 

**ATTACHMENT 5**

**PARTICIPATION REQUIREMENTS AND SELECTION QUESTIONNAIRE AND GUIDANCE**

**PUBLIC RELATIONS AGENCY FOR UK GOVERNMENT INVESTMENTS LTD**

**REFERENCE NUMBER**

**RM6015**

1. **INTRODUCTION**
   1. This document provides a copy of the questions that appear in the e-Sourcing Suite, along with a response guidance and marking scheme for each question; and describes the process which will be adopted by the Authority and its Agent to assess your economic and financial standing and technical and professional ability.
   2. The following information has been provided in relation to each question (where applicable):

* + 1. Response guidance – sets out information for you to consider and instructions for your response;
    2. Marking Scheme – details the marks available to evaluators during evaluation
  1. For the avoidance of doubt, references to “you” in this document shall be references to the Potential Provider.
  2. The defined terms used in the ITT document (Attachment 1) shall apply to this document.
  3. Please ensure that all questions are completed in full, in the format requested and following all instructions.
  4. Questionnaire Structure

|  |  |
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| Participation Requirements | Conditions of Participation |
| eSourcing Suite Tool Guidance |
| Part 1 | Section 1 – Potential Provider Information |
| Part 2 – Exclusion Grounds | Section 2 – Grounds for Mandatory Exclusion |
| Section 3 – Grounds for Discretionary Exclusion |
| Part 3 – Selection Questions | Section 4 – Economic and Financial Standing |
| Section 5 – Technical and Professional Ability |
| Section 6 – Modern Slavery Act 2015 |
| Section 7 – Additional Questions |

* 1. For Part 1 and Part 2 every organisation that is being relied on to meet the Service Requirements must complete and submit the self-declaration.
  2. The Agent recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a Group of Economic Operators 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 Agent 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 Agent will make a revised assessment of the submission based on the updated information.
  3. For Part 2 Exclusion Grounds (Sections 2 and 3 – Grounds for Exclusion);
     1. If you provide sufficient evidence that remedial action has taken place subsequently that effectively “Self Cleans” the situation, the Agent could decide that the Potential Provider shall not be excluded from this Procurement. As a minimum, you will have to demonstrate that you have:
     2. paid or undertaken to pay compensation in respect of any damage caused by any criminal offence or misconduct;
     3. clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
     4. taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.
     5. The measures you have taken will be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.
  4. For Part 3 - If you are bidding on behalf of a Group of Economic Operators, or you intend to use Sub-Contractors, you should complete all of the questions on behalf of the Group of Economic Operators and/ or any Sub-Contractors, providing one composite response and declaration.
  5. The Agent 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 the Authority defined by the regulations, or pursuant to an order of the court or demand made by any competent Agent or body where the Agent is under a legal or regulatory obligation to make such a disclosure.

1. **Evaluation Process**
   1. The evaluation of your Selection Questionnaire response is broken down into the following stages – note that your Tender will not move forward to a stage if it attracts a ‘Fail’ mark at the previous stage and you as the Potential Provider will be excluded from further participation in this Procurement:

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| **Stage** | **Applicable Selection Questionnaire Section** | **Activity** |
| Compliance Checks | All | Following Tender Deadline, your Tender will be checked for compliance – ensuring you have provided an answer to all questions.  Those tenders that are found to be fully compliant with instructions will move forward to Stage 1.  Any Tenders found not to be fully compliant may not proceed to Stage 1 and they, as Potential Providers, may be excluded from further participation in this Procurement. |
| Stage 1 | Selection Questionnaire Part 2 - Sections 2 and 3 and – Grounds for Exclusion | Your response will be assessed in accordance with the instructions at the relevant Sections. Tenders which do not meet the selection criteria detailed at the relevant Sections will be excluded from further participation in this Procurement.  All other Tenders will move forward to Stage 2. |
| Stage 2 | Selection Questionnaire Part 3 – Section 4 Economic and Financial Standing | Your response will be assessed in accordance with the instructions at the relevant Section. Tenders which do not meet the selection criteria detailed at the relevant Section will be excluded from further participation in this Procurement.  All other Tenders will move forward to Stage 3. |
| Stage 3 | Selection Questionnaire Part 3 - Section 5 - Technical and Professional Ability | Your responses will be evaluated following the marking scheme described at the relevant question in this document  If, following evaluation in accordance with the Consensus Marking Procedure, any response to this Section is determined to constitute a FAIL the Tender will be excluded from further participation in this Procurement.    All other Tenders will move forward to Stage 4. |
| Stage 4 | Selection Questionnaire Part 3 – Section 6 -Modern Slavery and Section 7 - Additional Questions. | Your response will be assessed in accordance with the instructions at the relevant Section. Tenders which do not meet the selection criteria detailed at the relevant Section will be excluded from further participation in this Procurement.  All other Tenders will move forward to the Award Stage. |
| If your Tender does not meet the criteria at any Selection Stage assessment or evaluation, or your Tender is excluded on grounds of non-compliance, you will be notified accordingly. | | |

1. **Marking Scheme**

The criteria for assessment and/or marking scheme (as applicable) is described at each section and question in this Selection Questionnaire.

**Participation Requirements**

1. For the avoidance of doubt, ‘we’ in these Participation Requirements questions means the Potential Provider.

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| **PARTICIPATION REQUIREMENTS** | | |
| Conditions of Participation | | |
| PR1 | We accept the Attachment 7 - Terms of Participation | ▢ Yes  ▢ No |
| PR2 | We accept the draft terms and conditions as set out in Attachment 4 – Agreement, including Annex 3 -Service Requirements. | ▢ Yes  ▢ No |
| PR3 | We confirm that we, including named Sub-Contractors and all Group of Economic Operators members comply with all the statements in Attachment 8 - Declaration Of Compliance | ▢ Yes  ▢ No |
| **PR1 - PR3 Response Guidance**  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you are required to respond **Yes** to confirm your acceptance of the conditions set out in these documents.  **If you do not answer Yes to these questions you cannot participate in this Procurement**.  If you respond **No** to these questions your Tender will be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender may be rejected and excluded from further participation in this Procurement**.** | | |
| eSourcing Suite Tool Guidance | | |
| PR4 | We have read the document ‘eSourcing Suite Supplier Guidance Part B - Tendering and Further Competitions’ <https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers> (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions) | ▢ Yes  ▢ 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 ‘eSourcing Suite Guidance Part B - Tendering and Further Competitions’<https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers> (select the eSourcing Suite guidance: how to respond to Tenders and Further Competitions) | ▢ Yes  ▢ No |
| PR6 | We understand that to send a message to the CCS Procurement team (the Agent) we must ensure that the name of the Procurement is in the context field and ‘ALL HOSTS’ is selected in the ‘TO’ box | ▢ Yes  ▢ No |
| **PR4 – PR6 Response Guidance**  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you are required to answer “**Yes**” to confirm your understanding of how to use the e-Sourcing tool appropriately in this Procurement. **If you cannot answer “Yes” to these questions you are at significantly increased risk of misunderstanding the Procurement and of submitting a sub-optimal or a non-compliant Tender Submission.** | | |

**Part 1:**

**Section 1.1 - Potential Provider Information**

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

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| **Section 1.1: Potential Provider Information** | | |
| **Question number** | **Question** | **Response** |
| SQ1.1(a) | Full name of the Potential Provider submitting the information | Complete text box in eSourcing Suite (character limit 80) |
| SQ1.1(b) – (i) | Registered office address | Complete text box in eSourcing Suite (character limit 80) |
| SQ1.1(b) – (ii) | Registered website address | Complete text box in eSourcing Suite (character limit 80) |
| SQ1.1(c) – (i) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) | Complete Pick List in eSourcing Suite |
| SQ1.1(d) | Date of registration in country of origin | Complete date box |
| SQ1.1(e) | Company registration number | Complete text box in eSourcing Suite (character limit 80) |
| SQ1.1(f) | Charity registration number  Please enter N/A if not applicable | Complete text box in eSourcing Suite (character limit 80) |
| SQ1.1(g) | Head office DUNS number | Complete text box in eSourcing Suite (character limit 80) |
| SQ1.1(h) | Registered VAT number | Complete text box in eSourcing Suite (character limit 80) |
| SQ1.1(c) – (ii) | If you selected g) to question SQ1.1(c) – (i) above please specify in this following text field, your trading status | Complete text box in eSourcing Suite (character limit 80) |
| **SQ1.1(a) – (h) 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. | | |
| 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? | Yes ☐  No ☐  NA ☐ |
| SQ1.1(i) - (ii) | If you responded **Yes** to 1.1(i) - (i), please provide the relevant details, including the registration number(s).  Please enter N/A if not applicable. | Complete text box in eSourcing Suite (character limit 255) |
| **SQ1.1 (i)-(i) to (i)-(ii) Response Guidance**  Guidance on Professional and Trade Registers can be found at Link below:  <http://www.legislation.gov.uk/uksi/2015/102/schedule/5/made>  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must, select the applicable option from selection list provided to describe your organisation. | | |
| 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 ☐  No ☐ |
| SQ1.1(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.  Please enter N/A if not applicable. | Complete text box in eSourcing Suite (character limit 255) |
| **SQ1.1(j)-(i) to (j)-(ii) Response Guidance**  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required to describe your organisation. | | |
| 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(k) Response Guidance**  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must insert the Trading Name of the Group of Economic Operators in this field. | | |
| SQ1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual | Use Pick List  a) ☐  b) ☐  c) ☐  N/A ☐ |
| **SQ1.1(l) Response Guidance**  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the applicable option from the drop-down selection list provided to describe your organisation. | | |
| SQ1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? | Yes ☐  No ☐ |
| **SQ1.1(m) Response Guidance**  Guidance on definition of a Small Medium Enterprise (SME) can be found at:  [What is an SME? - European Commission](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/)  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must answer this question in respect of the size of your organisation (and not the size of the Group of Economic Operators) | | |
| SQ1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:  - 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 the 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. 5   (Please enter N/A if not applicable) | Complete table in eSourcing Suite |
| **SQ1.1(n) 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](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships).  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. | | |
| SQ1.1(o) | Details of immediate parent company:    - 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) | Complete table in eSourcing Suite |
| **SQ1.1(o) Response Guidance**  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name(s) and details of the immediate Parent Company for each and every Economic Operator Group member(s) in the table provided, where applicable. | | |
| SQ1.1(p) | Details of ultimate parent company:  - Full name of the ultimate 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) | Complete table in eSourcing Suite |
| **SQ1.1(p) Response Guidance**  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide the name and details of the Ultimate Parent Company in the table provided, where applicable. | | |

**Section 1.2 - Bidding Model**

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

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| **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 **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 bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | Yes ☐  No ☐ |
| SQ1.2(a) - (ii) | Name of group of economic operators (if applicable)  Please enter N/A if not applicable. | Complete text box in eSourcing Suite (character limit 255) |
| SQ1.2(a) - (iii) | Proposed legal structure if the Group of Economic Operators intends to form a named single legal entity prior to signing an Agreement, if awarded.  If you do not propose to form a single legal entity, please explain the legal structure.  Please enter N/A if not applicable. | Complete text box in eSourcing Suite (character limit 4096) |
| SQ1.2(a) – (iv) | If you responded **Yes** to 1.2(a) – (i), please provide additional details for each Group of Economic Operator members in following table:  - Name  - Registered Address  - Trading Status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status)   - Company Registration Number  - Head Office DUNS Number  - Registered VAT Number  - SME (Yes/No)  - The role each sub-contractor will take in providing the Services e.g key deliverables  - The approximate % of contractual obligations assigned to each sub-contractor  Enter **N/A** in the first table cell if Not Applicable | complete table in the eSourcing Suite |
| **SQ1.2(a)-(i) to (a)-(iv) Response Guidance**  If you are Tendering as a Group of Economic Operators and you are the Lead Contact, as the Lead Contact, you must provide all the information required on behalf of the Group of Economic Operators. | | |
| SQ1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use Sub-Contractors? | Yes ☐  No ☐ |
| SQ1.2(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   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status)   - Company Registration Number  - Head Office DUNS Number  - Registered VAT Number  - SME (Yes/No)  - The role each Sub-Contractor will take in providing the Services e.g. key deliverables  - The approximate % of contractual obligations assigned to each sub-contractor  Please enter N/A in the first cell if not applicable. | Complete table in eSourcing Suite |
| **SQ1.2(b)-(i) to (b)-(ii) Response Guidance**  If you or, if applicable, the Group of Economic Operators are proposing to use Sub-Contractors, you must answer the remaining questions in this Selection Questionnaire and provide any evidence requested in respect of your organisation or, if applicable, the Group of Economic Operators and each of the proposed Sub-Contractors. | | |

**Section 1.3 - Contact Details and Declaration**

1. I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.
2. I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.
3. 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.
4. I understand that the Agent 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.
5. I am aware of the consequences of serious misrepresentation.

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

**Part 2: Exclusion Grounds**

**Section 2 – Grounds for Mandatory Exclusion**

1. In certain circumstances the Agent is required by law to exclude Potential Providers from participating in this Procurement. If you cannot answer ‘no’ to every statement in this Section 2 of the Selection Questionnaire then your Tender, subject to Self Cleaning covering both Mandatory and Discretionary Exclusion, shall be excluded from further participation in this Procurement (except where disproportionately small amounts of tax or social security obligations are involved).
2. 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.
3. Please Note: The Agent reserves the right to use its discretion to exclude a Potential Provider where it can demonstrate by any appropriate means that the Potential Provider is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| **Section 2: Grounds for Mandatory Exclusion** | | |
| **Question number** | **Question** | **Response** |
| SQ2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  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 been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).  - Participation in a criminal organisation  - Corruption  - Fraud  - Terrorist offences or offences linked to terrorist activities  - Money laundering or terrorist financing  - Child labour and other forms of trafficking in human beings  If **Yes** please provide details at 2.1(b) | Complete table in eSourcing Suite |
| SQ2.1(b) | If you have answered **Yes** to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing Agent, precise reference of the documents.  Please enter N/A if not applicable. | Complete text box in eSourcing Suite (character limit 4096) |
| SQ2.2 | 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) | Yes ☐  No ☐  N/A ☐ |
| **SQ2.1 – 2.2 Response Guidance**  If you answer **Yes** to question 2.1(a) you are required to provide evidence of ‘Self Cleaning’ at 2.1(b) and 2.2 (see Regulation 57(13) or the Regulations) against the relevant conviction.  **If you cannot provide evidence of ‘Self Cleaning’ which is acceptable to the Agent you will be excluded from further participation in this Procurement.** | | |
| SQ2.3(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? | Yes ☐  No ☐ |
| SQ2.3(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 enter N/A if not applicable. | Complete text box in eSourcing Suite (character limit 4096) |
| **SQ2.3(a) to (b) Response Guidance**  If you answer **Yes** to question 2.3(a) you are required to provide evidence of ‘Self Cleaning’ at 2.3(b) (see Regulation 57(13) or the Regulations) against the relevant conviction.  **If you cannot provide evidence of ‘Self Cleaning’ which is acceptable to the Agent** **you will be excluded from further participation in this Procurement.** | | |

**Section 3 – Grounds for Discretionary Exclusion**

1. The Agent is entitled (in its sole discretion) to exclude a Potential Provider from further participation in this Procurement if any of the statements in response to Sections 3 and 4 (Discretionary grounds for exclusion) of this Selection Questionnaire (Attachment 5) apply. If you cannot answer ‘No’ to every statement it is possible, subject to Self Cleaning covering both Mandatory and Discretionary Exclusion, that your Tender will be excluded from this Procurement.
2. Please answer the following questions in full.

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| **Section 3: Grounds for Discretionary Exclusion** | | |
| **Question number** | **Question** | **Response** |
| SQ3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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.  - Breach of environmental obligations?  - Breach of social obligations?  - Breach of labour law obligations?  - 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?  - Guilty of grave professional misconduct?  - Entered into agreements with other economic operators aimed at distorting competition?  - Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?  - Been involved in the preparation of the procurement procedure?  - 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?  - 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?  - The organisation has withheld such information?  - The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015?  - The organisation has influenced the decision-making process of the Agent to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award? | Complete table in eSourcing Suite |
| SQ3.2 | If you have answered **Yes** to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)  Please enter N/A if not applicable. | Complete text box in eSourcing Suite (character limit 4096) |
| **SQ3.1 to 3.2 Response Guidance**  If you answer **Yes** to question any of the questions above you are required to provide evidence of ‘Self Cleaning’ at 3.2 (see Regulation 57(13) or the Regulations) against the relevant conviction.  **If you cannot provide evidence of ‘Self Cleaning’ which is acceptable to the Agent** **you will be excluded from further participation in this Procurement.** | | |

**Part 3 – Selection Questions**

**Section 4 – Economic and Financial Standing**

## The information you submit in response to sections 1.1 Potential Provider Information and 1.2 Bidding Model in this Selection Questionnaire will be used to carry out an assessment of your economic and financial standing. If you indicate in response to question SQ4.1b that a Guarantee will be provided, the Agent will perform an assessment of the proposed Guarantor’s economic and financial standing in accordance with this Section 4.

## The Agent uses a credit reference agency as the first step in determining financial risk. The Agent will request a credit reference agency financial risk/failure score based on the information provided in response to this Selection Questionnaire. The report provided by the credit reference agency will be used to determine the level of financial risk you represent. If the score provided by the credit reference agency is 65 or more, then your Tender will proceed to Stage 4 of this Selection Stage Evaluation Process.

## If any of the following circumstances arise:

### the score provided by the credit reference agency is less than 65;

### no standard credit reference agency score is available for your organisation,

## then the Agent may ask you to provide a copy of your audited accounts for the most recent two years and/or one or more of the following in respect of your organisation or the proposed Guarantor (as the case may be):

### a statement of your 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;

### a statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position; and/or

### an alternative means of demonstrating financial status.

## The Agent will use the information described in paragraph 4 in addition to a detailed credit reference agency report (where available) to assess whether your organisation’s or your proposed Guarantor’s financial risk is acceptable. This will be performed using the Agent's financial assessment template that can be viewed at Attachment 5a – Financial Assessment Template, which covers a range of financial risk indicators.

## If the Agent then determines (in accordance with paragraph 4) that the financial risk is determined as being acceptable, then your Tender will proceed to Stage 4 of the Selection Stage Evaluation Process.

## If the Agent determines (in accordance with paragraph 4) that the financial risk is determined as being unacceptable, then the Agent may (in its sole discretion) request that you nominate a Guarantor. If you nominate a Guarantor the Agent will undertake the steps at paragraphs 2 to 4 in respect of the proposed Guarantor.

## Only if, after evaluating all the information requested and provided, the level of financial risk is still deemed unacceptable, or where the requested information at 4 has not been provided, then your Tender will be excluded from further involvement in the procurement.

## If you are bidding as Lead Contact for a Group of Economic Operators, the assessment of economic and financial standing will be carried out in respect of each member of the Group of Economic Operators. If one or more members of the Group of Economic Operators is determined as having an unacceptable risk level following this assessment, then the relevant member(s) will be required to obtain a Guarantee. The Agent will undertake the steps at paragraphs 2 to 4 in respect of the proposed Guarantor. If a Guarantor cannot be provided and the level of financial risk remains unacceptable, your Tender will be excluded from further involvement in this Procurement.

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| **Section 4 – Economic and Financial Standing** | | |
| **Question number** | **Question** | **Response** |
| SQ4.1(a) | For your organisation and, if applicable, each member of your Group of Economic Operators, The Agent 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.  If you and/or members of your Group of Economic Operators would prefer to have this financial assessment carried out in respect of a Guarantor, such as a parent company, then each member may elect to choose this option on the understanding that, if awarded an Agreement, a Guarantee as laid out in Attachment 4 - Agreement Annex 7 must be completed by each Guarantor and accepted by the Agent prior to Agreement award. | |
| SQ4.1(b) | 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 Guarantor? | ▢ Yes  ▢ No |
| SQ4.1(c) | If you responded **Yes** to question 4.1b, please provide details of the Guarantor:  - Full name of the Guarantor  - Registered office address (if applicable)  - Company registration number (if applicable)  - Head office DUNS number  Please enter N/A in first table cell if not applicable | complete table in the eSourcing Suite |
| SQ4.1(d) | If you responded **Yes** to question 4.1b 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 Guarantor, please confirm that the Guarantor has committed to complete, prior to award of the Agreement, a Guarantee as laid out in Attachment 4 – Agreement, Annex 7.  Please enter **N/A** from the pick list if not applicable | ▢ Yes  ▢ No  ▢ N/A |
| **SQ4.1(a)-(d) Response Guidance**  This information is used to evaluate the economic and financial standing of those organisations involved in your Tender and/or any Guarantor(s).  Refer to Section 4 paragraphs 1 – 9 for more information about how the financial assessment will be conducted. | | |

**Section 5 – Technical and Professional Ability**

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| **Section 5: Technical and Professional Ability – Previous Supply (Evaluated)** | | | |
| **Question number** | **Question** | | **Response** |
| **SQ5.1(a- b)**  Please provide details of two case studies, from the public or private sector, where similar services to the Service Requirements set out at Attachment 3, have been performed.  SQ5.1(a) must be covered separately, and fully, for both case studies – please complete the table at SQ5.1(a) in the eSourcing Suite with the details required for each individual case study.  Each individual case study must cover all requirements of SQ5.1(a) i.e. case study 1 must answer all of SQ5.1(a) and case study 2 must also answer all of SQ5.1(a).  SQ5.1(b) must be covered separately for both case studies. Please upload a separate attachment for each individual case study at question SQ5.1(b)  All requirements of SQ5.1(b) must be covered between the two case studies – i.e. one case study alone does not need to show all requirements of SQ5.1(b) as long as, when combined together, the case studies meet all the criteria for a Pass.  You are required to provide two case studies – even if you feel one case study provides enough evidence to answer all of SQ5.1(b).  You will be assigned one mark (either Pass or Fail as per the marking scheme) for your response to all parts (a-b) of this Question 5. i.e. you will receive one mark overall for the combined evidence shown by both case studies. | | | |
| SQ5.1(a) | **Case Study 1**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date   **Case Study 2**   * Name of customer organisation * Name of the organisation which signed the contract with the customer organisation * Point of contact in customer organisation   + Position in the organisation   + Email address * Contract start date * Contract completion date | | complete table in the eSourcing Suite |
| SQ5.1(b) | **Case Studies**  Please select option **Yes** or **No** to confirm whether or not you have uploaded your case studies as attachments to this question by using the paperclip icon aligned to this question.  Please ensure your Attachments conform with the filenames:  “SQ5.1 [Potential Provider] Case Study 1”  And  “SQ5.1 [Potential Provider] Case Study 2”  Please provide two case studies to clearly demonstrate that you have the necessary technical and professional experience. The case studies should detail a service which was successfully delivered within the last three years and is similar to the Service Requirements in terms of scale, scope and complexity.  When combined, the two case studies must show experience of ALL of the following:     * Providing financial communications and strategic communications support across Government or an organisation of similar complexity. * Advising on commercial transactions – preferably financial asset disposals * Managing both corporate and political messages * Providing public affairs support for organisations similar to UKGI including supporting principles ahead of select committee hearings.   **Maximum page count for each case study– 2 A4 pages in Arial 10 point including spaces, punctuation and diagrams / charts /images/ graphs. Responses must include spaces between words.** | | ▢ Yes (upload attachment)  ▢ No |
| **SQ5.1(a-b) Response Guidance**  **This section is evaluated. If your response to this question is determined to constitute a ‘Fail’ your Tender will be excluded from further participation in this Procurement.**  You must demonstrate you have the necessary technical and professional ability and experience to perform the Service Requirements. Potential Providers (Lead Contact for a Group of Economic Operators) must provide two case studies which combined show:   * detailed evidence to demonstrate that you have the resources and professional experience to meet **ALL** the Service Requirements (as defined in Attachment 3 - Service Requirements).   Case Studies must:   * + - * detail a service which was successfully delivered; and * is similar to the Service Requirements in terms of scale, scope and complexity; and * have been performed over, and at the most within, the last three years prior to the publication of the OJEU Notice to be valid and can be from the public or private sector; and * have named customer contacts who have been made aware (by you) that they may be contacted by the Agent to verify the accuracy of the information provided at any time. The Agent may exclude Potential Providers that do not provide full and accurate information. We would like customer contacts to not be employed by your organisation or be from within your associated group of companies. * Examples of Call Off Contracts awarded under Framework agreements will be considered valid, but citing a Framework agreement that you have been awarded will NOT be considered a valid contract example.   The Agent will use the information you provide in this section to evaluate whether your organisation; and/or members within the Group of Economic Operators and/or named Sub Contractors have the relevant technical and human resources and experience to perform the Service Requirements. Refer to Attachment 1 Invitation to Tender paragraph 7.3 Consensus Marking Procedure.  **Potential Providers that cannot sufficiently demonstrate they have the resource and professional experience to provide the Service Requirements** **(or their Tenders where the Agent has elected under Regulation 56 (3) to examine the Tenders before verifying the absence of grounds for exclusion and the fulfilment of the selection criteria) will be excluded from further consideration for the purposes of this Procurement.**  **Case Studies should be attached (in the eSourcing Suite) to question SQ5.1b Technical and Professional Ability and entitled “SQ5.1 [Potential Providers] Case Study 1” and “SQ5.1 [Potential Providers] Case Study 2”** | | | |
| **Marking Scheme** | | Evaluation Guidance | |
| **Pass** | | You have provided two detailed case studies which clearly demonstrate that you have the necessary resources and professional experience to fully meet all the Service Requirements. The case studies cover all the requirements detailed in the question and response guidance. | |
| **Fail** | | You have not provided up to two case studies which demonstrate you have the necessary resources and professional experience to perform the Service Requirements.  OR  You have not provided a response to this question. | |

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| **SQ5.2 – Conflicts of Interest** | | | | | |
| Potential Providers are required to provide details of how identified conflicts of interest will be mitigated. The Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them.  If Potential Providers cannot or are unwilling to suitably demonstrate that they have robust safeguards to mitigate any risk from a conflict of interest then their Tender may be deemed non-compliant and may be rejected. | | | | | |
| SQ5.2a | | Do you have a potential, actual or perceived conflict of interest that may be relevant to this Service Requirements  If you are unsure about what would constitute a conflict of interest for UK Government Investments Ltd please contact us via the clarification route as detailed in Attachment 1, Invitation to Tender, paragraph 6. | | ▢ Yes  ▢ No | |
| **SQ5.2a – Response Guidance**  You are required to select either **YES** or **NO** from the drop down list associated with this question.  **YES** - You have a potential, actual or perceived conflict of interest that may be relevant to this Service Requirements.  **NO** - You do not have a potential, actual or perceived conflict of interest that may be relevant to this Service Requirements.  If you have answered **YES** then you **MUST** answer Question SQ5.2b | | | | | |
| **SQ5.2b – Conflicts of Interest Further Information** | | | | | |
| SQ5.2.b | | | If you indicated in Question SQ5.2a that you **DO** have a potential, actual or perceived conflict of interest that may be relevant to the Service Requirements you are required to identify and outline what safeguards would be put in place to mitigate the risk of any potential, actual or perceived conflicts arising during the delivery of the Service Requirements  Please select option **Yes** or **No** to confirm you have uploaded, using the paperclip icon aligned to this question, whether or not you have uploaded a response as an attachment to this question  Please ensure your Attachment conforms with the filename:  “SQ5.2 [Potential Provider] **Conflicts of Interest Further Information** ”  **Maximum page count – 2 A4 pages in Arial 10 point including spaces, punctuation and diagrams / charts /images/ graphs. Responses must include spaces between words.** | | ▢ Yes  ▢ No |
| **SQ5.2b – Response Guidance**  **This is a PASS/FAIL question. If you cannot satisfy the Authority that you will be able to mitigate the risk of any potential, actual or perceived conflict of interest which may arise during the delivery of the Service Requirements you will be excluded from further participation in this Procurement.** | | | | | |
| **Marking Scheme** | **Evaluation Guidance** | | | | |
| **PASS** | You have provided details which satisfy the Authority that robust safeguards are in place to mitigate the risk of any potential, actual or perceived conflict of interest which may arise during the delivery of the Service Requirements. | | | | |
| **FAIL** | You have not satisfied the Authority that you will have robust safeguards in place to mitigate the risks of any potential, actual or perceived conflict of interest which may arise during the delivery of the Service Requirements will be mitigated.  **OR**    You have failed to provide a response to this Question after they indicated that there were potential, actual or perceived conflicts of interest at Question SQ5.2. | | | | |

**Section 6 – Modern Slavery Act 2015**

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| **Section 6 – Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015** | | |
| **Question number** | **Question** | **Response** |
| SQ6.1(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”)? | Yes ☐  No ☐ |
| SQ6.1(b) | If you have answered Yes to question 6.1a are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015  [www.legislation.gov.uk/ukpga/2015/30/section/54/enacted](http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted)  Please enter N/A from the pick list if not applicable | Yes ☐  No ☐  NA ☐ |
| SQ6.1(c) | If you have answered Yes to question 6.1a please provide the relevant url.  Please enter N/A if not applicable. | character limit 4096 |
| SQ6.1(d) | If you have answered No to question 6.1b please provide an explanation.  Please enter N/A if not applicable. | character limit 4096 |
| **SQ6.1(a-d) Response Guidance**  **This is evaluated PASS/FAIL**  Since October 2015, commercial organisations that carry on a business or part of business in the UK, supply Goods or 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.  If you select **Yes to** 6.1b**,** you are compliant with the annual reporting requirements contained within Section 54 of the Act 2015?  To achieve a **PASS** you must select **Yes or N/A**. If you select **Yes** to 6.1b, you must provide a valid url web address link to your organisations website showing your statement  OR  If you select **Yes** to 6.1b but you do not have a website. You must provide a copy of your Slavery and Human Trafficking statement upon written request.  If you select **No to** 6.1b and/or 6.1d then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting **Yes, to** 6.1a and 6.1b 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 (the Act), you are compliant with the annual reporting requirements contained within Section 54 of the Slavery Act 2015 and you are willing to provide your website url address link to your organisations website showing your statement. If you do not have a website you are willing to provide a copy of your Slavery and Human Trafficking statement upon written request.  **OR**  You have selected **N/A** from the drop down list. | |
| **FAIL** | You have not provided your website url address link to your organisations website showing your statement.  **OR**  You have selected **No** | |

**Section 7 – 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 contract award stage;

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| **Section 7.1 – Insurance** | | |
| **Question number** | **Question** | **Response** |
| SQ7.1(a) | Please self-certify whether you already have, or can commit to obtain, within one month of the commencement of the Agreement, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £5m  \*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 | Yes ☐  No ☐  N/A ☐ |
| **SQ7.1(a) Response Guidance**  **This question is evaluated PASS/FAIL**  You must indicate whether you currently have, or will have prior to the commencement of the Agreement, Employer’s Liability insurance of at least £1m.  \*This is a legal requirement for all companies except for businesses employing only the owner / close family members or employing someone based abroad.  To achieve a **PASS** you must select **Yes** to confirm that your organisation has, or will have within one month of the commencement of the Agreement, the level of insurance cover listed and will be able to provide valid in-date certification as evidence of all the insurance being in place within one month of the commencement of the Agreement.  **OR**  You must select **N/A** if your organisation, and/or your Group of Economic Operators, employs only the owner/close family members or employs someone based abroad.  If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting Yes, you have indicated that your organisation has, or will have within one month of the commencement of the Agreement, the level of insurance cover listed and will be able to provide valid in-date certification as evidence of all the insurance being in place prior to the commencement of the Agreement  **OR**  You have selected option **N/A** as your organisation, and/or your Group of Economic Operators, employs only the owner/close family members or employs someone based abroad. | |
| **FAIL** | By selecting **No**, you have indicated that your organisation does not have, and will not have, the insurance listed within one month of Contract Award. | |
| SQ7.1(b) | Please self-certify whether you already have, or can commit to obtain, within one month of the commencement of the Agreement, the levels of insurance cover indicated below:  Public Liability Insurance = £1m | Yes ☐  No ☐ |
| **SQ7.1b Response Guidance**  **This question is evaluated PASS/FAIL**  You must indicate whether you currently have, or will have within one month of the commencement of the Agreement, Public Liability insurance of at least £1m.  To achieve a **PASS** you must select **Yes** to confirm that your organisation has, or will have within one month of the commencement of the Agreement, the level of insurance cover listed and will be able to provide valid in-date certification as evidence of all the insurance being in place within one month of the commencement of the Agreement  If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting **Yes**, you have indicated that your organisation has, or will have within one month of the commencement of the Agreement, the level of insurance cover listed and will be able to provide valid in-date certification as evidence of all the insurance being in place within one month of the commencement of the Agreement. | |
| **FAIL** | By selecting **No**, you have indicated that your organisation does not have, and will not have, the insurance listed within one month of the Contract Award. | |
| SQ7.1(c) | Please self-certify whether you already have, or can commit to obtain, within one month of the commencement of the Agreement, the levels of insurance cover indicated below:  Professional Indemnity Insurance = £1m | Yes ☐  No ☐ |
| **SQ7.1(c) Response Guidance**  **This question is evaluated PASS/FAIL**  You must indicate whether you currently have, or will have within one month of the commencement of the Agreement, Professional Indemnity insurance of at least £1m.  To achieve a **PASS** you must select **Yes** to confirm that your organisation has, or will have within one month the commencement of the Agreement, the level of insurance cover listed and will be able to provide valid in-date certification as evidence of all the insurance being in place within one month of the commencement of the Agreement.  If you select **No** then you will be awarded a **FAIL** and your Tender will be excluded from further consideration for the purposes of this Procurement. | | |
| **Marking Scheme** | **Evaluation Guidance** | |
| **PASS** | By selecting **Yes**, you have indicated that your organisation has, or will have within one month of the commencement of the Agreement, the level of insurance cover listed and will be able to provide valid in-date certification as evidence of all the insurance being in place within one month of the commencement of the Agreement. | |
| **FAIL** | By selecting **No**, you have indicated that your organisation does not have, and will not have, the insurance listed within one month of the Contract Award. | |