



LUTTERWORTH TOWN COUNCIL

Christmas Lights Tender (ref. 2026)

INVITATION TO TENDER - PART FOUR

QUESTIONNAIRE

TO BE COMPLETED AND RETURNED
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Christmas Lights Tender for Lutterworth Town Council

1. Instructions for completion of the Questionnaire

It is essential that you answer **ALL** questions and that all information requested is submitted (in English). If this is not done, then your application may be disqualified. If a question is not applicable please state this in the relevant box together with an explanation as to why it is not applicable.

You may extend the space available for responses where necessary. You may also prefer to respond in your own format, but it is important that you maintain the Council's numbering arrangement.

Please ensure that all supporting documentation is clearly marked with the respective question number which it relates to. Do not cross-reference with your own identification as this may lead to errors occurring during the assessment of your application.

The information you give will be treated as confidential. The Council is relying on the information provided by applicants. No other information will be considered, other than references and data from credit checking companies. Organisations which may already be known to the Council must fill in the questionnaire in full and make no assumptions that other information will be taken into account.

If, at any time prior to the submission of the bid or during the Bid Period to award of Contract, there are any material changes to this information, the applicant must advise the Council immediately.

QUESTIONNAIRE

SECTION 1 – COMPANY IDENTITY		
1.1	Name of the organisation of which the tender is submitted:	
1.2	Company address & postcode:	
1.3	Contact name and job title:	
1.4	Office telephone number:	
1.5	Mobile telephone number:	
1.6	E- mail address:	
1.7	Website address:	

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SECTION 2 – GENERAL COMPANY INFORMATION					
2.1	Is your company a:		public limited company?		
			limited company?		
			partnership?		
			sole trader?		
2.2	If your company is none of the above, please specify:				
2.3	Company registration number:				
2.4	Date of registration:				
2.5	VAT registration number:	PAYE collection number:	Corporation tax number:		
2.6	Registered address if different from address detailed in question 1.2:				
2.7	Is your company registered under the Data Protection Act 1998? If Yes, please provide your registration number:				Yes/No
2.8	Does your company's business have a continuity plan i.e. disaster recovery / IT back ups?				Yes/No
2.9	Provide the names of company directors:				
2.10	Have any of the company's directors/partners been disqualified from acting as directors of any company under the provisions of the Company Directors Disqualification Act 1986? If yes, please provide full details				Yes/No
2.11	Have any company directors / partners been convicted of a criminal offence relevant to their business or profession? If yes, please provide full details				Yes/No
2.12	Have any company directors / partners been declared personally bankrupt? If yes, please provide full details				Yes/No

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2.13	If a group company – please provide parent company details: Registration number of parent company: Parent company name: Parent company address:	Not applicable/ Yes/No
2.14	Does your company have a written training policy?	Yes/No
2.15	Does your company have a written corporate responsibility policy?	Yes/No
	If Yes provide details of the policy and how you implement it.	
2.16	Please provide a brief history of your company and its core business activities; the company's future corporate strategy, including any significant financial factors: This should not exceed two A4 pages.	
2.17	Provide details of staff turnover as a percentage for the past three years:	
2.18	Provide details of current contracts, the nature of the contract and value.	

SECTION 4 – FINANCIAL INFORMATION

	This section asks for some financial figures about your organisation, (and the ultimate holding company if there is one). If you are able to answer these questions, the authority will not usually need to ask you to send accounts at this stage. Please provide the figures for the two most recent years (if available):		
		Applicant	Parent company consolidated (if applicable)
4.1	Please indicate the turnover of the organisation for the past two years:	£..... for year ended __/__/__ £..... for year ended __/__/__	£..... for year ended __/__/__ £..... for year ended __/__/__

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4.2	What was the pre-tax profit (or loss) for the last two years?	£..... for year ended __/__/____ £..... for year ended __/__/____	£..... for year ended __/__/____ £..... for year ended __/__/____
4.3	What was the organisation's net worth / shareholders funds (or net liabilities) at the date of the latest accounts?	£..... at __/__/____	£..... at __/__/____
4.4	What is your present cash and credit position?	£..... cash (overdraft) at __/__/____ Available credit facility £..... at __/__/____	£..... cash (overdraft) at __/__/____ Available credit facility £..... at __/__/____
4.5	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?		Yes / No
4.6	If "No" what were the reasons, and what has been done to put things right?		
4.7	Has your organisation met all its obligations to pay its creditors and staff during the past year?		Yes / No
4.8	If "No" please explain why not:		
4.9	What is the name and branch of your bankers (who could provide a reference)?	Name:	
Branch:			
Contact details:			
4.10	If asked, would you be able to provide at least one of the following?		
	A copy of your most recent audited accounts (for the last two years if this applies)		Yes / No

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	<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>	Yes / No
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	Yes / No

SECTION 5 – HEALTH AND SAFETY

Please note that the council may wish to audit the company's health & safety, environmental and management systems at any time. In the event that this is unacceptable, the company should clearly state its objection at the time of returning this documentation.

5.1	Please provide a copy of your company's health & safety policy statement and organisational arrangements for its implementation:	
5.2	Does your company have a health & safety system accredited to BS8800 or equivalent?	Yes/No
5.3	Does your company have a specific director, partner or other person responsible for the implementation of your company's safety policy? If yes provide details:	Yes/No
5.4	Does your company employ a full time health & safety professional or health & safety consultant? If yes, please provide details of the qualifications, experience and membership of an appropriate professional body. If no, please indicate who provides advice on health and safety:	Yes/No
5.5	Does your company provide health & safety training to: a) Staff b) Sub-contractors If yes, please provide details of the content and type of training e.g. induction, management, task specific, etc.:	Yes/No Yes/No
5.6	Does your company maintain accident records?	Yes/No
5.7	Do you consult staff on health and safety matters? If so, how?	Yes/No
5.8	Do you undertake risk assessments? How are these undertaken?	
5.9	Has your company over the past 5 years been or is in the process of being investigated/prosecuted for any health & safety or environmental offence? If yes, provide details:	Yes/No

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5.10	Has your company over the past 5 years been or is in the process of having any civil action brought against it for any health & safety offence? If yes, provide details:	Yes/No
5.11	Has your company been served with any prohibition / improvement notices for breaches of health and safety legislation in the past 3 years? If so, please provide details including subsequent action taken by the company:	Yes/No

PART 6 – ENVIRONMENTAL

6.1	Does your company have an environmental policy? If Yes, please provide a copy:	Yes/No Included Yes/No
6.2	How does your company deal with waste and recyclable materials arising from redundant Christmas Light displays?	
6.3	Has your company or any director over the past 5 years been convicted of a criminal offence or been found guilty of grave misconduct with regard to any environmental legislation or is in the process of having any civil action brought against it for any environmental offence? If Yes, provide details:	Yes/No Included Yes/No
6.4	Does your company check the environmental performance of your sub-contractors? If Yes, please provide details of the system and processes:	Yes/No

SECTION 7 – REFERENCES

Please note that the council may contact the client organisations for references, unless the applicant company clearly states that this is not acceptable.

7.1	- Please provide details of three recent contracts that are relevant to the council's requirement. - If you cannot provide three references, please provide the reasons why. Please note:
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	The references you provide will not be evaluated as part of the pre-qualification exercise, but will be taken up during the tender process, should your organisation be short listed.		
Client	Reference 1	Reference 2	Reference 3
Company name:			
Contact name:			
Contact e-mail:			
Contact telephone:			
Client	Reference 1	Reference 2	Reference 3
Contract award date:			
Brief description of contract:			
Contract value:			
Length of contract:			

SECTION 8 – DISPUTES			
8.1	Provide details for the last three years, of contracts where there has been a failure to complete the contract on time or at all, or where there have been claims for damages, or where damages have been deducted or recovered or where you are currently in dispute with any companies. Also details of any contracts terminated:		
Client name and address	Contract reference and brief description of works	Date of claim / contract termination	Reason for claim termination

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8.2	Are there any court actions and/ or significant employment tribunal hearings outstanding against your company? If Yes please provide details:	Yes/No	
8.3	Has your company ever had a contract terminated or your employment determined for whatever reason under the terms of a contract? If Yes please provide details:	Yes/No	

SECTION 9 – QUALITY ASSURANCE

Please note that the council may wish to audit the company's quality assurance manual and management systems at any time.

In the event that this is unacceptable, the company should clearly state its objection at the time of returning the pre-qualification documentation.

	Is your company accredited to ISO 9001/9002 or equivalent?	Yes/No
9.1	If Yes, please state: (a) Registration no.: (b) Accreditation body: (c) Date of registration: (d) Date of last surveillance or audit: If no, are you working towards accreditation and if so when do you expect to achieve accreditation?	
9.2	If your company does intend to use sub-contractors to provide any of the services required for the completion of the works, please list the service provision responsibility and the extent to which you envisage using the sub contractors to provide any of the service: Please also provide the company name, address and contact details:	

SECTION 10 – INSURANCE

10.1	Please provide details of your current insurance cover:	Value
10.2	Public Liability Insurance:	£

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	Please provide a copy of the certificate	
10.3	Employers Liability Insurance: Please provide a copy of the certificate:	£
10.4	Professional Indemnity Insurance (if applicable): If applicable, please provide a copy of the certificate:	£
10.5	Other insurance (please specify): If applicable, please provide a copy of the certificate:	£

SECTION 11 – DUTY AS AN EMPLOYER

11.1	Please give details of any notifiable judgements against you or your company, within the last 3 years, under any of the following acts: • Equal Pay Act (Amended) 1970 • Equality Acts 2006 and 2010	
11.2	Personnel may be required to be CRB/DBS checked. Please provide assurance that this process will be adhered to, where required:	Yes/No

SECTION 12 – COMPLIANCE WITH EU LEGISLATION / UK PROCUREMENT LEGISLATION

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12.1	Do any of the circumstances as set out in The Public Contracts Regulations 2006 Regulation 23 apply to your company? The council may seek evidence at a later date, in confirmation of your answer. (A summary of the circumstances of Regulation 23 is provided at Appendix 1)	Yes/No
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SECTION 13 – DECLARATION

13.1 A declaration in the form specified below must be completed:

I/We certify that the information supplied in this application is complete and accurate to the best of my/our knowledge and belief. I/We understand that false or incomplete information may result in my/our exclusion from the list of tenderers.

Signed.....

Printed Name.....

Position in Company.....

For and on behalf of.....

NOTES:

This application should be signed by the applicant in person or by a duly authorised partner in the case of a partnership, or by a duly authorised Director or Company Secretary in the case of a Limited Company.

Before returning this form, please ensure that you have answered all the questions in the sections required and enclosed copies of all relevant documents. Failure to do so may result in your exclusion from the list of tenderers.

SECTION 14 – MANDATORY ATTACHMENTS CHECKLIST

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It is essential that the company answers **all** questions and that all information requested is submitted. If this is not done, then an application may be disqualified. If a question is not applicable please state this in the relevant box together with an explanation of why it is not applicable.

14.1	Question 2.19	Organisational structure and staff details	Yes / No
	Question 5.1	Health & Safety Policy & arrangements for implementation	Yes / No
	Question 7.1	References	Yes/No
	Question 10	Insurance certificates	Yes/No

APPENDIX 1

SUMMARY OF INELIGIBILITY CONDITIONS PROVIDED BY REGULATION 23 OF THE PUBLIC SERVICES CONTRACTS REGULATIONS

This summary is offered only as an indication for the convenience of bidders. Bidders should refer to the Regulations and satisfy themselves that they are not ineligible.

The Public Contracts Regulations 2006

Criteria for the rejection of economic operators

23. —

(1) Subject to paragraph (2), a contracting authority shall treat as ineligible and shall not select an economic operator in accordance with these Regulations if the contracting authority has actual knowledge that the economic operator or its directors or any other person who has powers of representation, decision or control of the economic operator has been convicted of any of the following offences—

- (a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA;
- (b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;
- (c) the offence of bribery;
- (d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:
 - (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 and the Theft Act 1978;
 - (iv) fraudulent trading within the meaning of section 458 of the Companies Act 2006;
 - (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;
 - (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or
 - (vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;
- (e) money laundering within the meaning of the Money Laundering Regulations 2007; or
- (f) any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant State.

(2) In any case where an economic operator or its directors or any other person who has powers of representation, decision or control has been convicted of an offence described in paragraph (1), a contracting authority may disregard the prohibition

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described there if it is satisfied that there are overriding requirements in the general interest which justify doing so in relation to that economic operator.

- (3) A contracting authority may apply to the relevant competent authority to obtain further information regarding the economic operator and in particular details of convictions of the offences listed in paragraph (1) if it considers it needs such information to decide on any exclusion referred to in that paragraph.
- (4) A contracting authority may treat an economic operator as ineligible or decide not to select an economic operator in accordance with these Regulations on one or more of the following grounds, namely that the economic operator:-
 - (a) being an individual is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has made any conveyance or assignment for the benefit of his creditors or appears unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;
 - (b) being a partnership constituted under Scots law has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate;
 - (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of the above procedures or is the subject of similar procedures under the law of any other state;
 - (d) has been convicted of a criminal offence relating to the conduct of his business or profession;
 - (e) has committed an act of grave misconduct in the course of his business or profession;
 - (f) has not fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;
 - (g) has not fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;
 - (h) is guilty of serious misrepresentation in providing any information required of him under this regulation;
 - (i) in relation to procedures for the award of a public services contract, is not licensed in the relevant State in which he is established or is not a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member; or

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- (j) subject to paragraphs (7), (8) and (9), is not registered on the professional or trade register of the relevant State specified in Schedule 6 in which he is established under conditions laid down by that State.
- (5) The contracting authority may require an economic operator to provide such information as it considers it needs to make the evaluation in accordance with paragraphs (1) and (4) except that it shall accept as conclusive evidence that an economic operator does not fall within the grounds specified in paragraphs (1) and (4)(a), (b), (c), (d), (f) or (g) if that economic operator provides to the contracting authority—
 - (a) in relation to the grounds specified in paragraphs (1) and (4)(a), (b), (c) or (d)
 - (i) an extract from the judicial record; or
 - (ii) in a relevant State which does not maintain such a judicial record, a document issued by the relevant judicial or administrative authority;
 - (b) in relation to the grounds specified in paragraphs (4)(f) or (g), a certificate issued by the relevant competent authority; and
 - (c) in a relevant State where the documentary evidence specified in paragraphs (5)(a) and (b) is not issued in relation to one of the grounds specified in paragraphs (1), (4)(a), (b), (c), (d), (f) or (g), a declaration on oath made by the economic operator before the relevant judicial, administrative or competent authority or a relevant notary public or Commissioner for oaths.
- (6) In this regulation, "relevant" in relation to a judicial, administrative or competent authority, notary public or Commissioner for oaths means an authority designated by, or a notary public or Commissioner for oaths in the relevant State in which the economic operator is established.
- (7) An economic operator established in the United Kingdom or Ireland shall be treated as registered on the professional or trade register for the purposes of paragraph (4)(j) if the economic operator —
 - (a) is established in Ireland and is certified as registered with the Registrar of Friendly Societies; or
 - (b) is established in either State and is either:-
 - (i) certified as incorporated by their respective Registrar of Companies; or
 - (ii) is certified as having declared on oath that it is carrying on business in the trade in question in the State in which it is established at a specific place of business and under a specific trading name.
- (8) In relation to procedures for the award of a public services contract, an economic operator established in Greece shall be treated as registered on the professional or trade register for the purposes of paragraph (4)(j)—
 - (a) when the services to be provided under the contract are specified in category 8 of Schedule 3 and when Greek legislation requires persons who provide those services to be registered on the professional register, if it is registered on that register; and
 - (b) in any other case, in accordance with paragraph (9).
- (9) An economic operator established in a relevant State, other than the United Kingdom or Ireland, which either has an equivalent professional or trade register which is not

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listed in Schedule 6 or which does not have an equivalent professional or trade register shall be treated as registered on a professional or trade register for the purposes of paragraph (4)(j) on production of either a certificate that he is registered on the equivalent professional or trade register or where no such register exists, a declaration on oath, or in a relevant State which does not provide for a declaration on oath a solemn declaration, made by the economic operator before the relevant judicial, administrative or competent authority or a relevant notary public or Commissioner for oaths, that he exercises the particular profession or trade.