



Exeter
City Council

Appendix 2
Selection Questionnaire (SQ)
Guidance Notes

Exeter Air Quality Monitoring Continuous
Analysers 2017

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Guidance Notes

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete the Part 1 and Part 2 self-declaration.

It is a mandatory requirement to answer every question as any information omitted will result in a non-compliant bid and will not be taken through to the tender stage and scored.

Technical & Professional Ability

The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.

Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.

Supporting Evidence

If any of the information is publicly available (e.g. national database) that might substantiate and evidence the information or responses provided in the Selection Questionnaire, please provide information about where the Council may find such information.

Supporting evidence is only specifically required to be provided by the winning bidder, except where specifically requested.

DBS Checking

Please note: A DBS (Disclosure Barring Service) check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Additional 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.

Definitions

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

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](#).

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.