

IRM18/5977 The Supply of Field Accommodation Furniture & Associated Spares

1. Potential Supplier Information -(Part 1)

1.1- 1.1 Supplier Information

1.1.1- 1.1(a) Full name of the potential supplier submitting the information.

1.1.2- 1.1(b)-(i) Registered office address (if applicable)

1.1.3- 1.1(b)-(ii) Registered website address (if applicable)

1.1.4- 1.1(c) Trading Status

Options:

1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector

1.1.5- If Other please specify

1.1.6- 1.1(d) Date of registration in country of origin

1.1.7- 1.1(e) Company registration number (if applicable)

1.1.8- 1.1(f) Charity registration number (if applicable)

1.1.9- 1.1(g) Head office DUNS number (if applicable)

1.1.10- 1.1(h) Registered VAT number

1.1.11- 1.1(i)-(i) If applicable is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?

Options:

1. Yes
2. No
3. N/A

1.1.12- 1.1(i)-(ii) If you responded yes to 1.1(i)-(i) please provide the relevant details, including the registration number(s)

1.1.13- 1.1(j)-(i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?

1.1.14- 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.

1.1.15- 1.1(k) Trading name(s) that will be used if successful in this procurement.

1.1.16- 1.1(l) Relevant classification (state whether you fall within one of these, and if so which one).

Options:

1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
4. N/A

1.1.17- 1.1(m) Are you a Small, Medium or Micro Enterprise (SME)

1.1.18- 1.1(n) Details of Persons of Significant Control (PSC) where appropriate (please enter N/A if not applicable)

1.1.19- 1.1(n)-(i) Name

1.1.20- 1.1(n)-(ii) Date of Birth

1.1.21- 1.1(n)-(iii) Nationality

1.1.22- 1.1(n)-(iv) Country, state or part of the UK where the PSC usually lives

1.1.23- 1.1(n)-(v) Service address

1.1.24- 1.1(n)-(vi) The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);

1.1.25- 1.1(n)-(vii) 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.

1.1.26- 1.1(o) Details of immediate parent company: (please enter N/A if not applicable)

Scoring and Weighting Criteria - Please include -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)

1.1.27- 1.1(o)-(i) Full name of the immediate parent company

1.1.28- 1.1(o)-(ii) Registered office address (if applicable)

1.1.29- 1.1(o)-(iii) Registration number (if applicable)

1.1.30- 1.1(o)-(iv) Head office DUNS number (if applicable)

1.1.31- 1.1(o)-(v) Head office VAT number (if applicable)

1.1.32- 1.1(p) Details of ultimate parent company: (please enter N/A if not applicable)

Scoring and Weighting Criteria - Please include the following detail. - Full name of the ultimate parent company(if applicable) - Registered office address (if applicable) - Registration number - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (please enter N/A if not applicable)

1.1.33- 1.1(p)-(i) Full name of the ultimate parent company

1.1.34- 1.1(p)-(ii) Registered office address (if applicable)

1.1.35- 1.1(p)-(iii) Registration number (if applicable)

1.1.36- 1.1(p)-(iv) Head office DUNS number (if applicable)

1.1.37- 1.1(p)-(v) Head office VAT number (if applicable)

1.2- 1.2(a) Bidding Model

1.2.1- 1.2(a)-(i) Are you bidding as the lead contact for a group of economic operators?

1.2.2- 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.

1.2.3- 1.2(a)-(ii) Name of group of economic operators (if applicable)

1.2.4- 1.2(a)-(iii) Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.

1.2.5- 1.2(b)-(i) Are you, if applicable, the group of economic operators proposing to use subcontractors?

Options:

1. Yes

2. No

3. N/A

1.3- 1.2(b)

1.3.1- If you responded yes to 1.2(b)-(i) please provide additional details for each subcontractor in the following table: we may ask them to complete this form as well.

1.4- Subcontractor(s)

1.4.1- Name

1.4.2- Registered address

1.4.3- Trading Status

Options:

1. public limited company

- 2. limited company
- 3. limited liability partnership
- 4. other partnership
- 5. sole trader
- 6. third sector
- 1.4.4- Company registration number
- 1.4.5- Head Office DUNS number (if applicable)
- 1.4.6- Registered VAT number
- 1.4.7- Type of organisation
- 1.4.8- SME
- 1.4.9- The role each subcontractor will take in providing the works and/or supplies e.g
key deliverables
- 1.4.10- The approximate % of contractual obligations assigned to each subcontractor
- 1.5- 1.3 Contact details and declaration
- 1.5.1- I declare that to the best of my knowledge the answers submitted and information contained in the document are correct and accurate. I declare that, upon request and without delay I will provide the certificates of documentary evidence referred to in the document. I understand that the information will be used in the selection process to assess my organisations suitability to be invited 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
- 1.5.2- 1.3(a) Contact Name
- 1.5.3- 1.3(b) Name of Organisation
- 1.5.4- 1.3(c) Role in Organisation
- 1.5.5- 1.3(d) Phone Number
- 1.5.6- 1.3(e) E-mail address
- 1.5.7- 1.3(f) Postal address

2. Grounds for mandatory exclusion -(Part 2)

- 2.1- Regulations 57(1) and (2)
- 2.1.1- REGULATIONS 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf) which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or another person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on this webpage (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).
- 2.1.2- 2.1(a)-(i) Participation in a criminal organisation (If yes please provide details at 2.1(b))
- 2.1.3- 2.1(a)-(ii) Corruption (If yes please provide details at 2.1(b))
- 2.1.4- 2.1(a)-(iii) Fraud (If yes please provide details at 2.1(b))
- 2.1.5- 2.1(a)-(iv) Terrorist offences or offences linked to terrorist activities.(If yes please provide details at 2.1(b))

2.1.6- 2.1(a)-(v) Money laundering or terrorist financing (If yes please provide details at 2.1(b))

2.1.7- 2.1(a)-(vi) Child Labour and other forms of trafficking in human beings. (If yes please provide details at 2.1(b))

2.1.8- 2.1(b) If you have answered Yes to any of the above questions, please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. Identify of who has been convicted. If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.

2.2- Self Cleaning in respect of Regulations 57(1) and (2)

2.2.1- 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)

2.3- Regulation 57(3)

2.3.1- 2.3(a) 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 organisations is established (if outside the UK) that the organisation is in breach of obligations related to the payment of tax or social security contributions?

2.3.2- 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.

2.3.3- Please Note: the authority 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.

3. Grounds for Discretionary exclusion -(Part 2)

3.1- Regulation 57(8)

3.1.1- 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), 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.

3.1.2- 3.1(a) Breach of environmental obligations (if yes please provide details at 3.2)

3.1.3- 3.1(b) Breach of social obligations (if yes please provide details at 3.2)

3.1.4- 3.1(c) Breach of labour law obligations (if yes please provide details at 3.2)

3.1.5- 3.1(d) Bankrupt or is the subject of insolvency or winding up proceedings, where the organisations assets are being administered by a liquidator or by the court, where it is an arrangement with creditors, where it is business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state. (if yes please provide details at 3.2)

3.1.6- 3.1(e) Guilty of grave professional misconduct. (if yes please provide details at 3.2)

3.1.7- 3.1(f) Entered into agreements with other economic operators aimed at distorting competition. (if yes please provide details at 3.2)

3.1.8- 3.1(g) Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure. (if yes please provide details at 3.2)

3.1.9- 3.1(h) Been involved in the preparation of the procurement procedure? (if yes please provide details at 3.2)

3.1.10- 3.1(i) Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior cocession contract, which led to early termination of that prior contract, damages or other comparable sanctions? (if yes please provide details at 3.2)

3.1.11- Please answer the following statements.

3.1.12- 3.1(j)-(i) 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. (If yes please provide details at 3.2)

3.1.13- 3.1(j)-(ii) The organisation has withheld such information. (If yes please provide details at 3.2)

3.1.14- 3.1(j)-(iii) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulation 2015. (If yes please provide details at 3.2)

3.1.15- 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 provide misleading information that may have a material influence on decisions concerning exclusion, selection award. (If yes please provide details at 3.2)

3.2- Self Cleaning in respect of Regulation 57 (8)

3.2.1- 3.2 If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion. (Self Cleaning)

4. Economic and Financial Standing -(Part 3)

4.1- 4.1 Are you able to provide a copy of your audited account for the last two years, if requested? If no, can you provide one of the following? Answer with "Yes" or "No" in the relevant box.

4.1.1- Are you able to provide a copy of your audited account for the last two years, if requested?

4.1.2- If no, can you provide one of the following answer with "Yes" "No" in the relevant box.

4.1.3- a) A statement of the turnover, Profit and Loss Account/Income statement, Balance Sheet/Statement of Financial position and Statement of Cash Flow for the most recent year of trading for this organisation.

4.1.4- b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

4.1.5- c) Alternative means of demonstrating financial status if any of the above are not available (eg forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank charity accounts or an alternative means of demonstrating financial status)

5. Economic Operator Group -(Part 3)

5.1- If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group , please provide further details below:

5.1.1- Name of organisation.

5.1.2- Relationship to the supplier completing these questions.

5.2- Parent Company Accounts

5.2.1- 5.1 Are you able to provide parent company accounts if requested to at a later stage?

5.3- Parent Company Guarantee

5.3.1- 5.2 If yes, would the parent company be willing to provide a guarantee if necessary?

5.4- Other Company Guarantee

5.4.1- 5.3 If no, would you be able to obtain a guarantee elsewhere (eg, from a bank)?

6. Technical and Professional Ability -(Part 3)

6.1- 6.1 Relevant experience and contract examples.

6.1.1- Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts 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. Consortia bids should provide relevant examples of where the consortium has 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 Special Purpose Vehicle (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 sub-contractor(s) who will deliver the contract. If you cannot provide examples see question 6.3

6.2- Contract Examples

6.2.1- 6.1(a) Name of customer organisation.

6.2.2- 6.1(b) Point of contact in the organisation.

6.2.3- 6.1(c) Position in the organisation.

6.2.4- 6.1(d) Email address

6.2.5- 6.1(e) Description of Contract

6.2.6- 6.1(f) Contract start date

6.2.7- 6.1(g) Contract completion date

6.2.8- 6.1(h) Estimated contract value

6.3- Example of Previous Subcontracting

6.3.1- 6.2 Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(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)

6.4- Explanation of no relevant experience and contract examples being provided

6.4.1- 6.3 If you cannot provide at least one example for question 6.1, in no more than 500 words please provide an explanation for this

e.g. your organisation is a new start up or you have provided services in the past but not under a contract.

7. Modern Slavery Act 2015 -(Part 3)

7.1- Requirements under Modern Slavery Act 2015

7.1.1- 7.1 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc") of the Modern Slavery Act 2015 ("The Act")?

Options:

1. Yes

2. N/A

7.2- Reporting

7.2.1- 7.2 If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?

Scoring and Weighting Criteria - If yes please provide the URL to view the statement if No please provide an explanation.

7.2.2- If you answered Yes to 7.2 please provide the relevant URL

7.2.3- If you answered No to 7.2 please provide an explanation

8. Additional Questions -(Part 3)

8.1- 8.1 Insurance

8.1.1- 8.1(a)-(i) Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below.

8.1.2- 8.1(a)-(ii) Employers (Compulsory) Liability Insurance = £x

8.1.3- 8.1(a)-(iii) Public Liability Insurance = £x

8.1.4- 8.1(a)-(iv) Professional Indemnity Insurance = £x

8.1.5- 8.1(a)-(v) Product Liability Insurance = £x

8.1.6- 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.

8.2- Mandatory Selection Criterion for the Government's Cyber Essentials Scheme

8.2.1- Your organisation currently has a current and valid Cyber Essentials certificate, which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the last 12 months

8.2.2- Your organisation does not currently have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies BUT you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies by the Commencement Date of the Contract.

8.2.3- Your organisation does not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation

bodies, but you can demonstrate (or will be able to demonstrate by the Commencement Date of the Contract) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme, as detailed in the following link: <https://www.cyberessentials.ncsc.gov.uk/> and that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the last 12 months) that your organisation demonstrates current compliance with Cyber Essentials technical requirements.

8.2.4- Please confirm you are working with your proposed supply chain to ensure where appropriate that they either have a Cyber Essentials certificate, are working towards obtaining one or that they can demonstrate and provide evidence that they have the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the link above, and that you will have this in place by the Commencement Date of each of your supplier Contracts. (Answer 'No' if this does not apply, i.e. there is no supply chain).

8.2.5- If you have any comments you wish to offer in support of your answers, for example if you want to explain why not every member of your supply chain holds the appropriate level of certification, you can provide them here. The Authority may, at its discretion, consider your comments when determining whether it will pass or fail your answers. Note: You are not obliged to provide any comments; the option to provide them is to allow you to offer the rationale for your answers where you feel it necessary to do so.

8.3- Electronic Trading

8.3.1- Please confirm that you are willing to conduct electronic trading, currently via email invoicing, with Babcock DSG Limited

The Minimum Standard is a positive response. A failure to provide a positive response will exclude your organisation from further participation in this requirement.

Scoring and Weighting Criteria - Pass/Fail

8.4- Core Capability

8.4.1- Please describe the capability within the business activities of your organisation which will be used to deliver this requirement, including the number of years you have been involved in these activities. If you do not currently have the capability and your intention is to develop this capability, please demonstrate how your organisation intends to achieve this capability. The Minimum Standard is to demonstrate to the satisfaction of the Authority that you have the capability to provide this requirement by supplying detailed information on the measures within your organisation, or to be developed in your organisation, to produce goods and/or deliver services similar in nature, scale and complexity to the goods and/or services required under this contract. Failure to so demonstrate will exclude your organisation from further participation in this requirement.

(Your response must be less than the allowable 3800 characters for the large text field)

Scoring and Weighting Criteria - Pass/Fail

8.5- ISO Accreditation

8.5.1- Please provide evidence (by way of valid certificate(s)) of your ISO 9001:2008/2015 or equivalent accreditation including full details of scope. The scope must be relevant to this requirement. Should this requirement fall outside your scope of activities, but you intend to establish a supply chain who holds the relevant accreditation, please provide evidence of such. To be valid the certificate(s) must be in date and to a recognised European (EN) Quality Management System (QMS) standard and be issued by a Certified Body holding suitable accreditation from a National Accreditation Body (NAB) who is a signatory to the International Accreditation Forum (IAF) or IAF Accredited Regional Multi-Lateral Agreement

(MLP).). If you have answered b) or c) to Q1.3 please provide the information requested for the sub-contractor you detailed or your consortia. The Minimum Standard is to provide a valid certificate of ISO 9001:2008/2015 or equivalent accreditation detailing a scope relevant to this requirement. Failure to so provide will exclude your organisation from further participation in this requirement, save where a satisfactory response to [Q4] is provided

Scoring and Weighting Criteria - Pass/Fail

8.6- Accreditation (where ISO is not held)

8.6.1- If you do not hold ISO 9001:2008/2015 or equivalent accreditation (as required by [Q3], you must provide a explanation stating why such certification is not held, and full details of what Quality Management System is embedded within your organisation, including details of the procedures you have in place for periodically reviewing, correcting and improving your Quality Management System. Your response must demonstrate that your Quality Management System is comparable with the standard required for ISO 9001:2008/2015 or equivalent accreditation (as required by [Q3]). The Authority reserves the right to conduct a site audit to confirm your response, at your cost; this audit may be conducted by a competent 3rd party. The Minimum Standard is to demonstrate to the satisfaction of the Authority that you have a Quality Management System which is embedded within your organisation and which satisfies the above listed requirements. Failure to so demonstrate will exclude your organisation from further participation in this requirement. If you have answered question *.* please respond with 'N/A' in this section (Your response must be less than the allowable 3800 characters for the large text field)

Scoring and Weighting Criteria - Pass/Fail

8.7- Non Compliant Work and Goods

8.7.1- Please describe the processes and procedures your organisation has in place for identifying, recording, controlling and rectifying any non-compliant goods and/or works/services before delivery. Please describe how you periodically review, correct and improve quality performance in this area. The Minimum Standard is to demonstrate to the Authority's satisfaction processes and procedures which ensure that non-compliant goods and/or works/services are identified, quarantined and rectified before delivery, which comply with the above listed requirements and which are embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement. Links to processes are not acceptable.

(Your response must be less than the allowable 3800 characters for the large text field)

Scoring and Weighting Criteria - Pass/Fail

8.8- Compliance to Specification/Statement of Work

8.8.1- Please describe your process and procedures for ensuring compliance to specifications and/or statements of work. Please include a description on how you maintain document control. Please describe how you periodically review, correct and improve performance in this area.). If you have answered b) or c) to Q1.3 please provide the information requested for the sub-contractor you detailed or your consortia. The Minimum Standard is to demonstrate to the Authority's satisfaction processes and procedures which ensure compliance to specifications and/or statements of work, which comply with the above listed requirements and which are embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement.

(Your response must be less than the allowable 3800 characters for the large text field. Links to processes are not acceptable.)

Scoring and Weighting Criteria - Pass/Fail

8.9- Supply Chain Management

8.9.1- Please provide details of how you qualify and monitor the performance of your approved or preferred suppliers. You must demonstrate a formal approach to selecting suppliers suitable to meet the requirements of this contract and a process for monitoring their performance, including a process for recovering poor performance if necessary. The Minimum Standard is to demonstrate to the Authority's satisfaction an adequate process for selecting and monitoring your supply chain which complies with the above requirements and which is embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement.

(Your response must be less than the allowable 3800 characters for the large text field)

Scoring and Weighting Criteria - Pass/Fail

8.10- Sourcing of Goods

8.10.1- Please demonstrate your ability to source the Authority's requirements by NATO Stock Number using Codification Support Information System' (CSIS). Please also indicate whether you have, or how you plan to attain, full access to CSIS. The Minimum Standard is to demonstrate that you have, or will have, full access (as necessary to provide this requirement) to CSIS and to demonstrate to the satisfaction of the Authority an adequate process for ensuring that goods and/or parts used in repairs are compliant to CSIS. Failure to so demonstrate will result in your organisation being excluded from further participation in this requirement. (Your response must be less than the allowable 3800 characters for the large text field)

Scoring and Weighting Criteria - Pass/Fail

8.11- Obsolescence

8.11.1- Please describe your organisation's processes and procedures for identifying and reporting on obsolescence. The Minimum Standard is to demonstrate to the satisfaction of the Authority an adequate process for identifying and reporting on obsolescence. Failure to so demonstrate will exclude your organisation from further participation in this requirement.

(Your response must be less than the allowable 3800 characters for the large text field)

Scoring and Weighting Criteria - Pass/Fail

8.12- Organisation

8.12.1- Please demonstrate that your staff have suitable qualifications, experience and skills to deliver the goods and/or works/services required under this contract. The information provided must be suitably anonymised so as not to include any personal data (as defined in (a) the UK's Data Protection Act 1998 or (b) EU Regulation 2016/679 ("GDPR")) and any laws or regulations ratifying, implementing, adopting, supplementing or replacing GDPR. The Minimum Standard is to demonstrate to the satisfaction of the Authority that your staff are suitably qualified to deliver this requirement. Failure to so demonstrate will exclude your organisation from further participation in this requirement.

Scoring and Weighting Criteria - Pass/Fail

8.13- Security

8.13.1- Please describe your security processes and procedures relating to (i) creation and storage of information and documentations (howsoever stored) and (ii) access control and security at all your organisation's locations and sites of activity in each case so as to ensure the safe keeping of the Authority's information/documentations and/or equipment/articles. These processes and procedures must demonstrate that the Authority's information/documentations and/or equipment/articles will be stored in locations that are secure with appropriate monitoring in place. Please confirm the arrangements you have in place to ensure that your suppliers meet and comply with your own security requirements. The Minimum Standard is to demonstrate to the Authority's satisfaction security processes

and procedures which comply with the above requirements and which are embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement.

(Your response must be less than the allowable 3800 characters for the large text field)

Scoring and Weighting Criteria - Pass/Fail

8.14- Risk Management

8.14.1- Please describe how risk management is handled within your organisation. You must demonstrate a proportionate approach to risk management which is capable of identifying and mitigating potential risks relevant to this requirement. Please describe how you periodically review, correct and improve performance in this area. The Minimum Standard is to demonstrate to the satisfaction of the Authority a proportionate risk management approach which satisfies the above listed requirements and which is embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement.

(Your response must be less than the allowable 3800 characters for the large text field)

Scoring and Weighting Criteria - Pass/Fail

8.15- Health and Safety

8.15.1- Please provide details of your organisation's written health & safety policy, including details of processes and procedures to ensure that all legal requirements are met. Please provide details, together with supporting evidence, of how you monitor and review your health & safety policy, processes and procedures in order to improve health & safety performance and embed health & safety into your organisation's culture. Please confirm and provide evidence that you have in place a policy and processes for providing your workforce with health & safety training and information appropriate to the type of work they are undertaking. The Minimum Standard is to demonstrate to the Authority's satisfaction a health & safety policy and associated processes and procedures which comply with the above listed requirements and which are embedded within your organisation. Failure to so demonstrate will exclude your organisation from further participation in this requirement.

(Your response must be less than the allowable 3800 characters for the large text field and not contain any links to processes)

Scoring and Weighting Criteria - Pass/Fail

8.16- Environmental

8.16.1- Please provide details of your organisation's written environmental policy, including details of processes and procedures to ensure all legal requirements are met. Please provide confirmation, together with copies thereof, that you hold all environmental certificates, licences, authorisations and/or permits required pursuant to applicable environmental legislation and/or regulations in order to deliver the requirements of this contract. The Minimum Standard is (i) to demonstrate to the Authority's satisfaction an environmental policy which complies with the above listed requirements and which is embedded within your organisation and (ii) to provide any necessary certificates, licences, authorisations and/or permits. Failure to so demonstrate will exclude your organisation from further participation in this requirement.

(Your response must be narrative and be less than the allowable 3800 characters for the large text field and not contain any links to processes)

Scoring and Weighting Criteria - Pass/Fail