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|  |  | The OEP  County Hall  Spetchley Road  Worcester  WR5 2NP  03300 416 581  www.theoep.org.uk |

# Tenderer Information & Declaration

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| **Project** | **COS095-01 E-Procurement System** |

Please fully complete this form and submit it with your tender for the above project.

**Organisation submitting the tender**

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| **Registered name of organisation** |  | |
| **Registered office address** |  | |
| **Website** |  | |
| **Trading status** |  | Public limited company |
|  | Limited company |
|  | Limited liability partnership |
|  | Other partnership |
|  | Sole trader |
|  | Third sector / charity |
|  | Other (state below): |
|  | |
| **Company registration number** |  | |
| **Is your organisation a Small to Medium Enterprise (SME)?[[1]](#footnote-1)** | Yes  No | |
| **Is your trading status such that we may need to consider the IR35 rules?**  **(e.g. you are self employed operating through an intermediary such as a personal service company)** | Yes  No | |
| **If your tender is successful would the organisation named above be the contracted supplier to the OEP?** | Yes  No | |

**Exclusions from tendering**

These questions are based on the UK government Standard Selection Questionnaire[[2]](#footnote-2) Part 2.

The detailed grounds for exclusion of an organisation are set out at:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/956764/Annex_C_Exclusion_Grounds.pdf>

The document at this link should be referred to before completing these questions.

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| **Please confirm 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 these offences:**   * **Participation in a criminal organisation** * **Corruption** * **Fraud** * **Terrorist offences or offences linked to terrorist activities** * **Money laundering or terrorist financing** * **Child labour and other forms of trafficking in human beings** | Yes  No |
| **If you have answered Yes, provide further details below.**  **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.** | |
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| **If you have answered Yes, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)** | Yes  No |
| **If you have answered Yes to Self-Cleaning, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion.** | |
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| **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 |
| **If you have answered Yes, please provide further details.**  **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.** | |
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| **Please confirm 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 these offences:**   * **Breach of environmental obligations** * **Breach of social obligations** * **Breach of labour law obligations** * **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** * **Guilty of grave professional misconduct** * **Entered into agreements with other economic operators aimed at distorting competition** * **Aware of any conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 due to the participation in the procurement procedure** * **Been involved in the preparation of the procurement procedure** * **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 |
| **Please confirm if any of the following statements are true (Yes) or false (No):**   * **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.** * **The organisation has withheld such information.** * **The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.** * **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 you have answered Yes to either of the two sets of questions above, provide further details below.** | |
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| **If you have answered Yes to either of the two sets of questions above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)** | Yes  No |
| **If you have answered Yes to Self-Cleaning, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion.** | |
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**Financial standing**

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| **Are you able to provide a copy of your audited accounts for the last two years, if requested?** | Yes  No |
| **If No, can you provide ONE of the following?** | |
| **(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  No |
| **(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position** | Yes  No |
| **(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  No |

**Modern slavery**

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| **Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015?** | Yes  No |
| **If you have answered Yes, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?** | Yes  Provide the URL below  No  Provide an explanation below |
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**Insurance**

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| **Please confirm 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 = £5,000,000**   *This is not required for sole traders*   * **Public Liability Insurance = £5,000,000** * **Professional Indemnity Insurance = £5,000,000** | Yes  No |

**Contact details**

Provide details for the person we should contact if we have any queries about your tender.

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| **Contact name** |  |
| **Role in organisation** |  |
| **Email** |  |
| **Phone** |  |

**Declaration**

This declaration must be confirmed by a person in your organisation with appropriate and sufficient authority (e.g. a Director or Bid Manager).

If you do not confirm this declaration we may reject your tender.

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| By selecting ‘I agree’ and by submitting your tender you confirm that:   * you are of appropriate position and authority to make the submission; * your tender has the approval of the suppliers/sub-contractors named in the tender; * you agree to abide by the conditions of tendering and all other conditions and requirements stated in the Invitation to Tender, and that failure to comply could result in rejection of your tender; * upon request and without delay you will provide any additional documentary evidence and clarification requested; * you agree that the terms and conditions of contract stated in the Invitation to Tender will be the applicable terms of any contract resulting from this procurement; and * the information given in your tender is true and accurate to the best of your knowledge, information and belief, and that you have not knowingly given any information or omitted to give any information the effect of which could be misleading, and that you understand and accept that false or missing information could result in rejection of your tender or cancellation of any contract. | | |
| **Declaration** |  | I agree |
| **Name** |  | |
| **Organisation** |  | |
| **Role in organisation** |  | |
| **Date** |  | |

1. <https://www.gov.uk/government/publications/fcdo-small-to-medium-sized-enterprise-sme-action-plan/small-to-medium-sized-enterprise-sme-action-plan#what-is-an-sme> [↑](#footnote-ref-1)
2. [www.gov.uk/government/publications/procurement-policy-note-816-standard-selection-questionnaire-sq-template](http://www.gov.uk/government/publications/procurement-policy-note-816-standard-selection-questionnaire-sq-template) [↑](#footnote-ref-2)