

LSBU10/1190 - The Supply of Metal Pallets

1. Potential Supplier Information -(Part 1)

1.1. 1.1 Supplier Information

1.1.1. 1.1(a) Full name of the potential supplier submitting the information.

1.1.2. 1.1(b)-(i) Registered office address (if applicable)

1.1.3. 1.1(b)-(ii) Registered website address (if applicable)

1.1.4. 1.1(c) Trading Status

- public limited company
- limited company
- limited liability partnership
- other partnership
- sole trader
- third sector

1.1.5. If Other please specify

1.1.6. 1.1(d) Date of registration in country of origin

1.1.7. 1.1(e) Company registration number (if applicable)

1.1.8. 1.1(f) Charity registration number (if applicable)

1.1.9. 1.1(g) Head office DUNS number (if applicable)

1.1.10. 1.1(h) Registered VAT number

1.1.11. 1.1(i)-(i) If applicable is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?

- Yes
- No
- N/A

1.1.12. 1.1(i)-(ii) If you responded yes to 1.1(i)-(i) please provide the relevant details, including the registration number(s)

1.1.13. 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?

1.1.14. 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.

1.1.15. 1.1(k) Trading name(s) that will be used if succesful in this procurement.

1.1.16. 1.1(l) Relevant classification (state whether you fall within one of these, and if so which one).

- Voluntary Community Social Enterprise (VCSE)
- Sheltered Workshop
- Public service mutual
- N/A

1.1.17. 1.1(m) Are you a Small, Medium or Micro Enterprise (SME)

1.1.18. 1.1(n) Details of Persons of Significant Control (PSC) where appropriate (please enter N/A if not applicable)

1.1.19. 1.1(n)-(i) Name

1.1.20. 1.1(n)-(ii) Date of Birth

1.1.21. 1.1(n)-(iii) Nationality

1.1.22. 1.1(n)-(iv) Country, state or part of the UK where the PSC usually lives

1.1.23. 1.1(n)-(v) Service address

1.1.24. 1.1(n)-(vi) The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);

1.1.25. 1.1(n)-(vii) 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.

1.1.26. 1.1(o) Details of immediate parent company: (please enter N/A if not applicable)

1.1.27. 1.1(o)-(i) Full name of the immediate parent company

1.1.28. 1.1(o)-(ii) Registered office address (if applicable)

1.1.29. 1.1(o)-(iii) Registration number (if applicable)

1.1.30. 1.1(o)-(iv) Head office DUNS number (if applicable)

1.1.31. 1.1(o)-(v) Head office VAT number (if applicable)

1.1.32. 1.1(p) Details of ultimate parent company: (please enter N/A if not applicable)

1.1.33. 1.1(p)-(i) Full name of the ultimate parent company

1.1.34. 1.1(p)-(ii) Registered office address (if applicable)

1.1.35. 1.1(p)-(iii) Registration number (if applicable)

1.1.36. 1.1(p)-(iv) Head office DUNS number (if applicable)

1.1.37. 1.1(p)-(v) Head office VAT number (if applicable)

1.2. 1.2(a) Bidding Model

1.2.1. 1.2(a)-(i) Are you bidding as the lead contact for a group of economic operators?

1.2.2. 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.

1.2.3. 1.2(a)-(ii) Name of group of economic operators (if applicable)

1.2.4. 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.

1.2.5. 1.2(b)-(i) Are you, if applicable, the group of economic operators proposing to use subcontractors?

- Yes
- No
- N/A

1.3. 1.2(b)

1.3.1. 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.

1.4. Subcontractor(s)

1.4.1. Name

1.4.2. Registered address

1.4.3. Trading Status

- public limited company
- limited company
- limited liability partnership
- other partnership
- sole trader
- third sector

1.4.4. Company registration number

1.4.5. Head Office DUNS number (if applicable)

1.4.6. Registered VAT number

1.4.7. Type of organisation

1.4.8. SME

1.4.9. The role each subcontractor will take in providing the works and/or supplies e.g key deliverables

1.4.10. The approximate % of contractual obligations assigned to each subcontractor

1.5. 1.3 Contact details and declaration

1.5.1. I declare that to the best of my knowledge the answers submitted and information contained in the document are correct and accurate. I declare that, upon request and without delay I will provide the certificates of documentary evidence referred to in the document. I understand that the information will be used in the selection process to assess my organisations 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

1.5.2. 1.3(a) Contact Name

1.5.3. 1.3(b) Name of Organisation

1.5.4. 1.3(c) Role in Organisation

1.5.5. 1.3(d) Phone Number

1.5.6. 1.3(e) E-mail address

1.5.7. 1.3(f) Postal address

2. Grounds for mandatory exclusion -(Part 2)

2.1. Regulations 57(1) and (2)

2.1.1. REGULATIONS 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page(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 another 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 this webpage (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).

2.1.2. 2.1(a)-(i) Participation in a criminal organisation (If yes please provide details at 2.1(b))

2.1.3. 2.1(a)-(ii) Corruption (If yes please provide details at 2.1(b))

2.1.4. 2.1(a)-(iii) Fraud (If yes please provide details at 2.1(b))

2.1.5. 2.1(a)-(iv) Terrorist offences or offences linked to terrorist activities.(If yes please provide details at 2.1(b))

2.1.6. 2.1(a)-(v) Money laundering or terrorist financing (If yes please provide details at 2.1(b))

2.1.7. 2.1(a)-(vi) Child Labour and other forms of trafficking in human beings. (If yes please provide details at 2.1(b))

2.1.8. 2.1(b) If you have answered Yes to any of the above questions, please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. Identify 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. Self Cleaning in respect of Regulations 57(1) and (2)

2.2.1. 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)

2.3. Regulation 57(3)

2.3.1. 2.3(a) 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 organisations is established (if outside the UK) that the organisation is in breach of obligations related to the payment of tax or social security contributions?

2.3.2. 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.

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

3. Grounds for Discretionary exclusion -(Part 2)

3.1. Regulation 57(8)

3.1.1. 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.

3.1.2. 3.1(a) Breach of environmental obligations (if yes please provide details at 3.2)

3.1.3. 3.1(b) Breach of social obligations (if yes please provide details at 3.2)

3.1.4. 3.1(c) Breach of labour law obligations (if yes please provide details at 3.2)

3.1.5. 3.1(d) Bankrupt or is the subject of insolvency or winding up proceedings, where the organisations assets are being administered by a liquidator or by the court, where it is an arrangement with creditors, where it is business activities are suspended or it is in any analogues situation arising from a similar procedure under the laws and regulations of any state. (if yes please provide details at 3.2)

3.1.6. 3.1(e) Guilty of grave professional misconduct. (if yes please provide details at 3.2)

3.1.7. 3.1(f) Entered into agreements with other economic operators aimed at distorting competition. (if yes please provide details at 3.2)

3.1.8. 3.1(g) Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure. (if yes please provide details at 3.2)

3.1.9. 3.1(h) Been involved in the preparation of the procurement procedure? (if yes please provide details at 3.2)

3.1.10. 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 cocession contract, which led to early termination of that prior contract, damages or other comparable sanctions? (if yes please provide details at 3.2)

3.1.11. Please answer the following statements.

3.1.12. 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 or the fulfilment of the selection criteria. (If yes please provide details at 3.2)

3.1.13. 3.1(j)-(ii) The organisation has withheld such information. (If yes please provide details at 3.2)

3.1.14. 3.1(j)-(iii) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulation 2015. (If yes please provide details at 3.2)

3.1.15. 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 advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection award. (If yes please provide details at 3.2)

3.2. Self Cleaning in respect of Regulation 57 (8)

3.2.1. 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)

4. Economic and Financial Standing -(Part 3)

4.1. 4.1 Are you able to provide a copy of your audited account for the last two years, if requested? If no, can you provide one of the following? Answer with "Yes" or "No" in the relevant box.

4.1.1. Are you able to provide a copy of your audited account for the last two years, if requested?

4.1.2. If no, can you provide one of the following answer with "Yes" "No" in the relevant box.

4.1.3. 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.

4.1.4. b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

4.1.5. c) Alternative means of demonstrating financial status if any of the above are not available (eg forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank charity accounts or an alternative means of demonstrating financial status)

4.2. Self Certification

4.2.1. 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.

5. Economic Operator Group -(Part 3)

5.1. If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group , please provide further details below:

5.1.1. Name of organisation.

5.1.2. Relationship to the supplier completing these questions.

5.2. Parent Company Accounts

5.2.1. 5.1 Are you able to provide parent company accounts if requested to at a later stage?

5.3. Parent Company Guarantee

5.3.1. 5.2 If yes, would the parent company be willing to provide a guarantee if necessary?

5.4. Other Company Guarantee

5.4.1. 5.3 If no, would you be able to obtain a guarantee elsewhere (eg, from a bank)?

6. Technical and Professional Ability -(Part 3)

6.1. 6.1 Relevant experience and contract examples.

6.1.1. 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. Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract. If you cannot provide examples see question 6.3

6.2. Contract Examples

6.2.1. 6.1(a) Name of customer organisation.

6.2.2. 6.1(b) Point of contact in the organisation.

6.2.3. 6.1(c) Position in the organisation.

6.2.4. 6.1(d) Email address

6.2.5. 6.1(e) Description of Contract

6.2.6. 6.1(f) Contract start date

6.2.7. 6.1(g) Contract completion date

6.2.8. 6.1(h) Estimated contract value

6.3. Example of Previous Subcontracting

6.3.1. 6.2 Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(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)

6.4. Explanation of no relevant experience and contract examples being provided

6.4.1. 6.3 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 new start up or you have provided services in the past but not under a contract.

7. Modern Slavery Act 2015 -(Part 3)

7.1. Requirements under Modern Slavery Act 2015

7.1.1. 7.1 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc") of the Modern Slavery Act 2015 ("The Act")?

- Yes
- N/A

7.2. Reporting

7.2.1. 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 Modern Slavery Act 2015?

7.2.2. If you answered Yes to 7.2 please provide the relevant URL

7.2.3. If you answered No to 7.2 please provide an explanation

8. Additional Questions -(Part 3)

8.1. Organisational Structure

8.1.1. Please provide your organisation and management hierarchy in the form of an organisation chart which identifies the key personnel who would be involved in delivering any resultant Contract and their level of experience/competence relevant to this requirement.

8.2. Technical Capability

8.2.1. Please describe the relevant, principal areas of business activity of your organisation, including the number of years you have been involved in this activity. Please also provide details of the technical services, facilities and premises, including tools, plant and technical equipment available in relation to delivering this requirement.

8.3. Manufacturing to Drawing

8.3.1. Please demonstrate your ability and experience of meeting the requirements of industry standard drawings and examples of this.

8.4. Quality

8.4.1. What internal procedures are in place for identifying and recording non-compliant work (in terms of quality) and for subsequently implementing corrective and preventative actions. In case of a Consortium/Partnership proposal, provide details of quality assurance arrangements to be implemented.

8.5. Supplier Selection

8.5.1. Please outline your processes for qualifying approved or preferred suppliers, including whether SMEs are encouraged within the supply chain.

8.6. Supply Chain Management

8.6.1. Please describe your processes for monitoring the performance of your supply chain.

8.7. Accreditation

8.7.1. Please provide evidence of your ISO 9001:2008, ISO 9001:2015 or equivalent appropriate certification, in a scope relevant to this requirement. Failure to provide a copy/copies of such certification will result in failure of the PQQ and you will not be invited to tender.

8.7.2. If you do not hold the certification specified, you should provide a brief explanation, with any supporting evidence, stating why you do not hold it. If you have provided the evidence requested, please respond with 'N/A' for this section.

8.8. Mandatory Selection Criterion for the Government's Cyber Essentials Scheme

8.8.1. Your organisation currently has a current and valid Cyber Essentials certificate, which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the last 12 months

8.8.2. Your organisation does not currently have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies BUT you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies by the Commencement Date of the Contract.

8.8.3. Your organisation does not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or will be able to demonstrate by the Commencement Date of the Contract) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme, as detailed in the following link:

<https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf> and that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the last 12 months) that your organisation demonstrates current compliance with Cyber Essentials technical requirements.

8.8.4. Please confirm you are working with your proposed supply chain to ensure where appropriate that they either have a Cyber Essentials certificate, are working towards obtaining one or that they can demonstrate and provide evidence that they have the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the link above, and that you will have this in place by the Commencement Date of each of your supplier Contracts. (Answer 'No' if this does not apply, i.e. there is no supply chain).

8.8.5. If you have any comments you wish to offer in support of your answers, for example if you want to explain why not every member of your supply chain holds the appropriate level of certification, you can provide them here. The Authority may, at its discretion, consider your comments when determining whether it will pass or fail your answers. Note: You are not obliged to provide any comments; the option to provide them is to allow you to offer the rationale for your answers where you feel it necessary to do so.

8.9. Electronic Trading

8.9.1. Babcock DSG Limited does not utilise the CP&F system, and no longer uses the previous Purchase to Payment (P2P) system. Babcock DSG Limited, acting as agents for the Authority, operates its own electronic trading system for ordering and invoicing. Please confirm your understanding of this.

8.10. Additional Documentation

8.10.1. Please provide any pertinent documentation relating to the above sections, clearly titling documents with the section(s) being referred to.