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## **SPECIALIST COURIER SERVICES**

**RM3799**

### **Open procurement procedure**

#### **Notes for completion**

1. The “Authority” means CCS as the Authority, or anyone acting on behalf of the Authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the Potential Provider completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided.
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 organisation that is being relied on to meet the selection must complete and submit the self-declaration that you do not meet any of the grounds for exclusion<sup>1</sup>. 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). If you are bidding on behalf of a Group of Economic Operators or you intend to use Subcontractors, you should complete all of the selection questions on behalf of the Group of Economic Operators and/or any Subcontractors.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use Subcontractors, you should complete all of the questions on behalf of the consortium and/or any Subcontractors, providing one composite response and declaration. If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.
7. Participation Requirements (you must complete and submit the online version)

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<sup>1</sup> For the list of exclusion please see

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Disciplinary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Disciplinary_Exclusions.pdf)

RM3799 Specialist Courier Services

Selection Questionnaire and Evaluation Guidance - Attachment 2

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Below is a representation of the Participation Requirements in the eSourcing Suite. You must complete the online version. You cannot submit your responses using this document. For the avoidance of doubt, in the Participation Requirements questions “we” refers to the Potential Provider (Lead Contact for a Group of Economic Operators).

8. 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.

## PARTICIPATION REQUIREMENTS QUESTIONNAIRE

Below is a representation of the 'Participation Requirements Questionnaire' in the e-Sourcing Suite.

**You must complete the online version. You cannot submit your responses using this document.**

PART A - Conditions of Participation		
Requirement number	Participation Requirement	Response
PR1	We accept the Terms of Participation Attachment 7	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR2	We accept the draft Terms and Conditions as set out in Attachment 5 – Framework Agreement, Attachment 5a Framework Agreement Schedule 2 Part A - Services and Attachment 6 – Call Off Contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR3	We confirm that we, including named Subcontractors and all Group of Economic Operators members comply with all the statements in the Declaration Of Compliance Attachment 8	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PR1 – PR3 Response Guidance</b> You are required to answer <b>YES</b> to the questions in this section to confirm your acceptance of the conditions set out in the documents specified in these questions. If you do not answer <b>YES</b> to these questions you cannot participate in this procurement.		

PART B - eSourcing Tool Guidance		
Requirement number	Participation Requirement	Response
PR4	We have read the document 'e-Sourcing Supplier Guidance Part B - Tendering and Further Competitions' (Attachment 18) <a href="https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers">https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers</a> (select e-Sourcing tool guidance: how to respond to tenders and further competitions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR5	We understand that it is essential to press the red 'Submit all Draft Bids' button to correctly submit our completed Tender and confirm we have read and understood the instructions on where and how to do this in paragraph 8.9 of the "e-Sourcing Supplier Guidance Part B - Tendering and Further Competitions" <a href="https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers">https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers</a> (select e-Sourcing tool guidance: how to respond to tenders and further competitions)	<input type="checkbox"/> Yes <input type="checkbox"/> No
PR6	We understand that to send a message to the CCS procurement team we must ensure that the name of the procurement is in the context field and 'ALL HOSTS' is selected in the 'TO' box	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PR4 – PR6 Response Guidance</b> <p>You are required to answer <b>YES</b> to the questions in this section to confirm your understanding of how to use the e-Sourcing tool appropriately in this procurement.</p> <p>If you cannot answer <b>YES</b> to these questions you are at a significantly increased risk of misunderstanding the procurement and of submitting a sub-optimal or a non-compliant Tender.</p>		

## Selection Questionnaire

### Part 1: Potential Providers information (you must complete and submit the online version)

Below is a representation of the online 'Selection Questionnaire' in the eSourcing Suite. **You must complete the online version. You cannot submit your responses using this document.**

Section 1.1	Potential Provider Information	
Question number	Question	Response
SQ1.1(a)	Full name of the potential supplier submitting the information	Complete table in eSourcing Suite
SQ1.1(b) – (i)	Registered office address (please enter <b>N/A</b> in table cell if not applicable)	Complete table in eSourcing Suite
SQ1.1(b) – (ii)	Registered website address (please enter <b>N/A</b> in table cell if not applicable)	Complete table in eSourcing Suite
SQ1.1(c)	Date of registration in country of origin	Complete table in eSourcing Suite
SQ1.1(d)	Company registration number (please enter <b>N/A</b> in table cell if not applicable).	Complete table in eSourcing Suite
SQ1.1(e)	Charity registration number (please enter <b>N/A</b> in table cell if not applicable)	Complete table in eSourcing Suite
SQ1.1(f)	Head office DUNS number (if applicable)	Complete table in eSourcing Suite
SQ1.1(g)	Registered VAT number	Complete table in eSourcing Suite

**SQ1.1(a) to SQ1.1(g) Response Guidance**

This is the legal entity with whom the Authority will contract if successful (where there is no Group of Economic Operators).

If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must insert the Lead Contact's own details.

Please note, the address details, email address and internet address that you provide may be published on Tenders Electronic Daily (TED) and/or Contracts Finder, if you are successful in this Procurement. Please, therefore, refrain from using Personal Details.

SQ1.1(h) - (i)	Trading status: a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	Select from the list in the eSourcing Suite
SQ1.1(h) – (ii)	If you selected “g)” to question SQ1.1(h) – (i) above please specify your trading status.	Complete text box in eSourcing Suite (character limit 4096)
SQ1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? (Please select <b>N/A</b> if not applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
SQ1.1(i) - (ii)	If you responded yes to SQ1.1(i) - (i), please provide the relevant details, including the registration number(s) (Please enter <b>N/A</b> if not applicable)	Complete text box in eSourcing Suite (character limit 255)
SQ1.1(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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ1.1(j) - (ii)	If you responded yes to SQ1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	Complete text box in eSourcing Suite (character limit 255)  Please write N/A if not applicable.
SQ1.1(k)	Trading name(s) that will be used if successful in this procurement	Complete text box in eSourcing Suite (character limit 255)
SQ1.1(l)	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 (Please select <b>N/A</b> if not applicable)	Pick from the selection in the eSourcing Suite. a) b) c) N/A
SQ1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SQ1.1(m) Response Guidance**

See EU definition of SME:

[https://ec.europa.eu/growth/smes/business-friendly-environment/smedefinition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/smedefinition_en)

SQ1.1(n) - (i)	Do you have People of Significant Control (PSC)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ1.1(n) - (ii)	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies pre 6 April 2016, the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met:               <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%, (select “<b>25-50</b>” in table)</li> <li>- More than 50% and less than 75%, (select “<b>50-75</b>” in table)</li> <li>- 75% or more (select “<b>Over 75</b>” in table).</li> </ul> </li> </ul> <p>(Please enter <b>N/A</b> in the first table cell if question not applicable)</p>	Complete table in eSourcing Suite.

**SQ1.1(n) – (i)-(ii) Response Guidance**

UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

SQ1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company;</li> <li>- Registered office address (if applicable, otherwise insert “N/A”);</li> <li>- Registration number (if applicable, otherwise insert “N/A”);</li> <li>- Head office DUNS number (if applicable, otherwise insert “N/A”);</li> <li>- Head office VAT number (if applicable, otherwise insert “N/A”);</li> </ul> <p>(Please enter <b>N/A</b> in first table cell if question not applicable).</p>	Complete table in eSourcing Suite.
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SQ1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company;</li> <li>- Registered office address (if applicable, otherwise insert "N/A");</li> <li>- Registration number (if applicable, otherwise insert "N/A");</li> <li>- Head office DUNS number (if applicable, otherwise insert "N/A");</li> <li>- Head office VAT number (if applicable, otherwise insert "N/A");</li> </ul> <p>(Please enter <b>N/A</b> in first table cell if question not applicable).</p>	Complete table in eSourcing Suite.
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#### **SQ1.1(a) to SQ1.1(p) Response Guidance**

If you are bidding on behalf of a Group of Economic Operators or you intend to use Subcontractors, you should complete all of the selection questions on behalf of the Group of Economic Operators and/or any Subcontractors.

Please note: A Disclosure and Barring Service (**DBS**) check for relevant convictions may be undertaken for the successful Suppliers and the People of Significant in Control (PSC) of them.

Please provide the following information about your approach to this procurement:

Section 1.2	Bidding Model	
Question number	Question	Response
SQ1.2(a) - (i)	Are you bidding as the lead contact for a Group of Economic Operators? (If <b>No</b> , please move on to SQ1.2 (b)).	Yes <input type="checkbox"/> No <input type="checkbox"/>  If <b>yes</b> , please provide details listed in questions: SQ1.2(a) - (ii); SQ1.2(a) - (iii) to SQ1.2(b) - (i), (b) - (ii), SQ1.2(c), SQ1.3, Part 2 Section 2 and Part 2 Section 3.  If <b>no</b> , and you are a supporting Potential Provider please provide the name of your group at SQ1.2(a) (iii) for reference purposes, and complete SQ1.2(c), SQ1.3, Part 2 Section 2 and Part 2 Section 3.
SQ1.2(a) - (ii)	If you responded Yes to SQ1.2(a) – (i), please provide additional details for each Group of Economic Operator members in following table: <ul style="list-style-type: none"> <li>- Name;</li> <li>- Registered office address - (if applicable, otherwise insert “N/A”);</li> <li>- Trading status;</li> <li>- Company registration number – (if applicable, otherwise insert “N/A”);</li> <li>- Head office DUNS number;</li> <li>- Registered VAT number;</li> <li>- SME;</li> <li>- The role each Group of Economic Operator member(s) will take in providing the Services;</li> <li>- The approximate % of contractual obligations assigned to each Group of Economic Operator</li> </ul>	Complete table in the eSourcing Suite.

	<p>member(s).</p> <p>Enter <b>N/A</b> in the first table cell if question Not Applicable</p>																																									
SQ1.2 (a) - (iii)	<p>Name of Group of Economic Operators (if applicable).</p> <p>(Please enter <b>N/A</b> if not applicable)</p>	<p>Complete text box in eSourcing Suite (character limit 255).</p>																																								
SQ1.2 (a) - (iv)	<p>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.</p> <p>(Please enter <b>N/A</b> if not applicable)</p>	<p>Complete text box in eSourcing Suite (character limit 4096).</p>																																								
SQ1.2(b) - (i)	<p>Are you or, if applicable, the group of economic operators proposing to use Subcontractors?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>																																								
SQ1.2(b) - (ii)	<p>If you responded yes to SQ1.2(b) - (i) please provide additional details for each Subcontractor at worksheet labelled Attachment 3 RM3799 Key Subcontractors Template and select Yes to confirm you have uploaded this attachment here..</p> <p>Note that columns are provided for each of Lots 1 - 7</p> <table border="1"> <thead> <tr> <th></th><th>Subcontractor 1</th><th>Subcontractor 2</th><th>Subcontractor 3</th></tr> </thead> <tbody> <tr> <td>Name</td><td></td><td></td><td></td></tr> <tr> <td>Registered address</td><td></td><td></td><td></td></tr> <tr> <td>Trading status</td><td></td><td></td><td></td></tr> <tr> <td>Company registration number</td><td></td><td></td><td></td></tr> <tr> <td>Head Office DUNS number (if applicable)</td><td></td><td></td><td></td></tr> <tr> <td>Registered VAT number</td><td></td><td></td><td></td></tr> <tr> <td>Type of organisation</td><td></td><td></td><td></td></tr> <tr> <td>SME (Yes/No)</td><td></td><td></td><td></td></tr> <tr> <td>The role each Subcontractor will take in providing the</td><td></td><td></td><td></td></tr> </tbody> </table>		Subcontractor 1	Subcontractor 2	Subcontractor 3	Name				Registered address				Trading status				Company registration number				Head Office DUNS number (if applicable)				Registered VAT number				Type of organisation				SME (Yes/No)				The role each Subcontractor will take in providing the				<p>Attachment 3 RM3799 Key Subcontractors Template should be downloaded, completed and <b>uploaded at this question SQ1.2(b) - (ii) in the eSourcing Suite.</b></p> <p><i>You may add more columns for more Subcontractors, if required.</i></p>
	Subcontractor 1	Subcontractor 2	Subcontractor 3																																							
Name																																										
Registered address																																										
Trading status																																										
Company registration number																																										
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Registered VAT number																																										
Type of organisation																																										
SME (Yes/No)																																										
The role each Subcontractor will take in providing the																																										

	works and /or supplies e.g. key deliverables				
	The approximate % of contractual obligations assigned to each Subcontractor				
SQ1.2 (c)	<p><b>Lot Selection</b></p> <p>Please indicate which Lot(s) you are tendering for by selecting the relevant option from the selection list in the eSourcing Suite.</p> <p>Lot 1: Class 6.2 Infectious Substances (Category A and Category B), Non-Infectious Substances, Biological Substances, Blood and Tissue  Lot 2: Controlled Drugs and Pharmaceuticals  Lot 3: Secure Cash and Valuables in Transit, Collection, Delivery and Processing Service  Lot 4: Explosive Substances (Class 1) and Firearms  Lot 5: The Haulage, Storage and Disposal of Seized Goods  Lot 6: The Haulage, Storage and Disposal of Vehicles  Lot 7: Radioactive Materials (Class 7)</p> <p>You will only be offered a place on a Lot if you have indicated here at question 1.2 (c) that you wish to be appointed to that Lot AND successfully passed the requirements for that Lot.</p>				<p>Pick from selection list in eSourcing Suite:</p> <p>Lot 1  Lot 2  Lot 3  Lot 4  Lot 5  Lot 6  Lot 7</p>
SQ1.2 (d)	<p><b>Framework Agreement Population Template</b></p> <p>Please select option <b>Yes</b> or <b>No</b> to confirm if you have uploaded, using the paperclip icon aligned to this question in the eSourcing Suite, the Framework Population Template – Attachment 17 as an attachment.</p>				<p>Yes <input type="checkbox"/>  No <input type="checkbox"/></p>
SQ1.2 (e) - (i)	<p><b>Membership of Trade and Professional Associations</b></p> <p>Where you are member of a trade and professional associations, please provide details in the table provided;</p> <p>- Name of the trade / professional association</p>				<p>Complete table in the eSourcing Suite</p>

	<ul style="list-style-type: none"> <li>- Unique reference number</li> <li>- Membership number</li> </ul> <p>In the case of a Group of Economic Operators tender, evidence of membership must be provided for each of the Group of Economic Operator members.</p> <p>Please enter <b>N/A</b> in first cell of the table if this question is not applicable.</p>	
<p><b>SQ1.2 (e) Response Guidance</b></p> <p><b>This question is for information only.</b></p> <p>If you are a member of a trade and professional associations, please provide details in the table provided;</p> <ul style="list-style-type: none"> <li>- Name of the trade / professional association</li> <li>- Unique reference number</li> <li>- Membership number</li> </ul> <p>In the case of a Group of Economic Operators tender evidence of membership must be provided for each of the Group of Economic Operator members.</p> <p>Please enter <b>N/A</b> in first cell of the table if this question is not applicable.</p>		
<p><b>SQ1.2 (e) - (i)</b></p>	<p><b>High Consequence Dangerous Goods</b></p> <p>If you are bidding for <b>Lots 1, 2, 4, 5 or 7</b>, please confirm the following:</p> <p>(i) You have a Dangerous Goods Safety Advisor in your organisation;</p> <p>(ii) You have a first line qualified Dangerous Goods Safety Adviser (DGSA) who is employed in your organisation;</p> <p>(iii) You have access to a 2nd line qualified professional DGSA and you have access to a qualified DGSA professional as part of their solution.</p> <p><b>You must select <b>N/A</b> from the selection list if this is not applicable for the Lots which you are bidding for.</b></p>	<p>Pick from selection list in eSourcing Suite.</p> <p><input type="checkbox"/> Yes (i)</p> <p><input type="checkbox"/> Yes (ii)</p> <p><input type="checkbox"/> Yes (iii)</p> <p><input type="checkbox"/> No, I do not meet any of the criteria at SQ1.2 (e) - (i)</p> <p><input type="checkbox"/> N/A</p>
<p><b>SQ1.2 (e) - (i) Response Guidance</b></p>		

<p><b>This question is PASS/FAIL</b></p> <p>To achieve a <b>PASS</b> you must select <b>Yes (i), Yes (ii) or Yes (iii) or N/A</b>.</p> <p>If you respond <b>No</b> you will be award a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
<p><b>SQ1.2 (e) - (ii)</b></p>	<p><b>Firearms</b></p> <p>If you are bidding for <b>Lot 4 or 5</b> please answer this question.</p> <p>By selecting <b>YES</b>, you confirm that you have a current and valid Home Office Section 5 Firearms licence to transport Firearms and have uploaded evidence to this question.</p> <p>By selecting <b>NO BUT WILL HAVE IN PLACE</b> you have confirmed you will have a current and valid Home Office Section 5 Firearms licence no more than 30 days after the commencement date of the Framework Agreement.</p> <p><b>You must select N/A</b> from the selection list if this is not applicable for the Lots which you are bidding for.</p>	<p>Pick from selection list in eSourcing Suite.</p> <p><input type="checkbox"/> Yes, attachment included.</p> <p><input type="checkbox"/> No, but will have in place</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>
<p><b>SQ1.2 (e) - (ii) Response Guidance</b></p> <p><b>This question is PASS/FAIL</b></p> <p>To achieve a <b>PASS</b> you must select <b>YES, NO BUT WILL HAVE IN PLACE or N/A</b>.</p> <p>If you respond <b>No</b> you will be award a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
<p><b>SQ1.2 (e) - (iii)</b></p>	<p><b>Explosives</b></p> <p>If you are bidding for <b>Lots 4 or 5</b>, please answer this question.</p> <p>By selecting <b>YES</b>, you confirm you have a current and valid explosive licence and/or certificate and have uploaded evidence to this question.</p> <p>By selection <b>NO BUT WILL HAVE IN PLACE</b> you currently do not have a current and valid explosive licence and/or certificate but you will have in place a current and valid explosive licence and/or certificate no</p>	<p>Pick from selection list in eSourcing Suite.</p> <p><input type="checkbox"/> Yes, attachment included.</p> <p><input type="checkbox"/> No, but will have in place</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>

	<p>more than 30 days after the commencement date of the Framework Agreement.</p> <p><b>You must</b> select <b>N/A</b> from the selection list if this is not applicable for the Lots which you are bidding for.</p>	
<p><b>SQ1.2 (e) - (iii) Response Guidance</b></p> <p><b>This question is PASS/FAIL</b></p> <p>To achieve a <b>PASS</b> you must select <b>YES, NO BUT WILL HAVE IN PLACE</b> or <b>N/A</b>.</p> <p>If you respond <b>No</b> you will be award a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
<b>SQ1.2 (f)</b>	<p><b>Information Security - List X</b></p> <p>HMG operates a classification policy to identify and value information according to its sensitivity and to drive the right protections. This comprises three levels: <b>OFFICIAL, SECRET</b> and <b>TOP SECRET</b> for which there are distinct security arrangements.</p> <p>OFFICIAL covers most of the day to-day business of government, service delivery, commercial activity and policy development.</p> <p>SECRET and TOP SECRET information will typically require bespoke, sovereign protection, but OFFICIAL information can be managed with good commercial solutions that mitigate the risks faced by any large corporate organisation. In this way government can deliver securely and efficiently, and shape its services to meet the user needs.</p> <p>The effective management of information is critical to safeguarding it. Government organisations will consider good information management practice as the basis for their information security arrangements.</p> <p>'List X' contractors are companies operating in the UK who are working on UK Government contracts which require them to hold classified information. This information is at 'SECRET' or above (international partners information classified 'CONFIDENTIAL' or above), and is held their own premises at a specific site.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

	<p>Please indicate YES or NO that in the event you are awarded a place on this Framework you will have, or will undertake the necessary steps to ensure you have an accredited secure facility environment appropriate to store and process government classified information (generally referred to as List X) which meets the requirement of <a href="#">HMG Security Policy Framework April 2014</a> and/or any future variations to the policy.</p>	
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**This question is for information ONLY.**

This information will be used to identify to Customers which Suppliers can meet this additional security requirement for Further Competition procedures.

*Inclusion in Further Competitions under this Framework requiring List X capability will depend on successful accreditation being achieved, if not already held.*

*If you do not currently have List X, by selecting YES you agree to obtain this within 6 months of the commencement date of the Framework Agreement.*

*Once this has been achieved you will be able to bid for work where a List X accreditation facility forms part of the requirement.*

*Suppliers CANNOT bid for work where a List X accreditation facility forms part of the requirement until they have achieved List X.*

*The Authority reserves the right to validate your accreditation at any point during the life of the Framework Agreement and awarded Call Off Contracts.*

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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

I understand that the authority may reject this submission in its entirety 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.



Section 1.3	Contact details and declaration	
Question number	Question	Response
SQ1.3(a)	Contact name	Complete table in the eSourcing Suite
SQ1.3(b)	Name of organisation	Complete table in the eSourcing Suite
SQ1.3(c)	Role in organisation	Complete table in the eSourcing Suite
SQ1.3(d)	Phone number	Complete table in the eSourcing Suite
SQ1.3(e)	E-mail address	Complete table in the eSourcing Suite
SQ1.3(f)	Postal address	Complete table in the eSourcing Suite
SQ1.3(g)	Signature (electronic is acceptable)	Complete table in the eSourcing Suite
SQ1.3(h)	Date	Complete table in the eSourcing Suite

## Part 2: Exclusion Grounds<sup>2</sup>

Please answer the following questions in full.

Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 (Sections 2 and 3) self-declaration.

Section 2	Grounds for Mandatory Exclusion	
Question number	Question	Response
SQ2.1(a)	<b>Regulations 57(1) and (2)</b> The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a> , which should be referred to before completing these questions. Please indicate if, within the past five (5) years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a> .	
	Participation in a criminal organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>  If <b>Yes</b> please provide details at SQ2.1(b)
	Corruption	Yes <input type="checkbox"/> No <input type="checkbox"/>  If <b>Yes</b> please provide details at SQ2.1(b)
	Fraud	Yes <input type="checkbox"/> No <input type="checkbox"/>  If <b>Yes</b> please provide details at SQ.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/>  If <b>Yes</b> please provide details at SQ2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/>  If <b>Yes</b> please provide details at SQ2.1(b)

<sup>2</sup> [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/>  If <b>Yes</b> please provide details at SQ2.1(b)
	Non-payment of tax and social security contributions.	Yes <input type="checkbox"/> No <input type="checkbox"/>  If <b>Yes</b> please provide details at SQ2.1(b)
	Other offences.	Yes <input type="checkbox"/> No <input type="checkbox"/>  If <b>Yes</b> please provide details at SQ2.1(b)
SQ2.1(b)	<p>If you have answered <b>Yes</b> to question SQ2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	Complete text box in eSourcing Suite (character limit 4096).
SQ2.1(c) - (i)	<p>If you have answered <b>Yes</b> to SQ2.1(a) have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)</p> <p>(Please enter <b>N/A</b> if not applicable).</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
SQ2.1 (c) - (ii)	<p>If you answered <b>Yes</b> to SQ-2.1(c) – (i) please provide details of the “Self-Cleaning” measures you have taken to demonstrate the reliability of the organisation.</p>	Complete text box in eSourcing Suite (character limit 4096).

### SQ2.1(a) to SQ2.1(c) –(ii) Response Guidance

If you are bidding on behalf of a Group of Economic Operators or you intend to use Subcontractors, you should complete all of the selection questions on behalf of the Group of Economic Operators and/or any Subcontractors.

**This question is evaluated PASS/FAIL**

If you answer **Yes** to any of the questions in this section you are required to provide evidence of 'self-cleaning' (see Regulation 57 (13) of the Regulations) in respect of the relevant conviction.

**If you cannot provide evidence of 'self-cleaning' which is acceptable to the Authority you will be awarded a FAIL and excluded from further participation in this Procurement.**

### **'Self-cleaning'**

If you answer **Yes** to questions SQ2.1(a) to SQ2.1(c) - (i), you are required to provide sufficient evidence, in your response to SQ2.1(c) - (ii), that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleanse" the situation referred to in that question. You have to demonstrate the Economic Operator 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, you shall, as a minimum, prove that you have;

- 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 you 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, you shall be given a statement of the reasons for that decision.

**The Authority may exclude Potential Providers that do not provide full and accurate information.**

SQ2.1(d)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SQ2.1 - (e)	<p>If you have answered Yes to question SQ2.1 - (d), please provide further details:</p> <ul style="list-style-type: none"> <li>- 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;</li> <li>- Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction;</li> <li>- Identity of who has been convicted.</li> </ul> <p>(Please enter <b>N/A</b> if not applicable).</p>	<p>Complete text box in eSourcing Suite (character limit 4096).</p> <p>Please enter <b>N/A</b> if not applicable.</p>

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.

Section 3	Grounds for Discretionary Exclusion	
Question number	Question	Response
SQ3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>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.</p>	
SQ3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1(h)	Been involved in the preparation of the	Yes <input type="checkbox"/>

	procurement procedure?	No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1(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 concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1(j)	<b>Please answer the following statements</b>	
SQ3.1(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	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.1(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 or award	Yes <input type="checkbox"/> No <input type="checkbox"/> If <b>yes</b> please provide details at SQ3.2
SQ3.2	If you have answered <b>yes</b> to any of questions SQ3.1(a) to SQ3.1(j) - (iv), explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (self-cleaning) (Please enter <b>N/A</b> if not applicable)	Complete text box in eSourcing Suite (character limit 4096)

### **SQ3.1(a) to (j) Response Guidance**

If you are bidding on behalf of a Group of Economic Operators or you intend to use Subcontractors, you should complete all of the selection questions on behalf of the Group of Economic Operators and/or any Subcontractors.

#### **This question is evaluated PASS/FAIL**

If you answer Yes to any of the questions in this section you are required to provide evidence of 'self-cleaning' (see Regulation 57 (13) of the Regulations) in respect of the relevant conviction.

**If you cannot provide evidence of 'self-cleaning' which is acceptable to the Authority you will be awarded a FAIL and excluded from further participation in this Procurement.**

#### **'Self-cleaning'**

If you answer **yes** to any of the questions SQ3.1(a) to SQ3.1(j) – (iv) in Selection Questionnaire, you are required to provide sufficient evidence in your response to question SQ3.2, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleanse" the situation referred to in that question. You have to demonstrate that the Economic Operator 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, you shall, as a minimum, prove that you have:

- 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 you 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, you shall be given a statement of the reasons for that decision.

**The Authority may exclude Potential Providers that do not provide full and accurate information.**



## Part 3: Selection Questions<sup>3</sup>

Please complete all questions in this section.

We have specified a minimum level of economic and financial threshold in the '**Economic and Financial Standing**' section of Attachment 1 Invitation to Tender.

Information you provide in Part 1 Section 1 will be used to obtain your Dun & Bradstreet score. Minimum Dun & Bradstreet failure score levels have been set as follows:

- 55 or above for ALL Lots 1-7

You are asked the information at SQ4.1 below to ensure that, should you fail to meet the minimum Dun & Bradstreet failure score levels, you can provide further information at our request which we can use to assess whether you meet the minimum requirements as described at paragraph 11.4 of Attachment 1 Invitation to Tender.

If you do not meet any of these minimum requirements, and we are not satisfied that your, or your guarantor's, financial risk level is acceptable, you will be excluded from this procurement. Guarantors will be subject to the same financial assessment.

Section 4	Economic and Financial Standing	
Question number	Question	Response
SQ4.1	Are you able to provide a copy of your audited accounts for the last two (2) years, if requested? If <b>no</b> , can you provide at least <b>one</b> of the following:	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ4.1(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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ4.1(b)	A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ4.1(c)	Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means	Yes <input type="checkbox"/> No <input type="checkbox"/>

<sup>3</sup> [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

	of demonstrating financial status).	
SQ4.2	<p>For your organisation and, if applicable, each member of your Group of Economic Operators, the Authority will use the organisation's details provided in Section 1.1 "Potential Provider information" and Section 1.2 'Bidding model' to obtain financial risk assessments.</p> <p>If you and/or members of your Group of Economic Operators would prefer to have this financial assessment carried out in respect of a Framework Guarantor, such as a parent company, then each member may elect to choose this option on the understanding that, if awarded a Framework Agreement, a Framework Guarantee as laid out in Framework Schedule 13 must be completed by each Framework Guarantor and accepted by the Authority prior to Call Off Contract.</p>	
SQ4.2 (a)	Do you or, if applicable, any members of your Group of Economic Operators, wish the financial risk assessment to be carried out in respect of a Framework Guarantor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ4.2 (b)	<p>If you responded <b>Yes</b> to question SQ4.2 (a), please provide details of the Framework Guarantor:</p> <ul style="list-style-type: none"> <li>- Full name of the Framework Guarantor;</li> <li>- Registered office address (if applicable, otherwise insert "N/A");</li> <li>- Company registration number (if applicable, otherwise insert "N/A");</li> <li>- Head office DUNS number.</li> <li>-</li> </ul> <p>Please enter <b>N/A</b> in first table cell if not applicable.</p>	Complete table in the eSourcing Suite.
SQ4.2 (c)	<p>If you responded <b>Yes</b> to question SQ4.2 (a) and if you or, if applicable, any members of your Group of Economic Operators have elected to have financial risk assessment carried out in respect of a Framework Guarantor, please confirm that the Framework Guarantor has committed to complete, prior to Call Off Contract, a Framework Guarantee as laid out in Framework Schedule 13 if a Framework Agreement is awarded.</p> <p>Please enter <b>N/A</b> from the drop down list if not applicable</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

<b>Section 5</b>	<b>If you have indicated in the SQ1.2 that you are part of a wider group, please provide further details below:</b>	
<b>Question number</b>	<b>Question</b>	<b>Response</b>
SQ5.1	Please provide details: <ul style="list-style-type: none"> <li>- Name of organisation;</li> <li>- Relationship to the Potential Provider completing these questions;</li> </ul>	Complete table in the eSourcing Suite.
SQ5.2	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ5.3	If <b>yes</b> , would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
SQ5.4	If <b>no</b> , would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>Section 5: Pass/Fail</b></p> <p>You have answered <b>yes</b> to at least one out of SQ5.2, 5.3 and/or 5.4.</p> <p>SQ5.2, 5.3 and 5.4 are for <u>information only</u> at this time – please be aware that if you fail to achieve the minimum requirements then you will be asked to nominate a guarantor.</p> <p><i>Please note the guidance under the Part 3 heading: “If you do not meet any of these minimum requirements, and we are not satisfied that your, or your guarantor’s, financial risk level is acceptable, you will be excluded from this procurement. Guarantors will be subject to the same financial assessment.”</i></p> <p><b>You must be able to obtain a guarantee should you be required to do so.</b></p>		

## Section 6: Technical and Professional Ability - Previous Supply (Evaluated)

### SQ6.1 – SQ6.7

Please provide details of two contracts, from the public or private sector, where similar requirements to those sought under this Procurement have been performed.

#### You must provide:

Two contract examples for every Lot you are applying for, even if it is the same contract example used for all (or more than one) Lot.

- Both contract examples must be similar in nature and scope to the Scope, as described in Attachment 5a Framework Agreement Schedule 2 Part A 'Services', for the Lot(s) you are applying for.
- Evidence within these examples that you have the experience to fulfil the mandatory requirements of that Lot scope
- Each contract example may only cover some of the mandatory scope of the Lot but together, the two contract examples **MUST** cover **ALL** the mandatory requirements
- You may use the same contract example(s) across multiple Lots as long as it is clear those examples demonstrate experience of the specific Lot that you have entered it for.
- Enter the table details required and description for your contract example(s) into the e-Sourcing suite **for every Lot it applies to. DO NOT CROSS REFERENCE.**
- **No attachments are allowed.**

#### Contract examples must:

- Have been performed by either you, or a member or your consortium, or current supply chain, within the last three years prior to the date the OJEU Notice was published.
- Where your contract example is ongoing enter N/A as the completion date.
- The Customer contacts must not be, or have been, employed by your organisation or be, or have been, employed from within your associated group of companies, within the past 3 years prior to the date the OJEU notice was published.
- Customer contacts must not be confidential.
- The Customer contacts must be warned that we may contact them at any time. This is to verify the accuracy of the information.
- Failure to provide Customer contact information may mean your examples will not be evaluated and will be evaluated as a **Fail**.
- We will consider examples of Call Off contracts awarded under framework agreements, but your sole position status as a supplier on a framework will not be considered valid.
- We will accept contract examples undertaken for either the public or private sector Customers.
- It must be clear from the description that the contract examples relate directly to the required Services for the Lot you are applying for (as described in Attachment 5a Framework Agreement Schedule 2 Part A 'Services').

Question number	Question	Response
<b>Lot 1 – Class 6.2 Infectious Substances (Category A and Category B), Non-Infectious Substances, Biological Substances, Blood and Tissue</b>		
SQ6.1(a) - (i)	<p><b>Contract Example 1</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul> <p><b>Contract Example 2</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul>	Complete table in the eSourcing Suite
SQ6.1(a) - (ii)	<p><b>Contract Example 1 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 1</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	<p>Complete text box in eSourcing Suite.</p> <p>Max character count 4096.</p>

SQ6.1(a) - (iii)	<p><b>Contract Example 2 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 1</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	<p><b>Complete text box in eSourcing Suite.</b></p> <p><b>Max character count 4096.</b></p>
<b>Lot 2 – Controlled Drugs and Pharmaceuticals</b>		
SQ6.2.(a) - (i)	<p><b>Contract Example 1</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul> <p><b>Contract Example 2</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> <li>-</li> </ul>	<p>Complete table in the eSourcing Suite</p>

SQ6.2.(a) - (ii)	<p><b>Contract Example 1 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 2</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	<p>Complete text box in eSourcing Suite.</p> <p>Max character count 4096.</p>
SQ6.2.(a) - (iii)	<p><b>Contract Example 2 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 2</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	<p>Complete text box in eSourcing Suite.</p> <p>Max character count 4096.</p>
<b>Lot 3 – Secure Cash and Valuables in Transit, Collection, Delivery and Processing Service</b>		
SQ6.3(a) - (i)	<p><b>Contract Example 1</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul>	<p>Complete table in the eSourcing Suite</p>

	<b>Contract Example 2</b> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul>	
SQ6.3(a) - (ii)	<b>Contract Example 1 - description</b> Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 3</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services' <b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b>	Complete text box in eSourcing Suite.  Max character count 4096.
SQ6.3(a) - (iii)	<b>Contract Example 2 - description</b> Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 3</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services' <b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b>	Complete text box in eSourcing Suite.  Max character count 4096.
<b>Lot 4 – Explosive Substances (Class 1) and Firearms</b>		



SQ6.4(a) - (i)	<p><b>Contract Example 1</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul> <p><b>Contract Example 2</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul>	Complete table in the eSourcing Suite
SQ6.4(a) - (ii)	<p><b>Contract Example 1 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 4</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	Complete text box in eSourcing Suite.  Max character count 4096.
SQ6.4(a) - (iii)	<p><b>Contract Example 2 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional</p>	Complete text box in eSourcing Suite.

	<p>requirements in terms of <b>Lot 4</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	<p>Max character count 4096.</p>
<b>Lot 5 – The Haulage, Storage and Disposal of Seized Goods</b>		
SQ6.5(a) - (i)	<p><b>Contract Example 1</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul> <p><b>Contract Example 2</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> <li>-</li> </ul>	<p>Complete table in the eSourcing Suite</p>
SQ6.5(a) - (ii)	<p><b>Contract Example 1 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its</p>	<p>Complete text box in eSourcing Suite.</p>

	<p>performance demonstrates the technical and professional requirements in terms of <b>Lot 5</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	<p>Max character count 4096.</p>
SQ6.5(a) - (iii)	<p><b>Contract Example 2 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 5</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	<p>Complete text box in eSourcing Suite.</p> <p>Max character count 4096.</p>
<b>Lot 6 – The Haulage, Storage and Disposal of Vehicles</b>		
SQ6.6(a) - (i)	<p><b>Contract Example 1</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul> <p><b>Contract Example 2</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract</li> </ul>	<p>Complete table in the eSourcing Suite</p>

	<p>with the customer organisation</p> <ul style="list-style-type: none"> <li>- Point of contact in customer organisation <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul>	
SQ6.6(a) - (ii)	<p><b>Contract Example 1 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 6</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	<p>Complete text box in eSourcing Suite.</p> <p>Max character count 4096.</p>
SQ6.6(a) - (iii)	<p><b>Contract Example 2 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 6</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	<p>Complete text box in eSourcing Suite.</p> <p>Max character count 4096.</p>

Lot 7 – Radioactive Materials (Class 7)		
SQ6.7(a) - (i)	<p><b>Contract Example 1</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation               <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul> <p><b>Contract Example 2</b></p> <ul style="list-style-type: none"> <li>- Name of customer organisation</li> <li>- Name of the organisation which signed the contract with the customer organisation</li> <li>- Point of contact in customer organisation               <ul style="list-style-type: none"> <li>o Position in the organisation</li> <li>o Email address</li> </ul> </li> <li>- Contract start date</li> <li>- Contract completion date</li> <li>- Estimated Contract Value</li> </ul>	Complete table in the eSourcing Suite
SQ6.7(a) - (ii)	<p><b>Contract Example 1 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 7</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	<p>Complete text box in eSourcing Suite.</p> <p>Max character count 4096.</p>

SQ6.7(a) - (iii)	<p><b>Contract Example 2 - description</b></p> <p>Please describe the comparable contract example where similar requirements to those sought under this Procurement have been performed and how its performance demonstrates the technical and professional requirements in terms of <b>Lot 7</b> in the following areas detailed in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'</p> <p><b>Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the eSourcing Suite. Responses must include spaces between words.</b></p>	<p>Complete text box in eSourcing Suite.</p> <p>Max character count 4096.</p>
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	<p>You <b>have provided two (2)</b> contract examples, which demonstrate you have the necessary technical and professional capability as closely linked as possible to the relevant Lot described in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'.</p>	
<b>FAIL</b>	<p>You <b>have not provided two (2)</b> previous contract examples for each Lot you are bidding for.</p> <p><b>OR</b></p> <p>Not all the Lot specific previous contract examples fully meet the criteria specified in the question and requirement at this Section 6.</p> <p><b>OR</b></p> <p>Not all the requested details have been provided.</p> <p><b>OR</b></p> <p>Descriptions of previous contracts do not clearly demonstrate relevant technical and professional capability as closely linked as possible to the relevant Lot described in Attachment 5a Framework Agreement Schedule 2 Part A 'Services'.</p>	

SQ6.8	If you cannot provide at least one example for questions in SQ6.1 - 6.7, for the Lots you are bidding for, 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.	Complete the text box in eSourcing Suite (character limit 4096 each box).
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Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
Question number	Question	Response
	<p>If you meet the minimum turnover requirements, as stipulated in the Regulations under section 54, you are required to answer Yes to question SQ7.1a and are required to provide a response to question SQ7.1b.</p> <p>If you answer <b>yes</b> to question SQ7.1b you are required to provide the relevant url in response to question SQ7.1c.</p> <p>If you answer <b>no</b> to question SQ7.1b you are required to provide an explanation in response to question SQ7.1d.</p> <p>If you answer <b>no</b> to question SQ7.1(a) please enter N/A for questions SQ7.1(b), SQ7.1(c) and SQ7.1(d)</p>	
SQ7.1(a)	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ7.1(b)	<p>If you have answered <b>Yes</b> to question 7.1a, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p> <p><a href="http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted">www.legislation.gov.uk/ukpga/2015/30/section/54/enacted</a></p> <p>Please select <b>N/A</b> from the selection list if not applicable</p>	<p>Pick from selection list in eSourcing Suite.</p> <p> <input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> N/A </p>
SQ7.1(c)	<p>If you have answered <b>Yes</b> to question 7.1b please provide the relevant website url.</p> <p>Please enter <b>N/A</b> if not applicable</p>	Complete text box in eSourcing

		Suite (character limit 255)
SQ7.1(d)	If you have answered <b>No</b> to question 7.1b please provide an explanation. Please enter <b>N/A</b> if not applicable	Complete text box in eSourcing Suite (character limit 255)
<b>SQ7.1(a-d) Response Guidance</b>  <b>This is evaluated PASS/FAIL</b>  <p>Since October 2015, commercial organisations that carry on a business or part of a business in the UK, supply Services and have an annual turnover of £36 million or more (relevant commercial organisations) have been required under Section 54 of the Act to prepare a slavery and human trafficking statement as defined by section 54 of the Act.</p> <p>If you select <b>Yes</b> to SQ7.1b, you are compliant with the annual reporting requirements contained within Section 54 of the Act 2015.</p> <p>To achieve a <b>PASS</b> you must select <b>Yes or N/A</b>. If you select <b>Yes</b> to SQ7.1b, you must provide, in response to SQ7.1(c), a valid url web address link to your organisation's website showing your statement.</p> <p>If you respond <b>No</b> to SQ7.1(c), you will need to explain in response to SQ7.1(d) why you responded to SQ7.1(c) in this way.</p> <p>If the Authority is not satisfied with the explanation provided in your response to SQ7.1(d), then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	<p>By responding <b>Yes</b>, to SQ7.1a and SQ7.1b you have confirmed that you are a relevant commercial organisation as defined by section 54 (Transparency in supply chains etc.) of the Modern Slavery Act 2015, that you are compliant with the annual reporting requirements contained within Section 54 of the Slavery Act 2015 and you are able to provide your website URL address link to your organisation's website showing your statement.</p> <p><b>OR</b></p> <p>You responded <b>No</b> to SQ7.1(c) or have not provided a website URL address link to your organisation's website showing your statement but you have provided a satisfactory explanation in response to SQ7.1(d) of why you responded in this way.</p>	



	<p><b>OR</b></p> <p>You are <b>not</b> a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015.</p>
<b>FAIL</b>	<p>You have confirmed that you are a relevant commercial organisation as defined by section 54 (Transparency in supply chains etc.) of the Modern Slavery Act 2015 (the Act) but you are not compliant with the annual reporting requirements contained within Section 54 of the Slavery Act 2015 and you are not able to provide your website URL address link to your organisation's website showing your statement.</p> <p><b>OR</b></p> <p>You responded <b>No</b> to SQ7.1(c) or have not provided a website URL address link to your organisation's website showing your statement and the explanation in response to SQ7.1(d) of why you responded to SQ7.1(c) in this way is unsatisfactory.</p>

## 8. Additional Questions

Potential Providers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at Award Stage.

Section 8	Additional Questions	
8.1	Skills and Apprentices <sup>4</sup>	
Question number	Question	Response
SQ8.1a	<b>Apprenticeships and Skills Development</b> Please confirm that your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators will be supporting apprenticeship and skills development through this Framework.	<input type="checkbox"/> Yes <input type="checkbox"/> No
SQ8.1b	Does your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 and can provide evidence if requested.	<input type="checkbox"/> Yes <input type="checkbox"/> Yes, will have in place <input type="checkbox"/> No
Marking Scheme	Evaluation Guidance	
<b>PASS</b>	By selecting <b>Yes</b> , you have self-certified that you have an Apprenticeship/Current Skills Process that should demonstrate commitment to supporting, developing and maintaining skills required that are applicable to this Framework Agreement.  By selecting <b>Yes, will have in place</b> you have self-certified that you do not have an Apprenticeship/Current Skills Process that should demonstrate commitment to supporting, developing and maintaining skills required that are applicable to this Framework Agreement <b>but will</b> establish an Apprenticeship/Current Skills Process prior to the Framework Award.	
<b>FAIL</b>	By selecting <b>No</b> you have confirmed that you do not have an Apprenticeship/Current Skills Process that should demonstrate commitment to	

<sup>4</sup> [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](#)

	supporting, developing and maintaining skills required that are applicable to this Framework Agreement, and will not put one in place for this Framework Agreement.	
SQ8.1c	If you responded <b>Yes</b> to question SQ8.1b, please confirm that you can provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build more skilled and productive workforce and reducing the risks supply constraints and increasing labour cost inflation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>SQ8.1c Response Guidance</b></p> <p><b>This is evaluated PASS/FAIL</b></p> <p><b>The requirement is to have or will have in place, prior to this Framework Award stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build more skilled and productive workforce and reducing the risks supply constraints and increasing labour cost inflation.</b></p> <p><b>If you select Yes</b>, you have confirmed that you are willing to provide evidence to support your commitment to developing and investing in skills, development and apprenticeships to build more skilled and productive workforce and reducing the risks supply constraints and increasing labour cost inflation prior to any Framework Award.</p> <p>To achieve a <b>PASS</b> you must select <b>Yes</b>. If you select <b>No</b> then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	By selecting <b>Yes</b> , you have confirmed that you are willing to provide evidence to support your commitment to developing and investing in skills, development and apprenticeships to build more skilled and productive workforce and reducing the risks supply constraints and increasing labour cost inflation prior to any Framework Award.	
<b>FAIL</b>	By selecting <b>No</b> you have confirmed that you are not willing to provide evidence to support your commitment to developing and investing in skills, development and apprenticeships to build more skilled and productive workforce and reducing the risks supply constraints and increasing labour cost inflation prior to any Framework Award.	

<b>8.2</b>	<b>Insurance</b>	
<b>Question number</b>	<b>Question</b>	<b>Response</b>
SQ8.2	<p>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:</p> <ul style="list-style-type: none"> <li>- Employer's (Compulsory) Liability Insurance = £5,000,000</li> <li>- Public Liability Insurance = £2,000,000</li> <li>- Professional Indemnity Insurance = £2,000,000</li> </ul> <p><i>*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 Trader (in which case select <b>N/A</b>).</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p><b>SQ8.2 Response Guidance</b></p> <p><b>This question is evaluated PASS/FAIL</b></p> <p>You must indicate whether you have or can commit to obtain, prior to the commencement of the Framework Agreement:</p> <ul style="list-style-type: none"> <li>• Employer's Liability insurance of at least £5,000,000.00;</li> <li>• Public Liability insurance of at least £2,000,000;</li> <li>• Professional Indemnity insurance of at least £2,000,000; <b>and</b></li> </ul> <p>be able to provide a valid in-date certification as evidence of the insurance being in place prior to the commencement of the Framework Agreement. It is a legal requirement that all companies except for businesses employing only the owner/close family members or if employing someone based abroad.</p> <p>Please note that Not Applicable (<b>N/A</b>) will therefore only apply if your organisation and/or your Group of Economic Operators, employs only the owner/close family members or employs someone based abroad.</p> <p>You must indicate whether your organisation has or will have the insurances listed and be able to provide valid in-date certification as evidence of all the insurances being in place prior to commencement of the Framework Agreement.</p> <p>To achieve a <b>PASS</b> you must select <b>Yes</b>, you will not be able to commence work under the Framework Agreement until you have evidenced to the Authority that you have valid in-date certification.</p> <p>If you select <b>No</b> then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.</p> <p><i>The Authority reserves the right to request a PDF version of the certificates of insurances.</i></p>		

Marking Scheme	Evaluation Guidance
<b>PASS</b>	By selecting <b>Yes</b> , you have indicated that your organisation has, or will have the insurances listed and will provide valid in-date certification as evidence of the insurances being in place prior to the commencement of the Framework Agreement.
<b>FAIL</b>	You have responded <b>No</b> to indicate that you do not have in place and will not have in place, prior to commencement of the Framework Agreement, the insurances listed in this question.

8.3 Cyber Essentials Plus Scheme		
Question Number	Question	Response
SQ8.3 (a)	<p>In relation to the scope of Services of RM3799 Specialist Courier Services please confirm that you comply with one of the following criteria:</p> <p>(i) You have a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials Plus accreditation bodies within the most recent 12 months and where your organisation proposes to use Subcontractors to carry out the Services and these Subcontractors shall be involved in handling sensitive and personal information with regard to the Services, such Subcontractors will have in place a valid Cyber Essentials Plus certificate by the commencement date of the first Call Off Contract where your organisation proposes to use the Subcontractor;</p> <p><b>OR</b></p> <p>(ii) You have not got a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials Plus 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 Plus certificate by one of the government approved accreditation bodies, by the</p>	<p>Pick from selection list in eSourcing Suite.</p> <p>Yes (i) <input type="checkbox"/></p> <p>Yes (ii) <input type="checkbox"/></p> <p>Yes (iii) <input type="checkbox"/></p> <p>Yes (iv) <input type="checkbox"/></p> <p>No, I do not meet any of the criteria at SQ8.3 <input type="checkbox"/></p>

	<p>commencement date of the first Call Off Contract, and where your organisation proposes to use Subcontractors to carry out the Services and these Subcontractors shall be involved in handling sensitive and personal information with regard to the Services, such Subcontractors will have in place a valid Cyber Essentials Plus certificate by the commencement date of the first Call Off Contract where your organisation proposes to use the Subcontractor;</p> <p><b>OR</b></p> <p>(iii) You have not got a current and valid Cyber Essentials Plus certificate which has been awarded by one of the government approved Cyber Essentials Plus accreditation bodies, but you can demonstrate (or, will be able to demonstrate) by the commencement date of the first Call Off Contract that your organisation meets the technical requirements prescribed by the Cyber Essentials Plus Scheme as detailed in the following link: <a href="https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf">https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf</a></p> <p><b>AND</b> that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the most recent 12 months) that your organisation demonstrates compliance with Cyber Essentials Plus technical requirements. Also, where your organisation proposes to use Subcontractors to carry out the Services and these Subcontractors shall be involved in handling sensitive and personal information with regard to the Services, such Subcontractors will have in place a valid Cyber Essentials Plus certificate by the commencement date of the first Call Off Contract where your organisation proposes to use the Subcontractor;</p> <p><b>OR</b></p> <p>(iv) Your organisation is exempt from complying with the requirements at questions (i), ii) and iii) because your organisation conforms with the ISO27001 standard and the Cyber Essentials Plus requirements have been included in the scope of that standard, and verified as such and the certification bodies carrying out this verification is approved to issue a Cyber Essentials Plus certificate by one of the government approved Cyber Essentials Plus accreditation bodies referred to in (i) and where your organisation proposes to use Subcontractors to carry out the Services and these Subcontractors shall be involved in handling sensitive and personal information with regard to the Services, such Subcontractors will have in place a valid</p>	
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	Cyber Essentials Plus certificate by the commencement date of the first Call Off Contract where your organisation proposes to use the Subcontractor.	
<b>SQ8.3 (a) Response Guidance</b> <b>This question is evaluated PASS/ FAIL.</b> <b>To PASS</b> you must select one out of the options <b>Yes (i), Yes(ii), Yes (iii) or Yes (iv)</b> from the selection list within the eSourcing Suite. If you select <b>No</b> from the selection list you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	By selecting <b>Yes (i)</b> , or <b>Yes (ii)</b> , or <b>Yes (iii)</b> , or <b>Yes (iv)</b> , you have indicated that your organisation has or will have the Available Services that comply with one of the criteria, as set out in Clause 9 of Attachment 5 Framework Agreement.	
<b>FAIL</b>	By selecting <b>No</b> you have indicated that your organisation does not have the Available Services that comply with one of the criteria, as set out in Clause 9 of Attachment 5 Framework Agreement.	

<b>ISO 27001 - Information Security Management System</b>		
<b>Question Number</b>	<b>Question</b>	<b>Response</b>
<b>SQ8.3 (b)</b>	<p>In relation to the scope of Services of RM3799 Specialist Courier Services please confirm from the options below whether you have an information security management system (ISMS) in compliance with ISO 27001 (formally known as ISO/IEC 27001:2005) or equivalent:</p> <p>(i) <b>YES</b>, I do have an information security management system (ISMS) in compliance with ISO 27001 (or equivalent) and can demonstrate compliance;</p> <p>OR</p> <p>(ii) <b>NO BUT WILL HAVE IN PLACE</b> an information security</p>	<p>Pick from selection list in eSourcing Suite.</p> <p>Yes (i) <input type="checkbox"/></p> <p><b>NO BUT WILL HAVE IN PLACE</b></p> <p>(ii) <input type="checkbox"/></p> <p>NO (iii) <input type="checkbox"/></p>

	<p>management system (ISMS) in compliance with ISO 27001 (or equivalent) and can demonstrate (or, will be able to demonstrate) by the commencement date of the first Call Off Contract that my organisation meets the requirement;</p> <p>OR</p> <p>(iii) <b>NO</b>, I do not have an information security management system (ISMS) in compliance with ISO 27001 (or equivalent) and I do not intend to provide one.</p>	
<p><b>SQ8.3 (b) Response Guidance</b></p> <p><b>This question is evaluated PASS/ FAIL.</b></p> <p>You are required to confirm that you have, or will have in place, prior to commencement of the first Call Off Contract an ISO 27001(or equivalent) compliant information security management system.</p> <p>To achieve a <b>PASS</b> you must:</p> <p>Select <b>YES</b> you have self-certified that you have in place an information security management system (ISMS) in compliance with ISO 27001 (or equivalent). The Authority may ask you to provide evidence of this standard prior to the commencement of the first Call Off Contract.</p> <p><b>OR</b></p> <p>Select <b>NO BUT WILL HAVE IN PLACE</b> you have self-certified that you do not currently have an information security management system (ISMS) in compliance with ISO 27001 (or equivalent) that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement <b>BUT WILL</b> establish one prior to the commencement of the first Call Off Contract. Please note that you will not be able to commence work until you have evidenced to the Authority that this standard is in place.</p> <p>If you select <b>NO</b> you have confirmed that you do not have an information security management system (ISMS) in compliance with ISO 27001 (or equivalent) that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement, and will not put one in place for this Framework Agreement.</p> <p>If you select <b>NO</b> then you will achieve a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this procurement.</p>		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	<p>By selecting <b>YES (i)</b>, or <b>NO BUT WILL HAVE IN PLACE (ii)</b>, you have indicated that your organisation has or will have in place, prior to commencement of the first Call Off Contract an ISO 27001(or equivalent) compliant information security management system.</p>	



<b>FAIL</b>	By selecting <b>NO (iii)</b> you have indicated that you do not have an information security management system (ISMS) in compliance with ISO 27001 (or equivalent) that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement, and will not put one in place for this Framework Agreement.	
<b>SQ8.4a</b>	<b>Equality Legislation</b>  In the last three years has any finding of unlawful discrimination made against it by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK).	<input type="checkbox"/> Yes  <input type="checkbox"/> No
<b>SQ8.4a Response Guidance</b>  You must indicate whether your organisation had any finding of unlawful discrimination made against it by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK).		
<b>SQ8.4b</b>	In the last three years has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?	<input type="checkbox"/> Yes  <input type="checkbox"/> No
<b>SQ8.4b Response Guidance</b>  You must indicate whether your organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.		
<b>SQ8.4c</b>	If you responded “ <b>Yes</b> ” to one or both of questions SQ8.4a and SQ8.4b, please provide, as a separate Attachment, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.	<input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> N/A  <b>Upload</b>

	<p>If the investigation upheld the complaint against the organisation, please explain what action (if any) the organisation has taken to prevent unlawful discrimination from recurring.</p> <p>This should be attached to this question SQ8.4c and entitled "SQ8.4c [insert your organisation name]"</p> <p>Please select option <b>Yes</b>, <b>No</b> or <b>N/A</b> to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question.</p>	<b>Attachment, if applicable</b>
<p><b>SQ8.4c Response Guidance</b></p> <p><b>This section is evaluated PASS/FAIL</b></p> <p>You may be excluded if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination occurring.</p> <p>If you answer <b>Yes</b> to one or both questions SQ8.4a and SQ8.4b you are required to provide an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date as an Attachment to SQ8.4c by uploading an Attachment using the paperclip icon aligned to this question.</p> <p>To achieve a <b>PASS</b> you must select <b>Yes</b> or (Not Applicable) <b>N/A</b>. If you select <b>No</b> then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	<p>You have selected <b>Yes</b> and have provided an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date.</p> <p><b>OR</b></p> <p>You have selected <b>N/A</b> from the drop down list</p>	
<b>FAIL</b>	<p>You have not provided an uploaded summary of the nature of investigation and an explanation of the outcome of the investigation to date.</p> <p><b>OR</b></p> <p>You have selected <b>No</b></p>	

<b>SQ8.4d</b>	<b>Subcontractors Equality Legislation</b> Does the organisation have processes in place to check whether any of the above circumstances apply to Subcontractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>SQ8.4d Response Guidance</b> <b>This section is evaluated PASS/FAIL</b> Please note that for question SQ8.4d (Not Applicable) <b>N/A</b> will only apply if your organisation does not intend to use Subcontractors throughout the duration of the Framework Agreement and any Call Off Contract. To achieve a <b>PASS</b> you must select <b>Yes</b> or (Not Applicable) <b>N/A</b> . If you select <b>No</b> then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	By selecting <b>Yes</b> , you have indicated that your organisation have processes in place to check whether any of the above circumstances apply to Subcontractors? <b>OR</b> You have selected <b>N/A</b> from the drop down list.	
<b>FAIL</b>	By selecting <b>No</b> , you have indicated that your organisation does not have processes in place to check whether any of the above circumstances apply to Subcontractors?	
<b>SQ8.5a</b>	<b>Environmental Management</b> Has your organisation and/or any proposed Subcontractors and/or members of your Group of Economic Operators been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>SQ8.5a Response Guidance</b> You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators has been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?		
<b>SQ8.5b</b>	If you responded " <b>Yes</b> " to question SQ8.5a, please provide details in a separate Attachment of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  This should be attached to this question SQ8.5b and entitled "SQ8.5b [insert your organisation name]"  Please select option <b>Yes</b> , <b>No</b> or <b>N/A</b> to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload Attachment if applicable
<b>SQ8.5b Response Guidance</b> <b>This section is evaluated PASS/FAIL</b> If you answer <b>Yes</b> to question SQ8.5a you are required to provide details of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years by any environmental regulator or authority (including local authority) conviction or notice served.  To achieve a <b>PASS</b> you must select <b>Yes</b> or (Not Applicable) <b>N/A</b> . If you select <b>No</b> then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	You have provided an uploaded summary of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years.  <b>OR</b> You have selected <b>N/A</b> from the drop down list	

<b>FAIL</b>	<p>You have not provided an uploaded summary of any environmental legislation breach conviction, or notice and details of any remedial action or changes you have made as a result of conviction or notices served in the last three years.</p> <p><b>OR</b></p> <p>You have selected <b>No</b></p>	
<b>SQ8.5c</b>	<p><b>Subcontractors Environmental Management</b></p> <p>Do you and/or the Group of Economic Operators have processes in place to check whether any Subcontractors have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p><b>SQ8.5c Response Guidance</b></p> <p><b>This question is evaluated. PASS/FAIL</b></p> <p>You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators have processes in place to check whether any Subcontractors have been convicted or had a notice served upon them for infringement of environmental legislation.</p> <p>Please note that (Not Applicable) <b>N/A</b> will only apply if your organisation does not intend to use Subcontractors throughout the duration of the Framework Agreement and any Call Off Contract.</p> <p>To achieve a <b>PASS</b> you must select <b>Yes</b> or (Not Applicable) <b>N/A</b>. If you select <b>No</b> then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	<p>By selecting <b>Yes</b>, you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators has processes in place to check whether any of the above circumstances apply to Subcontractors.</p> <p><b>OR</b></p> <p>You have selected <b>N/A</b> from the drop down list</p>	

<b>FAIL</b>	By selecting <b>No</b> , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators does not have processes in place to check whether any of the above circumstances apply to Subcontractors?	
<b>SQ8.6a</b>	<b>Health and Safety</b>  Please self-certify that your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements.	<input type="checkbox"/> Yes  <input type="checkbox"/> No
<b>SQ8.6a Response Guidance</b>  <b>This section is evaluated PASS/FAIL</b>  You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators have a Health and Safety Policy that complies with current legislative requirements.  To achieve a <b>PASS</b> you must select <b>Yes</b> . If you select <b>No</b> then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	By selecting <b>Yes</b> , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators has a Health and Safety Policy that complies with current legislative requirements.	
<b>FAIL</b>	By selecting <b>No</b> , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators does not have a Health and Safety Policy that complies with current legislative requirements.	

<b>SQ8.6b</b>	<b>Health and Safety</b> Has your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SQ8.6b Response Guidance</b> <b>This section is evaluated PASS/FAIL</b> You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? To achieve a <b>PASS</b> you must select <b>No</b> . If you select <b>Yes</b> , then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	By selecting <b>No</b> , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators has not been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	
<b>FAIL</b>	By selecting <b>Yes</b> , you have indicated that your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	
<b>SQ8.6c</b>	If you responded " <b>Yes</b> " to question SQ8.6b, please provide details in a separate Attachment of any enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last 3 years and give details of any remedial action or	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Upload

	<p>changes to procedures the organisation has made as a result.</p> <p>This should be attached to this question SQ8.6c and entitled "SQ8.6c [insert your organisation name]"</p> <p>Please select option <b>Yes</b>, <b>No</b> or <b>N/A</b> to confirm whether or not you have uploaded an Attachment using the paperclip icon aligned to this question.</p>	Attachment applicable if
<p><b>SQ8.6c Response Guidance</b></p> <p><b>This section is evaluated PASS/FAIL</b></p> <p>If you answer <b>Yes</b> to question SQ8.6b you are required to provide details of enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last 3 years and give details of any remedial action or changes to procedures the organisation has made as a result.</p> <p>To achieve a <b>PASS</b> you must select <b>Yes</b> or (Not Applicable) <b>N/A</b>. If you select <b>No</b> then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	<p>You have provided an uploaded summary of enforcement/remedial orders served by the Health and Safety Executive (or equivalent body) in the last 3 years and given details of any remedial action or changes to procedures the organisation has made as a result.</p> <p><b>OR</b></p> <p>You have selected <b>N/A</b> from the drop down list.</p>	
<b>FAIL</b>	<p>You have selected <b>No</b></p> <p><b>OR</b></p> <p>You have not provided a response.</p>	
<b>SQ8.6d</b>	Do you and/or the Group of Economic Operators have processes in place to check whether any of the above circumstances apply to Subcontractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No



		<input type="checkbox"/> N/A
<b>SQ8.6d Response Guidance</b> <b>This section is evaluated PASS/FAIL</b> Please note that (Not Applicable) <b>N/A</b> will only apply if your organisation does not intend to use Sub Contractors throughout the duration of the Framework Agreement and any Call Off Contract. To achieve a <b>PASS</b> you must select <b>Yes or (Not Applicable) N/A</b> . If you select <b>No</b> then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	By selecting <b>Yes</b> , you have indicated that your organisation has processes in place to check whether any of the above circumstances apply to Subcontractors? <b>OR</b> You have selected <b>N/A</b> from the drop down list.	
<b>FAIL</b>	You have selected <b>No</b> , indicating that your organisation does not have processes in place to check whether any of the above circumstances apply to Subcontractors?	
<b>SQ8.7a</b>	<b>Conflict of Interest</b> Please confirm whether your organisation and/ or any of your Subcontractors or the 'Group of Economic Operators' proposed Subcontractors and/or members of your Group of Economic Operators have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SQ8.7a Response Guidance</b> You must indicate whether your organisation and/or any of your or the Group of Economic Operators' proposed Subcontractors and/or members have any potential, actual or perceived		

conflicts of interest that may be relevant to this requirement.		
<b>SQ8.7b</b>	<p>If you responded <b>Yes</b> to question SQ8.7a, please confirm that any potential, actual or perceived conflicts of interest in respect of this Procurement are identified in a separate attachment and that you outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these Services.</p> <p>This should be attached to this question SQ8.7b and entitled "SQ8.7b [insert your organisation name]"</p> <p>Please select option <b>Yes</b> or <b>No</b> to confirm whether or not you have uploaded an attachment using the paperclip icon aligned to this question.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Upload attachment if applicable
<p><b>SQ8.7b Response Guidance</b></p> <p><b>This section is evaluated PASS/FAIL</b></p> <p>If you answer <b>Yes</b> to question SQ8.7a you are required to provide details of the particulars relating to the conflict of interest.</p> <p>The Authority reserves the right to validate information submitted by a Potential Provider to satisfy itself of the particulars relating to the conflict of interest.</p> <p>If you cannot provide details of the particulars relating to the conflict of interest, which is acceptable to the Authority you may be excluded from further participation in this Procurement.</p> <p>To achieve a <b>PASS</b> you must select <b>Yes or</b> (Not Applicable) <b>N/A</b>. If you select <b>No</b> then you will be awarded a <b>FAIL</b> and your Tender will be excluded from further consideration for the purposes of this Procurement.</p>		
<b>Marking Scheme</b>	<b>Evaluation Guidance</b>	
<b>PASS</b>	<p>By selecting <b>Yes</b>, you have indicated that you have provided uploaded details of the particulars relating to the conflict of interest.</p> <p><b>OR</b></p> <p>You have selected <b>N/A</b> from the drop down list.</p>	

<b>FAIL</b>	<p>You selected <b>Yes</b> at SQ8.7a and failed to upload details of the particulars relating to the conflict of interest at this SQ8.7b.</p> <p><b>OR</b></p> <p>You have selected <b>No</b></p>	
<b>SQ8.8</b>	<p><b>Quality Management System (QMS)</b></p> <p>You are required to confirm that you have, or will have in place, prior to commencement of this Framework Agreement, an accredited QMS or equivalent.</p> <p>By selecting <b>YES</b>, you self-certify that you have a QMS that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement.</p> <p>By selecting <b>NO BUT WILL HAVE IN PLACE</b> you self-certify that you do not have a QMS that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement <b>BUT WILL</b> establish a QMS prior to commencement of the Framework Agreement.</p> <p>By selecting <b>NO</b> you confirm that you do not have a QMS relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement, and will not put one in place for this Framework Agreement.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, but will have in place</p> <p><input type="checkbox"/> No</p>
<p><b>SQ8.8 Response Guidance</b></p> <p><b>This section is evaluated PASS/FAIL.</b></p> <p>To achieve a PASS you must:</p> <p>Select <b>YES</b> you have self-certify that you have in place a QMS or equivalent that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement. The Authority may ask you to provide evidence of your QMS prior to any Framework award.</p> <p><b>OR</b></p> <p>Select <b>NO BUT WILL HAVE IN PLACE</b> you self-certify that you do not currently have a QMS or equivalent that is relevant to the parts of the organisation that will deliver the Services</p>		

applicable to this Framework Agreement BUT WILL establish a QMS or an equivalent prior to the commencement of the Framework Agreement. Please note that you will not be able to commence work under the Framework Agreement until you have evidenced to the Authority that a QMS or equivalent, is in place.

If you select **NO** you confirmed that you do not have a QMS or equivalent that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement, and will not put one in place for this Framework Agreement.

If you select **NO** then you will achieve a FAIL and your Tender will be excluded from further consideration for the purposes of this procurement.

Marking Scheme	Evaluation Guidance
<b>PASS</b>	<p>By selecting <b>YES</b> you have self-certified that you have in place a QMS or equivalent that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement. The Authority may ask you to provide evidence of your QMS prior to any Framework award.</p> <p><b>OR</b></p> <p>By selecting <b>NO BUT WILL HAVE IN PLACE</b> you have self-certified that you do not currently have a QMS or equivalent that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement BUT WILL establish a QMS or an equivalent prior to the commencement of the Framework Agreement. Please note that you will not be able to commence work under the Framework Agreement until you have evidenced to the Authority that a QMS or equivalent, is in place.</p>
<b>FAIL</b>	<p>By selecting <b>NO</b> you have confirmed that you do not have a QMS or equivalent that is relevant to the parts of the organisation that will deliver the Services applicable to this Framework Agreement, and will not put one in place for this Framework Agreement.</p> <p>By selecting <b>NO</b> then you will achieve a FAIL and your Tender will be excluded from further consideration for the purposes of this procurement.</p>