**Standard Selection Questionnaire (SQ)**

**for**

***Poringland Community Land Project***

****

**1. Notes for Completion**

1. The “Client” means Poringland Parish Council (PPC), or anyone acting on behalf of PPC, that is seeking to invite suitable Suppliers to participate in this procurement process.

2. “You”/ “Your” or “Supplier” means the potential supplier completing this Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

3. The response form should be used for the purpose of your SQ submission; please do not provide multiple additional documents which have not been specifically requested, either in Word or PDF format, as these will not be assessed as part of your submission. Please note and comply with any stated word limits and do not include images or embedded files unless specifically requested.

4. 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’.

5. Please return your submission by **12:00 (noon) on Monday 13th December 2021**

6. The Client 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 Client 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 Client will make a revised assessment of the submission based on the updated information.

7. For Part 1 and Part 2, every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

8. 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.

9. The Client 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.

**2. Potential Supplier Information and Exclusion Grounds ~ Part 1 and Part 2**

1. This Selection Questionnaire is a self-declaration, made by you (the potential Supplier), that you do not meet any of the grounds for exclusion 1. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (referred to as self-cleaning).

2. A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusionary grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

3. When completed, your response is to be sent either via the portal, emailed to [clerk@poringland-pc.gov.uk](mailto:clerk@poringland-pc.gov.uk) or via post to:   
Poringland Parish Council

Poringland community centre

Overtons Way

Poringland

Norwich, NR14 7WB

Emails and postal submissions should be clearly marked ‘Community Land Tender Documents’

**3. Supplier Selection Questions ~ Part 3**

1. This document provides instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and / or any sub-contractors.

2. If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, the Client reserves the right to amend the contract award decision and award to the next compliant bidder.

**4. Consequences of Misrepresentation**

1. If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce a Client to enter into a contract, there may be significant consequences.

2. You may be excluded from the procurement procedure and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation and you must be excluded from further procurements for five years.

**5. Background**

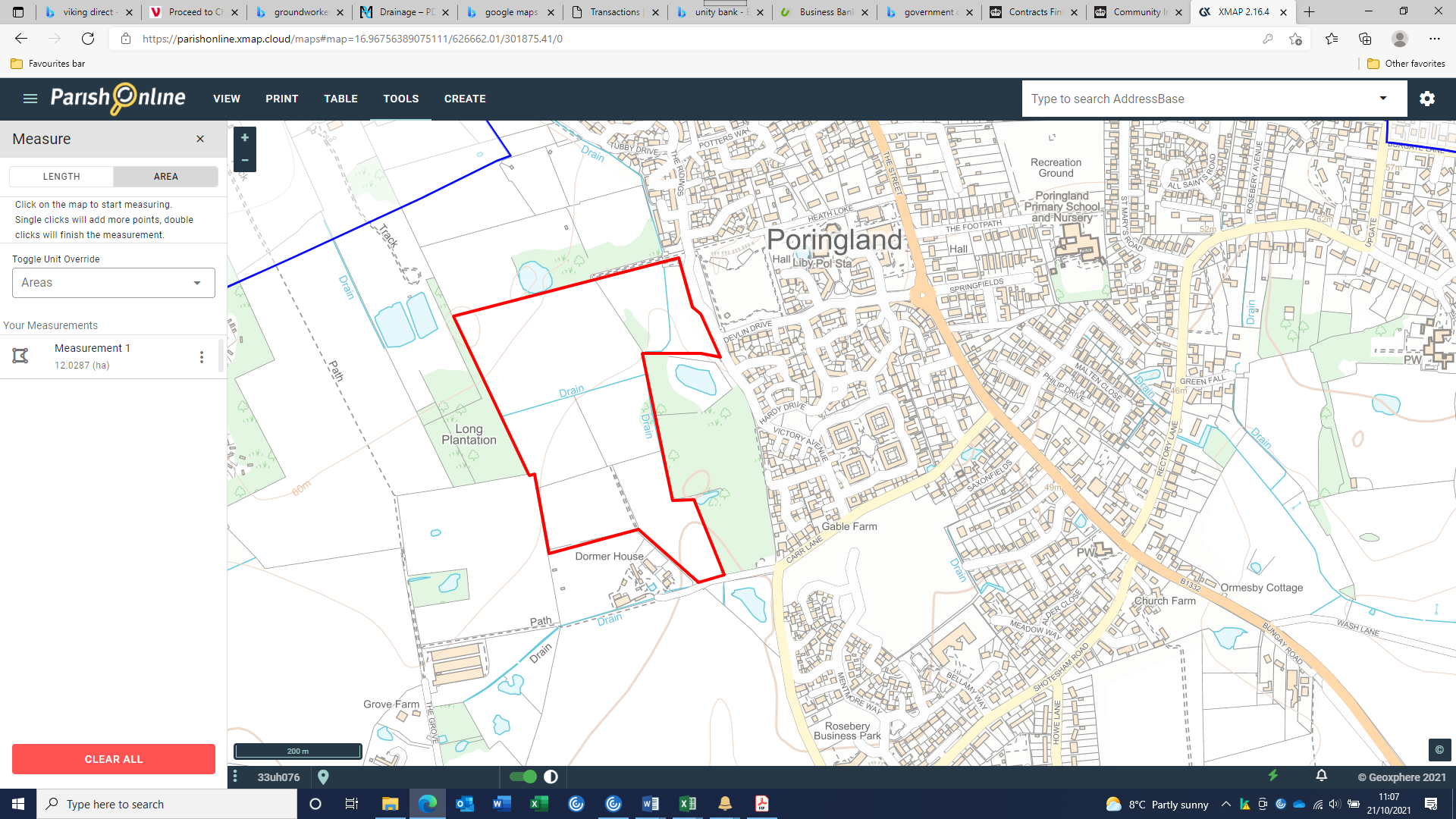
**Poringland Parish Council**

Poringland Parish Council represents the parishioners of the village of Poringland and has recently acquired 30 acres of land within the village to develop a community led project to provide recreational, amenity and sporting facilities for local people.

We do not trade for profit, any surpluses generated by the Parish Council are reinvested in the development of amenities and services for the village.

Our vision and values reflect our commitment to putting parishioners at the very heart of everything that we do.

The land is located off The Ridings, Poringland, NR14 7WA, and currently consists of five parcels with natural boundaries.



For further information about the Parish Council, please visit our website at our website: https://www.**poringlandparishcouncil**.gov.uk

**6. Overview of requirement**

1. Poringland Parish Council is looking to appoint a lead consultant/architect (The supplier) to guide them through the development of initial designs, public consultation, commissioning investigative ground works, design work to RIBA Stage 3, preparing planning application documents; submission of the planning application and associated attendance at meetings as required; amendments to planning application if required, and any other associated works commensurate with taking the project to the stage of determination of a planning application.

***Scope of the works***

The proposed works include:

* Basic design options (approximately 3) which can be used for public consultation purposes. The supplier is to run the public consultation, which should be timed to give the greatest opportunity for local people to participate. Part of this consultation should consist of physical displays within Poringland community centre.
* Site and infrastructure design including access roads, and parking. The proposed facilities may possibly include, but will not be limited to, Multi Use Games Areas, allotments, skate park/pump track and running/walking track around the whole site (the Parish Council also owns the adjacent woodland to the east of the site).
* Feasibility study to confirm that the proposed uses of the land are suitable for the proposed areas.
* Collation of consultation results, Parish Council feedback and feasibility study to create a Master Design.
* Site Drainage Strategy; Design and Access Statement; Planning Statement; Flood Risk Assessment.
* Pre-application discussions and post-submission liaison with the local planning authority.
* Supporting reports including: Transport Statement; Detailed landscape design; Topographical Survey; Ecological Report; Arboricultural Report; Lighting Design; Noise Assessment; Archaeological Desktop Survey.
* Outline costings for the scheme

The supplier will be expected to demonstrate how they will approach the project, through to completion, and also to demonstrate how they would engage with the council. Suppliers should allow for up to ten meetings with the client in between works.

The supplier should give a fixed fee for the above works, which can be broken down into work streams based on the RIBA stages 0-3. The tender should state intervals that fees will become due. Disbursements should be allowed for within the price. Suppliers should also state their day rate should additional work be required.

If consultants feel that other work should be included, or wish to highlight any work dependencies, this can be included within the tender.

The Parish Council expects to appoint one single consultant to the contract, and acknowledges that specialist reports will be commissioned from sub-contractors. The tender document should state which specialist sub-contractors the main consultant would expect to use for this work.

Consultants will be required to provide evidence of Public Liability and Professional Indemnity Insurances prior to commencement of work. Any consultant that has not previously worked for Poringland Parish Council should supply the name and address details of two relevant organisations that they have worked for within the last 2 years.

2. Successful award will be let on the basis of a quality assessment (60%) and price (40%).

3. It should be noted that successfully winning a place on this framework in no way guarantees the works beyond each RIBA Stage. Poringland Parish Council reserves the right to cancel any order prior to works commencing and at each RIBA Stage if the project is considered unviable.

**7. Indicative Timetable**

1. A provisional timetable for this procurement is provided below. Whilst Poringland Parish Council will endeavour to remain as close to the timetable as possible it is important to note that those dates marked with an asterix (\*) may be subject to change.

|  |  |
| --- | --- |
|  | **Date of completion** |
| **\*Tender closing date** | 13th December 2021 |
| **\*Shortlist** | Early January 2022 |
| **\*Interview Stage** | Mid-Late January 2022 |
| **\*Contract Award** | Late January 2022 |
| **\*Contract start date** | February 2022 |

2. Submitted ITT’s will be assessed after the closing date using the following criteria and Poringland Parish Council will produce a short-list of suppliers comprising a maximum of the 5 highest scoring bids (where 5 suitable bids can be identified) for a final interview.

3. This ITT will be assessed using a combination of pass/fail criteria for Sections 1, 2, 3, 4, 5 and 7; then, additionally, pass/fail criteria plus a scoring system for Sections 6 and 8.

If your response to any pass/fail section is deemed a ‘Fail’, your ITT will be eliminated.

Additionally Poringland Parish Council reserves the right to eliminate any applicant achieving a 0 (zero) to any of the scored questions.

The pass/fail and scoring criteria for sections 2, 3, 4, 6, 7 and 8 is as follows;

**8. Assessment Criteria**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | | **Criteria** | **Guidance** | |
| 1 Supplier Information | | N/A | Mandatory | |
| 2 & 3 Exclusion Grounds | | If "yes" has been marked this will be considered as a FAIL | Mandatory | |
|  | | If "No" has been marked this will be considered as a PASS |  | |
| 4 Economic and Financial Standing | | See Part 3 Section 4 Appendix A |  | |
|  | | PASS/FAIL | Two or more No responses = FAIL | |
|  | |  |  | |
| 6 Technical and Professional Ability | | 10 marks | Refer to 9. Scoring system for criteria | |
| 7 Modern Slavery | | Pass/Fail | Only relevant if answered yes to question 7.1 | |
| 8 Additional Questions | | 10 Marks per question | Refer to 9. Scoring system for criteria | |
| **9. Scoring system for criteria** | | | |
| **Score** | **Interpretation** | | |
| 0 - 1 | Either no answer is given or the answer provides no (or little) evidence that the Tenderer meets any of Poringland Parish Council’s requirements. | | |
| 2 -3 | The answer provides some evidence that the Tenderer meets some of Poringland Parish Council’s requirements but only in a minimal way. | | |
| 4 -5 | The answer provides satisfactory (or better) evidence that the Tenderer partially meets Poringland Parish Council’s requirements. | | |
| 6 - 7 | The answer provides good (or better) evidence that the Tenderer meets a majority of Poringland Parish Council’s requirements. | | |
| 8 -9 | The answer provides good (or better) evidence that the Tenderer meets nearly all of Poringland Parish Council’s requirements. | | |
| 10 | The answer provides excellent evidence that the Tenderer fully meets all Poringland Parish Council’s requirements. | | |

**10 General Conditions**

1. Poringland Parish Council reserves the right to carry out the following:

a. Cancel the ITT and selection process at any stage and at no cost to Poringland Parish Council.

b. You are solely responsible for your costs and expenses incurred in connection with the preparation and submission of your ITT response and all future stages of the selection, procurement, award and evaluation process. Under no circumstances will Poringland Parish Council or any of its advisors be liable for any costs or expenses borne by you or any associated organisation or any of your advisors in this process, whether you are successful or otherwise.

c. Poringland Parish Council is concerned to avoid conflicts of interest. In particular, you should note that Poringland Parish Council is likely to regard a conflict of interest arising where the following occurs:

* + You and/or associated organisation has been involved in advising Poringland Parish Council on matters relating to the contract or in the preparation of documents or information relating to the contract;
  + A staff member employed by you and/or associated organisation is related to one of Poringland Parish Council staff or Councillors.

d. Applicants should note that Poringland Parish Council reserves the right at its sole discretion to disqualify or reject Bidders where there is an actual or potential conflict of interest involving you (and/or any associated organisation). Bidders are therefore advised to review carefully the prior or current involvement and associated organisations with Poringland Parish Council and to contact Poringland Parish Council in writing to discuss any actual or potential conflicts they have identified.

e. Any supplier which, in connection with this procurement and/or the potential contract, colludes with another supplier with a view to disrupting the fairness and competitiveness of the procurement process will be disqualified (without prejudice to any other civil remedies available to Greenfields and without prejudice to any criminal liability that such conduct by a supplier may attract).

f. You shall not undertake (or permit to be undertaken) at any time, whether at this stage or after any contract award, any publicity activity with any section of the media in relation to this contract other than with the prior written agreement of Poringland Parish Council. Such agreement shall extend to the content of any publicity. In this paragraph the word ‘media’ includes (but without limitation) radio, television, newspapers, trade and specialist press, the Internet and email, accessible by the public at large and the representatives of such media.

g. The documents making up the ITT may be made available to your employees and professional advisors directly involved in the appraisal of such information.

h. The issue of the ITT in no way commits Poringland Parish Council to award any contract pursuant to the procurement process.

i. Poringland Parish Council is not bound to accept the lowest or any Bid received and nothing in the ITT shall oblige Poringland Parish Council to award a contract.

**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 must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Potential supplier information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status public limited company limited company limited liability partnership other partnership sole trader third sector other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)Voluntary Community Social Enterprise (VCSE)Sheltered Workshop Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? | Yes ☐  No ☐ |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

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** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | 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. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | 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 |  |  |  |  |  | | |

**Contact Details and Declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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.

I understand that Poringland Parish Council 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.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Contact details and Declaration** | |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | 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** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on in Annex C which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed in Annex C. | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Please Note:** Poringland Parish Council reserves the right to use its 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.

|  |  |  |
| --- | --- | --- |
| **Section 3** | **Grounds for discretionary exclusion** | |
| **Question number** | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out in Annex C which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | 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? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(i) | 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? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of Greenfields to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**

|  |  |  |
| --- | --- | --- |
| **Section 4** | **Economic and Financial Standing** | |
| **Question number** | **Question** | **Response** |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes ☐  No ☐ |
| (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. | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐  No ☐ |
|  | (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). | Yes ☐  No ☐ |
| **4.2** | 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. | Yes ☐  No ☐ |

**PLEASE REFER TO APPENDIX A**

|  |  |  |
| --- | --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | |
| **Name of organisation** | |  |
| **Relationship to the Supplier completing these questions** | |  |

|  |  |  |
| --- | --- | --- |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability** |
| **6.1** | **Relevant experience and contract examples**  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.  If you cannot provide examples see question 6.3 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 (maximum word count 500 words)** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

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| **6.2** | 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)  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) |
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| **6.3** | If you cannot provide at least one example for questions 6.1, 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. |
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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide relevant the url …  No ☐  Please provide an explanation |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

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| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| a. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Y/N  Employer’s (Compulsory) Liability Insurance = £5m  Public Liability Insurance = £2m Professional Indemnity Insurance = £5m  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

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| **8.2** | **Additional Questions (1,000 word limit per question)** | **Marks Available** |
| 1 | Based on your previous experience please evidence how you have achieved high levels of client satisfaction through your involvement in the project and in your specific role | 10 |
| 2 | Please evidence how you have in the past delivered projects on time and within budget | 10 |
| 3 | Please provide details of how your team have worked with other Parish Councils or similar local authorities to deliver a community led project such as this | 10 |
| 4 | Please advise how you will engage with the local community to ensure the proposed masterplan will meet the parishioners expectations and take onboard their needs and aspirations | 10 |
| 5 | What capacity does your organisation have to deliver projects and how have you managed peaks in the past? | 10 |
| 6 | Could you provide an outline of the programme, with dates, on how you would deliver your scope of work should you be successful | 10 |

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| **Part 3 Section 4**  **Appendix A**  **Financial Evaluation** | | |  |  |  |  |  |  |
| Pass/Fail | | |  |  |  |  |  |  |
| Please self-certify using your last 2 years of accounts | | | |  |  |  |  |  |
| If you respond with two or more “no” an overall "fail" will be awarded and the evaluation will not  proceed any further   |  |  |  | | --- | --- | --- | | **Criteria** | **Response for meeting criteria** | **Response for not meeting criteria** | | Minimum annual turnover of £1m | yes | no | | Operating Profit Margin must not be negative | yes | no | | \*Credit rating Creditsafe score between 30 to 100 | yes | no | | | | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | \*Poringland Parish Council may undertake these checks directly prior to award |  |  |  |  |  |  | | | |  |  |  |  |  |  |
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