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Qualification Questionnaire: 1.1 Using Bravo to complete your response

	Question	Description
1.1.1	Note	<p>Read all the provided documents and understand the required actions. Pay attention to each deadline and any subsequent communications that you receive.</p> <p>Use the secure messaging functionality to communicate with the Buyer for all matters relating to the content or structure of the tender.</p> <p>Ensure you click "Submit Response" when you have completed your response. Failure to submit a response will result in your bid not being visible to the buyer. The "Submit Response" button can be found at the top centre of the screen.</p> <p>N.B. "Saving" your response does not mean you have submitted. Saving your response without submitting will not make it visible to the buyer.</p> <p>It is your responsibility to submit on time. If you miss the deadline your response may be deemed non-compliant and rejected by the buying team. You can submit as many times as you need before the deadline.</p>
1.1.2	Note	<p>If the Buyer makes any changes to the structure of the tender you will be required to confirm and resubmit your response. It is important to ensure you are aware of such changes and are able to resubmit before the closing date and time. Your previously submitted response will no longer be valid – failure to resubmit before the closing date and time will result in the buyer being unable to see your response.</p> <p>To ensure you don't miss crucial communications (for example if your primary contact is on leave) you are able to set up additional users within your company profile. These users should be added to the tender to ensure they receive all critical communications. Please see the "Help for Suppliers" function for details on setting up additional users.</p> <p>It is your responsibility to ensure you are actively monitoring the tender and completing all required tasks throughout the tender process.</p>
1.1.3	Note	<p>Attachments should be kept to a manageable size and zipped (the site will advise you if any file you are trying to upload is too large). Only attach documents that the Buyer has requested and make sure that you attach them in the correct area.</p> <p>Please ensure each attachment is clearly marked to indicate the SQ question number.</p> <p>Text responses are deliberately capped to a maximum of 2000 characters – if the Buyer requires a longer response they will add an additional text box or an 'Attachment' question.</p> <p>Numeric fields will only accept numbers and delineators (such as ".").</p> <p>Questions marked with a red asterisk are mandatory; these must be completed in order to be able to submit your response.</p>
1.1.4	Note	<p>Treat your username and password securely. If you have forgotten your password please follow the link on the main page to reset it.</p> <p>Save your response regularly. For security reasons your session will time out if you are inactive for an extended period of time. If your session expires any unsaved work will be lost. Typing on a page without saving does not mean you are registered as being active on the portal. This time-out feature ensures the integrity of your account.</p> <p>Ensure that 'pop ups' are not blocked on your browser. If you are inactive for an extended period of time the portal will notify you through a 'pop up'. This warning allows you time to "refresh" the connection and ensure you are not disconnected (which would result in unsaved data being lost).</p> <p>If you experience any technical difficulties, please check your system meets the minimum recommended requirements. You can check this by clicking "System Requirements" on the main page of this site.</p> <p>You must use the buttons and links within the site to navigate. Do not use the "Back" and "Forward" buttons on your browser as this could result in losing any unsaved work.</p>

1.1.5	Note	<p>If you have any questions on how to use this system please refer to the 'Help for Suppliers' link at the top of each page. This content is designed to explain the eSourcing platform and aid you in completing your tender response.</p> <p>If this guidance does not answer your query you can contact the BravoSolution Helpdesk for technical assistance. Please provide your tender reference code, a clear description of the problem and your contact details. The Helpdesk is only able to assist with technical queries.</p> <p>You must use the secure messaging functionality to communicate with the Buyer for all matters relating to the content or structure of the tender. You must ensure you leave adequate time to receive a response before the tender closing date. Questions received on the closing day are not guaranteed a response before the closing deadline and may result in your response being excluded.</p>
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Qualification Questionnaire: 1.2 Standard Selection Questionnaire – Potential supplier Information

	Question	Description
1.2.1	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 exclusion, (see URL link below). 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).
1.2.2	Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2	<p>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).</p> <p>When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.</p>
1.2.3	Supplier Selection Questions: Part 3	<p>The procurement 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.</p> <p>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.</p>
1.2.4	Supplier Selection Questions: Part 3, Consequences of misrepresentation	If you seriously misrepresent any factual 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.
1.2.5	URL for list of exclusion grounds	For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachm-ent_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf .

Qualification Questionnaire: 1.3 Notes for completion

	Question	Description
1.3.1	Note	The "authority" means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
1.3.2	Note	"You" / "Your" refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term "potential supplier" is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the "regulations") and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
1.3.3	Note	Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state 'N/A'. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
1.3.4	Note	The authority recognises that arrangements set out in section 1.5 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
1.3.5	Note	For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
1.3.6	Note	At the contracting authorities discretion, all sub-contractors may be required to complete Part 1 and Part 2, see PCR2015 regulations 71 (8)–(9).
1.3.7	Note	For answers to Part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.
1.3.8	Note	The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

Qualification Questionnaire: 1.4 Part 1: Potential Supplier Information, Section 1–Potential supplier information

	Question	Description	
1.4.1	Note	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.	
	Question	Description	Question Type
1.4.2	SQ-1.1(a)	* Full name of the potential supplier submitting the information	Text
1.4.3	SQ-1.1(b) – (i)	Registered office address (if applicable)	Text
1.4.4	SQ-1.1(b) – (ii)	Registered website address (if applicable)	Text
1.4.5	SQ-1.1(c)	* Trading status	Option List
1.4.6	SQ-1.1(c) – (other)	If 'other', please specify your trading status	Text
1.4.7	SQ-1.1(d)	* Date of registration in country of origin	Date
1.4.8	SQ-1.1(e)	Company registration number (if applicable)	Text
1.4.9	SQ-1.1(f)	Charity registration number (if applicable)	Text
1.4.10	SQ-1.1(g)	Head office DUNS number (if applicable)	Text
1.4.11	SQ-1.1(h)	* Registered VAT number	Text
1.4.12	SQ-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?	Option List
1.4.13	SQ-1.1(i) – (ii)	If you responded yes to SQ-1.1(i) – (i), please provide the relevant details, including the registration number(s).	Text
1.4.14	SQ-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?	Option List
1.4.15	SQ-1.1(j) – (ii)	If you responded yes to SQ-1.1(j) – (i), please provide additional details of what is required and confirmation that you have complied with this.	Text
1.4.16	SQ-1.1(k)	* Trading name(s) that will be used if successful in this procurement	Text
1.4.17	SQ-1.1(l)	* Relevant classifications (state whether you fall within one of these, and if so which one)	Multi Choice Option List
1.4.18	SQ-1.1(m)	* Are you a Small, Medium or Micro Enterprise (SME)? (see Note 5 below).	Option List
	Question	Description	
1.4.19	Note 5	See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures/analysis/sme-definition/	
	Question	Description	Question Type
1.4.20	SQ-1.1(n)	<p>* Details of Persons of Significant Control (PSC), where appropriate: (see Note 6 below)</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 he or she 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; – Over 25% up to (and including) 50%, – More than 50% and less than 75%, – 75% or more (see Note 7 below) <p>(Please enter N/A if not applicable)</p>	Text
1.4.21	SQ-1.1(o) Details	<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>	Text
1.4.22	SQ-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>	Text
	Question	Description	
1.4.23	Note	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.	

1.4.24	Note 6	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.
1.4.25	Note 7	Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Qualification Questionnaire: 1.5 Part 1: Potential Supplier Information, Section 1– Bidding model

	Question	Description	
1.5.1	Note	Please provide the following information about your approach to this procurement:	
	Question	Description	Question Type
1.5.2	SQ-1.2(a) – (i)	* Are you bidding as the lead contact for a group of economic operators? If yes, please provide details listed in questions SQ-1.2(a)–(ii), (a)–(iii) and to SQ-1.2(b)–(i), (b)–(ii), SQ-1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at SQ-1.2(a)–(ii) for reference purposes, and complete SQ-1.3, Section 2 and 3.	Option List
1.5.3	SQ-1.2(a) – (ii)	Name of group of economic operators (if applicable)	Text
1.5.4	SQ-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.	Text
1.5.5	SQ-1.2(b) – (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Option List
1.5.6	SQ-1.2(b) – (ii)	If you responded yes to SQ-1.2(b)–(i) please provide additional details for each sub-contractor as an attachment referencing this question number. Details to include 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 and the approximate % of contractual obligations assigned to each sub-contractor. We may ask them to complete this form as well.	Attachment

Qualification Questionnaire: 1.6 Part 1: Contact details and declaration

	Question	Description	Question Type
1.6.1	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.	Option List (with response causing Supplier exclusion)
1.6.2	SQ-1.3(a)	* Contact name	Text
1.6.3	SQ-1.3(b)	* Name of organisation	Text
1.6.4	SQ-1.3(c)	* Role in organisation	Text
1.6.5	SQ-1.3(d)	* Phone number	Text
1.6.6	SQ-1.3(e)	* E-mail address	Text
1.6.7	SQ-1.3(f)	* Postal address	Text
1.6.8	SQ-1.3(g)	* Signature, please select yes to confirm that the above named individual is an officer duly authorised by the company, and this officer agrees to the above mentioned declaration	Yes/No Value
1.6.9	SQ-1.3(h)	* Date	Date

Qualification Questionnaire: 1.7 Part 2: Exclusion Grounds, Section 2–Grounds for mandatory exclusion

	Question	Description
1.7.1	Note	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.
1.7.2	Regulations 57(1) and (2)	The detailed grounds for mandatory exclusion of an organisation are set out on the below web page at 1.7.3, 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 at the web page below at 1.7.3.
1.7.3	URL	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

	Question	Description	Question Type
1.7.4	SQ-2.1(a).1	* Participation in a criminal organisation.	Option List (with response causing Supplier exclusion)
1.7.5	SQ-2.1(a).2	* Corruption.	Option List (with response causing Supplier exclusion)
1.7.6	SQ-2.1(a).3	* Fraud.	Option List (with response causing Supplier exclusion)
1.7.7	SQ-2.1(a).4	* Terrorist offences or offences linked to terrorist activities	Option List (with response causing Supplier exclusion)
1.7.8	SQ-2.1(a).5	* Money laundering or terrorist financing	Option List (with response causing Supplier exclusion)
1.7.9	SQ-2.1(a).6	* Child labour and other forms of trafficking in human beings	Option List (with response causing Supplier exclusion)
1.7.10	SQ-2.1(b)	If you have answered yes to question SQ-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.	Text
1.7.11	SQ-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)	Text
1.7.12	SQ-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?	Option List (with response causing Supplier exclusion)
1.7.13	SQ-2.3(b)	If you have answered yes to question SQ-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.	Text
	Question	Description	
1.7.14	Note	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.	

Qualification Questionnaire: 1.8 Part 2: Exclusion Grounds, Section 3–Grounds for discretionary exclusion

	Question	Description	
1.8.1	Regulation 57(8)	The detailed grounds for discretionary exclusion of an organisation are set out on the below web page, 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.	
1.8.2	URL	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf	
	Question	Description	Question Type
1.8.3	SQ-3.1(a)	* Breach of environmental obligations?	Option List
1.8.4	SQ-3.1 (b)	* Breach of social obligations?	Option List
1.8.5	SQ-3.1 (c)	* Breach of labour law obligations?	Option List
1.8.6	SQ-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?	Option List
1.8.7	SQ-3.1(e)	* Guilty of grave professional misconduct?	Option List
1.8.8	SQ-3.1(f)	* Entered into agreements with other economic operators aimed at distorting competition?	Option List

1.8.9	SQ-3.1(g)	* Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Option List
1.8.10	SQ-3.1(h)	* Been involved in the preparation of the procurement procedure?	Option List
1.8.11	SQ-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?	Option List
1.8.12	SQ-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.	Option List
1.8.13	SQ-3.1(j) – (ii)	* The organisation has withheld such information.	Option List
1.8.14	SQ-3.1(j) – (iii)	* The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Option List
1.8.15	SQ-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.	Option List
1.8.16	SQ-3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Text

Qualification Questionnaire: 1.9 Part 3: Selection Questions, Section 5–Group

	Question	Description	
1.9.1	Note	If you have indicated in the Selection Questionnaire question SQ-1.2 that you are part of a wider group, please provide further details below:	
	Question	Description	Question Type
1.9.2	SQ-5(a)	Name of organisation	Text
1.9.3	SQ-5(b)	Relationship to the Supplier completing these questions	Text
1.9.4	SQ-5.1	Are you able to provide parent company accounts if requested to at a later stage?	Option List
1.9.5	SQ-5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Option List
1.9.6	SQ-5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Option List

Qualification Questionnaire: 1.10 Part 3: Selection Questions, Section 7–Modern Slavery Act 2015

	Question	Description	Question Type
1.10.1	SQ-7.1	* Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Option List
1.10.2	SQ-7.2	If you have answered yes to question SQ-7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Option List
1.10.3	SQ-7.2(a)	If you have answered yes to question SQ-7.2, please provide the relevant URL to view the statement	Text
1.10.4	SQ-7.2(b)	If you have answered no to question SQ-7.2, please provide an explanation	Text

Qualification Questionnaire: 1.11 Part 3: Additional Questions, Section 8.1–Insurance

	Question	Description	
1.11.1	Note	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.	
	Question	Description	Question Type
1.11.2	SQ-8.1	<p>* 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: Employer's (Compulsory) Liability Insurance = £5 million Public Liability Insurance = £5 million Professional Indemnity Insurance = £x Product Liability Insurance = £5 million</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>	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.12 Form of offer

	Question	Description	
1.12.1	Mandatory requirement	Please note that agreement to the Form of Offer in the attachments requires completion of the boxes below:	
	Question	Description	Question Type
1.12.2	Name of Authorised Officer	* Please enter name of duly authorised officer of the company agreeing to the Form of Offer	Text

1.12.3	Company position of above Authorised Officer	* Please insert the position of above duly authorised officer	Text
1.12.4	Agreement to the provisions in the Form of Offer	* Please select yes to confirm that the above named individual is an officer duly authorised by the company, and this officer agrees to the provisions in the Form of offer	Yes/No Value

Qualification Questionnaire: 1.13 Response to Tender

	Question	Description	Question Type
1.13.1	Confirmation of Selectt File attachment	* Please confirm whether you have uploaded a Selectt Offer file(s) for CM_PHG_20_5618	Yes/No Value

Qualification Questionnaire: 1.14 Pharma QC

	Question	Description	Question Type
1.14.1	PharmaQC	* All items should be registered on Pharma QC with product information completed and images uploaded. Please confirm that you have entered your information on Pharma QC. Guidance available via link below: https://www.gov.uk/government/publications/drug-quality-assurance-database-pharmaqcinformation	Yes/No Value

Qualification Questionnaire: 1.15 Notification of Contract Manager

	Question	Description	Question Type
1.15.1	Notification of Contract Manager	* Please provide the details. Name/Job Title/Contact Information of the individual who will be responsible for the day to day management of the agreement. This information will be used to populate Schedule 1, Section 3 of the framework agreement.	Text

Qualification Questionnaire: 1.16 Name and Address for Notices

	Question	Description	Question Type
1.16.1	Name and Address for Notices	* Please provide the name and address for notices served under any resultant framework agreement to be delivered to. This will be used to populate section 4.1 of the framework agreement.	Text

Qualification Questionnaire: 1.17 Contact Details for E-Signature of Frameworks

	Question	Description	Question Type
1.17.1	Contact Details for E-Signature of Frameworks	* Please provide the name, job title and email address for the authorised person within your organisation who will be signing the framework document on behalf of your organisation should you be awarded any lines. The attached guidance outlines the process for electronically signing the framework agreement	Text

Qualification Questionnaire: 1.18 Management Levels for Escalation and Dispute Resolution

	Question	Description	Question Type
1.18.1	Management Levels for Escalation and Dispute Resolution	* Please provide the management roles for dispute resolution (up to 3 levels) This will be used to populate section 5.1 of the framework agreement.	Text

Qualification Questionnaire: 1.19 Appendices

	Question	Description
1.19.1	Attachments	If you need to submit any additional information to complete your response to the above questions, please include it as part of a single, zipped attachment response. Please ensure each appendix is clearly marked to indicate the SQ question number.