SCHEDULE 05 – STANDARD SELECTION QUESTIONNAIRE

1. **Selection Questionnaire Guidance**
   1. **Tenderer Information and Exclusion Grounds: Part 1 and Part 2**
      1. The SSQ is a self-declaration, made by you (the Tenderer), that you do 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 have taken to rectify the situation (we call this self-cleaning).
      2. 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 exclusion grounds.
      3. Consequently, where the Tenderer is bidding on bahelf of a grou (e.g., a consortium) or will implement a subcontracting model to deliver the Contract, we require every organisation in the group or that is being relied on (including subcontractors being relied on) to meet the selection criteria to also complete Parts 1 and 2 and submit it as part of the Response.
   2. **Supplier Selection Questions: Part 3**
      1. The scoring methodology set out in paragraph 3 provides instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use subcontractors, you should complete all of the selection questions in Part 3 on behalf of the consortium and/or any organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria.
      2. If the relevant documentary evidence referred to in the SSQ is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.
   3. **Consequences of misrepresentation**
      1. If you seriously misrepresent any factual information in filling in the SSQ, 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 If a contract has been entered into you may be sued for damages and the contract may be rescinded.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.
2. **Notes for completion**
   1. The “Client” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
   2. “You” / “Your” refers to the Tenderer completing this Standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “Tenderer” 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. The Client 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 subcontractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Client 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 Client will make a revised assessment of the submission based on the updated information.
   5. For part 1 and part 2 every member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
   6. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:

* members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
* the second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

1. **Scoring Methodology**
   1. The response to the Standard Selection Questionnaire (SSQ) by the Tenderer shall form part of its Tender that is evaluated by the Client.
   2. The Tenderer’s response to Parts 1 and 2 of the SSQ, along with sections 5-6 of Part 3 can be directly responded to in the Client’s e-tendering system, Jaggaer, via the “Qualification Envelope”. Some questions are “Yes/No”, some are direct text entry, some are options, and others require attachment of a response (via upload of a Word Document (not PDF) against the question).
   3. Section 7 questions must be answered as per the stated response format against the question. Where applicable, the responses should be uploaded as an attachment against the relevant question in the Client’s e-tendering system, Jaggaer.
   4. Parts 1 and 2 and sections 5-6 of Part 3 require the Tenderer to provide company information, financial information and any information pertaining to grounds for exclusion, both mandatory and discretionary as labelled.
   5. All questions in Parts 1, 2 and 3 of the SSQ are marked as either “Pass” or “Fail”.
   6. Section 7 of Part 3 requires the Tenderer to respond against project specific questions pertaining to experience.
   7. The Client may clarify a Tenderer’s answer to any question.
   8. Any Tenderer that receives a “Fail” mark against, or does not submit a response to, any question in Part 1 (section 1) and Part 2 (section 2) will be disqualified from the Procurement and will not have their Tender evaluated further, and will not receive any feedback on any part of its Tender.
   9. The Client reserves the right to exclude from the Procurement any Tenderer that receives a “Fail” mark against any question in Part 2 (section 3) and Part 3 (sections 5-6), or, where there are grounds for exclusion against any question in Part 2 (section 3) and Part 3 (sections 5-6), that has not provided sufficient explanation on the steps taken to mitigate the grounds for exclusion3. Tenderers that are excluded will not have their Tender evaluated further and will not receive any feedback on any part of its Tender.
   10. Those Tenderers that received a “Pass” mark against all questions in Parts 1 and 2 and in Sections 5-6 of Part 3 shall have their responses to Section 7 of Part 3 evaluated as “Pass/Fail”
   11. The Response and any documents accompanying it must be in the English (UK) language.
   12. Responses must conform to any page and word limits, font style and size, page size, and formatting conditions stated against the question to which the response relates (where applicable).
   13. The Client will remove any additional wording or pages that go beyond stipulated limits and what is removed will not be eavaluated and reserves the right to exclude any Tenderers if any of that Tenderer’s responses do not conform with any applicable page and word limits, font style and size, page size and formatting conditions set out in this SSQ and in the corresponding question.
   14. Any Tenderer scoring a “Fail” mark against question 7.1 or 7.2 will be considered to have submitted a non-compliant Tender and be immediately disqualified, and not have the rest of their Tender evaluated nor receive feedback
   15. The Client confirms that it 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 Client is under a legal or regulatory obligation to make such a disclosure.
   16. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in Schedule 1 of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, read the terms and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

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| **Part 1: Your information and the bidding model.** |
| You must answer all questions in parts 1 and 2, and you must answer all questions in part 3 as well. |
| Tenderers must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2. |

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| **Section 1** | **Your information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Name (if registered, please give the registered name) |  |
| 1.1(b) – (i) | Registered address (if applicable) or head office address |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status  a) - public limited company  b) - private 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 (if applicable) or date of formation. |  |
| 1.1(e) | Registration number (company, partnership, charity, etc if applicable). |  |
| 1.1(f) | Registered VAT number. |  |
| 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the country where your organisation is established? | Yes **▢**  No **▢**  N/A **▢** |
| 1.1(g) - (ii) | If you responded yes to 1.1(g) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide  - the website address,  - issuing body  - reference number. |  |
| 1.1(h) - (i) | For procurements for services only, is it a legal requirement in the country where you are established for you to:  a) possess a particular authorisation, or  b) be a member of a particular organisation,  to provide the requirements specified in this procurement? | Yes **▢**  No **▢** |
| 1.1(h) - (ii) | If you responded yes to 1.1(h) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. |  |
| 1.1(i) | 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(j) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-2)? | Yes **▢**  No **▢** |
| 1.1 (k) | Details of Persons with Significant Control (PSC)[[2]](#footnote-3), where appropriate[[3]](#footnote-4):  - 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 ;  - 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  (Please enter N/A if not applicable) |  |
| 1.1(l) | Details of your immediate parent company:  - Full name of immediate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  Please enter N/A if not applicable) |  |
| 1.1(m) | Details of ultimate parent company:  - Full name of ultimate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  (Please enter N/A if not applicable) |  |
| Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above). | | |

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| **Please provide the following information about your approach to this procurement:** | | |
| **Section 1 (cont.)** | **Bidding model** |  |
| **Question number** | **Question** | **Response** |
| 1.2 | Please indicate if you are bidding as a single supplier or as part of a group or consortium?  *If you are bidding as a single supplier please go to Q 1.3.*  If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:   1. The name of the group/consortium. 2. The proposed structure of the group/consortium, including the legal structure where applicable. 3. The name of the lead member in the group/consortium. 4. Your role in the group/consortium (e.g. lead member, consortium member, subcontractor). 5. If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for |  |
| 1.3 | If you are proposing to use subcontractors/a supply chain, please provide the details for each one[[4]](#footnote-5).  - Name  - Registration number  - Registered or head office address,  - Trading status   1. Public limited company 2. Private limited company 3. Limited liability partnership 4. Other partnership 5. Sole trader 6. Third sector 7. Other (please specify your trading status)   - Registered VAT number  - SME (Yes/No)  - The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known  - The approximate % of contractual obligations assigned to each subcontractor, if known  - Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |

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| **Part 2: Exclusion Grounds** | | |
| Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors) to meet the selection criteria must complete and submit responses to Part 1 and Part 2 of this SSQ. | | |
| **Section 2** | **Grounds for mandatory exclusion** | |
| **Question number** | **Question** | **Declaration** |
| 2.1 (a) | Within the past five years, anywhere in the world, have you or any person who:   * is a member of the supplier’s administrative, management or supervisory body or * has powers of representation, decision or control in the supplier[[5]](#footnote-6), * been convicted of any of the offences within the summary below and listed in full in Annex D? * The detailed grounds for mandatory 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. |  |
|  | Participation in a criminal organisation. | Yes **▢**  No **▢** |
|  | Corruption. | Yes **▢**  No **▢** |
|  | Terrorist offences or offences linked to terrorist activities. | Yes **▢**  No **▢** |
|  | Money laundering or terrorist financing. | Yes **▢**  No **▢** |
|  | Child labour and other forms of trafficking in human beings. | Yes **▢**  No **▢** |
|  | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes **▢**  No **▢** |
|  | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes **▢**  No **▢** |
| 2.1(b) | **If you have answered yes to any part of question 2.1(a), please provide further details,** including:   * date of conviction and the jurisdiction, * which of the grounds listed the conviction was for, * the reasons for conviction, * the 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. |  |
| 2.1(c) | If you have answered yes to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self cleaning). |  |

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| **Section 3** | **Mandatory and discretionary grounds relating to the payment of taxes and social security contributions** | |
| The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, 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), and should be referred to before completing these questions. | | |
| **Question number** | **Question** | **Declaration** |
| 3.1(a) | Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.  If documentation is available electronically please provide:   * the web address, * issuing authority, * precise reference of the documents | Yes **▢**  No **▢** |
| 3.1(b) | If you have answered no to 3.1(a) please provide further details including the following:   * Country concerned, * what is the amount concerned * how the breach was established, i.e. through a judicial or administrative decision or by other means. * if the breach has been established through a judicial or administrative decision please provide the date of the decision, * if the breach has been established by other means please specify the means. |  |
| 3.2 | Please also confirm whether 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 **▢** |
| Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions | | |

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| **Section 4** | **Grounds for Discretionary Exclusion** | |
| 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), and should be referred to before completing these questions. | | |
| **Question number** | **Question** | **Declaration** |
| 4.1 | Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in Annex D applied to you? |  |
| 4.1(a) | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. See Annex D. | Yes **▢**  No **▢** |
| 4.1(b) | Breach of social law obligations? | Yes **▢**  No **▢** |
| 4.1(c) | Breach of labour law obligations? | Yes **▢**  No **▢** |
| 4.1(d) | Bankruptcy or subject of insolvency? | Yes **▢**  No **▢** |
| 4.1(e) | Guilty of grave professional misconduct? | Yes **▢**  No **▢** |
| 4.1(f) | Distortion of competition? | Yes **▢**  No **▢** |
| 4.1(g) | Conflict of interest? | Yes **▢**  No **▢** |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes **▢**  No **▢** |
| 4.1(i) | Prior performance issues? | Yes **▢**  No **▢** |
| 4.1(j)  4.1(j) - (i)  4.1(j) - (ii)  4.1(j) –(iii)  4.1(j)-(iv) | Do any of the following statements apply to you?  You have been 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.  You have withheld such information.  You are not able, without delay, to submit documents if/when required under Regulation 59.  You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes **▢**  No **▢**  Yes **▢**  No **▢**  Yes **▢**  No **▢**  Yes **▢**  No **▢** |
| 4.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.  If you are a relevant commercial organisation please -   * confirm that you have published a statement as required by Section 54 of the Modern Slavery Act. * confirm that the statement complies with the requirements of Section 54. | Yes **▢**  No **▢**  Yes **▢**  No **▢** |
| 4.3 | If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self cleaning) |  |

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| **Part 3: Selection Questions** | | |
| **Section 5** | **Economic and Financial Standing** | |
| **Question number** | **Question** | **Response** |
| 5.1 | If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:   * the web address * issuing authority * precise reference of the documents |  |
| 5.2 | If documentary evidence of economic and financial standing is not available electronically, please confirm you can provide a copy of your detailed accounts for the last two years (audited if required by law and/or certified by an accountant) if/when requested by the Client.  Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please confirm that upon request by the Client, you can provide a copy of their detailed accounts for the last two years (audited if required by law and/or certified by law). |  |
| 5.3  5.3(a)  5.3(b) | If you are not able to provide a response to questions 5.1 or 5.2, please confirm that upon request by the Client you can provide any of the following alternatives.  A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.  Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| 5.4 | 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 – see question 5.6 – only if you can comply with 5.6 can you respond “Yes” to this question 5.4. | Yes **▢**  No **▢** |
| 5.5 | Where you are relying on another member of your bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required | Yes **▢**  No **▢** |
| 5.6 | Please confirm that you will be able to meet your financial obligations under the Contract if successfully awarded.  The Client reserves the right to verify this self-declaration prior to the successful Tenderer being awarded the Contract. If the Client invokes this right, it will request financial documentation as per questions 5.1-5.3 and undertake a Financial Health Assessment (FHA).  The Client will use the results of the FHA to determine whether award of Contract is progressed.  Should the Client determine the successful Tenderer is not financially viable to be awarded the Contract (this will only be in extreme cases of financial distress), the Client reserves the right to exclude them from the Procurement and award the Contract to the next highest scoring compliant Tenderer that is financially viable. | Yes **▢**  No **▢** |

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| **Section 6** | **Additional Questions** | | |
| **Question number** | **Question** | | **Response** |
| 6.1 | **Insurance**  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 = £10,000,000  Construction All Risks (CAR) Insurance = £24,000,000  Third-Party Public Liability Insurance = £10,000,000  Professional Indemnity Insurance = £5,000,000  \*There is a legal requirement for certain employers to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information:  http://www.hse.gov.uk/pubns/hse39.pdf | | Yes **▢**  No **▢**  Yes **▢**  No **▢**  Yes **▢**  No **▢**  Yes **▢**  No **▢** |
| 6.2 | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects. | | Yes **▢**  No **▢** |
| 6.3 (a) | Please confirm if you intend to use a supply chainfor this contract (i.e. services that are used wholly or substantially for the purpose of performing or contributing to the performance of the whole or part of the contract) | | Yes **▢**  No **▢**  If “No” you do not need to complete the rest of this section |
| 6.3 (b) | Please confirm that you have systems in place to pay those in your supply chain promptly and effectively, i.e. within your agreed contractual terms. | | Yes **▢**  No **▢** |
| 6.3 (c) | Please confirm you have procedures for resolving disputed invoices with those in your supply chain promptly and effectively.  This should include all situations where payments are due; not all payments involve an invoice[[6]](#footnote-7).  You should explain this in the tender documents | | Yes **▢**  No **▢** |
|  | | **PAYMENT TERMS** |  |
| 6.4 | Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30 day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain. | | Yes **▢**  No **▢** |
|  | | **MODERN SLAVERY** |  |
| 6.5  6.5 (a)  6.5 (b)  6.5 (c)  6.5 (d) | **Tackling Modern Slavery in Supply Chains[[7]](#footnote-8)**  **(Central Government Contracts)**  If you are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, and if your latest statement is available electronically please provide:   * the web address, * precise reference of the documents.   If your latest statement is not available electronically, please provide a copy.  If you are not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 (for example if your turnover is less than £36 million or you do not carry on your business, or part of your business, in the UK), please provide the above information in relation of any published statements on modern slavery or other relevant documents containing information of a similar type/level.  Any modern slavery statement or other statement or document should contain at least the following information:  a. the organisation’s structure, its business and its supply chains;  b. its policies in relation to slavery and human trafficking;  c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;  d.the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;  e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;  f. the training and capacity building about slavery and human trafficking available to its staff; or  If all of this information is not included in your modern slavery statement or other statement or documents, please provide an explanation as to why not and/or assurances that it will be included before contract award. | |  |
|  | **HEALTH AND SAFETY** | |  |
| 6.6 (a)  6.6 (b) | Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than 500 words.  Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate on comparable projects, for both:   1. your organisation 2. all your supply chain members involved in the production or supply of steel | |  |
|  | **STEEL IN MAJOR PROJECTS** | |  |
| 6.7 (a)  6.7 (b) | For contracts involving major projects where steel is a component, please describe the supply chain management systems, policies, standards and procedures you have in place to ensure robust supply chain management.  Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing all supply chain members involved in steel supply or production to ensure a sustainable and resilient supply of steel. | |  |
| **Section 7** | **PROJECT SPECIFIC QUESTIONS** | | |
| 7.1 | Please provide one (1) case study example demonstrating your relevant experience gained through having previously worked on a major world event/major set piece event (e.g. Expo, Olympics, World Cup, Commonwealth Games, or similar).  **Response format:**  11-pt Arial text, 500 words maximum.  Tenderers must state the name of the event in the case study as well as the role they played.  No diagrams, sketches or tables. One (1) photo maximum is permitted in the response.  Do not embed videos or any links to external information – they will not be considered.  *Response to be submitted as an attachment against this question in the Client’s e-tendering system, Jaggaer.* | | PASS/FAIL  *“PASS” = has sufficiently evidenced they have worked on a major world event/major set piece event*  *“FAIL” – has not sufficiently evidenced they have worked on a major world event/ major set piece event* |
| 7.2 | Please confirm that you have relevant experience working on construction-based projects within Japan. | | Yes **▢**  No **▢**  PASS/FAIL  *“PASS” = Yes*  *“FAIL” = No* |
| **COMPLIANCE DECLARATION** | | | |
| 8.1 | Please confirm you have responded to all questions in the format required by this SSQ. | | Yes **▢**  No **▢** |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

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

I understand that the Client 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.

|  |  |
| --- | --- |
| Signature (electronic is acceptable) |  |
| Date |  |

|  |  |
| --- | --- |
| **Contact details of those making the declaration** | |
|  | Response |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

1. See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). Overseas bidders are required to provide equivalent information. [↑](#footnote-ref-3)
3. Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. [↑](#footnote-ref-4)
4. This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. [↑](#footnote-ref-5)
5. see Notes for Completion [↑](#footnote-ref-6)
6. See PPN 08/21 FAQs. [↑](#footnote-ref-7)
7. https://www.gov.uk/government/publications/ppn-0223-tackling-modern-slavery-in-government-supply-chains [↑](#footnote-ref-8)