**Document 2**

**Selection Questionnaire**

**Selection Questionnaire**

**Instructions**

Bidders are required to complete this Selection Questionnaire in order to assess whether the minimum requirements of this contract can be met. Those minimum standards are set out in Section B.

PBHA reserves the right to verify documentation at any point during the procurement process in order to confirm the accuracy of the statements made. Any bidders whose documentation (e.g. insurance certificates / accreditations) do not support the statements made may be excluded from the process.

**Section A – Company Information**

 **Contact Information:**

|  |  |
| --- | --- |
| a. | Name of contact person responsible for completing this SQ:       |
| b. | Position in company of contact:       |
| c. | Contact address:       |
| d. | Contact telephone number:       |
| e. | Contact e-mail address:       |

**Company Information:**

|  |  |
| --- | --- |
| a. | Company name:       |
| b. | Trading name (if applicable):       |
| c. | Date company formed and incorporated:       |
| d. | Company type: (i.e. PLC, partnership, sole trader, etc.)       |
| e. | Company registered office       |
| f. | Address from where this contract would be managed:       |
| g. | Website address:       |
| h. | Company registration number (where applicable):       |
| i. | Previous company name(s) (if applicable):       |
| j. | VAT Registration number |

**Section B - Minimum Standards**

There are several criteria which must be satisfied for a bidder to be eligible to proceed to the quality and price evaluation stage. The minimum standards will be evaluated on a pass / fail basis as detailed below.

| **Section** | **Question Number** | **Evaluation Criteria** |
| --- | --- | --- |
| S1. Insurance | 1.1 | Must be able to self-certify that Public liability insurance of £5m is in place or will be in place |
| 1.2 | Must be able to self-certify that Employers liability insurance of £5m is in place or will be in place |
| 1.3 | Must be able to self-certify that Professional Indemnity insurance of £3m is in place or will be in place |
| S2. Finance | 2.1 | Must be able to self-certify that there are no existing or anticipated financial concerns in relation to the organisation that would impact on the organisation’s ability to deliver the contract for the full contract term |
| S3. Technical Ability – Specific Contract Examples | 3.1 | Must demonstrate experience of delivering the services required by PBHA.PBHA reserve the right to contact the organisations listed in order to validate the accuracy of the information provided. Failure of the organisation to validate the information provided could impact the evaluation of your tender response.  |
| S4. Accreditations | 4.1 | If Yes, PassIf No, Fail |
| S5. Modern Slavery Act  | 5.1 | If Yes / No, but will comply with PBHA policy, PassIf No, Fail |
| S6. Bribery Act | 6.1 | If Yes, PassIf No, Fail |
| S7. Conflict of Interest | 7.1 | Information Only - if Yes, refer to Question 7.4 |
| 7.2 | Information Only - if Yes, refer to Question 7.4 |
| 7.3 | Information Only - if Yes, refer to Question 7.4 |
| 7.4 | Information Only |
| S8. Sustainability | 8.1 | If Yes, PassIf No, Fail |
|  | 8.2 | If Yes, PassIf No, Fail |

 **Section 1 – Insurance**

| **Question Number** | **Question** | **Response** |
| --- | --- | --- |
| 2.1 | Can you confirm that you hold Public Liability Insurance with cover (for a single event or a series of related events and in the aggregate) of not less than £5,000,000) | Yes / No |
| 2.2 | Can you confirm that you hold Employers Liability Insurance with cover (for a single event or a series of related events and in the aggregate) of not less than £5,000,000 | Yes / No |
| 2.3 | Can you confirm that you hold Professional Indemnity Insurance with cover (for a single event or a series of related events and in the aggregate) of not less than £3,000,000 | Yes / No |

**Section 2 – Finance**

| **Question Number** | **Question** | **Response** |
| --- | --- | --- |
| 2.1 | Can you confirm that there are no existing or anticipated financial concerns in relation to your organisation that would impact on your organisation’s ability to deliver the contract for the full contract term | Yes / No |

**Section 3 – Technical Ability – Specific Contract Examples**

| **Question Number** | **Question** |
| --- | --- |
| 3.1 | Provide details of two contracts from the social housing sector that demonstrate your organisation’s experience of the services required under this contract. Contracts may be from the past three years. The examples provided should demonstrate your experience and expertise in the delivery of similar services. Your response should include as a minimum – details of customer organisation and description of the services. PBHA reserves the right to contact the organisations listed below in order to validate the accuracy of the information provided. |
| **Example 1** |
| 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 |  |
| Contract description |  |
| **Example 2** |
| 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 |  |
| Contract description |  |

**Section 4 – Accreditations**

| **Question Number** | **Question** | **Response** |
| --- | --- | --- |
| 4.1 | Is your work undertaken in accordance with Global Internal Audit Standards | Yes / No |

**Section 5 – Modern Slavery Act**

| **Question Number** | **Question** | **Response** |
| --- | --- | --- |
| 5.1 | Please confirm that your organisation has a policy in relation to prevention of modern slavery or if not, your organisation agrees to comply with PBHA policy: | Yes/ No, but will comply with PBHA policy/ No |

**Section 6 – Bribery Act**

| **Question Number** | **Question** | **Response** |
| --- | --- | --- |
| 6.1 | Please confirm that your organisation complies with the requirements of the Bribery Act 2010: | Yes / No |

**Section 7 – Conflict of Interest**

| **Question Number** | **Question** | **Response** |
| --- | --- | --- |
| 7.1 | Have any of the Directors or partners been employed by any part PBHA (in the last 12 months?  | Yes / No |
| 7.2 | Do any of the people named above have a partner or relative who has in the last 12 months been employed by any part of PBHA?  | Yes / No |
| 7.3 | Do any of the people named above have any involvement in any other company that provides goods or services to PBHA?  | Yes / No |
| 7.4 | If you have answered "Yes" to any of the previous three questions, please provide full details and detail how you propose to mitigate the impact of the conflict of interest: |  |

**Section 8 – Sustainability**

| **Question Number** | **Question** | **Response** |
| --- | --- | --- |
| 8.1 | Are all London based staff paid the London Living Wage | Yes / No |
| 8.2 | Do you provide a working environment that complies with health & safety standards | Yes / No |

**Declaration and Contact Details**

|  |
| --- |
| **Declaration** |
|  | **Weighting** |
| 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 certificates of documentary evidence referred to in this document.I understand that the information contained within this document will be used to assess whether my organisation meets the minimum requirements of the contract..I understand that the contracting authority may reject this submission in its entirety if there is a failure to answer questions fully or if false / misleading information or content is provided. | Pass / Fail |
| **Signed as agreed:** |  |
| **Name** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email Address** |  |