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Screening Questionnaire – Response Template

Invitation to Tender: Window and Doors

Submission Deadline: 16th August 2022

# Black Country Housing Group Selection Questionnaire

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation.

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 you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

**Supplier Selection Questions: Part 3**

If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

Unless expressly requested, you do not need to include any documentary evidence of your answers. Should you be successful in your bid, the relevant documentary evidence referred to in the Selection Questionnaire must be provided. Failure to provide this evidence in a reasonable timeframe will grant BCHG the right to amend the contract award decision and award to the next highest scoring compliant bidder.

**Consequences of misrepresentation**

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 If a contract has been entered into you may be sued for damages and the contract may be rescinded.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

# Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable Contractors 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.

Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your final declaration.

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 and reserves the right to deselect the Supplier prior to any award of contract.

If the Supplier completing the SQ is doing so as part of a proposed consortium, the following information must be provided in response to question 1.2 (a) – (i), 1.2 (a) – (ii), and 1.2 (a) – (iii):

• The lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not been created);

• Names of all consortium members; and

• If the consortium is not proposing to form a legal entity, full details of the proposed arrangements within a separate Appendix.

Please note that the Authority 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 authority 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 SQ as part of a single composite response to the Authority i.e. each member of the consortium is required to complete the form.

Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in response to question 1.2 (a) – (i), 1.2 (a) –

1. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
2. 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.

**Part 1: Bidder Information**

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

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| **Section 1** | **Potential supplier information** | |
| 1.1 | Full name of the potential supplier submitting the information |  |
| 1.2 | Registered office address (if applicable) |  |
| 1.3 | Registered website address (if applicable) |  |
| 1.4 | Trading status |  |
|  | 1. public limited company |  |
|  | 1. limited company |  |
|  | 1. limited liability partnership |  |
|  | 1. other partnership |  |
|  | 1. sole trader |  |
|  | 1. third sector |  |
|  | 1. other (please specify your trading status) |  |
| 1.5 | Date of registration in country of origin |  |
| 1.6 | Company registration number (if applicable) |  |
| 1.7 | Charity registration number (if applicable) |  |
| 1.8 | Head office DUNS number (if applicable) |  |
| 1.9 | Registered VAT number |  |
| 1.10 | 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 |
| 1.11 | If you responded yes to 1.10, please provide the relevant details, including the registration number(s). |  |
| 1.12 | 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  No |
| 1.13 | If you responded yes to 1.12, please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.14 | Trading name(s) that will be used if successful in this procurement |  |
| 1.15 | Details of immediate parent company:  (Please enter N/A if not applicable) |  |
|  | - 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) |  |

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| **Section 2** | **Bidding model** | |
| 2.1 | Are you bidding as the lead contact for a group of economic operators?  If ‘No’ Move to Question 2.4 | Yes  No  If yes, please provide details listed in all relevant details as requested within this selection questionnaire. |
| 2.2 | Name of group of economic operators (if applicable) |  |
| 2.3 | 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. |  |
| 2.4 | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes  No |

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| 2.5 | If you responded yes to 2.4 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) | Yes  No | Yes  No | Yes  No | Yes  No | Yes  No | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables | (500 character limit) | (500 character limit) | (500 character limit) | (500 character limit) | (500 character limit) | | The approximate % of contractual obligations assigned to each sub-contractor | (500 character limit) | (500 character limit) | (500 character limit) | (500 character limit) | (500 character limit) | |

**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.

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| **Contact details and declaration** | |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |
| Signature (electronic is acceptable) |  |
| 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.

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| **Section 3** | **Grounds for mandatory exclusion** | |
| 3.1 | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out In Appendix F which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed within Appendix F | |
|  | Participation in a criminal organisation. | Yes  No  If Yes please provide details at 3.2 |
|  | Corruption. | Yes  No  If Yes please provide details at 3.2 |
|  | Fraud. | Yes  No  If Yes please provide details at 3.2 |
|  | Terrorist offences or offences linked to terrorist activities | Yes  No  If Yes please provide details at 3.2 |
|  | Money laundering or terrorist financing | Yes  No  If Yes please provide details at 3.2 |
|  | Child labour and other forms of trafficking in human beings | Yes  No  If Yes please provide details at 3.2 |
| 3.2 | If you have answered yes to question 3.1, please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 3.3 | 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? | Yes  No |
| 3.4 | **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  No |
| 3.5 | If you have answered yes to question 3.4, 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 taxes or social security contributions.

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| **Section 4** | **Grounds for discretionary exclusion** | |
| 4.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this within Appendix F 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. | |
| 4.2 | Breach of environmental obligations? | Yes  No  If Yes please provide details at 4.15 |
| 4.3 | Breach of social obligations? | Yes  No  If Yes please provide details at 4.15 |
| 4.4 | Breach of labour law obligations? | Yes  No  If Yes please provide details at 4.15 |
| 4.5 | 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  No  If Yes please provide details at 4.15 |
| 4.6 | Guilty of grave professional misconduct? | Yes  No  If Yes please provide details at 4.15 |
| 4.7 | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  If Yes please provide details at 4.15 |
| 4.8 | 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 at 4.15 |
| 4.9 | Been involved in the preparation of the procurement procedure? | Yes  No  If Yes please provide details at 4.15 |
| 4.10 | 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 at 4.15 |
| 4.11 | 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  No  If Yes please provide details at 4.15 |
| 4.12 | The organisation has withheld such information. | Yes  No  If Yes please provide details at 4.15 |
| 4.13 | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | Yes  No  If Yes please provide details at 4.15 |
| 4.14 | 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  No  If Yes please provide details at 4.15 |
| 4.15 | 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? |  |

**Part 3: Selection Questions**

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| **Section 5** | **Economic and Financial Standing** | |
| 5.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested? | Yes  No |
| As a separate attachment, please give details of your annual turnover for the previous two years of trading |  |
| Are you able to provide a statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes  No |
| Are you able to provide 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  No |

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| **Section 6** | **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 | |  |
| 6.1 | Are you able to provide parent company accounts if requested to at a later stage? | Yes  No |
| 6.2 | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes  No |
| 6.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes  No |

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| **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")? | Yes  N/A |
| 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  No |

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| **Section 8** | **Insurance** | |
| 8.1 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: |  |
| Employer’s (Compulsory) Liability Insurance = £5m | Yes  No |
| Public Liability Insurance = £5m | Yes  No |
| Professional Indemnity Insurance = £5m | Yes  No |
| \*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. |  |

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| **Section 9** | **Anti-bribery policy** | |
| 9.1 | Please self-certify that your Organisation have an anti-bribery policy or statement? | Yes  No |

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| **Section 10** | **Health & Safety** | |
| 10.1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes  No |
| 10.2 | As a separate attachment, please include details of your safety records for the previous two years of trading. |  |
| 10.3 | Does your organisation have current or previous investigations/prosecutions or HSE notices? If yes, as a separate attachment, please give details where necessary on what steps have been taken following any such action. | Yes  No |