 3.1 Timetable

Please find below an indicative timetable:

|   |  |
|---|--|
| Issue of SQ   | 22 <sup>nd</sup> September 2021  |
| Site Visits (by request to tenders@nmrn.org.uk)                         | Between 5 <sup>th</sup> and 8 <sup>th</sup> October inclusive (by appointment) |
| Last date for Suppliers questions                                       | Friday 15 <sup>th</sup> October 2021   |
| NMRN responses to questions*  | Friday 22 <sup>nd</sup> October 2021   |
| SQ Return Date  | Friday 29 <sup>th</sup> October 2021   |
| Issue of ITP documents and Invitation to Submit Outline Solution (ISOS) | Monday 15 <sup>th</sup> November 2021  |

\*Please Note: All bidder clarification questions and answers will be published on 'ContractsFinder' website with a link from 'MyTenders' website by Friday 15<sup>th</sup> October 2021

#### 3.2 General

- 3.2.1 Please answer all questions in full and in the same order as they were provided.
- 3.2.2 Please number any supporting documentation. Please complete and return the declaration at Annex B.
- 3.2.3 Actual figures should be provided for all financial, statistical or numerical information based upon your company's records. If this is not possible, please provide estimates indicated by "Est." after the figure.
- 3.2.4 Please answer the questions specifically for your company, not for the group if you are part of a group of companies.
- 3.2.5 Please include, where appropriate, continuation sheets and any supporting documents, marking clearly on all enclosures the name of your company and the number of the question to which they refer.

#### 3.3 Point of Contact

Stephen Green  
The National Museum of the Royal Navy  
HMS Naval Base (PP66)  
Portsmouth  
PO1 3NH  
Email : Stephen.green@nmrn.org.uk  
Phone : 02392 891 370 Ext 2010

No other persons are authorised to discuss the content of this document or the substance of the tender on behalf of the NMRN.

## Section 4

### Selection Questionnaire Evaluation

#### 4.1 Introduction

- 4.1.1 The NMRN will evaluate responses on the basis of the economic and financial standing, and technical or professional ability of potential Suppliers. Any Supplier invited to tender based upon information provided in a SQ does not imply any acceptance by the NMRN as to the Supplier's economic or financial standing, technical or professional ability to carry out the subject of the contract.
- 4.1.2 If successful at this stage they will then be invited to submit a tender according to the timescales in the SQ document. The number of Suppliers invited to tender will be restricted to five where possible.
- 4.1.3 References will be requested from Suppliers' current clients and their absence may have a critical influence in the selection process as will any other missing information.

#### 4.2 Evaluation of Tenders (Selection)

- 4.2.1 The NMRN will evaluate Suppliers on the following aspects of their responses to the standard Supplier Questionnaire in Annex A.

|  |  |
|--|--|
| Part 1 - Potential Supplier Information  | Not assessed – for information only  |
| Part 2 – Exclusion Questions<br>Section 2 – Mandatory Exclusion Questions<br>Section 3 – Discretionary Exclusion Questions   | Pass / Fail<br>Pass / Fail   |
| Part 3 – Selection Questions<br>Section 4 – Economic and Financial Standing<br>Section 5 – Parent Company Information<br>Section 6 - Technical and Professional Ability<br>Section 7 – Modern Slavery Act 2015 | Pass / Fail<br>Not assessed – for information only<br>Evaluated - See below<br>Pass / Fail |
| Part 4 – Additional Questions<br>Insurance<br>Health and Safety<br>Equalities<br>Information Security Policy<br>Sustainable Timber   | Pass / Fail<br>Pass / Fail<br>Pass / Fail<br>Pass / Fail<br>Pass / Fail                    |

- 4.2.2 Only information provided as a direct response to the questionnaires will be evaluated. Information and details which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process. All questions must be answered.
- 4.2.3 Please note that the NMRN may require clarification of the answers provided or ask for additional information.
- 4.2.4 The response should be submitted by an individual of the organisation, company or partnership who has the authority to answer on behalf of that organisation, company or partnership.



- 4.2.5 Should the response be found to be erroneous or in any other way incorrect, the NMRN reserves the right to disqualify the candidate from the tender.
- 4.2.6 Each of the above Selection stage aspects will be evaluated separately, with a mark of Pass or Fail. **In Section 6, a simple scoring mechanism will be used; here a Score of 5 will be taken as a benchmark for passing the selection stage. The highest scoring five (5)** Suppliers will be expected to score at least 5 in all aspects of Section 6, in order to pass the Selection stage and move to the Competitive Dialogue phase. However, it will be at the discretion of the NMRN whether any Supplier who scores 3 (in no more than two (2) questions in Section 6), then passes the Selection stage and moves to the Competitive Dialogue phase.

### 4.3 Technical and Professional Ability

- 4.3.1 SQ responses in Section 6 are related to the Technical and Professional Ability of Suppliers and will be scored using the simple, unweighted scoring model given in the table below:

| Points | Interpretation   |
|--------|--|
| 10     | <b>Excellent</b> - The response shows: <ul style="list-style-type: none"> <li>• Very good understanding of the requirement</li> <li>• Considerable competence demonstrated through relevant experience</li> <li>• Considerable insight into the relevant issues</li> </ul> The response is also likely to propose additional value in several respects above that expected   |
| 7      | <b>Good</b> - The response shows: <ul style="list-style-type: none"> <li>• Good understanding of the requirements</li> <li>• Sufficient competence demonstrated through relevant experience</li> <li>• Some insight demonstrated into the relevant issues</li> </ul>   |
| 5      | <b>Adequate</b> - The response shows: <ul style="list-style-type: none"> <li>• Basic understanding of the requirements</li> <li>• Sufficient competence demonstrated through relevant experience</li> <li>• Some areas of concern that require attention</li> </ul>  |
| 3      | <b>Poor</b> – The response does not demonstrate that the bidder meets the requirement in one or more areas. There are reservations because of one or all of the following: <ul style="list-style-type: none"> <li>• There is at least one significant issue needing considerable attention</li> <li>• There is insufficient evidence to demonstrate competence or understanding</li> <li>• The response is light and unconvincing</li> </ul> |
| 0      | <b>Unacceptable</b> - The response is non-compliant with the requirements of the ITT and/or no response has been provided because of one or all of the following: <ul style="list-style-type: none"> <li>• The response indicates a significant lack of understanding</li> <li>• The response fails to meet the requirement</li> </ul>   |

## 4.4 Retention of Information

- 4.4.1 At least one copy of each potential Supplier's completed SQ will be retained by the NMRN.

## 4.5 Freedom of Information

- 4.5.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (together the 'Information Laws'), all information submitted to the NMRN may be disclosed in response to a request made pursuant to the Information Laws.
- 4.5.2 In respect of any information submitted by Supplier that the Supplier considers to be commercially sensitive the Supplier should set out the following information the SQ:
- clearly identify such information as commercially sensitive;
  - explain the potential implications of disclosure of such information; and
  - provide an estimate of the period of time during which the Supplier believes that such information will remain commercially sensitive.
- 4.5.3 Where a Supplier identifies Information as commercially sensitive, the NMRN will endeavour to maintain confidentiality. Suppliers should note, however, that, even where information is identified as commercially sensitive, the NMRN might be required to disclose such information in accordance with the Information Laws. Accordingly, the NMRN cannot guarantee that any information marked 'commercially sensitive' will not be disclosed

## Annex A

### SUPPLIER SELECTION QUESTIONNAIRE

#### SUPPLY OF TIMBER FOR THE CONSERVATION OF HMS VICTORY COMPETITIVE DIALOGUE

##### 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 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.
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’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex. Please note that failure to provide all elements of the Selection Questionnaire will result in your tender not being considered.
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 Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. **Note for Contracting Authorities: The following paragraph is optional for inclusion if a decision has been made to request a self-declaration of the exclusion grounds from sub-contractors. All sub-contractors are required to complete Part 1 and Part 2<sup>1</sup>.**
7. 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.

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

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<sup>1</sup> See PCR 2015 regulations 71 (8)-(9)

## PART 1: POTENTIAL SUPPLIER INFORMATION

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

| Section 1     | Potential supplier information  |   |
|---------------|---|---|
|               | Question  | Response  |
| 1.1(a)        | Full name of the potential supplier submitting the information  |   |
| 1.1(b) – (i)  | Registered office address (if applicable)   |   |
| 1.1(b) – (ii) | Registered website address (if applicable)  |   |
| 1.1(c)        | Trading status<br>a) public limited company<br>b) limited company<br>c) limited liability partnership<br>d) other partnership<br>e) sole trader<br>f) third sector<br>g) other (please specify your trading status)         |   |
| 1.1(d)        | Date of registration in country of origin   |   |
| 1.1(e)        | Company registration number (if applicable)   |   |
| 1.1(f)        | Charity registration number (if applicable)   |   |
| 1.1(g)        | Head office DUNS number (if applicable)   |   |
| 1.1(h)        | Registered VAT number   |   |
| 1.1(i) - (i)  | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>N/A <input type="checkbox"/> |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).  |   |
| 1.1(j) - (i)  | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                 |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.  |   |
| 1.1(k)        | Trading name(s) that will be used if successful in this procurement   |   |
| 1.1(l)        | Relevant classifications (state whether you fall within one of these, and if so which one)<br>a) Voluntary Community Social Enterprise (VCSE)<br>b) Sheltered Workshop<br>c) Public Service mutual                          |   |

|        |  |   |
|--------|--|---|
| 1.1(m) | Are you a Small, Medium or Micro Enterprise(SME) <sup>2</sup> ?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| 1.1(n) | <p>Details of Persons of Significant Control (PSC),where appropriate: <sup>3</sup></p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>-Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>-The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met;</li> <li>- Over 25% up to (and including) 50%;</li> <li>- More than 50% and less than 75%;</li> <li>- 75% or more. <sup>4</sup></li> </ul> <p>(Please enter N/A if not applicable)</p> |   |
| 1.1(o) | <p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>   |   |
| 1.1(p) | <p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>   |   |

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

<sup>2</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>3</sup> 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 CompaniesHouse. [See PSC guidance.](#)

<sup>4</sup> Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

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

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

## 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)    | <p><b>Regulations 57(1) and (2)</b><br/>           The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.<br/>           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 <a href="#">webpage</a>.</p> |  |
|           | Participation in a criminal organisation.   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 2.1(b) |
|           | Corruption.   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 2.1(b) |
|           | Fraud.  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 2.1(b) |
|           | Terrorist offences or offences linked to terrorist activities   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 2.1(b) |
|           | Money laundering or terrorist financing   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 2.1(b) |
|           | Child labour and other forms of trafficking in human beings   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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.<br>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, identity of who has been convicted.<br>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.   |  |
| 2.2       | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>N/A <input type="checkbox"/>            |

|        |   |   |
|--------|---|---|
| 2.3(a) | <b>Regulation 57(3)</b><br>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 <input type="checkbox"/><br>No <input type="checkbox"/> |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.   |   |

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



| Section 3 Grounds for discretionary exclusion |  |   |
|---|--|---|
|   | Question   | Response  |
| 3.1   | <p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>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.</p> |   |
| 3.1(a)  | Breach of environmental obligations?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |
| 3.1 (b)                                       | Breach of social obligations?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |
| 3.1 (c)                                       | Breach of labour law obligations?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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 <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |
| 3.1(e)  | Guilty of grave professional misconduct?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |
| 3.1(f)  | Entered into agreements with other economic operators aimed at distorting competition?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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 <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |
| 3.1(h)  | Been involved in the preparation of the procurement procedure?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>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 <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |

|                 |   |   |
|-----------------|---|---|
| 3.1 (j)         | Please answer the following statements  |   |
| 3.1 (j) – (i)   | The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion of the fulfilment of the selection criteria  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |
| 3.1 (j) – (ii)  | The organisation has withheld such information  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |
| 3.1 (j) – (iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts regulations 2015.  | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |
| 3.1 (j) – (iv)  | The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantage procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>If Yes please provide details at 3.2 |
| 3.2             | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)   |   |

### PART 3: SELECTION QUESTIONS<sup>5</sup>

| Section 4                       |  |   |
|---------------------------------|--|---|
| Economic and Financial Standing |  |   |
|                                 | Question   | Response  |
| 4.1                             | Are you able to provide a copy of your audited accounts for the last two years, if requested?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                 |
|                                 | If <b>no</b> , can you provide <b>one</b> of the following:<br>Answer with Y/N in the relevant box.  |   |
|                                 | (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.   | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                 |
|                                 | (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.   | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                 |
|                                 | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes <input type="checkbox"/><br>No <input type="checkbox"/>                                 |
| 4.2                             | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.   | Yes <input type="checkbox"/><br>No <input type="checkbox"/><br>N/A <input type="checkbox"/> |

| Section 5   |  |
|---|--|
| If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below: |  |
| Name of organisation  |  |
| Relationship to the Supplier completing these questions   |  |

|     |   |   |
|-----|---|---|
| 5.1 | Are you able to provide parent company accounts if requested to at a later stage? | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| 5.2 | If yes, would the parent company be willing to provide a guarantee if necessary?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| 5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?      | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |

<sup>5</sup> [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

|                  |   |
|------------------|---|
| <b>Section 6</b> | <b>Technical and Professional Ability</b>   |
| <b>6.1</b>       | <p><b>Relevant experience and contract examples</b></p> <p>Please provide in the Table below, 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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>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).</p> <p>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.</p> <p>If you cannot provide examples see question 6.3</p> |

|                                      | 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             |            |            |            |

Table 1: Contract Examples

|     |   |
|-----|---|
| 6.2 | <p>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)</p> <p>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)</p> |
|     |   |

|     |  |
|-----|--|
| 6.3 | <p>If you cannot provide at least one example for question 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a newstart-up or you have provided services in the past but not under a contract.</p> |
|     |  |

|     |  |              |   |
|-----|--|--------------|---|
| 6.4 | <b>Questions</b>   |              |   |
|     | <b>CRITERIA</b>  | <b>SCORE</b> | <b>Contract reference in relation to Table 1 at Paragraph 6.1. above description (no more than 500 words)</b> |
|     | <p><b>6.4.1.</b> What is your experience of supplying substantial quantities of European hardwoods, especially oak, to timber construction heritage projects? In addition, please detail the volumes and quality and dimensions of timber purchased over the last three years through your supply chain.</p> |              |   |

|  |  |  |
|--|--|--|
| <b>6.4.2.</b> How have you managed the key issues, risks and opportunities associated with supplying European hardwood, to other clients?<br><b>Please provide examples</b>  |  |  |
| <b>6.4.3.a</b> How have you sourced, and what has been your key criteria for Oak to meet client specifications?  |  |  |
| <b>6.4.3.b</b> How have you ensured this fits into your current supply chains and practices?   |  |  |
| <b>6.4.4.a.</b> How have you ensured the quality of European hardwood from felling to final point of supply?<br>Please explain your relationship with your supplier and the parties between you and standing timber.                           |  |  |
| <b>6.4.4.b.</b> How do you monitor and control moisture content and prevent infection and disease in the timber up to the point of delivery?   |  |  |
| <b>6.4.5.</b> What is the professional standing <sup>1</sup> of your company and its employees/subcontractors/consultants? Please show on an organogram for:<br>a. the company.<br>b. the proposed structure for the delivery of this contract |  |  |
| <b>6.4.6.</b> Have you worked in partnership with a customer for the supply of high-quality European hardwood in large volumes? What values, principles and behaviours did you bring to this?  |  |  |
| <b>6.4.7.</b> How have you maintained a steady supply of high-quality timber to your clients previously, ensuring the timber has been seasoned for the correct period of time?   |  |  |

<sup>1</sup> Including company and individual membership of professional bodies, and relevant individual qualifications/certifications/registrations, e.g. Chartered Forester, or equivalent.

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

#### Part 4: ADDITIONAL QUESTIONS

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

| Section 8 | Additional Questions   |   |
|-----------|--|---|
| 8.1       | Insurance  |   |
| a.        | <p>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:</p> <p><b>Employer's (Compulsory) Liability Insurance = £5,000,000</b></p> <p><b>Public Liability Insurance = £10,000,000</b></p> <p><b>Professional Indemnity Insurance = £10,000,000</b></p> <p><b>Product Liability Insurance = £10,000,000</b></p> <p><b>Contractor's All-Risk Insurance = £10,000,000</b></p> <p>*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.</p> | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |

|            |   |   |
|------------|---|---|
| <b>8.2</b> | <b>Health and Safety</b>  |   |
| a.         | Does your organisation have a written Health and Safety Policy?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| b.         | Does your organisation ensure compliance with the Health and Safety at Work Act 1974?                         | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| c.         | Does your organisation train staff in Health and Safety?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| d.         | Please provide the name of the person in the business specifically responsible for health and safety matters: |   |

|            |   |   |
|------------|---|---|
| <b>8.3</b> | <b>Equalities</b>   |   |
| a.         | Does your organisation comply with your statutory obligations under the Equality Act 2010?<br><br><b>If relevant to the status of your organisation, i.e. if you have more than 5 staff, please attach a copy of your Equality and Diversity policy and/or equal opportunities policy with your response</b>  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| b.         | In the last three years has any finding of unlawful discrimination been made against your business or organisation by any court or employment tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in jurisdiction other than the UK)?  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| c.         | <b>If you answered 'yes' to the above question, provide a summary of the finding or judgement and explain what action you have taken to prevent similar unlawful discrimination from reoccurring.</b><br><i>Guidance – Buyer may not be able to select a bidder to tender if it has been found to have unlawfully discriminated in the last three years unless it has provided compelling evidence that it has taken robust and appropriate action to prevent similar unlawful discrimination reoccurring</i> |   |
| d.         | In the last three years, has your organisation had a complaint upheld following a formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in the jurisdiction other than the UK), on grounds of alleged unlawful discrimination?   | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |
| e.         | <b>If you answered 'yes', provide a summary of the nature of the investigation and an explanation of the outcome (so far) of the investigation. If the investigation upheld the complaint against your organisation, provide an</b>   |   |



|  |   |  |
|--|---|--|
|  | <p><b>explanation of what action (if any) you have taken to prevent unlawful discrimination from re-occurring.</b></p> <p><b>Guidance</b> – <i>Buyer may not be able to select a bidder if a complaint is upheld following investigation, unless robust and appropriate action has been taken to prevent similar unlawful discrimination from reoccurring</i></p> |  |
|--|---|--|

|            |  |  |
|------------|--|--|
| <b>8.4</b> | <b>Information Security Policy</b>   |  |
| a.         | <p>Does your firm have a policy on the protection of client data with respect to the statutory requirements on Data Protection, Freedom of Information and Environmental Information Regulations and confidentiality?</p> <p><b>Please provide details</b></p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> |
| b.         | Please provide any further information you think might be relevant to the provision of this service such as: any additional skills or processes your organisation possesses which you consider would lead to additional value/ benefit for the NMRN            |  |

|            |  |  |
|------------|--|--|
| <b>8.5</b> | <b>Sustainable Timber Policy</b>   |  |
| a.         | <p>The NMRN has adopted a Sustainable Timber Procurement Policy.</p> <p>This policy commits the NMRN to purchasing timber and wood derived products from independently verifiable legal and sustainable sources, traceable from the forest to the final processor through a clear chain of custody.</p> <p>The Suppliers attention is drawn to these contract requirements governing the supply and use of timber and wood-derived products in performing this contract. Should the Supplier be shortlisted for this tender it will become a condition of the contract that the Supplier confirms that all virgin timber to be used in this contract will be from:</p> <ul style="list-style-type: none"> <li>sources certified as legal and sustainable by the Forestry Stewardship Council (FSC), the Programme for Endorsement of Forest Certification (PEFC), or licensed under the Forest Law Enforcement, Governance and Trade (FLEGT) scheme.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>sustainable sources supported by documentary evidence.</li> </ul> <p><b>Do you agree to this condition?</b></p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> |

## Annex B

### 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.

|                                 |  |
|---------------------------------|--|
| <b>Signed</b>                   |  |
| <b>Name</b>                     |  |
| <b>Position in Organisation</b> |  |
| <b>For and behalf of</b>        |  |
| <b>Date</b>                     |  |