APPENDIX 1 - SELECTION QUESTIONNAIRE

**Note To tenderers**

Tenderers must obtain a “Pass” on at least one relevant contract example(s) and “Pass” all of the other requirements within the Selection Questionnaire in order to proceed to the next stage of the procurement.

**Selection Questionnaire – Evaluation Summary Table**

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| **Section** | **Scores Available** |
| **SECTION A – ORGANISATION INFORMATION** | |
| Name of Organisation | N/A |
| Registered Office Number | N/A |
| Company or charity Registration Number | N/A |
| VAT Registration Number | N/A |
| Name of immediate parent company | N/A |
| Name of ultimate parent company | N/A |
| Contact Details – Name | N/A |
| Contact Details - Address | N/A |
| Post Code | N/A |
| County | N/A |
| Phone | N/A |
| Mobile | N/A |
| Email | N/A |
| Consortia and Sub-Contracting | N/A |
| **Questions For Completion By Non-UK Business Only** | |
| 1.1 Registration with professional body | Pass/Fail  Or  N/A |
| 1.2 License requirement | Pass/Fail  Or  N/A |
| **Staff Number** | |
| 1.3 Staff Numbers | N/A |
| **SECTION B – GROUNDS FOR REJECTION** | |
| Grounds for Mandatory Rejection (ineligibility) | Pass/Fail |
| Discretionary Grounds for Rejection | Pass/Fail |
| **SECTION C – TECHNICAL AND PROFESSIONAL ABILITY** | |
| C1 Employers Liability Insurance | Pass/Fail  Note – it is a condition on the event of being awarded the contract that the stipulated insurance is in place. |
| C2 Professional Indemnity Insurance | Pass/Fail  Note – it is a condition on the event of being awarded the contract that the stipulated insurance is in place. |
| C3 Public Liability Insurance | Pass/Fail  Note – it is a condition on the event of being awarded the contract that the stipulated insurance is in place. |
| C4 Sub Contracting | Pass/Fail |
| C5 Previous Experience and Comparable Contracts | Pass/Fail |

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| **SECTION A – ORGANISATION INFORMATION** |

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| Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted) |  | |
| **Organisation Details** | | |
| Registered office address |  | |
| Company or charity registration number |  | |
| VAT registration number |  | |
| Name of immediate parent company |  | |
| Name of ultimate parent company |  | |
| Type of organisation  (Please insert an X in the relevant box) | a) a public limited co. |  |
| b) a limited company |  |
| c) a limited liability partnership |  |
| d) other partnership |  |
| e) sole trader |  |
| f) other (please specify) |  |

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| **Contact details**  Contact details for enquiries about this tender | |
| Name |  |
| Address |  |
| Post Code |  |
| Country |  |
| Phone |  |
| Mobile |  |
| Email |  |

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| Consortia and Sub-Contracting  (Please insert an X in the relevant box) | 1. Your organisation is bidding to provide the services required itself |  |
| 1. Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services |  |
| 1. The Potential Provider is a consortium |  |
| If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.  Note to Tenderer:  Please use the following document title format when submitting the above:  Annex A – Supply Chain – [Provider Name] | | |

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| **QUESTIONS 1.1 AND 1.2 FOR COMPLETION BY NON-UK BUSINESSES ONLY** | | |
|  | Registration with professional body  Is your organisation registered with the appropriate trade or professional register(s) in the EU member state where your organisation is registered to trade (as set out in ***Annexes IX A-C of Directive 2004/18/EC***) under the conditions laid down by that member state). |  |
|  | Is it a legal requirement in the State where your organisation is registered to trade for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this. |  |

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| * 1. **STAFF NUMBERS**   The tenderer must state the number of employees (and any consortia members or named subcontractors where applicable) it employs relevant to the provision of required Goods and Services similar to those required under this procurement? The tenderer must also state the number of staff it is seeking to recruit in relation to the requirement of this procurement as stated within Appendix 2 - Specification? |
| **Response:** |
| Maximum Word Count - 100 |

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| **SECTION B – GROUNDS FOR REJECTION** | | |
| 1.1 | **SECTION B!- GROUNDS FOR MANDATORY REJECTION** | |
| **Has the tenderer or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please answer YES or NO as appropriate;** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption |  |
| 1. the offence of bribery, where the offence relates to active corruption; |  |
| 1. bribery within the meaning of section 1 or 6 of the Bribery Act 2010 |  |
| **fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:** | |
| 1. the offence of cheating the Revenue; |  |
| 1. the offence of conspiracy to defraud; |  |
| 1. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |
| 1. fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |
| 1. fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |
| 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993 |  |
| 1. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |
| 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |
| 1. making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006 |  |
| **money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002** | |
| (a) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996 |  |
| (b) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |
| any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant State. |  |

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| 2.2 | **SECTION B2 - DISCRETIONARY GROUNDS FOR REJECTION** | |
| **Are any of the following true of the tenderer?** | **Please answer YES or NO as appropriate** |
| (a) being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state; |  |
| (b) being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or |  |
| (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002, has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of similar procedures under the law of any other state? |  |
| **Has the tenderer:** | |
| (a) been convicted of a criminal offence relating to the conduct of its business or profession; |  |
| (b) committed an act of grave misconduct in the course of its business or profession; |  |
| (c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which it is registered to trade; |  |
| (d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which it is registered to trade; or |  |
| e) been guilty of serious misrepresentation in providing any information required under Regulation 23, 24, 25, 26 or 27 of the Public Contracts Regulations 2006 or has not provided such information in response to a request by the contracting authority? |  |
| **If the answer to any of the above statements is YES, the tenderer should set out the full facts of the relevant incident and any remedial actions taken.** | |
| Response | |

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| **SECTION C – TECHNICAL AND PROFESSIONAL ABILITY** | | | | |
| **3.1 Employer’s Liability Insurance**  Employer’s liability insurance is a legal requirement (except for businesses employing only the owner/close family members), the level of insurance should be at least £5 million. Please confirm that the tenderer has this in place if required to do so by law.  The tenderer must respond by deleting the responses that do not apply.  **The tenderer does not need to provide evidence or a copy of the certificate at this stage, but will be required to do so in the event of being awarded the contract.** | | **YES IN PLACE / YES WILL HAVE IN PLACE UPON AWARD** | **NO** | **N/A**  **Does not apply** |
| **Marking Scheme** | **Evaluation Guidance** | | | |
| Pass | The tenderer has answered “Yes” to confirm that the insurance is in place or has confirmed that it will obtain such insurances if successfully awarded a Contract. | | | |
| Fail | Question unanswered or the tenderer responds “No” or valid in-date evidence of insurance not provided at award stage. | | | |

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| **3.2 Professional Indemnity Insurance**  The tenderer must confirm that it will have or will obtain in the event of being awarded a Contract Professional Indemnity Insurance, and if they do have it already confirm to what level.  **The tenderer does not need to provide evidence or a copy of the certificate at this stage, but will be required to do so in the event of being awarded the contract.** | | **YES** | **NO** |
| **Marking Scheme** | **Evaluation Guidance** | | |
| Pass | The tenderer has answered “Yes” to confirm that the insurance is in place or has confirmed that it will obtain such insurances if successfully awarded a Contract. | | |
| Fail | The tenderer has answered “No” to confirm that the insurance is not in place or has not confirmed that it will obtain such insurance if successfully awarded a Contract. | | |

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| **3.4 Public Liability Insurance**  The tenderer must confirm that it will have or will obtain in the event of being awarded a Contract, the minimum level of Public Liability insurance required is at least £5 million on a per incident basis and in total an uncapped level of Public Liability insurance.  **The tenderer does not need to provide evidence or a copy of the certificate at this stage, but will be required to do so in the event of being awarded the contract.** | | **YES** | **NO** |
| **Marking Scheme** | **Evaluation Guidance** | | |
| Pass | The tenderer has answered “Yes” to confirm that the insurance is in place or has confirmed that it will obtain such insurances if successfully awarded a Contract. | | |
| Fail | The tenderer has answered “No” to confirm that the insurance is not in place or has not confirmed that it will obtain such insurance if successfully awarded a Contract. | | |

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| **3.4 Sub-Contracting**  The tenderer must confirm that it will maximise opportunities for small and medium enterprises to compete for and win any first tier sub-contracting opportunities. | |
| **Response Guidance**  Providing a YES response here means that the tenderer confirms that it will maximise opportunities for small and medium enterprises to compete for and win first tier sub-contracting opportunities. | |
| **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | The tenderer has answered Yes to question 3.4. |
| **Fail** | The tenderer has answered No to 3.4.  If a tenderer fails this question then they will be excluded from the procurement. |
| Please delete whichever statement does not apply and fill in your organisation name as appropriate. | |
| **YES** | *[organisation name]* confirms that it will maximise opportunities for small and medium enterprises to compete for and win first tier sub-contracting opportunities. |
| **NO** | *[organisation name]* confirms that it will NOT maximise opportunities for small and medium enterprises to compete for and win first tier sub-contracting opportunities. |

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| 3.5 **Previous experience and comparable contracts**  The tenderer must provide at least one and a maximum of two, relevant contract example(s), from either the public or private sector.  Contracts for the supply of services should have been performed during the past three (3) years. (The customer contact should be prepared to speak to the Client to confirm the accuracy of the information provided if the Client wishes to contact them).  Please use the response templates below to respond to this question. | |
| **Response Guidance**  **Please use the response template below to respond to this question.**  You must provide at least one (but a maximum of two) relevant contract example(s), from either the public or private sector.  Each example contract will be individually evaluated.  For each example contract, you must satisfy all of the following **criteria**:   1. in Row A and B, provide the contact details (i.e. customer organisation, customer contact name, telephone number and email address) for a customer contact; 2. in Row C, confirm that all or part of the goods or services referred to in Row D were delivered to the customer within the three years prior to the OJEU publication date for this procurement (by entering the start date and completion date) and provide the contract value for the example; and 3. Row D, provide an accurate and unambiguous description (e.g. capability demonstrated by your organisation, contractual relationships entered into, services provided) relevant to the scope of this procurement.   Additionally, you must adhere to the following **guidance**:   1. the customer contacts in Row A must be warned by you that they may be contacted, as the Client reserves the right to verify the accuracy of the contract details you have provided; 2. the customer contact in Row A must not be employed or appointed by your organisation or from within your associated group of companies; and 3. the response in Row D may cover situations where the tendering organisation is acting as a prime working in association with a subcontractor or part of a consortium. | |
| **Marking Scheme** | **Evaluation Guidance** |
| Pass | The contract example provided complies with items i, ii and iii of the **criteria** and all four of the **guidance** points for this Question. The contract example clearly demonstrates **relevant capability and/or experience**. |
| Fail | No contract example provided, or contract example does not comply with items i, ii and iii of the **criteria** and/or all four of the **guidance** points for this Question or contract example does not clearly demonstrate **relevant capability and/or experience**. |

**RESPONSE TEMPLATE FOR QUESTION 3.5**

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| **Contract Example 1** | | |
| A | Customer organisation (name): |  |
| B | Customer contact name, phone number and email: |  |
| C | Contract start date:  Contract completion date:  Contract value: |  |
| D | Brief description of contract including a description of the tenderers capability in this market:  The example given should clearly demonstrate **relevant capability and/or experience**.  Maximum Word Count – 600 |  |

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| **Contract Example 1** | | |
| A | Customer organisation (name): |  |
| B | Customer contact name, phone number and email: |  |
| C | Contract start date:  Contract completion date:  Contract value: |  |
| D | Brief description of contract including a description of the tenderers capability in this market:  The example given should clearly demonstrate **relevant capability and/or experience**.  Maximum Word Count – 600 |  |