

## Appendix 1 TENDERER QUESTIONNAIRE

### (i) Basic Company Details

The information requested below **must** be provided

1.	<b>BASIC DETAILS OF YOUR ORGANISATION</b>	
1.1	Name of the organisation in whose name the tender would be submitted:	
1.2	Contact name for enquiries about this Tender:	
1.3	Job Title:	
1.4	Company Address:  Post Code:	
1.5	Telephone number:	
1.6	Fax number:	
1.7	E-mail address:	
1.8	Website address (if any):	
1.9	Company Registration number (if this applies):	
1.10	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	
1.11	Date of Registration: (if this applies)	
1.12	Registered address if different from the above:  Post Code:	
1.13	Are you registered for VAT?  If so, please provide Registration number:	

1.14	Is your organisation:	i) a public limited company?	
		ii) a limited company?	
		iii) a partnership	
		iv) registered charity	
		v) other (please specify)	
1.14b	Are you acting as the lead organisation for a consortium?	Yes/No	
1.15	Please confirm whether or not you have formed, or are forming a consortium for the purpose of tendering for this requirement.		
1.16	If members of your consortium or sub-contractors are likely to deliver a significant (over 50%) proportion of the contract, give their company name(s) and address(es). Please provide this information in a separate annex at the end of this document		
1.17	If you have answered "Yes" to Question 1.15, please confirm the structure of the Consortium (e.g. One Legal Entity, Lead Organisation on behalf of the consortium, External Non-Delivering Organisation).		
1.18	Name of (ultimate) parent company** (must be provided if you wish a financial assessment to be undertaken on the parent company rather than your own);		
1.19	Companies House Registration number of parent company** (must be provided if you wish a financial assessment to be undertaken on the parent company rather than your own).		

\*\*This confirms your commitment to obtain a Parent Company Guarantee prior to contract award, if the Council deems this necessary. Evidence of the commitment will be requested as part of the tender invitation process (if your firm is short-listed) and be a 'Pass/Fail' requirement of the tender evaluation process. If your organisation is unable to provide the evidence at that point or to subsequently furnish the Parent Company Guarantee, the Council will be unable to proceed with the contract award.

(ii) **Financial Information**

The information requested below **must** be provided.

	<b>FINANCIAL INFORMATION</b>	
1.20	In order to confirm the financial stability of an organisation, the Council will obtain an independent financial assessment.  <b>You are advised to check your organisations status prior to submission of a Tender.</b>	
1.21	<p><b>Provision of Financial Information</b></p> <p>Please provide at least one of the following and indicate inclusion by ticking the appropriate boxes below. The more information you are able to provide, the better the Council will be able to assess your financial standing.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A copy of your audited accounts for your last two financial years</li><li><input type="checkbox"/> If you qualify for the small business exemption, a copy of your statutory accounts for your last two financial years.</li><li><input type="checkbox"/> A statement of turnover, profit &amp; loss account, balance sheet and a Director's/Managing Partners report (if available) for the most recent two years of trading</li><li><input type="checkbox"/> Management Accounts including a profit &amp; loss account and balance sheet for all periods of trading available.</li><li><input type="checkbox"/> A statement of your cash flow forecast, projected profit &amp; loss account and balance sheet for the current year and a bank letter outlining the current cash and credit position</li><li><input type="checkbox"/> Alternative means of demonstrating financial status if trading for less than one year (e.g. a copy of your business plan, cash flow forecast, details of your start-up capital/loans or management accounts).</li></ul> <p>If your organisation qualifies as an SME and produces and submits abbreviated statutory accounts, we require copies of your detailed Profit &amp; Loss Account for the last two years or, if you have been trading for less than two years, the period for which they are available. Please attach these to your completed quotation submission. Failure to do so may result in the Council being unable to evaluate the financial standing of your organisation which may lead to your submission being excluded.</p> <p>For more information on SME status please go to: <a href="http://www.companieshouse.gov.uk/infoAndGuide/faq/auditThresholds.shtml">http://www.companieshouse.gov.uk/infoAndGuide/faq/auditThresholds.shtml</a></p>	Enc <input type="checkbox"/>

	<p><i>A copy of your parent company audited accounts for the most recent two years (if you wish them to be financially assessed rather than your own company)</i></p> <p>If no accounts are provided and no financial assessment score is available then you will score <b>zero</b> on the financial assessment and your tender will fail.</p>	Enc <input type="checkbox"/>
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**Submissions that do not Pass in line with the criteria detailed below will not be considered further.**

**(iii) Compliance**

If potential contractors have been convicted of any of the offences listed in Regulation 23 (1) of the Public Contracts Regulations 2015 (as per declarations below) their tender will fail.

Potential contractors may also be treated as ineligible if they have suffered any of the grounds listed in Regulation 23 (4) of the Public Contracts Regulations 2015 (as per declarations below). If a Tenderer has not signed the Declaration attached below their tender will fail.

<b>PROFESSIONAL AND BUSINESS STANDING</b>		
Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)?		
1.22	Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings	Yes / No
1.23	A conviction (or convictions ) for a criminal offence related to business or professional conduct	Yes / No
1.24	Legal or administrative finding of commission of an act of grave misconduct in the course of business	Yes / No
1.25	Failure to fulfil obligations related to payment of social security contributions	Yes / No
1.26	Failure to fulfil obligations related to the payment of taxes	Yes / No

1.27	Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise	Yes / No
1.28	Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law	Yes / No
1.29	If the answer to any of these is “ <b>Yes</b> ” please give brief details below, including what has been done to put things right.	

(iv) **Insurance**

	<b>INSURANCE</b>	
1.30	Does your organisation hold Employer's Liability of not less than £10 Million?	Yes/No
1.31	Does your organisation hold Public Liability of not less than £10 Million?	Yes/No
1.32	Does your organisation hold Professional Indemnity of not less than £5 Million?	Yes/No
1.34	If the answer is “ <b>No</b> ” to any of the above please confirm whether you would be willing to take out the appropriate level of insurance cover as set out in Questions 1.21 through 1.23 (above) if you are successful in winning the contract?	Yes/No

(v) **Business Activities, Experience and References**

Tenderers are also required to complete the information relating to business activities below and provide THREE comparable, relevant examples of previous contracts. Bidders must demonstrate their suitability for this project and this will be assessed on a Pass/Fail basis. Tenderers who are unable to demonstrate that relevant business activities are a core part of their business and that they have experience of managing similar Local Authority contracts or equivalent and have adequate existing resource levels with relevant experience pertinent to this project will not be considered further.

BUSINESS ACTIVITIES		
1.40	What are the main business activities of your organisation? (max 300 words)	
1.41	How many staff does your organisation employ (including consortia members or sub-contractors where appropriate) in total and how many work in areas relevant to delivery of this contract?	<i>Total:</i> <i>Relevant to Contract:</i>

EXPERIENCE				
<p>Please provide details of up to three contracts public or private, in the last three years that are relevant to the council's requirement. (The customer contact should be prepared to speak to the Council if we wish to contact them).</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed) 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).</p> <p>Where the Tenderer is 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 principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p>				
		Contract 1	Contract 2	Contract 3
1.42	Name of customer organisation			
1.43	Point of contact in customer organisation Position in the organisation E-mail address			
1.45	Contract start date Contract completion date Estimated Contract Value			

1.46	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.			
1.47 If you cannot provide at least one example for questions 1.42 to 1.46, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.				

**(vi) Declaration**

	I declare that to the best of my knowledge the answers submitted in this Tender are correct. I understand that the information will be used in the process to assess my organisation. I understand that the Council may reject this Tender if there is a failure to answer all relevant questions fully or if I provide false/misleading information.	
	<b>FORM COMPLETED BY</b>	
1.48	Name:	
1.49	Position (Job Title):	
1.50	Date:	
1.51	Telephone number:	
1.52	Signature: (for electronic submissions, please type name or provide an e-signature and ensure compliance with any further instructions issued by the council regarding the use of an e-signature)	

**If no responses are received to any of (i), (ii), (iii), (iv), (v) or (vi) the Tender will be rejected.**