



BLANDFORD FORUM TOWN COUNCIL

STANDARD SELECTION QUESTIONNAIRE FOR INCLUSION ON THE TENDER LIST

FOR: BLANDFORD TOWN HALL AND CORN EXCHANGE



PLEASE SUBMIT BY: 13:00 Friday 6th October 2023

APPLICANT:

Overview

Blandford Forum Town Council is proposing to breathe new life into the Corn Exchange with a Planning Application, now submitted, which is currently being assessed by Dorset Council.

The historic community building and home of the Town Council has long been recognised as in need of repairs and updating. Important parts of the building such as the main Corn Exchange space don't perform as they should and users are put off by poor access, heating, lighting, acoustics, and a lack of back of house facilities.

In addition, the first floor of the building which contains some of the most historically significant and beautiful spaces such as the Town Hall room, does not have equal access which effectively cuts them off from a whole section of the local community. More recently the building has been subject to vandalism and parts of the roof coverings have started to fail leading to instances of water ingress.

The project which is the subject of the Planning and Listed Building Application will restore and revive the Grade I Listed Building and in so doing breathe new life into the historic town centre for generations to come. The work includes re-roofing the Corn Exchange, new improved access to the first floor of the Town Hall as well as associated mechanical and electrical works.

Responding to community feedback, the project will provide equal access to the exquisite first floor rooms for the first time in the building's 300-year history and the project will transform the Corn Exchange into a warm, functional, flexible community venue.

The Corn Exchange will be sensitively repaired to reveal the beautiful historic building that lies beneath and restore a sense of pride to the main civic building in Blandford.

The project will re-model the lobby area to provide new WCs including an accessible WC and provide a light, airy stairwell that welcomes people into the building.

The Project Team includes:

- Contract Administrator, Principal Designer and Structural Engineer – The Morton Partnership Ltd.
- Architect – Malcolm Simmonds Architects.
- Services – Qoda Consulting.
- Quantity Surveyor – Ian Walker Associates.

Environmental improvements are at the heart of the scheme which will incorporate PV cells where it can as well as upgrading insulation and thermal performance throughout.

The scheme hopes to give the Corn Exchange a new lease of life for the next 100 years.

The project value is assumed to be between £2,500,000 to £3,500,000 excluding VAT.

The intention is to appoint a contractor at the end December 2023, with a mobilisation period in January 2024, and commencement of the works on site in February 2024.

Introduction to this SSQ (Standard Selection Questionnaire)

The purpose of this SSQ is to identify a list of Potential Principal Contractors who are appropriate to tender for the proposed works identified above.

This SSQ sets out the form of questionnaire that Potential Bidders must complete and submit to the Authority. Potential Bidders are advised to read this SSQ before completing and submitting their SSQ response.

Potential Bidders responses will be evaluated as below, bidders that fail a 'Pass/Fail' question, will not proceed further through evaluation.

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The Standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

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 exclusions 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).

When completed, this form is to be uploaded to the Procurement Portal as part of the submission along with the selection information requested in the procurement documentation.

Supplier Selection Questions: Part 3

The SSQ Explanatory Document will provide 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.

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

Consequences of misrepresentation

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

Overview of the document and procurement process

The SSQ includes a questionnaire that asks for financial and technical information from you. The financial information which we are asking you to provide allows the Authority to be satisfied that Potential Bidders have adequate financial and other resources and will be in a position to continue to deliver the works throughout the contract period. The technical information allows the Authority to assess whether Potential Bidders have the relevant skills and experience to be able of performing the proposed contract to meet the Authority's needs.

- 1.1 The Authority intends to review the SSQ responses provided by Potential Bidders and evaluate those responses using the selection stage criteria and weightings and following the methodology explained below.

In completing their SSQ submissions, Potential Bidders should not assume that the Authority has any prior knowledge of the Potential Bidder, its practice, reputation or its involvement in existing works, projects or procurements. In evaluating SSQ submissions, except as set out in paragraph 1.2 below, the Authority will only consider information provided in response to the SSQ (which may include customer references sought regarding the contracts included in Section 6 responses of the SSQ).

- 1.2 Notwithstanding paragraph 1.1 above, the Authority may take account of any prior knowledge it has of the Potential Bidder, its practice, reputation or its involvement in existing works, projects or procurements to the extent that such knowledge indicates that information contained in the Potential Bidder's SSQ submission is false, misleading or inaccurate.
- 1.3 The Authority will consider the information in Parts 1 and 2 of the SSQ submission. The Authority will exclude any Potential Bidder who answers 'Yes' to the Exclusion Grounds in Section 2 of the SSQ and may exclude any Bidder who answers 'Yes' to the Exclusion Grounds in Section 3 of the SSQ. The decision to exclude Potential Bidders in relation to the Exclusion Grounds will be subject to evidence of self-cleaning being provided by Potential Bidders demonstrating the reliability of the Potential Bidder despite the existence of a relevant exclusion ground and the Authority considering such evidence to be sufficient. Potential Bidders that pass the criteria above will progress through to the evaluation of their responses to Economic and Financial Standing Evaluation Methodology (SSQ Part 3). Bidders who fail a question, will not proceed further through the evaluation process.
- 1.4 Potential Bidders must who answer 'yes' to Questions 4.1 a, b and c, will be awarded a 'pass' and will progress through to the next question in the evaluation. Potential Bidders who answer 'no' to any of the questions in 4.1 a, b and c, will be awarded a 'fail' and will not proceed further through the evaluation.

1.5 The financial information requested and submitted in response to **Question 4.1 and 4.2** (Economic and Financial Standing) of the SSQ will be evaluated and assessed by the Authority in the following way:

- Potential Tenderers must demonstrate a minimum annual turnover of at least £6,000,000.00.
- The Council uses a credit reference agency (Creditsafe) as the first step in determining financial risk. The Council will request a Creditsafe financial risk score based on the information provided in response to the Standard Selection Questionnaire. The report provided by Creditsafe will be used to determine the level of financial risk you represent. If the score provided by Creditsafe is 50 or more (where a standard UK score is available), or the risk level is equivalent or better (where a standard International score is available) then you will be allocated a 'pass' and the Tender will proceed to Stage 3 of the Selection Stage evaluation process.

If any of the following circumstances arise:

- The score provided by Creditsafe (where a standard UK score is available) is less than 50;
- The risk level is high (i.e. worse than) (where a standard international score is available); or
- No standard Creditsafe score is available for your organisation,
- The Applicant does not meet the minimum annual turnover stated above

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

- A copy of the audited accounts for the most recent two years;
- A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation;
- A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position;
- 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);
- The Council will use the information described above, in addition to a detailed Creditsafe report (where available) to assess whether organisation's or your proposed Contract Guarantor's financial risk is average or better. This will be performed using the Council's financial assessment template. This covers a range of financial risk indicators, similar to those used by credit reference agencies;
- If the Council then determines the financial risk is determined as being acceptable, you will be allocated a 'pass' and the Potential Bidder will proceed to the next stage of the evaluation;
- If the Council determines the financial risk is determined as being above (i.e. worse than) average, the Potential Bidder will be excluded from further involvement in this Procurement;
- If the Council carries out a financial risk assessment on your organisation and its financial risk is determined as being above (i.e. worse than) average and you did not indicate that a Contract Guarantee can be provided, the Council may (in its sole discretion) request that you nominate a Contract Guarantor. If you nominate a Contract Guarantor, the Council will also undertake the steps at 1.6 in respect of the proposed Contract Guarantor; please note that the Council will not carry out further financial risk assessments if the proposed Contract Guarantor is also excluded;
- If you are acting as a Lead Contact acting for a consortium assessment of economic and financial standing will be carried out in respect of each member of the Consortium. If one or more member of the Group of Economic Operators fails, this assessment then the entire Potential Bidder will be excluded from further involvement in this Procurement.

Methodology for Section 5 of the SSQ – Wider Group

- 1.6 Where a Bidder relies on the capacity of other entities with regard to criteria relating to the assessment of economic and financial standing, the Authority reserves the right to require the Bidder and those entities to be jointly liable for the execution of the contract.
- 1.7 The Authority will then assess SSQ submission responses to ascertain that its minimum pass/fail compliance requirements have been met.

The pass/fail criteria for Supplier Selection questions are set out in the Pass/Fail Criteria Matrix below in Table 1:

Table 1

Pass/Fail Criteria Matrix			
Level 1 Criteria	Level 2 Criteria Question No.	Level 2 Criteria	Available Scores
Section 6.5 – 6.6 Health and safety policy and capability	Contractors or Sub-Contractors whom had met the criteria identified in 6.5a to 6.5c will be deemed a pass. Contractor or Sub-Contractor (<i>respond to questions 6.6.1 to 6.6.11</i>)		
Contractor or Sub-Contractor (as identified in CDM Regulations 2015)	6.6.1 – 6.6.11 (inclusive)	Health & Safety	Pass/Fail
Section 7 – Modern Slavery Act 2015	7.1 -7.2		
	7.1		Pass/Fail
	7.2	Self-Cleaning (in relation to Q7.2)	Pass/Fail (depends on the suitability of the self-cleaning answer)
Section 8 – Additional Questions	8.1	Insurances	Pass/Fail
Section 8.4 - Project Specific Questions	8.4a – 8.4e	Goods and Services	Pass/Fail
Section 8.5 – Project Specific Questions	8.5a	Sample Projects	Pass/Fail

The following sections will be scored:

Key Section Question/s	Outline	Level
	Project Specific Questions to assess Technical and Professional Ability	Using the scoring matrix found below each of the responses outlined will be scored by a panel of evaluators and weighted accordingly. See Table 2 below.

The weighting attributed to the Project Specific Questions to assess Technical and Professional Ability section are as follows:

Table 2

Question Number	Questions	Outline Weighting %
6.1	3 examples of projects	35%
8.5a	3 examples of heritage projects	35%
8.5c	Quality Control	10%
8.5 d	Project Team	10%
8.5e	Cost Management	10%

'Requirements' are those identified at the start of this document under 'Scope of the Contract', sub paragraph 'Requirements' and throughout this document.

Table 3 Scoring Matrix

Score	Classification	Award Criteria
5	Excellent	A response that inspires confidence; evidence of technical ability/previous experience is fully met and is robustly and clearly demonstrated and evidenced.
4	Good	A response supported by good evidence/examples of relevant ability and/or gives the council a good level of confidence. All requirements are met and evidence is provided to support the answers demonstrating sufficiency, compliance and technical ability/previous experience.
3	Satisfactory	A response that is acceptable and meets the minimum requirement but remains limited and could have been expanded upon.
2	Weak	A response only partially satisfying the requirement with deficiencies apparent. Not supported by sufficient breadth or sufficient quality of evidence/examples and provides the council a limited level of confidence.
1	Inadequate	A response that has material omissions not supported by sufficient breadth and sufficient quality of evidence/examples. Overall the response provides the council with a very low level of confidence
0	Unsatisfactory	No response or response does not provide any relevant information and does not answer the question.

Please note the Council reserves the right to fail any bidder who scores less than a 2/5 for any question.

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 a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) 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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	

1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ² ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ³</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ⁴ <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	

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.

² See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

³ UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

⁴ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

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 <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>				
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 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.

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)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, 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>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
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 <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

	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?	
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: The authority 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	Response
3.1	Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this webpage , 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 <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the	Yes <input type="checkbox"/> No <input type="checkbox"/>

3.1(j) - (ii)	<p>information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.</p> <p>The organisation has withheld such information.</p>	<p>If Yes please provide details at 3.2</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at 3.2</p>
3.1(j) –(iii)	<p>The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at 3.2</p>
3.1(j)-(iv)	<p>The organisation has influenced the decision-making process of the contracting authority 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.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at 3.2</p>

3.2	<p>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)</p>	
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Part 3: Selection Questions⁵

Section 4	Economic and Financial Standing	
	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 <input type="checkbox"/> No <input type="checkbox"/>
	(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 <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

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 <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

⁵ [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

Section 6	Technical and Professional Ability
6.1	<p>Relevant experience and contract examples</p> <p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</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 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).</p> <p>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.</p> <p>If you cannot provide examples see question 6.3</p>

	Contract 1
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	

	Contract 2
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	

	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	

6.2	<p>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>

6.3	<p>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.</p>

6.5 – 6.6	Health and Safety				
	If your organisation meets the criteria identified in one of 6.5a-6.5c below and you can provide the supporting evidence required, you do not need to complete questions 6.5.1 to 6.5.17 of this question module. If exemption is not claimed, please move to 6.5.1.				
6.5a	You have within the last twelve months successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91. Please provide copy of certificate and associated information.				
6.5b	You have within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum. Please provide copy of certificate and associated information.				
6.5c	You hold a UKAS or equivalent, accredited independent third-party certificate of compliance with BS OHSAS 18001. Please provide copy of certificate and associated information.				
6.6	Role related question selection: The questions asked in 6.6.1 to 6.11 are appropriate for particular construction roles and have been colour coded accordingly to assist identification. Please indicate below which role(s) best describes your organisation's activity and then only provide responses to the questions colour coded to the role(s) you have selected.				
	ROLE IDENTIFIED			YES	NO
6.6a	Contractor or Sub-Contractor (<i>respond to shaded questions 6.6.1 to 6.6.11</i>)				
Q Ref.	Question	Example of the type of information in support of responses, which will be taken into account in assessment	Yes	No	Supplier's unique reference to relevant supporting information
6.6.1	Are you able to demonstrate that you have a policy and organisation for health and safety (H&S) management?	You will be expected to demonstrate and provide evidence on request, of a periodically reviewed H&S policy, endorsed by the chief executive officer. The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organisation.	<input type="checkbox"/>	<input type="checkbox"/>	

		<i>(Organisations with fewer than 5 employees, please see Note 2 to this Table)</i>			
6.6.2	Are you able to describe your arrangements for ensuring that your H&S measures are effective in reducing/ preventing incidents, occupational ill-health and accidents?	You will be expected to demonstrate and provide evidence on request, of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce. (Organisations with fewer than 5 employees, please see Note 2 to this Table)	<input type="checkbox"/>	<input type="checkbox"/>	
6.6.3	Do you have access to competent H&S advice/ assistance – both general and construction/ sector related?	You will be expected to demonstrate and provide evidence on request, of how your organisation obtains access to competent H&S advice. <i>NOTE Access to competent in-house advice, in whole or part, is preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that (from the same source or elsewhere) advice relating to construction H&S issues is accessible as required.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6.4	Do you have a policy and process for providing your staff/workforce with training and information appropriate to the types of activity that your organisation is likely to undertake?	You will be expected to demonstrate and provide evidence on request, that your organisation has in place and implements, training arrangements to ensure that its staff/ workforce has sufficient skills and understanding to discharge their various duties. This should include refresher training (e.g. a CPD programme) that will keep the workforce updated on good H&S practice applicable throughout the company.	<input type="checkbox"/>	<input type="checkbox"/>	
6.6.5	Does your staff/ workforce have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the	You will be expected to demonstrate and provide evidence on request, that your staff/ workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific	<input type="checkbox"/>	<input type="checkbox"/>	

	activity that your organisation is likely to undertake.	situations where they need to work under controlled and competent supervision e.g., trainees.			
6.6.6	Do you have procedures in place to involve your staff/ workforce in the planning and implementation of H&S measures?	You will be expected to demonstrate and provide evidence on request, that your organisation has in place and implements a means of consulting with its staff/ workforce on H&S matters and show how staff/ workforce comments, including complaints are taken into account.	<input type="checkbox"/>	<input type="checkbox"/>	
6.6.7	Do you routinely record and review accidents/ incidents and undertake follow-up action?	You will be expected to provide on request, records of accident rates and frequency for all RIDDOR reportable (see note 5 to this Table) - events for at least the last three years. Demonstrate that your organisation has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to any enforcement.	<input type="checkbox"/>	<input type="checkbox"/>	
6.6.8	Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the activity for which they are being engaged?	You will be expected to demonstrate and provide evidence on request that your organisation has and implements, arrangements for ensuring that H&S performance throughout the whole of your organisation's supply chain is appropriate to the work likely to be undertaken.	<input type="checkbox"/>	<input type="checkbox"/>	
6.6.9	Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?	You will be expected to demonstrate and provide evidence on request that your organisation has in place and implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of 'work 'method statements'. You should be able to provide indicative examples. The identification and control of any significant occupational health (not just safety) issues should be prominent.	<input type="checkbox"/>	<input type="checkbox"/>	

		<p>(Organisations with fewer than 5 employees, See Note 2 to this Table)</p> <p>NOTE Risk assessments should focus on the needs of the particular job and should be proportionate to the risks arising from the work to be undertaken. In addition to ensuring risk management, the need to reduce documentary requirements on micro-businesses in particular should be taken into account by buyers and assessment providers. Excessive bureaucracy associated with competency assessment can obscure the real risk issues and divert effort away from them.</p>			
6.6.10	Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?	<p>You will be expected to demonstrate and provide evidence on request, of how co-operation and co-ordination of the work is achieved in practice, and how other organisations are involved in drawing up method statements/ safe systems of work etc. including arrangements for response to emergency situations. This should include details of how comments and input from your suppliers will be taken into account and how external comments including any complaints, will be responded to.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6.11	Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees?	<p>You will be expected to demonstrate and provide evidence on request about how you ensure suitable welfare facilities will be in place before starting work on site, whether provided by a site-specific arrangement or your own organisational measures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

b.	If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.3	Steel⁷ – (please refer to supplier selection guidance)	
a.	Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management	
b.	Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel.	
c.	Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both: (i) Your company (ii) All your supply chain members involved in the production or supply of steel.	

8.4	Project Specific Questions – Goods and Services	
a.	Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	On request can you provide a certificate from those customers on the list?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	If you cannot obtain a certificate from a customer can you explain the reasons why?	Yes <input type="checkbox"/> No <input type="checkbox"/>
d.	If the certificate states that goods and/or services supplied were not satisfactory are you able to supply	Yes <input type="checkbox"/> No <input type="checkbox"/>

⁷ [Procurement Policy Note 16/15– Procuring steel in major projects](#)

	information which shows why this will not recur in this contract if you are awarded it?	
e.	Can you supply the information in questions a. to d. above for any sub-contractors [or consortium members] who you are relying upon to perform this contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.5	Project Specific Questions –	
8.5 a.	Please provide 3 examples of projects where your company has completed works to Historic Properties of Grade I or Grade II* listing within the last 5 years. Maximum 2 side if A4 per example not including images. Please describe:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Example 1		
1) Summary of the project, including title and address 2) What your company's scope of work was 3) The value of your contract (examples over £1.5m only please) 4) Specialists you might have worked with (especially any in the field of historic fabric conservation) 5) Particular difficulties you faced and how you worked with the wider team to overcome them 6) Whether the project completed by the contractual completion date – if not, why and how the delays were managed		
Example 2		
1) Summary of the project, including title and address 2) What your company's scope of work was 3) The value of your contract (examples over £1.5m only please) 4) Specialists you might have worked with (especially any in the field of historic fabric conservation) 5) Particular difficulties you faced and how you worked with the wider team to overcome them 6) Whether the project completed by the contractual completion date – if not, why and how the delays were managed		
Example 3		
1) Summary of the project, including title and address 2) What your company's scope of work was 3) The value of your contract (examples over £1.5m only please) 4) Specialists you might have worked with (especially any in the field of historic fabric conservation)		

<p>5) Particular difficulties you faced and how you worked with the wider team to overcome them</p> <p>6) Whether the project completed by the contractual completion date – if not, why and how the delays were managed</p>		
8.5 b.	<p>Sub-Contracting</p> <p>Outline which specialist directly employed trades the company maintains and identify any key trades that your organisation will sub-contract out in undertaking the works. Explain how sub-contractors will be engaged and what criteria will be used in their selection.</p> <p>(Max two A4 pages)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
8.5 c.	<p>Quality Control</p> <p>Explain your quality control procedure to ensure that the project is delivered to a high standard and demonstrate how this has benefited previous projects. Outline how you will address and manage the snagging process and any subsequent defects (Max one A4 page plus any supporting policies)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
8.5 d.	<p>Project team</p> <p>Provide details and an indication of your proposed team for this contract including organisation chart showing reporting lines. Explain their roles and responsibilities and state why they would be selected for this project. Include CVs for only key team members (site manager and above) including recent training. (Max. one A4 page plus organisation chart and CV's).</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
8.5 e.	<p>Cost Management</p> <p>The full extent of repair work on historical buildings will only fully be revealed as the works progress and so the timely reporting of varying costs is crucial to management of the project budget. The PQS will be providing a financial report and final account forecast to the Employer on a monthly basis. Describe how you will ensure that the PQS is kept up to date on changes in cost and anticipated changes in cost (including variations, the adjustment of provisional quantities and the expenditure of provisional sums).</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Mandatory Exclusion Grounds

Public Contract Regulations 2015 R57(1), (2) and (3)

Public Contract Directives 2014/24/EU Article 57(1)

Participation in a criminal organisation

Participation offence as defined by section 45 of the Serious Crime Act 2015

Conspiracy within the meaning of

- section 1 or 1A of the Criminal Law Act 1977 or
- article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

Corruption

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

The common law offence of bribery;

Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

Fraud

Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

- the common law offence of cheating the Revenue;
- the common law offence of conspiracy to defraud;
- fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
- fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
- fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
- an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of

section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;

- fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

Terrorist offences or offences linked to terrorist activities

Any offence:

- listed in section 41 of the Counter Terrorism Act 2008;
- listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
- under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

Money laundering or terrorist financing

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996

Child labour and other forms of trafficking human beings

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994

An offence under section 2 or section 4 of the Modern Slavery Act 2015

Non-payment of tax and social security contributions

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

- HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or
- a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under

any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;

- a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established

Other offences

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

Discretionary exclusions

Obligations in the field of environment, social and labour law.

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see copy below) as amended from time to time; including the following:-

- Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
- In the last three years, where the organisation has 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.
- In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
- Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has been in breach of the National Minimum Wage Act 1998.

Bankruptcy, insolvency

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;

Grave professional misconduct

Guilty of grave professional misconduct

Distortion of competition

Entered into agreements with other economic operators aimed at distorting competition

Conflict of interest

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure

Been involved in the preparation of the procurement procedure.

Prior performance issues

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.

Misrepresentation and undue influence

The organisation has influenced the decision-making process of the contracting authority 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.

Additional exclusion grounds

Breach of obligations relating to the payment of taxes or social security contributions.

ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) —

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocols.

Consequences of misrepresentation

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

- The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
- The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
- If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
- If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

Frequently Asked Questions

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 Contract Regulations 2015. 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 fulfill 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.