

# Appendix 1

## Part 1: General Information

You must answer all questions in parts 1, 2 and 3 of this questionnaire.

Bidders must ensure that every organisation upon which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2.

Please indicate which lot(s) you wish to bid for:

☐ Lot 1 – Bagshot

☐ Lot 2 – Lightwater

☐ Lot 3 – Windlesham

If bidding for multiple lots, please confirm whether your bid is conditional on securing all lots, or whether each lot is independent of the others.

## PART 1 : General Information

<b>Your Information</b>		
<b>Question Number</b>	<b>Question</b>	<b>Response</b>
1.1(a)	Name (if registered, please give the registered name)	
1.1(b) – (i)	Registered address (if applicable) or head office address	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) - public limited company b) - private limited company c) - limited liability partnership d) - other partnership e) - sole trader f) - third sector g) - other (please specify your trading status)	
1.1 (d)	Date of registration (if applicable) or date of formation	
1.1(e)	Registration number (company, partnership, charity, etc if applicable).	
1.1(f)	Registered VAT number.	
1.1(g)-(i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement in the country where your organisation is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> <div style="text-align: right; padding-right: 20px;">PASS/FAIL</div>
1.1(g) - (ii)	If you responded yes to 1.1(g) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide - the website address, - issuing body - reference number	
1.1(h)	<u>Are you a Small, Medium or Micro Enterprise (SME)?</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (i)	<u>Details of Persons with Significant Control (PSC).</u> where appropriate - Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives	

	<ul style="list-style-type: none"> <li>- Service address</li> <li>- The date he or she became a PSC in relation to the company</li> <li>- Which conditions for being a PSC are met: <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%</li> <li>- More than 50% and less than 75%</li> <li>- 75% or more</li> </ul> </li> </ul> (Please enter N/A if not applicable)	
1.1(j)	Details of your immediate parent company: <ul style="list-style-type: none"> <li>- Full name of immediate parent company,</li> <li>- Registered or head office address,</li> <li>- Registration number (if applicable),</li> <li>- VAT number (if applicable),</li> </ul> Please enter N/A if not applicable)	
1.2	Please indicate if you are bidding as a single supplier or as part of a group or consortium?  If you are bidding as a single supplier, please go to Q 1.3.  If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:  <ul style="list-style-type: none"> <li>- The name of the group/consortium.</li> <li>- The proposed structure of the group/consortium, including the legal structure where applicable.</li> <li>- The name of the lead member in the group/consortium.</li> <li>- Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).</li> <li>- If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for</li> </ul>	
1.3	If you are proposing to <a href="#">use subcontractors/a supply chain</a> , please provide the details for each one  <ul style="list-style-type: none"> <li>- Name</li> <li>- Registration number</li> </ul>	

	<ul style="list-style-type: none"> <li>- Registered or head office address,</li> <li>- Trading status</li> <li>a. Public limited company</li> <li>b. Private limited company</li> <li>c. Limited liability partnership</li> <li>d. Other partnership</li> <li>e. Sole trader</li> <li>f. Third sector</li> <li>g. Other (please specify your trading status)</li> <li>- Registered VAT number</li> <li>- SME (Yes/No)</li> <li>- The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known</li> <li>- The approximate % of contractual obligations assigned to each subcontractor, if known</li> <li>- Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for?</li> </ul>	
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## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2.

### Section 2: Grounds for mandatory exclusion

Question Number	Question	Declaration
2.1 (a)	<p>Within the past five years, anywhere in the world, have you or any person who:</p> <ul style="list-style-type: none"> <li>- is a member of the supplier's administrative, management or supervisory body or</li> <li>- has powers of representation, decision or control in the supplier<sup><a href="#">footnote 8]</a></sup>,</li> </ul>	<p>Yes   <input type="checkbox"/>   No   <input type="checkbox"/></p>

	- been convicted of any of the offences within the summary below and listed in full in <a href="#">Annex D</a>	
-	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Terrorist offences or offences linked to terrorist activities.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Money laundering or terrorist financing.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Child labour and other forms of trafficking in human beings.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Any other offence under equivalent provisions in other jurisdictions outside England, Wales or Northern Ireland	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Any other offence within the meaning of Section 57 of the Procurement Act 2023 in England, Wales or Northern Ireland.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.1(b)	<p>If you have answered yes to any part of question 2.1(a), please provide further details, including:</p> <ul style="list-style-type: none"> <li>- date of conviction and the jurisdiction,</li> <li>- which of the grounds listed the conviction was for,</li> <li>- the reasons for conviction,</li> <li>- the identity of who has been convicted.</li> </ul> <p>If the relevant documentation is available electronically, please provide:</p> <ul style="list-style-type: none"> <li>- the web address,</li> <li>- issuing authority,</li> <li>- precise reference of the documents.</li> </ul>	
2.1(c)	If you have answered yes to any part of the question above, please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self-cleaning).	

### Section 3: Mandatory and discretionary grounds relating to the payment of taxes and social security contributions

The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in [Annex D](#), and should be referred to before completing these questions.

Question Number	Question	Declaration
3.1(a)	<p>Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.</p> <p>If documentation is available electronically, please provide:</p> <ul style="list-style-type: none"> <li>- the web address,</li> <li>- issuing authority,</li> <li>- precise reference of the documents</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1(b)	<p>If you have answered no to 3.1(a), please provide further details including the following:</p> <ul style="list-style-type: none"> <li>- country concerned</li> <li>- what is the amount concerned</li> <li>- how the breach was established, i.e. through a judicial or administrative decision or by other means</li> <li>- if the breach has been established through a judicial or administrative decision, please provide the date of the decision</li> <li>- if the breach has been established by other means please specify the means</li> </ul>	
3.2	<p>Please also confirm whether you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions

#### Section 4: Grounds for Discretionary Exclusion

The detailed grounds for discretionary exclusion of an organisation are set out in [Annex D](#) and should be referred to before completing these questions.

Question Number	Question	Declaration
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4.1	Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in <a href="#">Annex D</a> applied to you?	
4.1(a)	Breach of environmental obligations? To note that environmental law obligations include Health and Safety obligations. See <a href="#">Annex D</a>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(b)	Breach of social law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(d)	Bankruptcy or subject of insolvency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(f)	Distortion of competition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(g)	Conflict of interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(i)	Prior performance issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j)	Do any of the following statements apply to you?	
4.1(j) - (i)	You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) - (ii)	You have withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) –(iii)	You are not able, without delay, to submit documents if/when required under Procurement Act 2023, Section 22 (Assessment of Suppliers) & Regulation 21–23 of the Procurement Regulations 2024	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) –(iv)	You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.	Yes <input type="checkbox"/> No <input type="checkbox"/>

	<p>If you are a relevant commercial organisation, please -</p> <ul style="list-style-type: none"> <li>- confirm that you have published a statement as required by Section 54 of the Modern Slavery Act.</li> <li>- confirm that the statement complies with the requirements of Section 54.</li> </ul>	<p>Yes   <input type="checkbox"/>   No   <input type="checkbox"/></p>
4.3	<p>If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning)</p>	

### Section 5: Economic and Financial Standing

Question Number	Question	Response
5.1	<p>If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:</p> <ul style="list-style-type: none"> <li>- the web address</li> <li>- issuing authority</li> <li>- precise reference of the documents</li> </ul>	
5.2	<p>If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).</p> <p>Also, for any other person or entity on whom you are relying on to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).</p>	
5.3	<p>If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.</p>	
5.3(a)	<p>A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of</p>	



	Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.	
5.3(b)	Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
5.4	Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### Section 6: Additional Questions including Project Specific Questions

Question Number	Question	Response
6.1	<p>Insurance</p> <p>Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £10m</p> <p>Public Liability Insurance = £10m</p> <p>Professional Indemnity Insurance = £2m</p> <p>Product Liability Insurance = £10m</p> <p>*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the <a href="#">Health and Safety Executive website (PDF, 133KB)</a> for more information</p>	<p>PASS/FAIL</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6.2(a)	Please confirm that you have in place, or that you will have in place by contract award, the human and	Yes <input type="checkbox"/> No <input type="checkbox"/>

	technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects.	
6.2(b)	<p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> <li>- to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services;</li> <li>- to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data;</li> <li>- to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable;</li> <li>- to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place);</li> <li>- to maintain records of personal data processing activities; and</li> <li>- to regularly test, assess and evaluate the effectiveness of the above measures.</li> </ul>	
6.3(a)	<p>Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than [500] words.</p>	
6.4	<p>Please confirm that you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> PASS/FAIL</p>

PUBLIC SECTOR CONTRACTS ONLY – Requirement under in accordance with Section 69 of the Procurement Act 2023 and the supporting Procurement Regulations 2024, which mandate 30-day payment terms throughout the supply chain.

Question Number	Question	Response
6.5	Please confirm that for public sector contracts awarded under the Procurement Act 2023 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.	Yes <input type="checkbox"/> No <input type="checkbox"/> PASS/FAIL
6.6	Please confirm compliance with the following: <ul style="list-style-type: none"> <li>• Sustainable Tree Sourcing – All trees must be sourced from responsibly managed forests.</li> <li>• Tree disposal and recycling – proposals to outline environmentally responsible disposal methods.</li> <li>• LED lighting will be used to reduce energy consumption.</li> <li>• Suppliers must confirm compliance with the Modern Slavery Act 2015.</li> <li>• Confirmation that materials and labour are sourced ethically and without exploitation.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> PASS/FAIL