

PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

NOTES FOR COMPLETION

Once you have fully completed the PQQ, you MUST:

1. ensure that the Tender Response and all supporting information is in English;
2. send it to tom.smith@gleeds.co.uk, and dean.hodges@gleeds.co.uk
3. be titled "6 New Dwellings at Albert Street, Kettering"
4. ensure that the PQQ Response is received by Gleeds Cost Management Ltd no later than 12 noon on 14th April 2020
5. Any late submissions by email will be disregarded.
6. Failure to observe this will mean the disqualification from this stage of the tender process.

SECTION ONE:

SUPPLIER INFORMATION (the “SI”)

NOTES FOR COMPLETION BY THE SUPPLIER

1. For the purpose of the SI, “KBC” means Kettering Borough Council, or anyone acting on behalf of Kettering Borough Council, that is seeking to invite suitable Suppliers to participate in this procurement process.
2. “You”/ “Your” or “Supplier” means the body completing these questions i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided. The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. The SI is designed to determine whether you meet KBC’s minimum requirements for this tender before we consider your submission.
4. The SI must be completed in its entirety and responses provided to all the questions. If you are unsure of anything in this document and require clarification, please contact:
tom.smith@gleeds.co.uk
dean.hodges@gleeds.co.uk
5. All questions require specific responses from you relating to the organisation named in this SI. All information supplied must be accurate and up to date. KBC reserves the right to refuse to consider your application if the SI is not fully completed or is found to be inaccurate.
6. As necessary, please expand the boxes on the form to accommodate your answers. However, please also keep your answers brief and to the point.
7. **The majority of questions in this SI are ‘pass/fail’, that is, you either meet the minimum requirement or you don’t e.g., levels of insurance cover, or possession of relevant accreditation.**
8. If you do not meet these minimum criteria – more details of which appear further on in this SI – you will be excluded from this stage of the tender process.
9. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.
10. Should you need to provide additional Appendices in response to the SI, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this SI.

Verification of Information Provided

Whilst reserving the right to request information at any time throughout the procurement process, KBC may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions in section 6 of this SI relating to Technical and Professional Ability) KBC may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

Sub-contracting arrangements

1. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of KBC's Requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
2. KBC recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to KBC indicates that sub-contractors are to play a significant role in delivering key KBC Requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify KBC immediately of any change in the proposed sub-contractor arrangements. KBC reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Consortia arrangements

1. If the Supplier completing this SI is doing so as part of a proposed consortium, the following information must be provided;
 - names of all consortium members;
 - the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
 - if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.
2. Please note that KBC may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by KBC as being necessary for the satisfactory performance of the contract.
3. All members of the consortium will be required to provide the information required in all sections of the SI as part of a single composite response to KBC i.e. each member of the consortium is required to complete the form.
4. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.
5. KBC recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that KBC must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. KBC reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Confidentiality

1. When providing details of contracts in answering section 5 of this SI (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

2. KBC reserves the right to contact the named customer contact in section 5 regarding the contracts included in section 5. The named customer contact does not owe KBC any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
3. KBC 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 Public Contracts Regulations.

1 - Supplier information

1.1. Supplier Details	Answer																		
1.1.1 Full name of the Supplier completing the Suppliers Information																			
1.1.2 Registered company address																			
1.1.3 Registered company number																			
1.1.4 Registered charity number																			
1.1.5 Registered VAT number																			
1.1.6 Name of immediate parent company																			
1.1.7 Name of ultimate parent company																			
1.1.8 Please mark 'X' in the relevant box to indicate your trading status	<table> <tr> <td>i. a public limited company</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>ii. a limited company</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>iii. a limited liability partnership</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>iv. other partnership</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>v. sole trader</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>vi. other (please specify)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	i. a public limited company	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ii. a limited company	<input type="checkbox"/> Yes	<input type="checkbox"/> No	iii. a limited liability partnership	<input type="checkbox"/> Yes	<input type="checkbox"/> No	iv. other partnership	<input type="checkbox"/> Yes	<input type="checkbox"/> No	v. sole trader	<input type="checkbox"/> Yes	<input type="checkbox"/> No	vi. other (please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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vi. other (please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No																	
1.1.9 Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	<table> <tr> <td>a. Voluntary, Community and Social Enterprise (VCSE)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>b. Small or Medium Enterprise (SME) ¹</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>c. Sheltered workshop</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>d. Public service mutual</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	a. Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	b. Small or Medium Enterprise (SME) ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No	c. Sheltered workshop	<input type="checkbox"/> Yes	<input type="checkbox"/> No	d. Public service mutual	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
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d. Public service mutual	<input type="checkbox"/> Yes	<input type="checkbox"/> No																	

1.3 Contact details	
Supplier contact details for enquiries about this SI	
Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

2 - Grounds for mandatory exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact KBC for advice before completing this form.

2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) 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;		
(b) 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;		
(c) the common law offence of bribery;		
(d) 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;		
(e) 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:		
(i) the offence of cheating the Revenue;		
(ii) the offence of conspiracy to defraud;		
(iii) 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;		
(iv) 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;		
(v) 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;		
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
(vii) 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;		
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		
(ix) 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;		
(f) any offence listed—		
(i) in section 41 of the Counter Terrorism Act 2008; or		
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		
(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
(i) 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;		

(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		
(k) an offence under section 59A of the Sexual Offences Act 2003;		
(l) an offence under section 71 of the Coroners and Justice Act 2009		
(m) 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; or		
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		
<u>Non-payment of taxes</u>		
2.2 Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?		

3. Grounds for discretionary exclusion

KBC may exclude any Supplier who answers 'Yes' in any of the following situations set out in paragraphs (a) to (i);

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 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 Public Contracts Directive as amended from time to time;		
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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;		
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		
(g) your organisation has 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;		
(h) your organisation— (i) has been 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; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or		
(i) your organisation has undertaken to		
(aa) unduly influence the decision-making process of the contracting authority, or		
(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or		

(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		
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Conflicts of interest

In accordance with question 3.1 (e), KBC may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform KBC, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by KBC should not represent a conflict of interest for the Supplier.

Taking Account of Bidders’ Past Performance

In accordance with question (g), KBC may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). KBC may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this SI. KBC may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, KBC may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

‘Self-cleaning’

Any Supplier that answers ‘Yes’ to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of KBC in each case.

If such evidence is considered by KBC (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- 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 measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by KBC to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

4 - Economic and Financial Standing

FINANCIAL INFORMATION	
4.1	<p>Please provide one of the following to demonstrate your economic/financial standing; Please indicate your answer with an 'X' in the relevant box and by completing Document No 1.</p> <p>(a) If available a copy of the audited accounts for the most recent two years</p>

	(b) 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	Refer to Document No 1				
	(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	Refer to Document No 1				
	(d) 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).					
	(e) Are you willing to undergo a financial check via a credit reference agency? Please note, a credit score will NOT be used as the sole determinant of an organisation's financial standing	<input type="checkbox"/> Yes <input type="checkbox"/> No				
4.2	Where KBC has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this SI, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here. Please confirm whether or not your annual turnover is at least twice the estimated annual contract value of this tender	<input type="checkbox"/> Yes <input type="checkbox"/> No				
4.3	<p>(a) Are you part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please provide the name below:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name of the organisation</td> <td></td> </tr> <tr> <td>Relationship to the Supplier completing the OI</td> <td></td> </tr> </table> <p>If yes, please provide Ultimate / parent company accounts if available. If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary? If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)</p>	Name of the organisation		Relationship to the Supplier completing the OI		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of the organisation						
Relationship to the Supplier completing the OI						

5 – Technical and Professional Ability

Relevant experience and contract examples				
<p>Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to KBC's requirements that you have performed over the last 3 years.</p> <p>The named customer contact provided should be prepared to provide written evidence to KBC to confirm the accuracy of the information provided below:</p>				
		Contract 1	Contract 2	Contract 3
5.1	Name of customer organisation			
	Point of contact in customer organisation Position in the organisation E-mail address			
	Contract start date Contract completion date Estimated Contract Value			
6.2	In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market. <u>Please provide this information at Document No 2 Relevant Experience</u>			
6.3	If you cannot provide at least one example for questions 5.1 to 5.3, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up. See Document No 2			

B - Insurance

1.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the 1 levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance* = £10,000,000 Public Liability Insurance = £10,000,000 Professional Indemnity Insurance = £2,000,000 Product Liability Insurance = £10,000,000</p> <p>* 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.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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C – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to KBC's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

D - Health and Safety

1.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>KBC will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to KBC's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

5 - Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct.

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, and I am signing on behalf of..... **(Insert name of Supplier)**.

I understand that KBC may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to KBC's Requirements.

The following appendices form part of our submission;

Section of SI	Appendix number

SI COMPLETED BY

5.1	Name	
5.2	Role in organisation	
5.3	Date	
5.4	Signature	

SI – Template for Appendices

Appendix Number -
SI section -
Question number -

Suitability Questionnaire Documents No 1 and 2

Suitability Questionnaire – Document No 1			
If applicable a statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the TWO most recent years of trading for this organisation			
Answer:			
Year	Turnover	Profit (Loss)	
	£	£	
	£	£	
Date of Last Accounts (dd/mm/yyyy)	Current assets	Current Liabilities	Cash (Overdraft)
/ /	£	£	£
Available Credit Facility: £			

Suitability Questionnaire – Document No 2
In no more than 500 words, please provide a brief description of the each contract delivered including evidence as to your technical capability in this market
Contract 1:
Answer:
Contract 2:
Answer:
Contract 3:
Answer:

Suitability Questionnaire – Document 2
If you <u>cannot</u> provide at least one example for questions 5.1 to 6.3, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.
Answer: