University Hospitals of Leicester NHS Trust

Standard Selection Questionnaire for the Hospital Shuttle Bus Service

Contract Notice Number: ***C332236/FTS-014320***

Deadline for Receipt of Standard Selection Questionnaire Responses: 24th February 12.00

*Competitive Procedure with Negotiation*

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1. **INTRODUCTION AND BACKGROUND**
   1. University Hospitals of Leicester NHS Trust (the "Authority") is issuing this standard Selection Questionnaire ("SQ") in connection with the competitive procurement of Shuttle Bus Service. This document contains important information about the procurement process and the contract that the Authority intends to award.
   2. The Authority will evaluate the SQ responses and select submissions which pass all SQ questions. Any bids which fail any SQ questions will be removed from the competition and not progressed into the next stage. Bidders will be notified of the outcome before the authority progresses to the next stage of the procurement.
   3. The contract will be based on the NHS terms and conditions. A copy of these terms and conditions will be made available on the e-tendering portal during the ITT.
   4. Contents of the SQ

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| **Instructions and information** | |
| 1 | Introduction and background |
| 2 | Procurement timetable |
| 3 | Instructions to bidders |
| 4 | SQ Selection criteria and weighting |
| **Annexes** | |
| Annex 1 | Standard Selection Questionnaire |

**Introduction to the procurement**

* 1. This procurement will be conducted through a **negotiated procedure**. Bidders will be invited to submit expressions of interest by returning this SQ, which will be marked pass/fail. All passing suppliers will be advanced to the next stage of the procurement, the ITT stage.
  2. Please see the tender timetable for details of further stages in the procurement.
  3. Please refer to the specification to understand the authority’s requirement for this procurement.
  4. The procurement process will be carried out in accordance with the Competitive Procedure with Negotiation under the Public Contracts Regulations 2015 ("PCR").
  5. Bidders should note that TUPE will be applicable to the contract proposed above. The relevant data will be issued to bidders at the ITT stage upon receipt of a signed Non-Disclosure Agreement.

**Questions about this SQ**

* 1. You may submit, by no later than 24th February *12.00* any queries that you have relating to this SQ. The Authority is using the ATAMIS e-Sourcing Portal to conduct the procurement process ("The e-Sourcing Portal"). The e-Sourcing Portal can be accessed at [https://health-family.force.com/s/Welcome](https://scanmail.trustwave.com/?c=8248&d=kqqs4E4CJf5cKG0sKgq2L4QQblJWHL0HuJlEGYhKzg&u=https%3a%2f%2fhealth-family%2eforce%2ecom%2fs%2fWelcome). Please therefore submit such queries via the e-Sourcing Portal.
  2. Any specific queries should clearly reference the appropriate paragraph in the SQ documentation and, to the extent possible, should be aggregated rather than sent individually. The Authority may decline to answer queries received after the above deadline.
  3. Answers to the questions received by the Authority will be circulated to all bidders via the e-Sourcing Portal. Answers will not reveal the identity of the individual bidder that asked a particular question. The Authority may decide not to disclose answers, or parts of answers, which would reveal confidential or commercially sensitive information in relation to a particular bidder.

# Location of Procurement

* 1. The rotation of the shuttle bus service stops can be found within the authority’s specification.

# Procurement Methodology

* 1. The Authority has elected to follow the Competitive Procedure with Negotiation for this procurement exercise. For the avoidance of doubt, the form of tender will be conducted in accordance with the EC procurement principles of, inter alia, transparency, equal treatment and non-discrimination.

# Bidders are expected to complete ANNEX 1 – Standard Selection Questionnaire and to submit via the e-Sourcing Portal, along with any supporting documents.

# Evaluation Methodology

* 1. SQ responses will be evaluated by a panel of contracting Authority and participating Authority staff and specialist advisors.
  2. In assessing SQ responses, the Authority will be seeking evidence of the bidder’s ability to perform the services in the scope as applicable, in terms of its financial capacity and technical ability. Each Section will be scored as per Section 4.4 and 4.6 of this document.
  3. The Authority will score all responses that have passed the pass/fail requirements and those bidders will be ranked from highest to lowest in order of the respective scores achieved.
  4. The Authority will shortlist all bidders who score “pass” to the next stage of the procurement.
  5. The Authority may raise clarification questions, via the e-Sourcing Portal during the review period which bidders will be required to respond to within the time stipulated in the clarification question. Bidders must respond in the format requested at the time. This will not be an opportunity for bidders to expand on their SQ submission but to provide clarification to reviewer queries. Clarification responses will be used for review purposes.

# Overview of Tender Documentation

* 1. The following documents are available for you to download from the e-Sourcing Portal. These will enable you and/or your organisation to formally submit a SQ for this procurement process.

|  |  |
| --- | --- |
| **Standard Selection Questionnaire (SQ) Stage** | |
| **Document Name** | **Action** |
| 01. SQ Cover Letter | **No Response Required – For Information Purposes**  This document is for you to keep and outlines the requirement. This information will allow your organisation to decide whether or not to submit an SQ response, and how to ensure your response is complete. |
| 02. Standard Selection Questionnaire (SQ) Document | **To Be Returned as part of SQ Response**  This document must be completed according to the tender instructions and submitted as your SQ submission, along with any relevant supporting documents.  Bidders should read the specification and satisfy themselves that they will be able to provide the services stated within the specification.  All supporting documentation requested within the SQ should be submitted as part of your SQ submission.  Every organisation that is being relied on to meet any of the selection criteria must complete and submit the part 1 and part 2 self-declaration. If an organisation is being relied on to meet the financial standing criteria, then parts 1, 2 and 3 must be completed and submitted by that organisation. |
| 03. SQ Evaluation Criteria and Weightings | **No Response Required – For Information Purposes Only** |
| 04. SQ Financial Standing Assessment model | **To Be Returned as part of SQ Response**  This model should be completed where indicated and returned as part of your SQ submission. |
| 05. SQ Signed Tender Document Set | **To Be Returned as part of SQ Response**  The signed Tender Document Set should be completed, signed and submitted with your SQ submission.  If you are bidding as a consortium, you should ensure each member of the consortium completes the signed Tender Document Set. |

1. **PROCUREMENT TIMETABLE**

**Key dates**

* 1. The procurement will follow a clear, structured and transparent process to ensure a fair and level playing field so that all bidders are treated equally.
  2. The key dates for this procurement are currently anticipated to be as follows:

|  |  |
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| **Standard Selection Questionnaire (SQ)** | **Date** |
| SQ issued | 22nd January |
| Deadline for the receipt of clarification questions | *14th February* |
| Deadline for receipt of Tenders | *24tht February 12.00* |
| Evaluation of Tenders and Shortlisting | *24th February* |
| **Invitation to Tender (ITT)** |  |
| ITT issued | *27th February* |
| Deadline for the receipt of clarification questions | *24th March* |
| Deadline for receipt of tender responses | *31st March* |
| Options Appraisal/ Clarifications of returned bids | *1st April – 4thh April* |
| Negotiations/Presentations | *w/c 7th April 2025* |
| Best and Final Offer – Stage 2 (2wks) | *14th April 2025s* |
| Internal Governance | *12th May 2025 – 12th June 2025* |
| Contract Award | *13th June 2025* |
| Standstill Start | *13th June 2025* |
| Standstill End | *23rd June 2025* |

* 1. Whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any stage.

**Deadline for receipt of SQ responses**

* 1. Bidders must submit their SQ responses in the manner prescribed in section 3 below no later than the time and date specified on the front cover of this SQ.
  2. Any SQ responses received after the deadline or by any method other than the method prescribed in Section 3 below may not be considered. The Authority may at its discretion extend the deadline and in such circumstances the Authority will notify all bidders of any change.

1. **INSTRUCTIONS TO BIDDERS** 
   1. The SQ is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). 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 of the SQ 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). If an organisation is being relied on to meet the financial standing criteria, then parts 1, 2 and 3 must be completed and submitted by that organisation.
   3. When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

* 1. The procurement document will provide 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 sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors. If the relevant documentary evidence referred to in the SQ is not provided upon request and without delay the Authority reserves the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

* 1. If you seriously misrepresent any factual information in filling in the SQ, 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 (5) years.

**Notes for completing the SQ**

* 1. The “Authority” 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 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.
  4. 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 subcontractors, 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.
  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. The Authority 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 Authority is under a legal or regulatory obligation to make such a disclosure.
  2. 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](http://www.legislation.gov.uk/uksi/2015/102/schedule/1/made) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, [read the terms](https://www.gov.uk/government/publications/mystery-shopper-scope-and-remit) and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

**Formalities for submission of SQ responses**

* 1. The SQ is structured in three (3) separate parts:
     1. Part 1: Basic information about the bidder, including contact details, details of parent companies and group bidding;
     2. Part 2: Self-declaration regarding whether or not any of the mandatory or discretionary exclusion grounds apply; and
     3. Part 3: Self-declaration regarding whether or not you meet the selection criteria in respect of your financial standing and technical capacity.
  2. Bidders must complete parts 1 to 3 in Annex B1 and submit via the e-Sourcing Portal.
  3. There is a 25MB file size limit for a single document being uploaded into the tender box. There is no limit on the number of documents that can be uploaded. Please be mindful that larger files may take longer to attach, so ensure this is done with enough time before the closing time and date - ideally using an appropriate compression (zipping) program.
  4. Where a word count limit is specified, bidders should state how many words their response contains. The Authority reserves the right not to consider any part of a response exceeding the word limit. Unless indicated otherwise, words included within diagrams or other graphic representations will count towards the word limit.
  5. Bidders must respond to each question within the specified word count and must not rely on content provided in response to one question to support a response to a separate question. Each question requires a standalone response.
  6. The SQ response must be clear, concise and complete. The Authority reserves the right to mark bidders down or exclude them from the procurement if their SQ responses are ambiguous or lack clarity. Bidders should submit only such information as is necessary to respond effectively to this SQ.
  7. SQ responses will be evaluated on the basis of information submitted by the deadline. Where information submitted appears to be incomplete or erroneous, the Authority reserves the right to request the bidder to submit, clarify or complete the information or documentation.

**Warnings and disclaimers**

* 1. Neither the issue of this SQ, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Authority (or any other person) to enter into a contractual arrangement.

**Freedom of Information Act 2000 and Environmental Information Regulations 2004**

* 1. As a public body, the Authority is subject to, and must comply with, the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR"). The Authority may therefore be required to disclose information submitted by the bidder.
  2. If a request is made under FOIA or the EIR, the Authority will ask bidders to make submissions if they consider that any information they have provided at the SQ stage is confidential or commercially sensitive.
  3. Where a bidder identifies information as commercially sensitive, the Authority will take those views into account. Bidders should note, however, that, even where information is identified as commercially sensitive, the Authority may be required to disclose such information in accordance with the FOIA or the EIR. Accordingly, the Authority cannot guarantee that it will withhold information marked ‘confidential’, 'commercially sensitive' or otherwise exempt.

**Publicity**

* 1. No publicity regarding the award of any contract will be permitted unless and until the Authority has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of the Authority.

**Bidder conduct and conflicts of interest**

* 1. In accordance with question 3.1 (g), the Authority may exclude the bidder if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.
  2. Any attempt by bidders or their advisors to influence the contract award process in any way may result in the bidder being disqualified. Specifically, bidders shall not directly or indirectly at any time:
     1. devise or amend the content of their SQ response in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, bidder, consortium member or provider of finance;
     2. enter into any agreement or arrangement with any other person as to the form or content of any other SQ response, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other SQ response;
     3. enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting an SQ response;
     4. canvass the Authority or any employees or agents of the Authority in relation to this procurement; and/or
     5. attempt to obtain information from any of the employees or agents of the Authority or their advisors concerning another bidder or SQ response (except for debrief information requests made through the e-Sourcing Portal).
  3. Bidders are responsible for ensuring that no conflicts of interest exist between the bidder and its advisers, and the Authority and its advisors and bidders should take appropriate action to maintain this position throughout the procurement, utilising ethical walls and/ or information barriers where required. Bidders should notify the Authority promptly of any possible conflict and the proposed steps that the bidder believes can be taken to avoid the conflict. Any bidder who fails to comply with these requirements may be excluded from the procurement at the discretion of the Authority.
  4. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the bidder to inform the Authority, detailing the conflict in a separate appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the bidder.

**Taking Account of Bidders’ Past Performance**

* 1. In accordance with question 3.1 (i), the Authority may assess the past performance of a bidder (through a Certificate of Performance provided by a customer or other means of evidence). The Authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the bidder completing this Standard SQ. The Authority may also assess whether specified minimum standards for reliability for such contracts are met.
  2. In addition, the Authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. bidder selection, tender evaluation, contract award stage etc.). Bidders may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

**Authority's rights**

* 1. Subject to its obligations to act in a transparent, proportionate and non-discriminatory manner, the Authority reserves the right to:
     1. waive or change the requirements of this SQ from time to time;
     2. seek clarification or documents in respect of a bidder's submission;
     3. disqualify any bidder that does not submit a compliant SQ response in accordance with the instructions in this SQ;
     4. disqualify any bidder that is guilty of serious misrepresentation in relation to its expression of interest, the SQ response or the procurement process;
     5. choose not to award any contract as a result of the current procurement process; and
     6. make whatever changes it sees fit to the timetable, structure or content of the procurement process.

**Bid costs**

* 1. The Authority will not be liable for any bid costs, expenditure, work or effort incurred by a bidder in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Authority.

**Language**

* 1. SQ responses, all documents and all correspondence relating to the SQ must be written in English

**Transparency**

* 1. In accordance with the Public Contracts Regulations 2015 and the Government’s policy on transparency, bidders should be aware that the Authority intends to make the SQ and details of any subsequent contract publicly available, by publication on the Government's Contract Finder portal.

**Governing Law and Jurisdiction**

* 1. This SQ and any disputes concerning it (including non-contractual disputes or claims) shall be governed by English law and subject to the jurisdiction of the English courts.

**Social Value**

* 1. Procurement Policy Note (PPN) 06/20 launched a new model to deliver social value through government's commercial activities. Central government organisations should use this model to take account of the additional social benefits that can be achieved in the delivery of its contracts, using policy outcomes aligned with this Government’s priorities.
  2. As such, social value will be explicitly evaluated as part of this procurement process, where the requirements are related and proportionate to the subject-matter of the contract, rather than just ‘considered’ as previously required under the Public Services (Social Value) Act 2012. Unnecessary burdens will not be placed on commercial teams or suppliers.

**Sustainability**

* 1. The Authority is committed to NHS England’s “For a greener NHS campaign” with a vision for net zero carbon emissions. The Authority is working towards reducing its activity related carbon emissions, impact on the environment and public health.  As part of the NHS Standard Contract Service Conditions, the “Authority” is mandated to commit to sustainability, and procure sustainable and ethical services and products. Bidders should propose their approach to delivering the service in the most sustainable and environmentally friendly manner possible.

1. **SQ SELECTION CRITERIA AND WEIGHTING**

**Overview**

* 1. This section of the SQ sets out the criteria that the Authority will use to evaluate SQ responses.
  2. Bidders are required to submit an SQ response strictly in accordance with the requirements set out in the SQ, to ensure the Authority has the correct information to make the evaluation. An SQ response will be scored in accordance with scoring methodology. If an SQ response is equivocal or unclear, the Authority may treat the SQ response as non-compliant and reject it.
  3. SQs submitted will be assessed against the evaluation criteria summarised below and scored using the methodology included in the SQ Evaluation Criteria and Weighting Matrix spreadsheet.

**Selection criteria and weightings**

* 1. The selection criteria at the SQ stage is:

|  |  |  |
| --- | --- | --- |
| SQ Section | Selection criteria | Self-Certify |
| Section 1: Supplier information & Bidding Model | For information only | N/A |
| Section 2: Grounds for mandatory exclusion | Pass or Fail | Yes |
| Section 3: Mandatory and discretionary grounds relating to the payment of taxes and social security contributions | Pass or Fail | Yes |
| Section 4: Grounds for discretionary exclusion | Pass or Fail | Yes |
| Section 5: Economic and Financial Standing | Pass or Fail | Yes |
| Section 6: Technical and Professional Ability | Pass or Fail | Yes |
| Section 7: Additional Questions including Project Specific Questions | Pass or Fail | Yes |

* 1. Where a bidder scores a "fail" for any question, it will not be issued with an ITT.

**Scoring System**

* 1. Scored questions will be allocated a score out of four (4) using the following marking scheme:

|  |  |
| --- | --- |
| **Score** | **Classification** |
| 4 | **Excellent**  An excellent response that addresses **all of the question**, with clear and excellent relevant detail in all applicable areas of the specification giving the Authority full confidence that the bidder has the relevant experience to deliver the services in compliance with the Specification. |
| 3 | **Good**  A good response that either:   * addresses **all of the question** with some good (but not excellent) relevant detail provided meaning that it lacks relevant detail in a minority of applicable areas of the Specification, but this does not cause concern; or * addresses the **majority of the question** with excellent relevant detail provided in all applicable areas of the specification and the parts of the question not addressed do not cause the evaluator concern; or addresses the **majority of the question** with good relevant detail provided meaning that it lacks detail in a minority of applicable areas of the Specification but neither failure causes the evaluator concern; and as a result, the Authority has good confidence that the bidder has the relevant experience to deliver the services in compliance with the Specification. |
| 2 | **Satisfactory**  A satisfactory response that either:   * addresses **all of the question** with satisfactory (but not good) relevant detail provided meaning that it lacks detail in some applicable areas of the Specification which causes the evaluator concern; or * addresses the **majority of the question** with satisfactory (but not good) relevant detail provided meaning that it lacks detail in some applicable areas of the Specification which causes the evaluator concern; and as a result, the Authority has satisfactory confidence that the bidder has the relevant experience to deliver the services in compliance with the Specification. |
| 1 | **Poor**  A poor response that either:   * **fails to address the majority of the question**; or * addresses the **majority/all of the question** but with little or no relevant detail provided meaning that it lacks detail in respect of the majority/ all applicable areas of the specification; and as a result, the Authority has little confidence that the bidder has the relevant experience to deliver the Services in compliance with the Specification. |
| 0 | **Unacceptable**  No response at all or insufficient information provided in the response such that it is totally un-assessable and/or incomprehensible. |

**ANNEX 1 – SELECTION QUESTIONNAIRE**

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

The SQ template includes a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply[[2]](#footnote-2). If any of the grounds for exclusion do apply, there is an opportunity to explain any measures you have taken to demonstrate your reliability notwithstanding the existence of a ground for exclusion (we call this self-cleaning).

We require all the organisations that form part of your bidding group/consortium and each subcontractor that you are relying on to meet the selection criteria to provide a completed part 1 and part 2. This means that where you are joining a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Subcontractors that you rely on to meet the selection criteria, must also complete a self-declaration (although subcontractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement documents will provide 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 on behalf of the group/consortium and/or any subcontractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another supplier.

**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.

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| --- |
| **Part 1: Your information and the bidding model.** |
| You must answer all required questions. |
| Bidders 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. |
| Should any information declared in any SQ response change during the procurement process, each organisation is under a continuing obligation to update the Authority. Depending on the materiality of the changes presented, this may result in a re-evaluation of the entire SQ response which in turn may either adversely or positively impact on previous SQ stage scores. |

|  |  |  |
| --- | --- | --- |
| **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 Member State where your organisation is established? | Yes  No  N/A |
| 1.1(g) - (ii) | If you responded yes to 1.1(h) - (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(j) - (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)[[3]](#footnote-3)? | Yes  No |
| 1.1 (k) | Details of Persons with Significant Control (PSC)[[4]](#footnote-4), where appropriate[[5]](#footnote-5):  - 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 |  |
| 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), |  |
| 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 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 |  |

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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 being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2. | | |
| **Section 2** | **Grounds for mandatory exclusion**  Evaluation of Section 2 is based on the following:  (i) bidders who respond to all questions in section 2 as No = Pass  (ii) bidders who respond Yes to any question = Fail | |
| **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[[6]](#footnote-6), * been convicted of any of the offences within the summary below and listed in full on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)? |  |
|  | 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**  Evaluation of Section 3 is based on the following:  (i) bidders who respond to 3.1(a) and 3.2 as Yes = Pass  (ii) bidders who respond No to 3.1(a) but can provide an explanation on how measures taken demonstrate their reliability = Yes (subject to the provisions of self-cleaning).  (iii) bidders who respond No to 3.1(a) but cannot provide an explanation on how measures taken demonstrate their reliability = Fail | |
| 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),[[7]](#footnote-7) 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),[[8]](#footnote-8) 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 on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf) applied to you? |  |
| 4.1(a) | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. See [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | 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.  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 and any guidance issued under Section 54. | Yes  No  Yes  No |
| 4.3 | If your latest published statement is available electronically please provide:   * the web address, * precise reference of the documents. |  |
| 4.4 | 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**  *Pass or Fail:*  *Evaluation of Section 5 is based on the following:*  *1)Dunn & Bradstreet check*  *2)Credit safe Check*  *The* “Authority”  *will run a credit check and the supplier must achieve a satisfactory credit check / provide a minimum turnover threshold. In the event of an unsatisfactory check the* “Authority” *reserves the right to review with the supplier.* | |
| **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   In addition, where you are relying on any other person or entity in order to meet the selection criteria relating to economic and financial standing, please provide the web address, issuing authority and precise reference of their documents to evidence economic and financial standing. |  |
| 5.2  ] | If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).  Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).  In addition, where you are relying on any other person or entity in order to meet the selection criteria relating to economic and financial standing, please provide the web address, issuing authority and precise reference of their documents to evidence economic and financial standing. |  |
| 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 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).  In addition, where you are relying on any other person or entity in order to meet the selection criteria relating to economic and financial standing, please provide the web address, issuing authority and precise reference of their documents to evidence economic and financial standing. |  |

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| **Section 6** | **Technical and Professional Ability**    *The Authority will use your response to assess your level of experience in delivering the requirements in the specification to assess your level of experience in a similar context/ environment and**to assess your level of experience delivering the requirements with a similar contract value.*  *Evaluation of Section 6.1 is based on the following:*  *Relevant experience of a minimum of one (1) contract = Pass*  *If you cannot provide an example, please see 6.2 and 6.3.* |
| **Question number** | **Question** |
| 6.1 | **Relevant experience and contract examples**  Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.  **For each contract please provide the following information**  If you cannot provide examples see question 6.2 |

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|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Name of customer organisation who signed the contract |  |  |  |
| Name of supplier who signed the contract |  |  |  |
| Point of contact in the customer’s organisation. |  |  |  |
| Position in the customer’s organisation |  |  |  |
| E-mail address |  |  |  |
| Description of contract. |  |  |  |
| Contract Start date. |  |  |  |
| Contract completion date. |  |  |  |
| Estimated contract value |  |  |  |

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| 6.2 | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
| **Response** | |

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| **Section 7** | **Additional Questions including Project Specific Questions** | |
| **Question number** | **Question** | **Response** |
| 7.1 | **Insurance**  *Evaluation of Section 7.1 is based on the following:*  *(i) bidders who respond to 7.1 as Yes to all levels of insurance = Pass*  *(ii) bidders who respond no to any levels of insurance = Fail*  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 = £5m  Public Liability Insurance = £10m  \*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 |
| 7.2 | **Data protection**  *Pass or Fail*  *[Evaluation of Section 7.2 is based on the following:*  *(i) bidders who respond to 7.2(a) as Yes = Pass*  *(ii) bidders who respond 7.2(a) as No = Fail]* | |
| 7.2(a) | 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 General Data Protection Regulation and to ensure the protection of the rights of data subjects. | Yes  No |
| 7.2(b) | Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:   * to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; * to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data; * to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable; * to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place); * to maintain records of personal data processing activities; and * to regularly test, assess and evaluate the effectiveness of the above measures. | |
| **Response** | | |
| 7.3 | **Health and Safety -**  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. | |
| **Response** | | |
| **Response** | | |
| 7.7  7.7 (a)  7.7 (b)  7.7 (c)  7.7 (d) | **Carbon Reduction In Contracts Above £5m per annum (Central Government Contracts)**  Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting  Provide a link to your most recently published Carbon Reduction Plan here:  Please confirm that your organisation is taking steps to reduce your GHG Emissions over time and is publicly committed to achieving Net Zero by 2050  Please provide your current Net Zero Target Date: | Yes  No  PASS/FAIL  Provide a web link (URL) to your CRP  Yes  No  PASS/FAIL  Year of Net Zero Target, e.g. 2050 |
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| **7.11** | **Project specific questions**  ***Pass or Fail*** | |
| **a.** | **Management Standards and Legislation**  *Evaluation of (a) will be based on whether suppliers are able to show coherence to specification.*  *(i) Suppliers who are able to demonstrate sufficient adherence to specification managements standards and legislation = Pass*  *(ii) Suppliers who are not able to demonstrate sufficient adherence to specification managements standards and legislation = Fail*  Please state and provide evidence as to how you meet the management standards and legislative requirements from the specification.  Please use a maximum of 500 words, include attachments and visual aids as necessary. | |
| **Response** | | |
| **b.** | **Bus fleet and vehicles**  *Evaluation of (b) will be based on whether suppliers are able to show coherence to specification.*  *(i) Suppliers who are able to demonstrate sufficient adherence to authorities fleet requirements = Pass*  *(ii) Suppliers who are not able to demonstrate sufficient adherence to authorities fleet requirements = Fail*    Per the specification, the current service utilises a fleet of 5 x Yutong E12 fully electric single decker buses for the operation of the contract. Please provide evidence of how you will be able to undertake and support the current fleet which is indirectly supplied by the authority, and how you will be able to support any additional buses that the authority may require you to source as per the specification. As per the specification, The Authority prefers electric buses, but will consider alternative proposed options within this tender for additional buses.  Additionally, please provide evidence on how you will be able to provide any emergency fleet vehicles in the case of any bus failures (please note that emergency fleet vehicles do not need to be fully electric).  Please use a maximum of 750 words, include attachments and visual aids as necessary. | |
| **Response** | | |
| **c.** | **Sub-contracting of services**  *Evaluation of (c) will be based on whether suppliers are able to show coherence to specification.*  *(i) Suppliers who are able to demonstrate sufficient evidence that services will not be subcontracted = Pass*  *(ii) Suppliers who are not able to demonstrate sufficient adherence to authorities fleet requirements = Fail*    Per the specification, subcontracting of any key elements of this contract is not permitted. Please provide evidence to the capability of provision for services without the use of an subcontracting.  Please use a maximum of 500 words, include attachments and visual aids as necessary. | |
| **Response** | | |
| **d.** | **Charging Facilities**  *Evaluation of (d) will be based on whether suppliers are able to show coherence to specification.*  *(i) Suppliers who are able to demonstrate sufficient fleet charging capacity = Pass*  *(ii) Suppliers who are not able to demonstrate sufficient fleet charging capacity = Fail*    Per the specification, bidders must be able to demonstrate sufficient commercial electric vehicle charging capabilities in place to ensure that each individual bus is able to continue its daily schedule without need for further charging.  Please provide evidence of your current fleet charging capacity, including capacity to charge further vehicles if the electric shuttle bus fleet size is increased.  Please use a maximum of 500 words, include attachments and visual aids as necessary. | |
| **Response** | | |
| **e.** | **Licensing**  *Evaluation of (e) will be based on whether suppliers are able to show coherence to specification.*  *(i) Suppliers who are able to provide evidence of licencing = Pass*  *(ii) Suppliers who are not able to demonstrate provision of licensing with no sufficient reasoning = Fail*    Per the specification, bidders must be able to demonstrate evidence of associated licensing. This includes –   * Any necessary P.S.V Operators Licence, Community Bus Permit, Private Hire or Hackney Carriage Licence * Registration with Traffic Commissioner   Please provide evidence of the associated licencing, both aforementioned and within the specification. If you are not able to provide evidence, please state below as to why. | |
| **Response** | | |
| **f.** | **Risk Management and Business Continuity**  *Evaluation of (f) will be based on whether suppliers are able to show coherence to specification.*  *(i) Suppliers who are able to demonstrate sufficient risk management and contingency procedures = Pass*  *(ii) Suppliers who are not able to demonstrate sufficient risk management and contingency procedures = Fail*    Per the specification, bidders must have in place risk management procedures to minimise any risks that arise during the duration of the contract. In addition to this, suppliers must hold business continuity procedures to ensure continuity of services in the case of any emergency.  Please provide evidence of risk management and continuity procedures, and how you will work with the authority to minimise risk.  Please use a maximum of 500 words, include attachments and visual aids as necessary. | |
| **Response** | | |

*Notes:*

*Conflicts of interest*

*In accordance with question 4.1 (g), the Authority may exclude the bidder if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.*

*Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the bidder to inform the Authority, detailing the conflict in a separate appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the bidder.*

*‘Self-cleaning’*

*Any bidder that answers ‘Yes’ to section 2, section 3, questions 4.4 and 5.4 should provide sufficient evidence, in a separate appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The bidder has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.*

*If such evidence is considered by the Authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.*

*In order for the evidence referred to above to be sufficient, the bidder shall, as a minimum, prove that it has:*

* *paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;*
* *clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and*
* *taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.*

*The measures taken by the bidder shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the bidder shall be given a statement of the reasons for that decision.*

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

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

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. For the list of exclusions please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-2)
3. See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-3)
4. 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-4)
5. 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-5)
6. see Notes for Completion [↑](#footnote-ref-6)
7. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-7)
8. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-8)