

Invitation to Tender - Occupational Health - SBS21-62 & 63

Selections Questionnaire - Notes for Completion

Interested suppliers MUST first register on SourceDogg to access the Selection Questionnaire. The fixed and firm closing date for responses to the Selection Questionnaire is 17:00 14th November 2021

The electronic tendering portal being used is SourceDogg which is free to access (<https://secure.sourcedogg.com/>)

The relevant Selection Questionnaire can be found at:

1. The “authority” means the contracting authority ‘Cambridgeshire Community Services NHS Trust’, ‘Cambridgeshire and Peterborough NHS Foundation Trust’, 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. 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.
7. Checks against your self-certification responses will only be carried out if you are the winning supplier.
8. If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.
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.

Selection Questionnaire Criteria

Part	Section	Score Pass / Fail
Part 1: Potential Supplier Information	Section 1: Potential Supplier Information	N/A
Part 2: Exclusion Grounds	Section 2: Grounds for Mandatory Exclusion	N/A
	Section 3: Grounds for Discretionary Exclusion	N/A
Part 3: Selection Questions	Section 4: Economic and Financial Standing	Pass/Fail
	Section 5: Part of a Wider Group	N/A
	Section 6: Technical and professional Ability	N/A
	Relevant experience and contract examples	N/A
	Section 7: Modern Slavery Action 2015	N/A
	Section 8: Additional Questions Insurance	Pass/Fail

Evaluation Criteria for Q4.3

Description	Score
	Pass / Fail
High Risk	Fail
Moderate Risk	Pass
Low Risk	Pass
Very Low Risk	Pass

Shortlisting

Suppliers that 'Fail' for any of the Pass / Fail questions will be automatically excluded from the competition and should not complete a response to the Invitation to Tender.

The Contracting Authorities will aim to shortlist a maximum of 5 suppliers to the Invitation to Tender (ITT) stage of the procurement process based on the above criteria.