

ITT Annex D

Tender Submission Forms

- Supplier Information Forms
- Response to Quality Evaluation Criteria
- Response to Commercial Evaluation Criteria
- Form of Tender Confirmation

HMS Victory Timber
Supply Framework

TENDER SUBMISSION DOCUMENT

1.1 Supplier Selection Questionnaire

HMS Victory Timber Supply Framework

226813

OPEN PROCEDURE

Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, 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.
6. **Note for Contracting Authorities: The following paragraph is optional for inclusion if a decision has been made to request a self-declaration of the exclusion grounds from sub-contractors. All sub-contractors are required to complete Part 1 and Part 2¹.**
7. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

¹ See PCR 2015 regulations 71 (8)-(9)

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.

Part 1 – Potential supplier information

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 self-declaration.

Section 1	Potential Supplier Information	
Question no.	Question	Response
1.1 (a)	Full name of the potential supplier submitting the information	
1.1 (b) – (i)	Registered office address (if applicable)	
1.1 (b) – (ii)	Registered website address (if applicable)	
1.1 (c)	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)	
1.1 (d)	Date of registration in country of origin	
1.1 (e)	Company registration number (if applicable)	
1.1 (f)	Charity registration number (if applicable)	
1.1 (g)	Head office DUNS number (if applicable)	
1.1 (h)	Registered VAT number	
1.1 (i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
1.1 (i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1 (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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

1.1 (j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1 (k)	Trading name(s) that will be used if successful in this procurement	
1.1 (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	
1.1 (m)	Are you a Small, Medium or Micro Enterprise (SME)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1 (n)	Details of Persons of Significant Control (PSC), where appropriate: <ul style="list-style-type: none"> • Name; • Date of birth; • Nationality; • Country, state or part of the UK where the PSC usually lives; • Service address; • The date he or she became a PSC in relation to the company (for existing companies 6 April 2016 should be used); • Which conditions for being a PSC are met; • Over 25% up to (and including) 50%, • More than 50% and less than 75%, • 75% or more. (Please enter N/A if not applicable)	
1.1 (o)	Details of immediate parent company: <ul style="list-style-type: none"> • Full name of the immediate parent company • Registered office address (if applicable) • Registration number (if applicable) • Head office DUNS number (if applicable) • Head office VAT number (if applicable) (Please enter N/A if not applicable)	
1.1 (p)	Details of ultimate parent company: <ul style="list-style-type: none"> • Full name of the ultimate parent company • Registered office address (if applicable) • Registration number (if applicable) 	

	<ul style="list-style-type: none"> • Head office DUNS number (if applicable) • Head office VAT number (if applicable) (Please enter N/A if not applicable)	
<p>Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.</p>		

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

Section 1		
Bidding model		
Question no.	Question	Response
1.2 (a) - (i)	Are you bidding as the lead contact for a group of economic operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting tenderer please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.
1.2 (a) - (ii)	Name of group of economic operators (if applicable)	
1.2 (a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	
1.2 (b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1.2 (b) - (ii)

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

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 sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
The approximate % of contractual obligations assigned to each sub-contractor					

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 NMRN 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	Contact details and declaration	
Question no.	Question	Response
1.3 (a)	Contact name	
1.3 (b)	Name of organisation	
1.3 (c)	Role in organisation	
1.3 (d)	Phone number	
1.3 (e)	E-mail address	
1.3 (f)	Postal address	
1.3 (g)	Signature (electronic is acceptable)	
1.3 (h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note: every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2		
Grounds for mandatory exclusion		
Question no.	Question	Response
2.1(a)	<p>Regulations 57(1) and (2)</p> <p>The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation have been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Corruption.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Fraud.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(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</p>	

	electronically please provide the web address, issuing authority, precise reference of the documents.	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3(a)	Regulation 57(3) 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The NMRN 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 no.	Question	Response
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
3.1(a)	Breach of environmental obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2

3.1(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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j) -(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the NMRN to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2

	to have negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	
3.2	If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

Part 3: Selection Questions

Section 4		
Economic and Financial Standing		
Question no.	Question	Response
4.1	<p>Please confirm which of the following, as applicable to your organisation, you would be able to provide if requested?</p> <p>(a) Organisations Trading for 3 Years Or More Full copies of the two or three most recent sets of approved and signed audited accounts that cover the last three years of trading, including:</p> <ul style="list-style-type: none"> • A balance sheet • A detailed profit and loss or income & expenditure account • All other reports and notes to the accounts. <p>(b) Organisations Trading for Between 2 and 3 Years A full copy of the two most recent sets of approved and signed audited accounts, including:</p> <ul style="list-style-type: none"> • A balance sheet • A detailed profit and loss or income & expenditure account • All other reports and notes to the accounts. <p>(c) Organisations Trading for Between 1 and 2 Years A full copy of the approved and signed audited accounts for the first year of trading including:</p> <ul style="list-style-type: none"> • A balance sheet • Detailed profit and loss or income & expenditure account • All other reports and notes to the accounts. • A current balance sheet (no less than 3 months old) • A detailed profit & loss projection or income & expenditure projection for the current year, to include actuals to date, together with any relevant documentation to support the projection. <p>(d) Organisations Trading for Less Than 1 Year</p> <ul style="list-style-type: none"> • A current balance sheet (no more than 3 months old) • A detailed profit & loss projection or income & expenditure projection for the current year, to include actuals to date, together with any relevant documentation to support the projection. <p>(e) Organisations who cannot supply option (a) – (d)</p> <ul style="list-style-type: none"> • Provide details of 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 	<p>(a) <input type="checkbox"/></p> <p>(b) <input type="checkbox"/></p> <p>(c) <input type="checkbox"/></p> <p>(d) <input type="checkbox"/></p> <p>(e) <input type="checkbox"/></p> <p>Provide details</p>

	<p>of funding provided by the owners and/or the bank etc.). Please also clarify why options (a) – (d) are not applicable.</p> <p>Please note: On request the tenderer will be required to provide, the documents/information detailed above</p>	
4.2	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.	<input type="checkbox"/> Yes <input type="checkbox"/> No

- [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

Section 5		Economic and Financial Standing (Parent Companies and Guarantees)
If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:		
Name of organisation		
Relationship to the Supplier completing these questions		
Question no.	Question	Response
5.1	Are you able to provide parent company accounts if requested to at a later stage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 6		Technical and Professional Ability
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided</p>	

	<p>between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>
Contract 1	
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	
Description of contract	
Contract start date	
Contract completion date	
Estimated contract value	
Contract 2	
Name of customer organisation	
Point of contact in the organisation	
Position in the organisation	
E-mail address	
Description of contract	
Contract start date	
Contract completion date	
Estimated contract value	
Contract 3	
Name of customer organisation	

Point of contact in the organisation	
Position in the organisation	
E-mail address	
Description of contract	
Contract start date	
Contract completion date	
Estimated contract value	
6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
6.3	<p>If you cannot provide at least one example for question 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

Section 7		
Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015		
Question no.	Question	Response
7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	<input type="checkbox"/> Yes Please provide relevant the url <input type="checkbox"/> No Please provide an explanation

Section 8: Additional Questions

Suppliers who self-certify that they meet the requirements to the additional questions will be required to provide evidence of this if they are successful at contract award stage.

8.1		
Insurance		
Question no.	Question	Response
a.	<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> <p>Employer's (Compulsory) Liability Insurance = £10,000,000</p> <p>Public Liability Insurance = £5,000,000</p> <p>Professional Indemnity Insurance = £1,000,000</p> <p>Product Liability Insurance = £5,000,000</p> <p>Please note the insurance cover values shall not be less than the amounts detailed above for each and every claim.</p> <p>* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.2		
Health and Safety		
Question no.	Question	Response
a.	Does your organisation comply with the requirements of the Health and Safety legislation that apply to your organisation and its activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If yes, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.3 Compliance with equality legislation		
Question no.	Question	Response
a.	Does your organisation comply with the requirements of the Equality Act 2010 (or equivalent legislation in the country in which you are located)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	<p>In the last three years</p> <ul style="list-style-type: none"> Have any finding of unlawful discrimination, victimisation, harassment or failure to make reasonable adjustments, been made against your organisation by any court or employment tribunal (or in comparable proceedings in any other jurisdiction)? Has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission? <p>If yes, please provide details including what steps your organisation took in consequence of this</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.4 Audit and Information Security	
a.	<p>Information Security Policies and Standards</p> <p>The Provider will be required to provide a level of information security assurance for both NMRN Information and personal data/sensitive personal data which is compliant with current data protection legislation and information security best practice.</p> <p>Please explain</p> <ul style="list-style-type: none"> a) How incidents, which may affect the security of NMRN Information and personal data/sensitive data are identified, reported and managed. b) Does your organisation hold any security related certifications and/or accreditations e.g. ISO27001 <p>Response:</p>
b.	<p>Security of data</p> <p>To aid compliance with the Data Protection Act 2018, the UK's implementation of the General Data Protection Regulation (GDPR), the NMRN requires your organisation to protect personal information.</p> <p>Please provide details about how your organisation protects data, including in your response;</p> <ul style="list-style-type: none"> a) Encryption of electronic devices; b) Encryption of data stored on hard drives and other physical media where there is a requirement to process personal data/sensitive personal data. c) Encryption of backups where there is a requirement to process personal data/sensitive personal data. d) Protection and storage of paper records

	<p>e) Access to your buildings</p> <p>Response:</p>	
c.	<p>User Accounts</p> <p>Please describe how user accounts of IT systems are created and maintained, including in your response;</p> <p>a) How requests for new user accounts are verified and authorised;</p> <p>b) How disabled, suspended and in-active user accounts are managed.</p> <p>Response:</p>	
d.	<p>Third Party organisation</p> <p>Where you intend to use a 3rd party e.g. subcontractors, partner organisations etc. to deliver services under this contract, please confirm how you will ensure that they will comply with these Information Security requirements.</p> <p>Response:</p>	
e.	<p>Government-backed Cyber Essentials or Cyber Essentials Plus</p> <p>Please confirm you have the Government-backed Cyber Essentials or Cyber Essentials Plus or equivalent.</p> <p>If no please confirm you are willing to put in place the Government-backed Cyber Essentials, Cyber Essentials Plus or equivalent before the contract commences.</p> <p>Further information is available on the Government-backed scheme: https://www.gov.uk/government/publications/cyber-essentials-scheme-overview </p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>

8.5 Quality Management		
Question no.	Question	Response
a.	<p>Does your organisation have a recognised quality management certification e.g. BS/EN/ISO 9001 or equivalent?</p> <p>If yes, please provide details:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	<p>Does your organisation have a written Quality policy?</p> <p>If yes, please:</p> <p>a) Confirm that a copy of your organisation's Quality policy will be provided on request.</p> <p>b) Provide details of how does your organisation communicate its quality policy to:</p> <ul style="list-style-type: none"> • Those concerned with recruitment, training and promotion • Employees, recognised trade unions or other representative groups of employees • Prospective employees <p>(Maximum 250 words)</p> <p>If no, please provide details of the quality management processes and procedures your organisation uses to ensure that it is managed properly and that legal requirements are met (or explain why such processes and procedures are not in place):</p> <p>(Maximum 250 words)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Confirmed
c.	<p>Please provide details of how your organisation manages, monitors and ensures compliance with:</p> <ul style="list-style-type: none"> • Control of workmanship, materials and maintenance of equipment. • Document control and record keeping. <p>(Maximum 250 words)</p>	
d.	<p>Do you have an Officer or Third Party responsible for your organisation's quality?</p> <p>If yes, please provide details including name, qualifications & experience relevant to Quality:</p> <p>(Maximum 250 words)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.6 Business Continuity / Disaster Recovery		
Question no.	Question	Response
a.	Does your organisation have a written Business Continuity / Disaster Recovery policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If yes, please:</p> <p>a) Confirm that a copy of your organisation's Business Continuity / Disaster Recovery policy and evidence of its implementation and any non-compliance procedures will be provided on request.</p> <p>If no, please provide details of the Business Continuity / Disaster Recovery provisions, processes and procedures your organisation would use to identify and mitigate adverse conditions, both internal and external, to ensure the continuation of operations (or explain why such processes and procedures are not in place):</p> <p>(Maximum 500 words)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.7 Environmental Management		
Question no.	Question	Response
a.	Does your organisation comply with the environmental legislation and/or regulations that apply to your organisation and its activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Has your organisation 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
	If yes , please provide details including any remedial action or changes you have made as a result of conviction or notices served.	
c.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.8	Credit Rating	
Question no.	Question	Response
a.	A minimum Experian credit rating of 70 is required for this contract. Please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes , please confirm that evidence will be provided upon request.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

8.10	Sustainable Timber Policy	
Question no.	Question	Response
a.	<p>The NMRN has adopted a Sustainable Timber Procurement Policy. This policy commits the NMRN to purchasing timber and wood derived products from independently verifiable legal and sustainable sources, traceable from the forest to the final processor through a clear chain of custody.</p> <p>The Tenderers attention is drawn to these contract requirements governing the supply and use of timber and wood-derived products in performing this contract.</p> <p>Should the Tenderer be shortlisted for this tender it will become a condition of the contract that the Tenderer confirms that all virgin timber to be used in this contract will be from:</p> <ul style="list-style-type: none"> • sources certified as legal and sustainable by the Forestry Stewardship NMRN (FSC), the Programme for Endorsement of Forest Certification (PEFC), or licensed under the Forest Law Enforcement, Governance and Trade (FLEGT) scheme; OR • sustainable sources supported by documentary evidence. <p>Do you agree to this policy?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Response to Quality Evaluation Criteria

2.1 Technical/Quality Evaluation Criteria

Tenderers must use the template below for their response to quality evaluation criteria. Responses in any other format will not be accepted.

Please suitably mark which Lots you are bidding for the Framework Agreement Proposal

Lot 1	Lot 2	Lot 3	All Lots

Notice for Suppliers- Lots 1, 2 & 3 have a separate evaluation criterion due to the requirements of these lots. Please delete if these are not applicable to your submission. If you're applying for all lots you are able to duplicate where applicable.

Lot 1	
Criterion A	<ul style="list-style-type: none"> • Meeting Specification • <i>Please provide your comments and any recommendations you have regarding how you can assist the NMRN in achieving the required specification/grading.</i> • <i>What processes do you have to ensure you can meet the Specification Requirements proposed by the NMRN for the timber as stipulated within the Framework Proposal.</i> • <i>Please provide detail whether your current supply chain are able to provide oak planks that meet the size requirements set out in the specification.</i>
Response [3000-word limit]	

Criterion B	<p>B) Delivery Timescales</p> <ul style="list-style-type: none"> <i>Please provide a timescale of your anticipated delivery schedule based on the requirements set out in the planking schedule provided in <insert document name here>.</i>
Response [3000-word limit]	

Criterion C	Quality Management/Control <ul style="list-style-type: none"> How do you propose to ensure the moisture content of the processed planks and logs to meet the NMRN's specification of the moisture of 16% +/- 2%. How will you manage and deal with rejection and returns?
Response [3000-word limit]	

<p>Criterion D</p>	<p>Managing Communication</p> <ul style="list-style-type: none"> • <i>Considering the current pressures to the supply of timber in Europe, please explain what processes you have in place to secure timber for your customers?</i> • <i>How will you communicate to the NMRN price surges/changes within the timber market?</i>
<p>Response [3000-word limit]</p>	

1.2 Social Value Evaluation Criteria (E) Lot 1 Only

Tenderers must use the template below for their response to quality evaluation criteria. Responses in any other format will not be accepted.

<p>Criterion 1</p>	<p>Social Value – Theme 2: Tackling economic inequality Policy Outcome: Increase Supply Chain Resilience and Capacity Using a maximum of 3000 characters describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria. Please include: MAC 3.4: Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract</p> <ul style="list-style-type: none"> ● your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and ● a timed project plan and process, including how you will implement your commitment and by when. <p><i>Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:</i></p> <ul style="list-style-type: none"> ○ <i>timed action plan</i> ○ <i>reporting</i> ○ <i>feedback and improvement</i> ○ <i>transparency</i> <ul style="list-style-type: none"> ● how you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, co-design/creation, training and education, partnering/collaborating, volunteering. Model Response Guidance for tenderers and evaluators The award criteria (listed above) and sub-criteria (shown below) will be used to evaluate the response, <p>Sub-Criteria for MAC 3.4: Collaboration throughout the Supply Chain Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> ● Understanding of opportunities to drive greater collaboration in the supply chain. ● Measures to ensure supply chain relationships relating to the contract will be collaborative, fair and responsible. <p>Illustrative examples: engagement; codesign/creation; training and education; partnering/collaborating; secondment and volunteering opportunities.</p>
<p>Response [3000 word limit]</p>	

Lot 2/3

If you're applying for Lots 2 and 3 please duplicate these answer boxes or split your answers for each lot.

Criterion A

- **Meeting Specification**
- *Please provide your comments and any recommendations you have regarding how you can assist the NMRN in achieving the required specification/grading.*
- *What processes do you have to ensure you can meet the Specification Requirements proposed by the NMRN for the timber as stipulated within the Framework Proposal.*
- *Please provide detail whether your current supply chain are able to provide oak planks that meet the size requirements set out in the specification.*

Response
[3000-word limit
for each Lot]

Criterion B	Delivery Timescales <ul style="list-style-type: none"> <i>Please detail, in full, your anticipated supply chain from the forest, through sawmills, to the NMRN. Please provide a diagram of your supply chain.</i> <i>How many suppliers do you procure from, where are they geographically and at what volumes (of comparable grade oak) do you procure from these?</i>
Response [3000-word limit for each Lot]	

<p>Criterion C</p>	<p>Quality Management/Control</p> <ul style="list-style-type: none"> • <i>How do you propose to ensure the moisture content of the processed planks and logs to meet the NMRN's specification of the moisture of 16% +/- 2%.</i> • <i>How will you manage and deal with rejection and returns?</i>
<p>Response [3000-word limit for each Lot]</p>	

<p>Criterion D</p>	<p>Managing Communication</p> <ul style="list-style-type: none"> • <i>Considering the current pressures to the supply of timber in Europe, please explain what processes you have in place to secure timber for your customers?</i> • <i>How will you communicate to the NMRN price surges/changes within the timber market.</i> • <i>There will be a requirement for trees/boules to meet the NMRN's specification relating to Lot 2/3, which will not actually be used for up to 2-3 years. How will you work in partnership with both the NMRN and your providers/sawmills/outlets, to ensure these are secured and retained for use on the project?</i> • <i>How will you update the NMRN of the progress of the drying of timbers in Lots 2/3.</i>
<p>Response [3000-word limit for each Lot]</p>	

2.2 Past Performance

<p>Please confirm whether or not your organisation, consortium members have:</p> <ul style="list-style-type: none"> • Defaulted on the delivery of a contract within the last 3 years (goods and services) or 5 years (works) • Had a contract cancelled, or not renewed, for failure to perform within the last 3 years (goods and services) or 5 years (works) <p>If any of the above applies, please provide an explanation of the action you have taken to prevent a re-occurrence</p> <p>Guidance – <i>The buyer will use the information to determine whether you have a successful record of delivery.</i></p>	
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2. Response to Commercial Evaluation Criteria

3.1. Contractual Information

- 3.1.1 Please confirm whether you accept the terms and conditions of the Contract in their current form and without any amendments. See Annex C?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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A Yes response will score a Pass, and a No response will score a Fail

- 3.1.2 Full legal name, address and website of the Potential Provider in whose name the tender will be submitted (the Prime or Single Supplier):

Company Name	
Address from which the contract will be delivered	
Town/City	
Postcode	
Country	
Website	

- 3.1.3 Name, position, telephone number and email address of the main contact for this project:

Name	
Position	
Telephone Number	
Fax Number	
Email Address	

3.1.4 Current legal status of Potential Provider (e.g. partnership, private limited company, etc.)

	Please tick one box
Sole Trader	
Partnership	
Public Limited Company	
Private Limited Company	
Public Sector (including Registered Charities, NDPBs, Housing Associations)	
Other (please state)	

3.1.5 Date and place of formation of the Potential Provider and, if applicable, registration under the Companies Act 2006¹. Please provide copies of Certificates of Incorporation (where appropriate) and any changes of name, registered office and principal place of business.

Date of Formation	
Place of Formation	
Date of Registration	
Company Registration Number	
Certificates enclosed	
Registered VAT Number	
Registered Office	
Principal Place of business	

3.2. Pricing Information

3.2.1. Please confirm the cost breakdown within the tables below, depending upon your offering. This includes the fee payment dates, resource allocation of team members throughout the project, costs per work item, timescale and your invoicing periods.

Annex F- Planking Schedule v1.0

Signature: _____

Designation: _____

Company: _____

Date: _____

Note that **Pricing Proposals** should be completed in full and must be signed by a person properly authorised to do so on behalf of the bidding organisation

¹ Potential Providers established outside the United Kingdom may provide equivalent information. For a list of acceptable equivalent information, please refer to Regulation 23(7) of the Public Contracts Regulations 2006.

Annex E

Form of Tender

To: National Museum of the Royal Navy

Dear Sir/Madam

TENDER FOR:

I/We the undersigned, hereby Tender and offer to perform the Contract, details of which was set out in the ITT supplied to me/us for the purpose of Tendering for the Contract and agree to do so in accordance with the terms of the ITT.

I/We confirm that I/We will provide the Contract at the price provided in my/our Tender. I/We confirm that the price provided in my/our Tender will not be subject to any increase otherwise than as determined in accordance with the Contract.

I/We confirm that this Tender will remain valid and open for acceptance without variation for at least 90 days from the Closing Date for the receipt of Tenders.

I/We confirm that we agree the Contract and undertake that in the event of our Tender being accepted to execute the Contract (subject to any minor amendments which have been accepted by the NMRN) within four (4) weeks from the date on which I/we receive notification that our Tender is successful.

I/We confirm that attached to this Tender are the following:

- Completed Annex D- Tender Submission Forms & Form of Tender
- Completed Annex E- Certificate of Non Collusion
- Completed Annex F- Planking Schedule v1.0

I/We confirm that the information supplied to you and forming part of this Tender, including, for the avoidance of doubt, any information supplied to you as part of my/our initial expression of interest in Tendering, was true when made and remains true and accurate in all respects.

I/We understand that any false representations, including but not limited to, changes to forms, could result in this Tender being rejected or subsequent contract termination.

I/We confirm and undertake that if any information supplied becomes untrue or misleading that I/We will notify you immediately and will update such information as is required.

I/We confirm acceptance of the terms and conditions provided in Annex C without amendment and agree to be bound by such Contract should the NMRN elect to accept my/our Tender.

Signed	
Name	
Position in Organisation	
Duly authorised to sign tenders for and on behalf of [Name]	
Registered Address	
Nationality of Company	
Date	