

Request for Proposal



**Request for Proposal (RFP) on behalf of The Natural Environment
Research Council (NERC)**

Subject UK SBS FM17177 Fume Cupboard Replacement: Phase 4

Sourcing reference number FM17177

Section 6 – Selection and Award questionnaires

Section 6 – Selection questionnaire

6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on completion of the question is available at
<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

UK SBS FM17177 Fume Cupboard Replacement: Phase 4

FM17177

Contracts finder

Bidder Guidance notes for completion for Parts 1,2,3 and definitions for all sections

1. The “authority” means the named 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 or Bidder 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 (as amended) (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.

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.

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Public Contracts Regulations 2015 (as amended)

Guidance on the selection stage process, including the new standard Selection Questionnaire as extracted and modified with errors and omissions corrected from [PPN 8/16](#) CCS advised.

Introduction

1. This section contains statutory guidance on the revised process of supplier selection and the new standard Selection Questionnaire to be used as of 8/9/16 in procurements above the relevant EU thresholds. This format supersedes the guidance on supplier selection and PQQs in Procurement Policy Note 03/15.

Background

2. Supplier selection is a key stage in public procurement where you gather information on and make assessments of the prospective bidders' credentials, before considering tenders. This includes gathering information about companies' track records, financial credentials, whether they have been involved in corruption, whether they meet various selection criteria, and so on.
3. This new process of supplier selection is very similar to the old one, while introducing some new features and a new form. It modifies and modernises a longstanding procurement practice, and should not be seen as a major shift in the fundamental approach of supplier selection. It aims to ensure a simpler and more consistent approach across the whole public sector.
4. The standard Selection Questionnaire asks potential suppliers to initially just self-declare their status against the exclusion grounds and selection questions. Usually you will only check the status of the winning supplier. This reduces the burden on unsuccessful suppliers and on organisations providing evidence for those checks and aligns with the process required in the Public Contracts Regulations 2015(as amended) for the ESPD.
5. The standard Selection Questionnaire is structured in 3 separate parts:

Part 1 of the standard Selection Questionnaire covers the basic information about the supplier, such as the contact details, trade memberships, details of parent companies, group bidding and so on.

Part 2 covers a self-declaration regarding whether or not any of the exclusion grounds apply.

Part 3 covers a self-declaration regarding whether or not the company meets the selection criteria in respect of their financial standing and technical capacity

6. This buyer guidance covers:
 - A summary of the key points
 - More detailed advice on particular aspects, including-
 - General guidance on scope, format, and deviations
 - Guidance on particular subsections of the standard Selection Questionnaire
 - Standard Selection Questionnaire
 - List of exclusion grounds
 - Frequently asked questions

Summary of Key Points

7. You should begin using the new standard Selection Questionnaire (SQ) and stop using the current standard Pre-Qualification Questionnaire, for the supplier selection stage of new procurements covered by the Public Contracts Regulations 2015 (as amended).
8. You must tell potential suppliers in the procurement documents how they are to access the Selection Questionnaire and submit the completed version. There are a number of options:
 - a) Include the standard Selection Questionnaire as provided with this guidance, containing all 3 parts, in the procurement documents; or
 - b) Direct potential suppliers to the EU electronic version of the ESPD, through the Commission's E-ESPD service, and provide the standard selection questions separately in the procurement documents; or
 - c) Provide access details to an e-procurement system that asks the same questions as listed in the standard Selection Questionnaire plus any procurement specific questions. The e-procurement system could also allow potential suppliers to upload SQs completed in other compatible systems, or re-use SQs from previous procurements that have been stored in the e-procurement systems.
9. You should ensure that all the necessary self-declarations are received as part of the selection stage evaluation. A Part 1 and Part 2 declaration is mandatory from potential suppliers to declare that they have not breached any of the exclusion grounds. A completed Part 1 and Part 2 declaration is also required of any organisations that potential suppliers rely on to meet the

selection criteria. These could be parent companies, affiliates, associates, or essential subcontractors.

10. If a potential supplier, or any organisation they rely on to meet the selection criteria, has breached any of the exclusion grounds, they have the opportunity to explain how and what action they have taken to rectify the situation (this is called self-cleaning).
11. You must accept a self-assessment of compliance with the exclusion and selection criteria at the early stages of procurement. The evidence is only required when the winning bidder(s) have been identified, or at an earlier stage if that is necessary to ensure the proper conduct of the procedure.
12. You must not add to or change the questions in Part 1 or Part 2 of the standard Selection Questionnaire. Deviations are permissible for the supplier selection questions in Part 3, but must be reported as per the process outlined later in this guidance.
13. You are obliged to accept the self-certification of the exclusion grounds via an EU ESPD template, including ones in different formats from other Member States, if a potential supplier submits one as part of the selection process.
14. An EU ESPD template and response to selection questions submitted by a potential supplier from another Member State can be evaluated alongside the standard Selection Questionnaire submissions from potential UK suppliers. The exclusion criteria are common to all Member States, and the instructions on the selection questions for the procurement will be provided in the procurement documents and will, therefore, be the same for all potential suppliers.

General rules for standard Selection Questionnaire

15. A declaration that exclusion grounds have not been breached has to be provided with bids in open procedures. For all other procedures it must be provided with requests for participation. However specific contracts (call-offs) placed via frameworks do not require a completed declaration.
16. In a Dynamic Purchasing System (DPS) the standard Selection Questionnaire Part 1 and Part 2 must form part of the selection criteria for entry onto the DPS. An update to these Parts 1 and Part 2 can be asked for at any time during the life of the DPS. You may use Part 3 of the standard Selection Questionnaire as a guide in developing appropriate and proportionate questions for the supplier selection criteria of a DPS.
17. The procurement documents must provide details on how the self-declaration of exclusion grounds section of the questionnaire is to be accessed, list the required selection questions, and tell potential suppliers how to submit responses to the three Parts.

18. Currently there are three ways for a potential supplier to access the exclusion grounds self-declaration (Part 1 and Part 2 of the SQ). The best route for you to select depends on the facilities available to you:

- Standard Selection Questionnaire. Potential suppliers are asked to complete the standard Selection Questionnaire and submit a copy alongside the selection evidence. The standard Selection Questionnaire can be found at Annex B. This route can only be used until 18th April 2017 after which all submissions must be electronic and are likely to be incorporated into contracting authorities' e-procurement systems. The exclusion questions provided in Part 2 of the template should be supplemented with the relevant standard supplier selection questions listed in Part 3. An alternative way of doing this is to ask the selection questions separately within the procurement documentation. Guidance for the use of standard supplier selection questions is provided below.
- [EU E-ESPD Service](#) (E-ESPD). This is an online version of the EU ESPD and only covers Part 1 and Part 2 of the standard Selection Questionnaire. You create the ESPD template and include the downloaded XML document with the procurement documents, alongside the standard supplier selection questions and request for selection information. The potential supplier uploads the XML file to the E-ESPD and completes the self-declaration. The potential supplier completes the E-ESPD in their own language against their own national exclusion grounds, and the E-ESPD provides the translations. The potential supplier then downloads the completed XML file and attaches it with their selection evidence/bid. Upon receipt of the file you upload it into the E-ESPD system to check it. Using this route, Part 3 supplier selection questions are asked separately in the procurement documents.
- E-procurement system. The self-declaration on the exclusion grounds can be built into interoperable e-procurement systems that allow the answers to be reused and exchanged between e-procurement systems both nationally and across Member States. If this option is selected the procurement documents simply provide the link to the e-procurement system, provided it offers unrestricted and full direct access free of charge to all potential suppliers. The EU Commission has also provided coding that facilitates the exchange of ESPD data between e-procurement systems. If you have an existing e-procurement system then the system's providers can download the code from [JoinUp](#) or [github.com](#) and incorporate the exclusion grounds section within their own e-procurement system.

19. To reduce the administrative burden of a procurement procedure, documentary evidence is not required when the standard Selection Questionnaire is submitted. Where the evidence is available in a relevant national database, free of charge, the potential supplier can state where the requested evidence can be found (i.e. the name of the repository, website,

identification of the file etc.). If this happens you must retrieve it directly from the indicated source.

20. However you may ask any potential supplier at any time during the procurement to submit all or part of the evidence if it is necessary to ensure the proper conduct of the procedure. You must check the evidence of the winning bidder before award of the contract.

Guidance on Part 1 and Part 2 (exclusion grounds¹) - key principles

21. It is mandatory for a potential supplier to complete Part 1 and Part 2 of the standard Selection Questionnaire, or the ESPD template, for all procurements above EU thresholds.
22. As Part 1 and Part 2 of the standard Selection Questionnaire provide a formal statement that the relevant grounds for exclusion do not apply to the potential supplier completing it, a completed form is required for each organisation the potential supplier will rely on to meet the selection criteria. This also means that where the potential supplier is actually a group of suppliers, including joint ventures and partnerships, each potential supplier in that group must complete Part 1 and Part 2 of the standard Selection Questionnaire self-declaration. This requirement must be made clear in the procurement documents.
23. You can choose whether or not to ask for a self-declaration of exclusion grounds from sub-contractors who are not being relied on by the bidder to meet the selection criteria. However if you choose to ask for one then the procurement documents should explicitly state that one is required. (The standard Selection Questionnaire includes a line to this effect).

Guidance on Part 3 of standard Selection Questionnaire and qualitative selection – key principles

24. You must consider this guidance for procurements above the EU thresholds for supplies and services when selecting potential suppliers. This guidance is accompanied by the standard Selection Questionnaire for use in procurements where the Public Contracts Regulations 2015(as amended) apply.
25. The threshold for using a pre-qualification stage in a works contract is the same as for supplies and services. You should use the PAS91 PQQ for works contracts (including the procurement of Supplies and services needed in relation to the works).

¹ List of exclusion grounds can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

26. The section of the guidance covering standard supplier selection questions (Part 3 of the standard Selection Questionnaire) does not apply to:

- Contracting Authorities which exercise wholly or mainly devolved functions in Wales or Northern Ireland;
- the procurement of health care services for the purposes of the NHS within the meaning and scope of the National Health Service (Procurement, Patient Choice and Competition) (No. 2) Regulations 2013.

Below threshold procurements

27. You must not include a pre-qualification stage in any procurement below the EU thresholds for supplies and services. The standard Selection Questionnaire exclusion questions and standard selection questions may be used as a guide in developing appropriate and proportionate questions as part of a one-stage procurement process. In below threshold procurements questions may be asked to assess the suitability, capability, legal status, and financial standing of a potential supplier, provided that the questions are relevant and proportionate. For works contracts valued between the supplies and services threshold and the works threshold you may use a two stage process and make use of the PAS91 PQQ.

Use of selection questions

28. The questions included in Part 3 of the standard Selection Questionnaire should be adopted across all relevant procurement procedures over the threshold. You do not have to use all the questions - only those relevant and proportionate to the contract.

29. The questions should be used in line with the relevant procurement procedure, and used:

- as part of the tender pack to test that a potential supplier meets minimum levels of suitability when using the open procedure;
- to pre-qualify suppliers to be invited to tender when using the restricted procedure;
- to submit an initial tender under the competitive procedure with negotiation;
- or to participate in a competitive dialogue, innovation partnership procedure or Dynamic Purchasing System (DPS).

30. If the standard selection questions are presented as a separate document you should ensure that an appropriate declaration is included and a signature obtained.

Reportable deviations

31. No changes or additions can be made to questions in Part 1 and Part 2 of the standard Selection Questionnaire as they list the exclusion grounds set out in the Public Contracts Regulations 2015 (as amended).
32. The expectation is that you do not deviate from the questions set out in Part 3 of the standard Selection Questionnaire. However, if you do deviate from this guidance, you must report this to the Crown Commercial Service Mystery Shopper scheme ([link](#)).
33. You must report the following deviations:
 - o changes to the wording of the standard questions and instructions;
 - o additional questions that are included which are not specific to the individual procurement.
34. The report (for information purposes only, and not for approval) should include:
 - o a covering letter or e-mail explaining the reasons for any deviations, demonstrating that they are relevant, proportionate and linked to the requirements of the contract and contract delivery.
 - o confirmation that the deviations have been approved by the Head of Procurement or equivalent in the organisation.
 - o a copy of the questions template or supplier selection process which clearly shows the deviations. This could include a document summarising the deviations.
35. You do not need to report:
 - o project specific questions developed in line with this guidance
 - o simple amendments to make the questions compatible with e-procurement systems
 - o standard questions which you have decided to omit.
36. You are only required to report once to explain deviations. A report is not required for each procurement. If you make further changes those deviations should be sent to the Mystery Shopper scheme.
37. The Mystery Shopper scheme conducts spot checks on procurement documents for public sector contracts to ensure compliance.

Self-declarations

38. You should normally allow potential suppliers to self-declare that they meet the relevant criteria in the supplier selection stage. Only the winning supplier (and any organisations relied upon to meet the winning supplier's selection criteria) should submit evidence. This reduces the need for potential suppliers to submit supporting documents every time they wish to bid for a public contract.
39. If the winning supplier fails to provide the required evidence within set timeframes, or the evidence proves unsatisfactory, the award of the contract should not proceed. You may then choose to amend the contract award decision and award to the second-placed supplier, provided that they have submitted a satisfactory bid. Alternatively, the procurement process may be terminated.
40. You can require information from any supplier at any stage if it is necessary to ensure proper conduct of the procurement procedure. In a two-stage procedure, it might be necessary to ask for the information before the award stage. You should ask for evidence that is proportionate and relevant to the procurement. The approach should be clearly set out in the procurement documents.

Group of potential suppliers

41. If the potential supplier is bidding on behalf of a group, for example, a consortium, or intends to use sub-contractors, there are different actions required for completion of Part 3 of the standard Selection Questionnaire compared to Part 1 and Part 2.
42. The consortium lead should complete all of the questions on behalf of the consortium and/or any sub-contractors. The consortium lead should make it clear who the lead member of the group is, and who will be contractually responsible for delivery of the contract.
43. All members of the group are required to provide the information required in Part 3 of the standard Selection Questionnaire or procurement documents, as part of a single composite response (unless the question specifically directs otherwise). You may require members of the group to assume a specific legal form if awarded the contract, if considered necessary for the satisfactory performance of the contract. Where the group is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV) or consortium, they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity. They should also provide the name for the new entity and details of its legal and operational structure. An SPV is a legal entity that is formed to perform a specific contract.
44. Consortium arrangements may be subject to change, and you should use the evaluation criteria to make it clear that any updates to this or any other bidding model should be provided to you during the procurement process. This is to allow you to request a self-declaration of the exclusion grounds

(Part 1 and Part 2 of the standard Selection Questionnaire) for any new organisation, and carry out a further assessment using the standard selection questions and any specific selection criteria. You should also use the evaluation criteria to reserve the right to deselect a potential supplier or a group prior to any award of contract, based on an assessment of the updated information.

Guidance on supplier selection questions

Economic and financial standing

45. Any minimum financial requirements should be clearly stated. The methodology for assessing economic and financial standing should be clearly described. [Procurement Policy Note 02/13 on supplier financial risk](#) provides further information.
46. You should normally allow potential suppliers to self-certify that they meet minimum financial requirements when assessing economic and financial standing. Checks against self-certification should only be carried out on the winning supplier. The questions in this section assume that information will only be required from the winning supplier, but in the event that evidence is required at an earlier stage of the procurement process, the wording in question 4.1 should be amended to say “Please indicate which of the following you have provided to demonstrate your economic/financial standing”.
47. The financial assessment method used depends on the requirement. You do not have to use every question in this section - only those which are relevant and proportionate. If you decide to use a different method of financial assessment you need to report this as a deviation. You should not deselect potential suppliers on the basis of turnover or a credit check alone.

Technical and professional ability

Past Performance

48. You may evaluate the past performance of a potential supplier. Suppliers may be required to have sufficient level of experience demonstrated by suitable references.
49. You may request details of contract examples or references from either the public or private sector that are relevant to the requirement. The number requested should be relevant and proportionate - the questions ask for three examples. Contracts for supplies or services should have been performed during the past three years. Contracts for works should have been performed during the past five years. The criteria for evaluating the responses from

suppliers should not be discriminatory or disproportionate towards smaller businesses.

50. To assess whether a potential supplier has the required level of experience use the template provided in section 6.1. Potential suppliers should be asked to submit details of contracts where the named customer contact is prepared to provide written evidence to confirm the accuracy of the information provided. Customer references should be factual.
51. You may ask the lead supplier to provide a relevant example where one or more group members have delivered similar requirements. If this is not possible (for example a consortium is newly formed or an SPV will be created for the contract) up to three separate examples should be provided from the principal members of the group. This approach will help you establish that the new entity demonstrates the required level of experience.

Sub-contractors and supply chains

52. Bids submitted by a potential supplier proposing to use sub-contractors should provide a relevant example where one or more of the essential sub-contractors have delivered similar requirements (separate examples are not required from each sub-contractor). You should use question 6.2 which asks about capability to maintain a healthy supply chain, including paying sub-contractors promptly.

Modern Slavery Act 2015

53. Since 1 October 2015, commercial organisations that carry on a business or part of business in the UK, supply Supplies 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. Further details are contained in [PPN 8/16](#).

Additional questions

Project Specific Questions

54. You can ask further project-specific questions relating to the potential supplier's technical and professional ability. Any project-specific questions asked must be relevant and proportionate to the contract.

Insurance

55. You should allow potential suppliers to self-certify that they have, or will have in place, any required insurance in the event that they are awarded the contract. It is not appropriate at this point to insist on evidence that cover already exists. You should specify the level of cover required on a case by

case basis. This should be proportionate and reflective of the nature of the work and the risk involved. Any reason for requiring insurance above that required by law should be justifiable.

Questions to be used primarily by central government organisations

Skills and Apprenticeships

56. [Procurement Policy Note 14/15](#) provides guidance on skills and apprenticeships. Selection criteria may be used to assess the skills and apprenticeships provided in bids for relevant contracts with a value of £10 million and above, and duration of 12 months or more. Question 8.2 in the standard supplier selection questions should be used by central government organisations, and other contracting authorities are encouraged to consider skills and apprenticeships where relevant.

Steel

57. For contracts where the procurement of steel is a component, the advice in [Procurement Policy Note 16/15](#) in major projects should be followed and the questions at 8.3 of the standard supplier questions should be included.

Suppliers Past Performance - central government organisations

58. [Procurement Policy Note 04/15](#) sets out a formal process for taking account of past performance for specific central government contracts over £20m in value. Part A of PPN 04/15 provides guidance for establishing selection criteria relating to a supplier's reliability. This advice should be followed for relevant central government procurements and the appropriate notices, as set out in the PPN, must be included in procurement documents. See question 8.4.

Frequently Asked Questions extract Annex D of PPN 08/16 Procurement Policy note Standard Selection Questionnaire

What is the European Single Procurement Document (ESPD)?

The ESPD is a list of questions that potential suppliers have to answer to provide a self-declaration that none of the exclusion grounds has been breached, and that they meet the required selection criteria.

It is a standard form that replaces the selection questionnaires, and should make the process of bidding for a public contract easier.

The exclusion grounds are those listed in the EU Directive. As the same exclusion grounds will be used in ESPDs across the EU a potential supplier will be able to re-use a form which it has previously submitted for another competition as long as the information is still correct.

You can evaluate ESPDs submitted by potential suppliers from other countries alongside those submitted by UK suppliers because they have a common reference to the EU Directive exclusion grounds

Only the winner will normally have to submit the certificates as evidence. If available, the certificates can be retrieved by the buyer directly from the respective registers.

What is the difference between the standard Selection Questionnaire and the European Single Procurement Document?

The first two sections of the standard Selection Questionnaire align with the questions asked in the European Single Procurement Document. We have simply made them easier to understand and listed the relevant national laws that fit into the exclusion categories.

In the UK we already operate a system of self-declaration. The main change to the process is that verification of the declarations, of both the exclusion grounds and the selection information, should only take place with the winning suppliers.

The European Single Procurement Document developed by the Commission includes supplier selection questions. These questions are not mandatory and we have made the policy decision to substitute these optional selection questions with those in the standard Selection Questionnaire

Do I have to use the standard Selection Questionnaire ?

Yes. Part 1 and Part 2 list the exclusion grounds that apply to public procurements above EU thresholds, and the statutory guidance states that the selection questions in Part 3 should be adopted across all procurement procedures and embedded as needed into your procurement processes.

You must not use a two-stage process for below threshold procurements. But you can use the questions in the standard Selection Questionnaire as a starting point to develop questions in the tender documents for lower value procurements.

Can I add my own questions?

You cannot add your own questions to Part 1 or Part 2 of the standard Selection Questionnaire. These sections gather information about the supplier and include the exclusion questions. This is because the questions in those parts are aligned with the Public Contracts Regulations 2015(as amended). You cannot delete any of these questions either.

However Part 3, the supplier selection questions, has a section where you can add project specific questions. Additionally, there is a process for reporting deviations to the other questions in this section, and that is explained in the guidance.

How do I shortlist in a restricted procedure ?

The standard Selection Questionnaire is very similar to the previous standard Pre-Qualification Questionnaire so previous practice should be followed.

Potential suppliers' responses should be assessed against the pre-determined criteria that has been published in the procurement documentation.

When can I request proof of self-declarations ?

You must verify that the winning supplier does actually have all the required evidence, or meets the relevant criteria, before you award the contract.

You can ask potential suppliers to submit their evidence at any point in the procurement process if it is necessary to ensure the proper conduct of the procurement.

For multi-stage procurements, we recommend that you verify the evidence before taking potential suppliers on to the next stage.

You cannot require a potential supplier to provide you with evidence when you can obtain it directly and free of charge from a national database.

Can I still use the previous standard PQQ from PPN 3/15 ?

No. The standard Selection Questionnaire replaces the standard PQQ.

The standard PQQ was popular with suppliers because buyers asked questions in the same way. Will that consistency be lost now ?

No. The standard Selection Questionnaire has been drafted so that it incorporates the questions from the European Single Procurement Document and the supplier selection questions from the standard PQQ.

What about sub-contractors?

If a potential supplier proposes to sub-contract part of a contract, and in doing so they rely on the capacity of that sub-contractor to fulfil the selection criteria then a separate completed standard Selection Questionnaire Part 1 and Part 2 is required from that sub-contractor.

You may also choose to ask for a separate completed standard Selection Questionnaire Part 1 and Part 2 from any other sub-contractor to verify if there are grounds for excluding it or not. If there are grounds for mandatory exclusion then the sub-contractor must be replaced. However if the grounds fall into the discretionary

list then you may, at your discretion, require the potential supplier to replace the sub-contractor.

What is Self-Cleaning?

A potential supplier who has been excluded from public procurement can have the exclusion ended if they effectively “self-clean”.

Potential suppliers are required to demonstrate that they have taken remedial action, to the satisfaction of the contracting authority in each case. In order for the evidence provided to be sufficient it must, as a minimum, prove the supplier has “self-cleaned” as follows:

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The actions agreed on deferred prosecution agreements ([DPAs](#)) may be submitted as evidence of self-cleaning and evaluated by the contracting authority as described below.

The measures taken shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. If such evidence is considered by the contracting authority (whose decision will be final) as sufficient, the potential supplier shall be allowed to continue in the procurement process.

If the potential supplier cannot provide evidence of ‘self-cleaning’ that is acceptable to you, they are to be excluded from further participation in the procurement and provided with a statement of the reasons for that decision.

What do I ask the suppliers for in a Light Touch Regime (LTR) procurement?

Use a selection of questions from Part 3 of standard Selection Questionnaire for above-threshold LTR contracts.

While the grounds for mandatory and discretionary exclusion do not apply to procurements under the LTR as a matter of law, you would still normally exclude suppliers that had been found guilty of the mandatory exclusion offences as a matter of routine and sensible business practice. You should also consider the circumstances surrounding breach of the discretionary grounds for exclusion. CCS recommends that you use the standard Selection Questionnaire Part 1 and Part 2 in LTR procurements.

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 shall complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
SEL1.1	<p>Bidders are required to complete the below table.</p> <p>Bidder guidance - The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted).</p> <p>Scoring criteria - For information only;</p> <p>Full name of the potential supplier submitting the information Registered office address (if applicable) Registered website address (if applicable) Date of registration in country of origin Company registration number (if applicable) Charity registration number (if applicable) Head office DUNS number (if applicable) Registered VAT number Trading name(s) that will be used if successful in this procurement</p>	
SEL1.2	<p>Please select from the below options to indicate your trading status</p> <p>Bidder Guidance - the Bidder shall select from the following options;</p> <ul style="list-style-type: none"> i) a public limited company ii) a limited company iii) a limited liability partnership iv) other partnership v) sole trader vi) Third Sector vii) Other (Please Specify your trading status) <p>Scoring Criteria - For information only)</p>	

<p>SEL1.3</p>	<p>SEL1.3 If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?</p> <p>Bidder guidance - The bidder shall answer Yes or No</p> <p>Yes - If you responded yes, please provide the relevant details, including the registration number(s).</p> <p>No - no further information required</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>SEL1.4</p>	<p>SEL1.4 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?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you responded yes please provide additional details of what is required and confirmation that you have complied with this.</p> <p>No - no further information required</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>SEL1.5</p>	<p>Please select from the below options to indicate whether any of the following classifications apply to you</p> <p>Bidder Guidance - The bidder shall select from the following options</p> <p>i) Voluntary, Community and Social Enterprise (VCSE)</p> <p>ii) Micro, Small or Medium Enterprise (SME)*</p> <p>iii) Sheltered workshop</p> <p>iv) Other (Please Specify in the comments)</p> <p>Bidder Guidance</p> <p>See EU definition of SME:</p> <p>http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</p> <p>Scoring Criteria - For information only</p>	<p>i) Voluntary, Community and Social Enterprise (VCSE)</p> <p>ii) Micro, Small or Medium Enterprise (SME)*</p> <p>iii) Sheltered workshop</p> <p>iv) Other (Please Specify in the comments)</p>

<p>SEL1.6</p>	<p>SEL1.6 - Please detail information concerning Persons of Significant Control (PSC) by uploading an attachment with the following information;</p> <p>i) - Name; ii) - Date of birth; iii)- Nationality; iv)- Country, state or part of the UK where the PSC usually lives; v)- Service address; vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); vii)- 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. - N/A</p> <p>(Please enter N/A if none of the above are applicable)</p> <p>Bidder guidance -The Bidder shall complete the below table. Guidance on PSC can be found at</p> <p>https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships</p> <p>Scoring criteria - For information only</p>	<p>i) - Name; ii) - Date of birth; iii)- Nationality; iv)- Country, state or part of the UK where the PSC usually lives; v)- Service address; vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); vii)- 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. - N/A</p>
<p>SEL1.7</p>	<p>SEL1.7 Please provide details of your immediate Parent Company (if applicable) by completing the below table.</p> <p>Bidder Guidance - The bidder shall complete the table or answer N/A</p> <p>Scoring Criteria - for information only</p>	<p>i) Full Name of Immediate Parent Company ii) Registered Office Address iii) Registration Number iv) Head Office DUNS number v) Head Office VAT Number</p>
<p>SEL1.8</p>	<p>SEL1.8 Please provide details of your Ultimate Parent Company (if applicable) by completing the below table.</p>	<p>i) Full Name of Ultimate Parent Company</p>

	<p>Bidder Guidance - The bidder shall complete the table or answer N/A</p> <p>Scoring Criteria - for information only</p>	<p>ii) Registered Office Address</p> <p>iii) Registration Number</p> <p>iv) Head Office DUNS number</p> <p>v) Head Office VAT Number</p>
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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.

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

Section 1	Bidding model	
Question number	Question	Response
SEL1.9	<p>SEL1.9 Are you bidding as the lead contact for a group of economic operators?</p> <p>Bidder Guidance - The Bidder Shall answer Yes or no</p> <p>Yes - If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3.</p> <p>No - If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13.</p> <p>Scoring Criteria - For Information Only</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3.</p> <p>If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13.</p>
SEL1.10	<p>SEL1.10 Please provide the name and details of group of economic operators (if applicable)</p> <p>Bidder Guidance - the bidder shall include details of the following</p> <p>Name of group of economic operators and the 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.</p>	

	Scoring Criteria - For Information Only					
SEL1.11	SEL1.11 Are you or, if applicable, the group of economic operators proposing to use sub-contractors? Bidder Guidance - The Bidder Shall answer yes or no	Yes <input type="checkbox"/> No <input type="checkbox"/>				
	Scoring Criteria - For Information Only					
SEL1.12	SEL1.12 If you responded Yes to SEL1.11, please provide additional details for each subcontractor as follows as an attachment to this question, we shall ask them to complete this form as well; If you responded no- please select N/A					
	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					

SEL1.13	<p>Contact details and declaration</p> <p>I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.</p> <p>I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.</p> <p>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.</p> <p>I understand that the authority 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.</p> <p>I am aware of the consequences of serious misrepresentation.</p> <p>Bidder guidance Please complete the below table, by adding your signature you confirm that you understand the above statements.</p> <p>Scoring criteria Mandatory Pass / Fail</p>
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SEL1.13	Contact details and declaration
Question	Response
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	

Part 2: Exclusion Grounds

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 2	Grounds for mandatory exclusion	
Question number	Question	Response
SEL2.1	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page, 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 been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
SEL2.2	<p>SEL2.2 - Participation in a criminal organisation</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.3	<p>SEL2.3 - Corruption</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at</p>

	Scoring Criteria - Mandatory Pass/Fail	
SEL2.4	<p>SEL2.4 - Fraud</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.5	<p>SEL2.5 - Terrorist Offences or offences link to terrorist activities</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.6	<p>SEL2.6 - Money laundering or Terrorist financing</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

	<p>documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No - Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	
SEL2.7	<p>SEL2.7 - Child Labour and other forms of trafficking in human beings</p> <p>Bidder Guidance - The bidder Shall answer Yes or No</p> <p>Yes - If you have answered Yes please provide further details as an attachment to this question;</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents.</p> <p>No – Pass</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL2.8	<p>If you have answered Yes to any of the Questions above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Bidder Guidance - The bidder shall provide evidence of all measures taken to demonstrate their self cleaning. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
SEL2.9	<p>Regulation 57(3)</p> <p>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?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

	<p>Yes - Fail No - Pass</p> <p>In the event of a bidder responding "Yes" they should provide further details as an attachment to this question. The attachment should 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 authority reserves the right to use its sole 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.</p> <p>Scoring Criteria - Mandatory Pass/fail</p>	
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SEL3.1	<p>SEL3.1 - Grounds for discretionary rejection – The Contracting Authority is entitled to exclude you from further consideration if any of the below discretionary grounds apply but may decide to allow you to proceed further.</p> <p>If you cannot provide a compliant answer – (No) to the above questions, it is possible that your application might not be accepted.</p> <p>In the event that any of the below do apply by answering – (Yes), please provide an attachment to the question providing details of the relevant incident and any remedial action taken including self cleaning that has been done. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement.</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf</p> <p>which should be referred to before completing these questions.</p> <p>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.</p> <p>Bidder guidance - Bidders shall answer Yes they understand this requirement and the above guidance</p>	Yes <input type="checkbox"/>
SEL3.2	<p>SEL3.2 - Breach of environmental obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	Scoring Criteria - Pass/fail	
SEL3.3	<p>SEL3.3 - Breach of social obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.4	<p>SEL3.4 - Breach of labour law obligations?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.5	<p>SEL3.5 - 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?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.6	<p>SEL3.6 Guilty of grave professional misconduct?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.7	<p>SEL3.7 Entered into agreements with other economic operators aimed at distorting competition?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.8	<p>SEL3.8 Aware of any conflict of interest within the meaning of Regulation 24 of the Public Contracts Regulations 2015 (as amended) due to the participation in this procurement procedure?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.9	<p>SEL3.9 Been involved in the preparation of the procurement procedure within the meaning of Regulation 41 of the Public Contracts Regulations 2015 (as amended)</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>

	<p>answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	
SEL3.10	<p>Prior Performance issues</p> <p>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?</p> <p>Bidder guidance: The Bidder shall answer Yes or No</p> <p>Bidders answering No will be considered compliant</p> <p>Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>Scoring Criteria - Pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes please provide details</p>
SEL3.11	<p>SEL 3.11 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.</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

	<p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	
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SEL3.12	<p>SEL3.12 The organisation has withheld such information as described in SEL3.11</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL3.13	<p>SEL3.13 The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 (as amended).</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p> <p>No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>
SEL3.14	<p>SEL3.14 The organisation has influenced the decision-making process of the contracting authority to obtain confidential</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details</p>

	<p>information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</p> <p>Is the above Statement true of your organisation?</p> <p>Bidder Guidance - The bidder shall answer Yes or No</p> <p>Yes - If you have answered Yes, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) No - Pass</p> <p>Scoring Criteria - Pass/ Fail</p>	
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Part 3: Selection Questions²

Section 4	Economic and Financial Standing	
	Question	Response
SEL4.1	<p>SEL4.1 - Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If no, can you provide one of the following;</p> <p>a. A statement of the 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 for this organisation</p> <p>b. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>c. 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 of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p> <p>Bidder Guidance - The Contracting Authority will make</p>	<p>Yes I will provide the attachment(s) if requested</p>

² [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

	<p>a judgement based on the information provided to ascertain the financial stability of the Bidder. The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the ‘Bidder response’ section.</p> <p>Scoring Criteria - Mandatory Pass/Fail</p>	
<p>SEL4.2</p>	<p>SEL4.2 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.</p> <p>Bidder guidance: The authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>The authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the ‘Bidder response’ section.</p> <p>Scoring Criteria - Mandatory pass/fail</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

<p>SEL4.3</p>	<p>SEL4.3 Are you part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please confirm the name of the company and its</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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	<p>relationship to you.</p> <p>If yes, please confirm if you are able to provide parent company accounts if requested to at a later stage?</p> <p>If yes, would the ultimate / parent company be willing to provide a guarantee if necessary? If not, would you be able to obtain a guarantee elsewhere (from a bank?)</p> <p>Bidder Guidance - If this question does not apply, please respond "N/A".</p> <p>Please provide your response in the text box below</p> <p>The Contracting Authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p>Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the ‘Bidder response’ section.</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p> <p>Scoring Criteria – Mandatory Pass/fail</p>	
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	<p>Technical and Professional Ability</p>
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SEL5.1 SEL5.1 - 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.

The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.

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 between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

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.

Bidder Guidance - The Bidder shall ensure all reference(s) comply with the requirements of having a similar scope and value to this procurement are still running or have been completed in the last five years (works) and three years (supplies / services) to achieve a pass.

If you cannot provide at least one example, 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.

Scoring Criteria - Mandatory Pass/Fail

	Contract 1	Contract 2	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			

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SEL5.2	<p>SEL5.2 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> <p>Bidder guidance – Free text</p> <p>Scoring Criteria - For Information Only</p>
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Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
SEL5.3	<p>SEL5.3 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015?</p> <p>Bidder guidance - Bidder shall confirm they are or are not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 by answering Yes or No.</p> <p>Yes - Please provide an answer to SEL5.4 No - Please answer N/A to SEL5.4</p> <p>Scoring Criteria - For Information Only</p>
SEL5.4	<p>SEL5.4 If you have answered yes to question SEL5.3 are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015?</p> <p>If you are subject to the Modern Slavery Act then it is a requirement of the authority in its contractual terms, for you to comply with this obligation including the authority's right of audit under any contract awarded.</p> <p>Bidder Guidance - The bidder shall respond Yes or No Yes - Please provide relevant URL or attachment No - Please provide an explanation as an</p>

	attachment	
	Scoring Criteria - Mandatory Pass/fail	

SEL5.5	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL5.6	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?
Bidder Guidance	The Bidder Shall answer yes or no Yes = *Fail No = Pass If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass/Fail

SEL5.7	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)?
Bidder Guidance	The Bidder shall answer yes or no Yes – Fail* No – Pass

	<p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

SEL5.8	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?
Bidder Guidance	<p>The Bidder Shall answer Yes/No/Not Applicable</p> <p>A response of ‘Yes’ or ‘Not Applicable’ will result in a pass and a response of ‘No’ will result in a fail against this question.</p>
Scoring Criteria	Selection – Yes/No/ Not Applicable

SEL5.9	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Fail*</p> <p>No – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken to</p>

	prevent similar unlawful discrimination reoccurring.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL5.10	<p>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regards to the last three years, has any finding of unlawful discrimination been made against your subcontractors by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has any of your subcontractors had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p>
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p>Yes – Fail*</p> <p>No – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your sub-contractors, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken by your sub-contractors to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1</p> <p>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table 'N/A' (not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any</p>
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	exemptions or exceptions please complete each field 'N/A' (not applicable).	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOIA / EIR
	Commercially sensitive information	Justification for exemption/exception under FOIA / EIR

Section 6 – Award questionnaire

6.2 The Award questionnaires are located within the e-sourcing tool.

6.3 Guidance on completion of the questions is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

RFP Governance

AW1.1	FORM OF BID I declare that to the best of my knowledge the answers submitted in this RFP are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the the Contracting Authority may reject this RFP if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand that the Government's transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the RFP, and any contract entered into by the Contracting Authority or its Customers with its preferred supplier once the procurement is complete. By submitting a response to this RFP I agree that our participation may be made public. I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)). By submitting a response to this RFP I agree and accept the justification for the the Contracting Authority's evaluation criteria. By submitting a response to this RFP I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part. By submitting a response to this RFP I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process. I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed The Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.
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Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW1.2	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2.</p> <p>We undertake to carry out the requirements specified within the period stated in the enquiry letter.</p> <p>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <p>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was</p>
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	<p>necessary to obtain insurance premium quotations for the preparation of the Bid;</p> <p>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</p> <p>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</p> <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</p> <p>We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

Executive summary

<p>AW2.1</p>	<p>Please provide an executive summary of your bid.</p> <p>The executive summary should focus on the key features of the Bidder's Response including all key assumptions made by the Bidder (but excluding all pricing/financial information)</p> <p>The objective of the executive summary is to provide the Contracting Authority with a clear, concise and complete summary of the Bidder's Response together with an insight into the reasoning and rationale behind the Response.</p> <p>It is intended that the executive summary should provide a useful introduction to the Response for evaluators, as well as senior stakeholders who may not be involved in the detailed evaluation.</p> <p>Whilst the executive summary will not be formally evaluated, it will be scrutinised for consistency with your Response and clarification will be sought if required.</p> <p>The executive summary must only contain information drawn from other areas of your Response and must not contain any new material. Whilst diagrams and photographs may be used, they should be high level and should not be used to support other parts of the Response where more detailed information is required.</p>
<p>Bidder guidance</p>	<p>Maximum character count –maximum 4096 characters</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p>
<p>Scoring criteria</p>	<p>For information only</p>
<p>Bidder response</p>	<p>Text</p>

Compliance to the Contract Terms

AW4.1	Please confirm your acceptance of the attached Contract Terms.
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification –Pass. See question AW4.2 for details of what amounts to a valid justification. No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

AW4.2	Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause
Bidder guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> • the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and • the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <p>Where a Bidder has answered Question AW4.1 with ‘Yes’ or ‘No’ it must answer ‘not applicable’ to achieve a Pass to question AW4.2 (noting that an answer of ‘No’ to question AW4.1 has already resulted in a fail).</p> <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a</p>

	change then the response will be a Fail.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu 'N/A' 'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.

PRICE QUESTIONNAIRE

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool.</p> <p>All prices shall be exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>				
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="411 1951 1401 2018"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass</th> <th>Score</th> </tr> </thead> </table>		Bid Price	Differential to the lowest price which meets the mandatory pass	Score
Bid Price	Differential to the lowest price which meets the mandatory pass	Score			

		criteria at Award stage	
	£100,000	0	100
	£120,000	20%	80
	£140,000	40%	60
	£150,000	50%	50
	£175,000	75%	25
	£200,000	100%	0
	£300,000	200%	0
Scoring criteria	Maximum Marks 60%		
Bidder response	Drop down menu – Yes		

AW5.5	<p>The Contracting Authority are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</p> <p>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your preferred method of e-payment.</p>  <p>AW5.5 ISupplier fact sheet.pdf</p> <p>ISupplier</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes we will utilise an e-invoicing option – Pass No we will not utilise an e-invoicing option – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes, No

AW5.6	Please confirm if you are successfully awarded this contract your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No

AW6.3	Maximum Budget As stated within the tender documents, the maximum budget for this requirement will be £160,000.00 ex VAT. This should include all costs relating to the projects as well as Travel, Subsistence and Overhead costs. Please confirm that your final price submitted within AW5.2 will fall within this budget.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
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Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No
PROJ3.1	Please provide a programme which demonstrates your understanding of the key dates of this Contract.
Bidder Guidance	Bidders are asked to provide a compliant programme, as detailed within the specification, which highlights the following areas as a minimum; <ul style="list-style-type: none"> • Key dates of the Contract • Key dates for client decisions and approvals <p>An attachment is required for this question.</p> <p>Bidders that provide a compliant programme which clearly highlights the mandatory elements above will score a Pass – 100 Bidders that fail to provide a compliant programme or fail to clearly highlight the mandatory elements above will score a Fail – 0</p>
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Drop down menu – I have attached a compliant programme / I have not attached a compliant programme
PROJ3.2	Please provide details to confirm that you have the appropriate resource available to manage and co-ordinate this project.
Bidder Guidance	Bidders are asked to provide the following information to confirm that they have the appropriate resource available to manage and co-ordinate this project: <ul style="list-style-type: none"> • Construction and Design Team Organogram, including key subcontractors <p>An attachment is allowed for this question.</p>
Scoring Criteria	For information only
Bidder Response	
PROJ3.3	Please provide details of how you plan to manage continuity through team members for the duration of this contract.

Bidder Guidance	<p>Bidders are asked to provide details of how they plan to manage continuity through team members for the duration of this contract. Within your response please provide details as to the reason that the following Key members of your team were chosen:</p> <p>As a minimum we require your response to contain the following information:</p> <ul style="list-style-type: none"> • Within your appointment decisions please identify how the key members of the team will use the knowledge and expertise to add value to this project • Cover for staff absence • Dissemination of information / amendments • Procedures and practises <p>An attachment is allowed for this question.</p> <p>Maximum word count: 500 words. Bid responses over 500 words will only be scored based on the words within the prescribed limit.</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10%</p>
Bidder Response	Free Text

PROJ3.4	Please provide a method statement on how you would undertake the works from appointment to completion.
Bidder Guidance	<p>Bidders are asked to provide a method statement which details how you plan to undertake the works from appointment to completion.</p> <p>Your response should cover the following areas:</p> <ul style="list-style-type: none"> • Understanding of our requirement • How you will manage and coordinate suppliers / subcontractors • Ordering / Lead time / Installation of M&E Services • Ordering / Lead time / Installation of Fume Cupboards • Your method for Safe Working <p>An attachment is allowed for this question.</p> <p>Maximum word count: 1000 words. Bid responses over 1000 words will only be scored based on the words within the prescribed limit.</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 15%</p>
Bidder Response	Free Text

PROJ3.5	Please identify what you feel would be the top 5 risks and how you plan to mitigate these risks.
Bidder Guidance	Bidders are asked to identify what they feel are the top 5 risks within the contract and how they plan to mitigate against these.

	<p>An attachment is allowed for this question.</p> <p>Maximum word count: 1000 words. Bid responses over 1000 words will only be scored based on the words within the prescribed limit.</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10%</p>
Bidder Response	Free Text

PROJ3.6	Please provide details of how you plan to manage the working conditions within the NOC environment.
Bidder Guidance	<p>Bidders are asked to provide details of how they plan to manage the working conditions within NOC.</p> <p>Your response should cover the following areas:</p> <ul style="list-style-type: none"> • Cleaning and Management of areas you would be working within and walking through • How you will manage not impeding on the working environment i.e. building users and local users if work areas are partially occupied <p>An attachment is allowed for this question.</p> <p>Maximum word count: 500 words. Bid responses over 500 words will only be scored based on the words within the prescribed limit.</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 10%</p>
Bidder Response	Free Text

PROJ3.7	Please confirm that if awarded this contract, you would be able to complete and handover all works, no later than 09th March 2018.
Bidder Guidance	<p>Bidders are asked to confirm that based on award of this contract Week Commencing 15th December 2017, that they would be able to complete all works no later than 09th March 2018</p> <p>The Bidder shall answer Yes or No Yes – Pass No – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Bidder Response	Yes / No

PROJ3.8	Please provide details of how you have considered energy efficient procurement.
Bidder Guidance	<p>Bidders are asked to provide details of materials considered for procurement and included for pricing in the schedule of rates. Your answer should undertake an explanation of how the materials you have utilised fulfil</p>

	<p>client energy efficiency & sustainability requirements</p> <p>An attachment is allowed for this question – please attach energy certificates/manufacture spec sheets etc.</p> <p>Maximum word count: 500 words. Bid responses over 500 words will only be scored based on the words within the prescribed limit.</p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks 15%</p>
Bidder Response	Free Text