**Appendix 1 – Suitability Questionnaire**

1. **GROUNDS FOR EXCLUSION**

|  |  |
| --- | --- |
| **Question** | **Response** |
| 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 has been convicted anywhere in the world of any of the offences within the summary below | |
| Participation in a criminal organisation | Yes  No  If yes, please provide details |
| Corruption | Yes  No  If yes, please provide details |
| Fraud | Yes  No  If yes, please provide details |
| Terrorist offences or offences linked to terrorist activities | Yes  No  If yes, please provide details |
| Money laundering or terrorist financing | Yes  No  If yes, please provide details |
| Child labour and other forms of trafficking in human beings | Yes  No  If yes, please provide details |
| Breach of environmental obligations? | Yes  No  If yes, please provide details |
| Breach of social obligations? | Yes  No  If yes, please provide details |
| Breach of labour obligations? | Yes  No  If yes, please provide details |
| 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 an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the law and regulations of any State? | Yes  No  If yes, please provide details |

|  |  |
| --- | --- |
| Guilty of grave professional misconduct? | Yes  No  If yes, please provide details |
| Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  If yes, please provide details |
| Aware of any conflict of interest within the meaning of Regulation 24 due to the participation in the procurement procedure? | Yes  No  If yes, please provide details |
| Been involved in the preparation of the procurement procedure? | Yes  No  If yes, please provide details |
| Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes  No  If yes, please provide details |
| 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?  If ‘yes’, please also confirm that 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. | Yes  No |
| If you have answered ‘yes’ to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (self cleaning) |  |

1. **ECONOMIC AND FINANCIAL STANDING**

|  |  |
| --- | --- |
| **Question** | **Response** |
| Are you able to provide a copy of your audited accounts for the last two years, **if** requested?  If no, can you provide one of the following (answer with a ‘yes’ or ‘no’ in the relevant box):   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 2. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position 3. 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 bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes  No  Yes  No  Yes  No  Yes  No |
| 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 those requirements | **NOT FINANCIAL MINIMUM SPECIFIED, THEREFORE**  **N/A** |
| If applicable, are you able to provide parent company accounts if requested at a later stage? | Yes  No  N/A |
| If applicable, would the parent company be willing to provide a guarantee if necessary? | Yes  No  N/A |
| If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes  No |

1. **Reference Sites**

Please provide ***two*** suitable references that ideally are of similar value and requirements for this project. Please use the format below for each reference:

|  |  |
| --- | --- |
| **Name of Council/Client** |  |
| **Contact Name** |  |
| **Contact Telephone** |  |
| **Contact Email** |  |
| **Location of Installation** |  |
| **Value of Project** |  |
| **Description of Project** |  |
| **Date of Installation** |  |

1. **DECLARATION**

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of (**Insert name of Supplier**):

……………………………………………………………………………………

I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information

I also declare that there is no conflict of interest in relation to the Council’s requirement.

**Completed by:**

|  |  |
| --- | --- |
| Name |  |
| Role in Organisation |  |
| Date |  |
| Signature |  |