

HORNIMAN MUSEUM & GARDENS ESTATES MAINTENANCE TENDER

STANDARD SELECTION QUESTIONNAIRE



Standard Selection Questionnaire

Contract

for

Estates Maintenance

Horniman Museum & Gardens (HMG)

Introduction

The Horniman Museum & Gardens have been open since Victorian times, when Frederick John Horniman first opened his house and extraordinary collection of objects to visitors. Since then the collection has grown tenfold and includes internationally important collections of anthropology and musical instruments, as well as an acclaimed aquarium, a Butterfly House and natural history collection.

The Horniman Public Museum and Public Park Trust wishes to appoint experienced companies to provide Estates Maintenance to the estate of The Horniman Museum & Gardens. Maintenance contract to include planned preventative and reactive maintenance.

The estate includes;

- The Horniman Museum & Gardens, 100 London Road, London, SE23 3PQ
- The Museum Study Collection Centre, off Millennium Way, London, SE10 0PG

The duration of the Contract will be **3+1+1 years**

The procurement process is being conducted using the Restricted Procedure as set out in the Public Contracts Regulations (2015).

PROVISIONAL TIMETABLE

The following timetable is a guide. The Museum reserves the right to change the timings at any stage.

Date	Stage
15 th April 2019	SSQ issued
10 th May 2019	Deadlines for receipt of requests for SSQ clarifications
17 th May 2019	Closing Date for receipt of SSQs
10 th June 2019 (TBC)	Invitation to Tender to be issued to short-listed firms
17 th June 2019 (TBC)	Site visit followed and pre-tender meeting
5 th July 2019 (TBC)	Deadlines for receipt of requests for ITT clarifications
12 th July 2019 (TBC)	Closing date for receipt of Tenders
TBC	Notification of intent to award
7 th August 2019 (TBC)	Contract award-Appointment of Contractor (after 10-day standstill period)
1st October 2019 (TBC)	Commencement of Contract

Clarification Requests

All SSQ clarification requests should be received by not later than the 10th May 2019.

Site Visit and Clarification Meeting

N/A for Stage 1 (Standard Selection Questionnaire)

Contractors invited to Stage 2 (ITT) will receive an invitation to site visits and a clarification meeting.

Preparation

The Applicants' attention is drawn in particular to carefully preparing the information requested under **Section 6.1 to 6.6 Relevant Experience and Contract Examples**.

Applicants should also study carefully the contents of Annex The Scope AND the Scope Appendices, which set out in detail the full scope of services and specifications.

Submission deadline

The submission deadline for Applicants to prequalify is **midday on the 17th of May 2019**

Submission details

Please return a completed version of this document to:

Name of contracting authority	The Horniman Public Museum & Public Gardens Trust
Contact	Tim Hopkins

Contact e-mail address	thopkins@horniman.ac.uk
Postal address	Tim Hopkins Head of Estates 100 London Rd Forest Hill London SE23 3PQ
Copies	One electronic and three originally signed hard copies of each application are required

Evaluation

This Standard Selection Questionnaire has been designed to assess the suitability of companies to fulfil the Museum's requirements under the Contract which is the subject of this selection exercise, in terms of their eligibility and qualifications.

The Museum expects to select **5 to 7** companies who will then be invited to tender.

Applicants will be evaluated by applying the following **SCORING METHODOLOGY** to the information they provide in response to **Section 6 (6.1 to 6.6)**

<u>SCORING METHODOLOGY</u>		
It is intended to prequalify 5 to 7 Applicants. Applicants will be evaluated for scoring purposes in the following manner:		
1. Sections 2 to 4 Grounds for Mandatory/ Discretionary Exclusion- PASS/FAIL		
2. Section 5 Economic and Financial Ability PASS/FAIL		
3. Section 6 Technical and Professional Ability		
Score	Title	Detail
5	Excellent	Response demonstrates that HMG requirements would be met exactly/ almost exactly
4	Good	Response demonstrates that the requirements of HMG would be met very well
3	Average	Response demonstrates that all requirements of HMG would be met to a satisfactory level
2	Below Average	Response only demonstrates that only some of the requirements of HMG would be met to a satisfactory level
1	Poor	Response demonstrates that most or all of HMG requirements would not be met to a satisfactory level

0	Fail	Response demonstrates fails to answer the question or provide any evidence that it would meet the requirements of HMG.
4. Sections 7 Modern Slavery Act and 8 Additional Questions- PASS/FAIL		

Company Information and Exclusion Grounds: Part 1 and Part 2.

The *Standard Selection Questionnaire* constitutes a self-declaration, made by the Applicant (the potential tenderer), that it does not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you taken to rectify the situation (referred to as “self-cleaning”).

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, we require all the organisations that the Applicant will rely on to meet the selection criteria to provide completed sections for Part 1 and Part 2. 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 the Applicant comprises a group of organisations, including consortia, joint ventures, partnerships, associations or similar, each organisation in such a group must complete one of these self-declarations.

Sub-contractors that the Applicant relies on to meet the selection criteria must also complete a self-declaration (sub-contractors that are not relied upon do not need to complete the self-declaration).

Supplier Selection Questions: Part 3

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If an application to be selected for the tender stage is on behalf of a group (consortium or) or you intend to use sub-contractors, all of the selection questions should be answered on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and within a reasonable pre-stated time frame, the Museum reserves the right to amend the contract award decision and award to the next highest scoring and compliant applicant.

Consequences of misrepresentation

If an Applicant seriously misrepresents any factual information completing the Selection Questionnaire, and so induces the Museum to enter into a contract, there may be significant consequences. The Applicant may be excluded from the procurement procedure, and from tendering for other contracts for three years. If a contract has been entered into the Applicant may be sued for damages and the contract rescinded. If fraud or fraudulent intent can be proved, the Applicant or its officers may be prosecuted and convicted of the offence of fraud by false representation, and must be excluded from further procurements for five years.

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

Notes for completion- Instructions to Applicants

1. The “authority” means **The Horniman Public Museum and Public Park Trust**, 100 London Road, London, SE233PQ, hereinafter referred to as the “Museum”. that is seeking to invite suitable companies to participate in this prequalification exercise, for one or more Lots under a Framework Agreement, as: set out under 3(b) below:
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.
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.
5. For answers to Part 3, where an Applicant is tendering on behalf of a group, for example, a consortium, or intends to use sub-contractors, it should respond to all of the questions on behalf of the consortium and/ or any sub-contractors, and thus provide one composite response and declaration.
6. **Verification of Information Provided** Whilst reserving the right to request information at any time throughout the procurement process, the Museum may enable the Applicant to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the Applicant can meet the specified requirements, the Museum may only obtain such evidence after the final tender evaluation decision, i.e. from the winning tenderer only.
7. **Sub-contracting arrangements- additional information** Applicants that propose sub-contractor(s) for any components exceeding 25 percent of the assignment’s value will be required to provide details of the proposed total Service shall arrangement under a separate Appendix and include: (i) members of the supply chain; (ii) the percentage of work being delivered by each sub-contractor; and (iii) the key contract deliverables each sub-contractor will be responsible for.

The Museum shall evaluate subcontractors’ particulars for critical components or for components exceeding 25 per cent of the assignment’s value. Where a subcontractor is determined unqualified, or otherwise inappropriate, the applicant shall not be rejected, but afforded the opportunity to propose a replacement. It will usually be more appropriate to assess the adequacy of subcontractors’ qualifications at the tendering stage, namely once the scope of requirements are well defined, as opposed to at the prequalification stage, when only general information and basic design of the project are generally available

8. **Consortia arrangements- additional information** Applicants completing this Supplier Selection Questionnaire as part of a proposed consortium (including joint venture, partnership, association or similar) are required to provide the following information;

- names of all consortium members;
- the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
- if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

Please note that the Museum 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 the Museum as being necessary for the satisfactory performance of the contract.

All members of the consortium will be required to provide the information required in all sections of the SSQ as part of a single composite response to the Museum i.e. each member of the consortium is required to complete the form.

Where an Applicant is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), it should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

The Museum 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.

Part 1: Company 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 number	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 a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector 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"/> No <input type="checkbox"/> 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"/> 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)	

	a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ² ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: 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 the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ⁴ (Please enter N/A if not applicable)	
1.1(o)	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)	Details of ultimate parent company: - Full name of the ultimate 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)	

² See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

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](#).

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

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.

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

Section 1	Tendering model																																																										
Question number	Question	Response																																																									
1.2(a) - (i)	Are you tendering as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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?	Yes <input type="checkbox"/> 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 for those sub-contractors delivering over 25 percent of the value of Service in the following table: <table border="1" data-bbox="274 1305 1324 2027"> <thead> <tr> <th>Name</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Registered address</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trading status</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Company registration number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Head Office DUNS number (if applicable)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Registered VAT number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Type of organisation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SME (Yes/No)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>The role each sub-contractor will take in</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					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					
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	providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion Grounds

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

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2)⁵</p> <p>The detailed grounds for mandatory exclusion of an organisation should be referred to before responding to these questions.</p> <p>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 in the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	

⁵ The list of exclusion grounds can be found in the web page located at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusion_s.pdf

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"/> No <input type="checkbox"/>
2.3(a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> 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 company where it can demonstrate by any appropriate means that the company is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		
Grounds for discretionary exclusion		
	Question	Response
3.1	Regulation 57 (8)⁶ The detailed grounds for discretionary exclusion of an organisation should be referred to before responding to these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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"/> No <input type="checkbox"/> 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"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under	Yes <input type="checkbox"/> No <input type="checkbox"/>

⁶ The list of exclusion grounds can be found at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusion_s.pdf

	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?	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 or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> 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"/> No <input type="checkbox"/> 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 advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 Questions⁷

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? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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"/> 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"/> 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"/> 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"/> No <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"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a	Yes <input type="checkbox"/>

⁷ See Action Note 8/16 Updated Standard Selection Questionnaire

	guarantee if necessary?	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"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability <i>NOTE: Responses to Section 6 can be appendices to your return of this completed document. All appendices must be clearly be referenced within this SSQ.</i>
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of three contracts that have been completed or are substantially complete within the last 3 Years, in any combination from: either the public or private sector, or voluntary, charity or social enterprise (VCSE), that are relevant to the Museum's requirements in being of a comparable magnitude to the proposed contract. Such magnitude shall be comparable to that described under the Scope in terms of physical size, complexity, methodology, value, and any other relevant factors.</p> <p>Applicants shall include a summary of the contract services management model, including levels of resource and which services were subcontracted, for each case study.</p> <p>Each case study should be no more than four pages of A4 and include the name, job title and contact details (email and phone) of one referee.</p> <p>The Museum reserves the right to take up Client references for the above contracts.</p> <p>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 6.1b</p>

	Contract 1	Contract 2	Contract 3
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Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Contract Start date			
Contract completion date			
Estimated contract value per annum			

6.1b	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.

6.2	<p>Where you intend to sub-contract any 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> <p>Please respond to question in total of no more than 500 words.</p>

6.3	Please respond to the following question in total of no more than 500 words and include evidence from at least one of your case studies.
	<p><u>Company</u></p> <p>Describe your organisation's ethos and governance methodology.</p> <p>Describe how in practice your organisation's ethos and governance promotes collaborative working with the Client, Sub-Contractors and other Client Contractors. Ensure your responses are supported with examples from at least one of the three case studies.</p> <p>Please provide a brief description and percentage breakdown of your organisations primary business activities and main services related to the provision of similar requirements to those required by The Client.</p> <p>If awarded this contract what % of your annual turnover would it represent?</p>

6.4	Please respond to the following question in total of no more than 500 words and include evidence from at least one of your case studies.
	<p><u>PPM</u></p> <p>Describe your experience of successfully delivering PPM contracts which are comparable to the requirement set out in <i>The Scope</i>.</p> <p>Describe your experience of delivering this service for both static and mobile sites.</p> <p>Your response shall include at least one example from one of the case studies demonstrating how you have improved the effectiveness of this service for a client.</p>

6.5	Please respond to the following question in total of no more than 500 words and include evidence from at least one of your case studies.
	<p><u>REACTIVE MAINTENANCE</u></p> <p>Describe your experience of successfully delivering Reactive Maintenance contracts which are comparable to the requirement set out in <i>The Scope</i>.</p> <p>Describe your experience of delivering this service for both static and mobile sites.</p>

	Your response shall include at least one example from one of the case studies demonstrating how you have improved the effectiveness of this service for a client.
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6.6	Please respond to the following question in total of no more than 500 words and include evidence from at least one of your case studies.
	<p><u>TECHNICAL KNOWLEDGE & COMPETENCE</u></p> <p>Describe the skills and knowledge available within your organisation to provide the required Service as set out in <i>The Scope</i>.</p> <p>Describe your organisation's training and staff development programme for those categories of staff employed in providing the services directly comparable to those described in <i>The Scope</i>.</p> <p>Describe how required technical knowledge and skills not available to site based teams is provided to enhance service provision and technical advice to those Clients.</p> <p>Please also state:</p> <ul style="list-style-type: none"> ○ How these are kept up to date ○ How these are shared with site teams <p>Please ensure you explain how all of the above has been delivered to meet the requirements of one of your case study clients.</p>

Section 7	Modern Slaveryⁱ Act 2015: Requirements under Modern Slavery Act 2015 (applies to companies with Annual Turnover of £35 million or more)	
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 <input type="checkbox"/> N/A <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"/> Please provide the relevant url ... No <input type="checkbox"/> Please provide an explanation

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.

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: Y/N</p> <p>Employer's (Compulsory) Liability Insurance = Contractor to provide insurance certificate to verify it has cover</p> <p>Public Liability Insurance = £10 million</p> <p>Professional Indemnity Insurance = £2.5 million</p>

8.2	Suppliers' Past Performance⁸ - (please refer to supplier selection guidance - this question should only be included by central government contracting authorities)	
a.	Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	On request can you provide a certificate from those customers on the list?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	If you cannot obtain a certificate from a customer can you explain the reasons why?	Yes <input type="checkbox"/> No <input type="checkbox"/>
d.	If the certificate states that goods and/or services supplied were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
e.	Can you supply the information in questions a. to d. above for any sub-contractors [or consortium members] who you are relying upon to perform this contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>

⁸ [Procurement Policy Note 04/15 Taking Account of Suppliers' Past Performance](#)
