**REDBOURN PARISH COUNCIL STATUTORY STANDARD SELECTION QUESTIONNAIRE PARTS 1, 2 & 3**

In order to meet the statutory requirements, set out by Crown Commercial Service, it is mandatory for any potential supplier to complete Parts 1 & 2 of the standard Selection Questionnaire below. 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.

**Part 1: Supplier Information**

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| **Section 1** | **Supplier Information** | |
| Question Number | Question | Response |
| 1.1 (a) | Full name of supplier submitting 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) – (ii) | If applicable, is your organisation registered with the appropriate professional or trade register (s) in the country where it is established? |  |
| 1.1 (j) – (i) | Is it a legal requirement in the country where you are established, for you to possess an authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? |  |
| 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  b) Sheltered Workshop  c) Public service mutual |  |
| 1.1 (m) | Are you a small, medium, or micro enterprise (SME) |  |
| 1.1 (n) | Details of Persons of Significant Control (PSC), where appropriate:  -Name, Date of birth, Nationality, County or part of the UK where PSC usually lives;  -Service address;  -The date he or she became a PSC in relation to the company (for existing companies the 6th 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 |  |
| 1.1 (o) | Details of immediate parent company (if 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)  (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) |  |

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| Question Number | Question | Response |
| 1.2 (a)-(i) | Are you bidding as the lead contact for a group of economic operators? | Yes  No  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 names single 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  No |
| 1.2 b) – (ii) | If you responded yes to 1.2 (b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | |

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| 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 of each subcontractor will take, in providing the works and/or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

**Contact details 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 in 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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| 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 |  |
| 1.3 (h) | Date |  |

**Part 2: Exclusion Grounds**

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| **Section 2** | **Grounds for mandatory exclusion** | |
| Question Number | Question | Response |
| 2.1 (a) | **Regulation 57 (1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this webpage <https://assets.publishing.service.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.  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 offences within the summary below and listed on the webpage. | |
|  | Participation in a criminal organisation. | Yes  No  If yes, please provide details at 2.1 (b) |
|  | Corruption. | Yes  No  If yes, please provide details at 2.1 (b) |
|  | Fraud. | Yes  No  If yes, please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes  No  If yes, please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing. | Yes  No  If yes, please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings. | Yes  No  If yes, please provide details at 2.1 (b) |
| 2.1 (b) | If you have answered yes to question 2.1 (a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, the reasons for conviction,  Identify who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 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  No |
| 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  No |
| 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 RPC 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 3** | **Grounds for discretionary exclusion** | |
| Questions Number | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this webpage  [**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/551130/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf**](https://assets.publishing.service.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.  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  No  If yes, please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes  No  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 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 country? | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (e)) | Guilty of grave professional misconduct? | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (g) | Aware of 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 3.2 |
| 3.1 (h) | Been involved in the preparation of the procurement procedure? | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages. | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (j)  3.1 (J0-(i) | Please answer the following statements  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 3.2 |
| 3.1 (j)-(ii) | The organisation has withheld such information | Yes  No  If yes, please provide details at 3.2 |
| 3.1 (J0-(iii) | 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 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 mispleading influence on decisions concerning exclusion, selection, selection or award. | Yes  No  If yes, please provide details at 3.2 |
| 3.2 | If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self Cleaning) |  |

**Part 3: Selection Questions**

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| Please insert your Annual Turnover for the latest financial period. | £ |
| Please supply a copy of the previous two (2) years full accounts of the Tendering organisation (including the Directors Reports, Auditors or Reporting Accountants report, Profit & Loss Accounts, Balance Sheet, Cash Flows Statements, and all notes to the accounts as appropriate). | Accounts included?  Yes  No  If ‘No’ please state reason |
| Are you required to submit financial details to Companies House? | Yes  No |
| Tenderer has not been trading for three (3) years and is therefore unable to provide the previous three (3) years’ fully audited accounts?  The information provided could include but not be limited to; accounts (audited or otherwise), business plan, bank or other financial letters of support, franchise letters of support or guarantees. | Yes  No  If ‘Yes’ please provide alternative financial information, including a current financial position statement/accounts and any forecast plans.  Please list what information you have supplied below: |
| Is the most recent balance sheet more than 10 months out of date? | Yes  No |
| Statement Attached | Yes  No |
| **Accounting Standard**  Provide a statement as at the last reporting date, of any contingent liability or loss (where not otherwise reported) that would require disclosure in accordance with International Accounting Standard 10. |  |
| **Payment of Invoices**  The Council only pays suppliers by cheque. Please confirm that your organisation can accept payment of invoices by cheque. | Yes  No |
| **E Invoicing**  Please state if you are able to supply invoices in an electronic format. If ‘Yes’ please provide details below. | Yes  No |
| **Liquidation or Receivership**  Has the Proprietor or any of the Directors, Partners, Officers or Associates been involved in any organisation that has been liquidated or gone into receivership? If so, please give details. | Yes  No |
| **Convictions under the Companies Act**  Does the Proprietor or any of the Directors, Partners, Officers or Associates have any convictions under the Companies Act? | Yes  No |
| **County Court Judgements**  Has the Organisation, Proprietor or any of the Directors, Partners, Officers or Associates had a County Court Judgement registered against them in the last 6 years? | Yes  No |
| **Outstanding Claims**  Please give details of any outstanding claims of litigation against the Organisation that may affect its financial standing. | Yes  No |

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| **Environmental Management Systems/Measures**  Does your organisation hold recognised or informal Environmental Management Certification; or does your organisation have an Environmental Management System; or an Environmental Policy?  If you do not have any of the above, then you will need to provide details of how in practice you meet the requirements. | Yes  No |

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| **Environmental Impact**  Please explain, with specific relevance to this Contract the environmental impact that you have identified and how your organisation intends to manage these impacts without compromising the quality of the service delivered. In particular, please detail your policy for waste. |
| **Please insert response:** |

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| **Health and Safety Legislation**   1. Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements? 2. Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?   *If your answer to this question was “****Yes****”, please provide details**of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.*  *The Council will exclude Tenderers that have been in receipt of enforcement/remedial action orders unless the Tenderers can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.*   1. If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No  Yes  No  Yes  No |

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| **Insurance**  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. Please self-certify whether you already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance indicated. |
| **Please insert response:** |

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| **References**  Please provide details of two referees, in any combination from either the public or private sector, that are relevant to our requirement.  Referees should be people who are not related to any of your Directors/Partners/Owners or Trustees and should not be employed by, or be agents of the organisation, but must be able to verify and confirm the accuracy of the information provided below |

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| **Question** | **Contract 1 Reference** |
| Name of organisation |  |
| Point of contact in the organisation |  |
| Position in the organisation |  |
| e-mail address |  |
| Description of contract |  |
| Contract start date |  |
| Contract completion date |  |
| Estimated contract value |  |

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| **Question** | **Contract 2 Reference** |
| Name of organisation |  |
| Point of contact in the organisation |  |
| Position in the organisation |  |
| e-mail address |  |
| Description of contract |  |
| Contract start date |  |
| Contract completion date |  |
| Estimated contract value |  |

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| **Sub-Contractors**  Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  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) |
| **Please insert response:** |

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| **Key Personnel**  Please identify the key personnel that will be appointed to this Contract along with their key responsibilities and evidence of their relevant qualifications and abilities.  Please append brief CV’s for the key positions. The Council requires a minimum qualification as stated below:  (1) Spraying Certificates – For Supervisors  (2) Horticultural / Fine Turf Qualifications – For Contract Managers (min. Level 3 qualification) |
| **Please insert response:** |

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| **Response Times**  In the event there is an issue, please state how quickly you would respond and be on-site to the following requests in terms of hours or working days. For guidance purposes, as a minimum the Council requires the following:  Emergency Works: within 2 Hours  To rectify works already carried out: within 48 hours  Quotation for extra work: within4 days |
| **Please insert response:**  Emergency: i.e. Tractor Breakdown / Sportsday not notified …………………………………………….  To rectify works already carried out …………………………………………….  Quotation for additional/extra works ……………………………………………. |