Appendix B  
Statement of Requirements Response Document

**Introduction**

Accompanying this ITT is a Statement of Requirements (SOR). The SOR seeks to detail OS requirements relating to this tender and also classifies each requirement in terms of its relative importance to OS.

1 As mentioned above, the SOR sets out the specific requirements relating to each of the products and services required by OS. It is envisaged that the relevant sections of the SOR will be included in any Contract.

2 Participants are therefore required to review the SOR and are required to complete and submit the SOR Response Template. If the SOR Response Template is not completed according to these instructions, the Tender will be deemed non- compliant and may at OS’s sole discretion be rejected.

3 In completing the SOR Response Template Participants must provide 1 response to the requirements

4 OS intend that the contract as set out in Appendix 3 will be used although the exact form of the contract, and minor terms in it, may vary depending on post tender clarification. It must be noted that this contract will not be substantially altered.

**Part 1 Commercial Statement of Requirements**

OS’s requirements are set out in this section Part 1 (Commercial Statement of Requirements) and it has allocated each of the criteria an overall weighting reflecting its relative importance to OS. Responses to the requirements in this part either have a ‘pass/fail’ indicator or the response will have marks allocated against the question.

**Identity of Contracting Party**

Participants must provide full details of the Contracting Party with whom OS would contract should their bid be accepted. Details must include the name of the Party(s), full contact details and the legal status of the Contracting Party(s). If it is your intention to form a consortium, please provide full details of those companies who you are combining with to form a consortia or those who will be supporting you in the delivery of the contract where you will be acting as prime contractor.

Potential Supplier Information

1.1(a) Full name of the potential Participant submitting the information: Click or tap here to enter text.

1.1(b)-(i) Registered office address (if applicable): Click or tap here to enter text.

1.1(b)-(ii) Registered website address (if applicable): Click or tap here to enter text.

1.1(c) Trading status:

public limited company

limited company

limited liability partnership

other partnership

sole trader

third sector

other (please specify your trading status): Click or tap here to enter text.

1.1(d) Date of registration in country of origin: Click or tap here to enter text.

1.1(e) Company registration number (if applicable): Click or tap here to enter text.

1.1(f) Charity registration number (if applicable): Click or tap here to enter text.

1.1(g) Head office DUNS number (if applicable): Click or tap here to enter text.

1.1(h) Registered VAT number: Click or tap here to enter text.

1.1(i)-(i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?

Yes

No

N/A

1.1(i)-(ii) If you responded yes to 1.1(i) (i), please provide the relevant details, including the registration number(s):

Click or tap here to enter text.

1.1(j)-(i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?

Yes

No

1.1(j)-(ii) If you responded yes to 1.1(j) (i), please provide additional details of what is required and confirmation that you have complied with this: Click or tap here to enter text.

1.1(k) Trading name(s) that will be used if successful in this procurement: Click or tap here to enter text.

1.1(l) Relevant classifications (state whether you fall within one of these, and if so which one):

Voluntary Community Social Enterprise (**VCSE**)

Sheltered Workshop

Public service mutual

1.1(m) Are you a Small, Medium or Micro Enterprise[[1]](#footnote-1) (**SME**)?

Yes

No

1.1(n) Details of Persons of Significant Control[[2]](#footnote-2) (**PSC**), where appropriate:

* Name: Click or tap here to enter text.
* Date of birth: Click or tap here to enter text.
* Nationality: Click or tap here to enter text.
* Country, state or part of the UK where the PSC usually lives: Click or tap here to enter text.
* Service address: Click or tap here to enter text.
* The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used): Click or tap here to enter text.

Which conditions for being a PSC are met:

Over 25% up to (and including) 50%;

More than 50% and less than 75%;

75% or more.[[3]](#footnote-3)

Please enter N/A if not applicable:

1.1(o) Details of immediate parent company:

* Full name of the immediate parent company: Click or tap here to enter text.
* Registered office address (if applicable): Click or tap here to enter text.
* Registration number (if applicable): Click or tap here to enter text.
* Head office DUNS number (if applicable): Click or tap here to enter text.
* Head office VAT number (if applicable): Click or tap here to enter text.

Please enter N/A if not applicable

1.1(p) Details of ultimate parent company:

* Full name of the ultimate parent company: Click or tap here to enter text.
* Registered office address (if applicable): Click or tap here to enter text.
* Registration number (if applicable): Click or tap here to enter text.
* Head office DUNS number (if applicable): Click or tap here to enter text.
* Head office VAT number (if applicable): Click or tap here to enter text.

Please enter N/A if not applicable

**Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.**

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

Bidding Model

1.2(a)-(i) Are you bidding as the lead contact for a group of economic operators?

Yes

No

If yes, please provide details listed in questions 1.2(a)-(ii), (a)-(iii) and to 1.2(b)-(i), (b)-(ii), 1.3, Section 2 and 3.

If no, and you are a supporting bidder please provide the name of your group at 1.2(a)-(ii) for reference purposes, and complete 1.3, Section 2 and 3.

1.2(a)-(ii) Name of group of economic operators (if applicable): Click or tap here to enter text.

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: Click or tap here to enter text.

1.2(b)-(i) Are you or, if applicable, the group of economic operators proposing to use sub-contractors?

Yes

No

1.2(b)-(ii) If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Registered address: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Trading status: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Company registration number: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Head Office DUNS number (if applicable): | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Registered VAT number: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Type of organisation: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| SME: | Yes  No | Yes  No | Yes  No |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| The approximate % of contractual obligations assigned to each sub-contractor | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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.

1.3(a) Contact name: Click or tap here to enter text.

1.3(b) Name of organisation: Click or tap here to enter text.

1.3(c) Role in organisation: Click or tap here to enter text.

1.3(d) Phone number: Click or tap here to enter text.

1.3(e) E-mail address: Click or tap here to enter text.

1.3(f) Postal address: Click or tap here to enter text.

1.3(g) Signature (electronic is acceptable): Click or tap here to enter text.

1.3(h) Date: Click or tap here to enter text.

**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.

Grounds for mandatory exclusion

2.1(a) Regulations 57(1) and (2)

The detailed grounds for mandatory exclusion of an organisation are set out on this webpage (<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>) or at Appendix 1, which should be referred to before completing these questions.

Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage (<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>) or at Appendix 1.

* Participation in a criminal organisation:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Corruption:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Fraud:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Terrorist offences or offences linked to terrorist activities:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Money laundering or terrorist financing:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

* Child labour and other forms of trafficking in human beings:

Yes ☐ (if Yes please provide details at 2.1(b))

No ☐

2.1(b) If you have answered yes to question 2.1(a), please provide further details:

* Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction
* Identity of who has been convicted.

If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.

Click or tap here to enter text.

2.2 If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)

Yes ☐

No ☐

2.3(a) Regulation 57(3)

Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?

Yes ☐

No ☐

2.3(b) If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.

**Please Note: 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.**

Grounds for discretionary exclusion

Regulation 57 (8)

The detailed grounds for discretionary exclusion of an organisation are set out on this webpage (<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf>) or at Appendix 2, 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 ☐ (if yes please provide details at 3.2)

No ☐

3.1 (b) Breach of social obligations?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1 (c) Breach of labour law obligations?

Yes ☐ (if yes please provide details at 3.2)

No ☐

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 ☐ (if yes please provide details at 3.2)

No ☐

3.1(e) Guilty of grave professional misconduct?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(f) Entered into agreements with other economic operators aimed at distorting competition?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(g) Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(h) Been involved in the preparation of the procurement procedure?

Yes ☐ (if yes please provide details at 3.2)

No ☐

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 ☐ (if yes please provide details at 3.2)

No ☐

3.1(j) Please answer the following statements

3.1(j)-(i) The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(j)-(ii) The organisation has withheld such information.

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(j)-(iii) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.

Yes ☐ (if yes please provide details at 3.2)

No ☐

3.1(j)-(iv) 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.

Yes ☐ (if yes please provide details at 3.2)

No ☐

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)

Click or tap here to enter text.

**Selection Questions[[4]](#footnote-4)**

Economic and Financial Standing

Are you able to provide a copy of your audited accounts for the last two years, if requested? Each bidding organisation is required to provide confidence of solvency for the period of contract, otherwise OS reserve the right to exclude bidders from the process.

Yes ☐

No ☐

If no, can you provide one of the following:

1. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.

Yes ☐

No ☐

1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

Yes ☐

No ☐

1. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

Yes ☐

No ☐

Group

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: Click or tap here to enter text.

Relationship to the Supplier completing these questions: Click or tap here to enter text.

Are you able to provide parent company accounts if requested to at a later stage?

Yes ☐

No ☐

If yes, would the parent company be willing to provide a guarantee if necessary?

Yes ☐

No ☐

If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?

Yes ☐

No ☐

Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015

Are you a relevant commercial organisation as defined by section 54 (*Transparency in supply chains etc.*) of the Modern Slavery Act 2015 (**the Act**)?

Yes ☐

N/A ☐

If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?

Yes ☐ Please provide the relevant url: Click or tap here to enter text.

No ☐

Please provide an explanation: Click or tap here to enter text.

Insurance

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

Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below. Each bidder must confirm acceptance to these to be considered for this contract

1. Yes ☐

No ☐

* Employer’s (Compulsory) Liability Insurance = £5,000,000
* Public Liability Insurance = £10,000,000
* Professional Indemnity Insurance = £2,000,000

Please note 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.

Health and Safety

Has the Participant been prosecuted under any relevant health and safety legislation in the last five (5) years?

Yes  No

If the response is ‘Yes’ please provide details of the incident and what corrective action has been put in place. If the answer is ‘No’ then please state this in the response box below. OS reserves to the right to request further information if required and remove the Participant from the process if the information supplied is not satisfactory.

|  |
| --- |
| Response:  YES/NO |

Has the Participant been issued with an Improvement or Prohibition Notice under any relevant health and safety legislation in the last five (5) years?

Yes  No

If the response is ‘yes’ please provide details in the response box and detail any corrective actions that have been put in place as a result. If the answer is ‘No’ please state as such in the response box below. OS reserves to the right to request further information if required and remove the Participant from the process if the information supplied is not satisfactory.

|  |
| --- |
| Response:  YES/NO |

Environmental

In the last three (3) years, has any court or tribunal made any findings, or has the Participant been the subject of any formal investigation for breach of environmental legislation?

Yes  No

If the answer is ‘Yes’ please provide details regarding the breach of legislation and what corrective action you have undertaken to ensure a similar breach does not occur again. OS reserves to the right to request further information if required and remove the Participant from the process if the information supplied is not satisfactory.

|  |
| --- |
| Response:  YES/NO |

Contractual Issues

Is there any material pending or threatened litigation or other legal proceedings connected with similar projects against the Participant and/or any of its named supply chain members (sub-contractors) that may affect delivery of this project?

Yes  No

If ‘Yes’, provide full details of the litigation or legal proceedings and what areas of impact this will have in respect of the delivery of the services required under this Framework Agreement. OS reserves to the right to request further information if required and remove the Participant from the process if the information supplied is not satisfactory.

|  |
| --- |
| Response:  YES/NO |

**Part 2 Operational Statement of Requirements**

Responses to the requirements in this section either have a ‘pass/fail’ indicator or the response will have marks allocated against the question. The total marks value of this section is **95 Marks.**

Services Agreement Acceptance

**MANDATORY REJECTION**

This is a Pass/Fail event in so far as non-acceptance of the Services Agreement terms will result in a mandatory rejection.

Participant accepts the terms of the Services Agreement attached to the ITT without modification or amendment:

Yes  No

Content & Layout

**Content**

Please provide evidence in the form of case studies that demonstrate how your organisation has completed copywriting for similar projects before, to include the starting point, your involvement, the outputs and benefits of the completed project. Please include the thought process and rationale behind the work that your organisation completed.

|  |
| --- |
| Response:  30 MARKS AVAILABLE |

**Search Engine Optimisation (SEO)**

Please provide evidence in the form of case studies that demonstrate how your organisation has completed SEO related activity similar projects before, to include the starting point, your involvement, the outputs and benefits of the completed project. Please include the thought process and rationale behind the work that your organisation completed.

|  |
| --- |
| Response:  30 MARKS AVAILABLE |

**Layout & Text**

Please re-write the text in the following two URLs to demonstrate how you would approach copy layout, tone of voice, consistency of style and digital & mobile first language. Please include the thought process and rationale behind how you have tacked each of the four aforementioned aspects.

<https://www.ordnancesurvey.co.uk/business-and-government/products/mastermap-products.html>

<https://www.ordnancesurvey.co.uk/business-and-government/products/topography-layer.html>

|  |
| --- |
| Response:  10 MARKS AVAILABLE |

**Writing for the Web Guidelines**

Following the completion of the new website copy work, please outline what you would include in a writing for the web guidelines document for our internal teams to follow. We will need to follow the tone and approach you have led in the copywriting work carried out, how should we continue this approach?

|  |
| --- |
| Response:  5 MARKS AVAILABLE |

**13.0 Project Management**

**13.1 Project Plan**

Please submit a detailed project plan for this project including timescales, role & responsibilities and key milestone outputs.

|  |
| --- |
| Response:  5 MARKS AVAILABLE |

**13.2 Engagement**

Please detail the steps your organisation would take to engage with project stakeholders. Please include all the steps that you would go through to identify, engage and requirements gather from each stakeholder group.

|  |
| --- |
| Response:  5 MARKS AVAILABLE |

## 13.3 Team

Please outline the team that will fulfil the requirement, the structure, their credentials, their experiences, how they will deliver the content.

Please provide all documentation, CV/Bio, structure charts or evidence that support the delivery of the above requirements.

|  |
| --- |
| Response:  10 MARKS AVAILABLE |

**Part 3 Pricing**

The total marks value of this section is **5 Marks**.

14 Pricing

Please provide a cost for the complete requirement based on the scenario of 300 pages of re-writing and 100 pages of new copywriting. You will determine the word count on the new pages, but as a guide for pricing, allocate 300 words per page.

No bids that exceed £20,000 will be considered.

Please provide the detail of charge per word or charge per page to allow the contract scope to have sufficient flexibility depending on the final agreed requirement in terms of the number of pages.

The pricing submitted for will be evaluated as follows:

The Participant identified as the overall lowest total price for will be awarded 100% of the marks available; and other Participants will receive a percentage of the marks available on a pro-rata basis which will be calculated as follows:

*(****Lowest price*** *divided by* ***Participants price****) multiplied by the* ***Marks available*** *= the* ***Participants Weighted Score***

|  |  |  |  |
| --- | --- | --- | --- |
| **Item / Service Description** | **Price Per Word** | **Price Per Page** | **Total Price** |
| Re-write of existing copy (300 pages) |  |  |  |
| Writing of new copy (100 pages) |  |  |  |
| **Total** | | |  |

1. Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR)

I declare that I wish the information below to be considered as Exemptions to the FOIA or EIR, to apply with regard to the following within the application document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question Number** | **Description of Information** | **Potential Implications of Disclosure** | **Time Period that such Information remains commercially sensitive** | **Exemption which Participant considers to apply under FOIA or EIR** |
|  |  |  |  |  |
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Note: Please ensure that the person who is responsible in respect of FOIA or EIR signs the schedule.

|  |  |
| --- | --- |
| **Signature** |  |
| **On Behalf of** |  |
| **Name** |  |
| **Title** |  |
| **Date** |  |
|  |  |

1. Certificate of Non-canvassing and Non-collusion

In recognition of the principle that the essence of selective tendering is that OS shall receive bona fide competitive Tenders from all those tendering.

WE CERTIFY THAT:

1 the Tender submitted is a bona fide tender intended to be competitive;

2 that we have not, nor any person employed by us or acting on our behalf has:

2.1 canvassed or solicited any member, officer or employee of OS in connection with the Tender submitted or the award of the Contract; and

2.2 fixed or adjusted the amount of the Tender with any third party (or solicit any third party to fix or adjust their tender); and

2.3 communicated details of our Tender to any third party, other than OS or, where the Tender is submitted on behalf of a consortium, to other consortium members; and

2.4 prevented or dissuaded any third party from tendering; and

2.5 promised, offered, given, requested or accepted any advantage or inducement or consideration directly or indirectly to any third party in connection with the Tender.

3 we will not, nor any person employed by us or acting on our behalf will at any time undertake any of the acts in paragraph 2 above.

|  |  |
| --- | --- |
| **Signature** |  |
| **On Behalf of** |  |
| **Name** |  |
| **Title** |  |
| **Date** |  |
|  |  |

**Annex 3 Company Information**

All Participants should answer these questions. If your company is not currently registered in the UK, you should still try to answer each question, substituting any appropriate professional, commercial or other registration within your domestic jurisdiction.

|  |  |  |  |
| --- | --- | --- | --- |
| Full name of the potential supplier: |  | | |
| Registered office address (if applicable): |  | | |
| Registered website address (if applicable): |  | | |
| Trading status: | public limited company  limited company  limited liability partnership  other partnership | | sole trader  third sector  charity  voluntary organisation |
| Date of registration in country of origin: |  | | |
| Company registration number: |  | | |
| Charity registration number: |  | | |
| Head office DUNS number: |  | | |
| Registered VAT number: |  | | |
| If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?  Yes  No  If you responded yes, please provide the relevant details, including the registration number(s): | | | |
| Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?  Yes  No  If you responded yes, please provide additional details of what is required and confirmation that you have complied with this: | | | |
| Trading name(s) that will be used if successful in this procurement: |  | | |
| Relevant classifications (state whether you fall within one of these, and if so which one): | Yes:  No | Voluntary Community Social Enterprise (VCSE)  Sheltered Workshop  Public service mutual | |
| Are you a Small, Medium or Micro Enterprise (SME)? | Yes  No | | |
| Please confirm an organisational structure chart is enclosed: | Yes  No | | |
| Are you a subsidiary to another company? | Yes  No | | |
| Details of immediate parent company (if applicable): | Full name of the immediate parent company:  Registered office address:  Registration number:  Head office DUNS number:  Head office VAT number:  Please enter N/A if not applicable: | | |
| Details of ultimate parent company (if applicable): | Full name of the ultimate parent company:  Registered office address:  Registration number:  Head office DUNS number:  Head office VAT number:  Please enter N/A if not applicable: | | |
| Brief history (not more than 200 words) of your organisation: | | | |
| Names & Responsibilities of Owners / Directors / Executive Directors / Partners / Trustees / Management Committee (as applicable) | | | |
| **Name** | **Responsibility** | | |
|  |  | | |
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| Does the Participant have any Information Assurance and Security certification, for example Cyber Essentials, Cyber essentials PLUS, ISO27000 series, or equivalent?  Yes  No  If yes, please give details below and include in your response a copy of your ISO 27001 certificate, detailing what your statement of applicability covers: | | | |
| Is your organisation registered with the Information Commissioners Office for the processing of personal information?  Yes  No  If yes, please provide your registration number. | | | |

1. See definition of SME: <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. 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: <https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships> [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
4. See Action Note 8/16 Updated Standard Selection Questionnaire (<https://www.gov.uk/government/collections/procurement-policy-notes>) [↑](#footnote-ref-4)