**Standard Selection Questionnaire**

|  |
| --- |
| Part 1: Your Information and the bidding model. |
| **You must answer all questions in Parts 1, 2 and 3** |
| Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declarations. |

Yes

No

N/A

|  |  |  |
| --- | --- | --- |
| Section 1 | Your Information | |
| Question No | Question | Response |
| 1.1 (a) | Name (if registered, please give the registered name) |  |
| 1.1 (b) – (i) | Registered address (if applicable) or head office address |  |
| 1.1 (b) – (ii) | Registered website address (if applicable) |  |
| 1.1 (c) | Trading Status   1. Public Limited company 2. Private Limited company 3. Limited Liability Partnership 4. Other Partnership 5. Sole Trader 6. Third Sector 7. Other (please specify) |  |
| 1.1 (d) | Date of registration (if applicable) or date of formation. |  |
| 1.1 (e) | Registration number (company, partnership, charity, etc. if applicable) |  |
| 1.1 (f) | Registered VAT number |  |
| 1.1 (g) – (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established? | Yes  No  N/A |
| 1.1 (g) – (ii) | If you responded yes to 1.1 (g) – (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide   * The website address * Issuing body * Reference number |  |
| 1.1 (h) – (i) | For procurements for service only, is it a legal requirement in the country where you are established for you to:   1. Possess a particular authorisation, or 2. Be a member of a particular organisation,   To provide the requirements specified in this procurement? | Yes  No |
| 1.1 (h) – (ii) | If you responded yes to 1.1 (h) – (i), please provide additional details of what is required, confirmation that you have compiled with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. |  |
| 1.1 (i) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public Service Mutual |  |
| 1.1 (j) | Are you a Small, Medium or Micro Enterprise (SME)? | Yes  No |
| 1.1 (k) | Details of Person(s) with Significant Control (PSC) where appropriate.   * Name * Date of Birth * Nationality * Country, State, or part of the UK where the PSC usually lives * Service Address * The date he/she became a PSC in relation to the company * Which conditions for being a PSC are met:   + Over 25% up to & inc 50%   + More than 50% & less than 75%   + 75% or more   (Please enter N/A if not applicable) |  |
| 1.1 (l) | Details of your immediate parent company:   * Full name of immediate parent company * Registered or head office address * Registration number (if applicable) * VAT number (if applicable)   (Please enter N/A if not applicable) |  |
| 1.1 (m) | Details of ultimate parent company:   * Full name of ultimate parent company * Registered or head office address * Registration number (if applicable) * VAT number (if applicable)   (Please enter N/A if not applicable) |  |
| Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above) | | |

|  |  |  |
| --- | --- | --- |
| Please provide the following information about your approach to this procurement: | | |
| Section 1 (cont.) | Bidding Model |  |
| Question No. | Question | Response |
| 1.2 | Please indicate if you are bidding as a single supplier or as part of a group or consortium?  If you are bidding as a single supplier, please go to Q1.3.  If you are bidding as a group or consortium (including where you intend to establish a legal entity to deliver the contract or you are a subcontractor), please tell us:   1. The name of the group/consortium 2. The proposed structure of the group/consortium, including the legal structure where applicable. 3. The name of the lead member in the group/consortium 4. Your role in the group/consortium (e.g., lead member, consortium member, subcontractor). 5. If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e., are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and if so, which criteria you are relying on them for |  |
| 1.3 | If you are proposing to use subcontractors, please provide the details for each subcontractor.   * Name * Registration number * Registered or head office address * Trading status  1. Public limited company 2. Private Limited company 3. Limited Liability partnership 4. Other partnership 5. Sole trader 6. Third Sector 7. Other (please specify your trading status)  * Registered VAT number * SME (Yes/No) * The role each subcontractor will take in providing the works and/or supplies. E.g., key deliverables – if known * The approximate % of contractual obligations assigned to each subcontractor, if known * Is the subcontractor being relied upon to meet the selection criteria (i.e., are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |
| 1.4 | Lots  Where applicable, please tell us which lot(s) you wish to bid for?  (Please enter N/A if not applicable) |  |

|  |  |  |
| --- | --- | --- |
| **Part 2: Exclusion Grounds** | | |
| Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses. | | |
| Section 2 | Grounds for Mandatory Exclusion | |
| Question No. | Question | Declaration |
| 2.1 (a) | Within the past five years, anywhere in the world, have you or any person who:   * Is a member of the supplier’s administrative, management or supervisory body or * Has powers of representation, decision, or control in the supplier * Been convicted of any of the offences within the summary below and listed in full on the webpage? |  |
|  | Participation in a criminal organisation | Yes  No |
|  | Corruption | Yes ☐  No ☐ |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐ |
|  | Money laundering or terrorist financing | Yes ☐  No ☐ |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐ |
|  | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales, or Northern Ireland. | Yes ☐  No ☐ |
|  | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales, or Northern Ireland. | Yes ☐  No ☐ |
| 2.1 (b) | If you have answered yes to any part of question 2.1 (a) please provide further details, including:   * Date of conviction and the jurisdiction, * Which of the grounds listed the conviction was for, * The reasons for conviction, * The 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. |  |
| 2.1 (c) | If you have answered yes to any part of the question above, please explain what measures have been taken to demonstrate your reliability grounds for exclusion. (self-cleaning). |  |

|  |  |  |
| --- | --- | --- |
| Section 3 | Mandatory and discretionary grounds relating to the payment of taxes and social security contributions | |
| 3.1 | Please confirm that you have met all of your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.  If documentation is available electronically, please provide:   * The web address, * Issuing authority, * Precise reference of the documents. | Yes  Go to Section 4  No |
| 3.2 (a) | If you have answered no to 3.1 (a) please provide further details including the following:   * Country concerned, * What is the amount concerned, * How the breach was established, i.e., through a judicial or administrative decision, please provide the date of the decision, * If the breach has been established by other means, please specify the means. |  |
| 3.1 (b) | Please also confirm whether 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. | Yes  No |
| Please Note: we reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions. | | |

|  |  |  |
| --- | --- | --- |
| Section 4 | Grounds for Discretionary Exclusion | |
| The detailed grounds for discretionary exclusion of an organisation are set out within Section 4.2 of our ITT and should be referred to before completing these questions. | | |
| Question No. | Question | Declaration |
| 4.1 | Within the past three years, anywhere in the world, have any of the situations summarised below applied to you? |  |
| 4.1 (a) | Breach of environmental obligations? | Yes ☐  No ☐ |
| 4.1 (b) | Breach of social law obligations? | Yes ☐  No ☐ |
| 4.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐ |
| 4.1 (d) | Bankruptcy or subject of insolvency? | Yes ☐  No ☐ |
| 4.1 (e) | Guilty of grave professional misconduct? | Yes ☐  No ☐ |
| 4.1 (f) | Distortion of competition? | Yes ☐  No ☐ |
| 4.1 (g) | Conflict of Interest? | Yes ☐  No ☐ |
| 4.1 (h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐ |
| 4.1 (i) | Prior Performance issues | Yes ☐  No ☐ |
| 4.1 (j)  4.1 (j) - (i)  4.1 (j) - (ii)  4.1 (j) - (iii)  4.1 (j) - (iv) | Do any of the following statements apply to you?  You have 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  You have withheld such information  You are not able, without delay, to submit documents if/when required.  You have undertaken to unduly influence the decision- making process of the contracting authority to obtain confidential information that may confer upon you, undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection, or award. | Yes ☐  No ☐  Yes ☐  No ☐  Yes ☐  No ☐  Yes ☐  No ☐ |
| 4.2 | If you are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.  If you are a relevant commercial organisation, please -   * Confirm that you have published a statement as required by Section 54 of the Modern Slavery Act. * Confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54 | Yes ☐  No ☐  Yes ☐  No ☐  N/A ☐ |
| 4.3 | If your latest published statement is available electronically, please provide:   * The web address * Precise reference of the documents |  |
| 4.4 | If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measured have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning) |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part 3: Selection Questions | | | | | | | | |
| Section 5 | Economic and Financial Standing | | | | | | | |
| Question No | Question | | | | | Response | | |
| 5.1 | If documentary evidence of economic and financial standing is available electronically (e.g., financial statements filed with Companies House), please provide:   * The web address * Issuing authority * Precise reference of the documents | | | | |  | | |
| 5.2 | If documentary evidence of economic and financial standing is not available electronically, please provide details of your turnover for the last two years.  Also, for any other person or entity on whom you are relying on to meet the selection criteria relating to economic and financial standing, please provide details of their turnover figures. | | | | |  | | |
| 5.3 | Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | | | | | Yes ☐  No ☐ | | |
| Section 6 | Technical and Professional Ability | | | | | | | |
| Question No. | Question | | | | |  | | |
| 6.1 | Relevant experience and contract examples.  Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sector: voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past five years.  The named contact should be able to provide written evidence to confirm the accuracy of the information provided below.  For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/subcontractors have delivered similar requirements.  For each contract, please provide the following information, | | | | | | | |
|  | | | Contract 1 | Contract 2 | | | Contract 3 | |
| Name of the Customer who signed the contract | | |  |  | | |  | |
| Name of the Supplier who signed the contract | | |  |  | | |  | |
| Point of contact in the customer’s organisation | | |  |  | | |  | |
| Position in the customers organisation | | |  |  | | |  | |
| Email address | | |  |  | | |  | |
| Description of the contract. | | |  |  | | |  | |
| Contract Start Date | | |  |  | | |  | |
| Contract End Date | | |  |  | | |  | |
| Estimated contract value. | | |  |  | | |  | |
| 6.2 | | If you cannot provide at least one example for question 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g., your organisation is a new start-up, or you have provided services in the past but not under a contract. | | |  | | |
| 6.3 | | Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s). | | |  | | |
| Section 7 | | Additional Questions | | |  | | |
| Question No. | | Question | | | Response | | |
| 7.1 | | Insurance  Please confirm 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 Liability Insurance £10m  Public Liability Insurance £10m  Professional Indemnity Insurance £5m  Product Liability Insurance £10m | | | Yes ☐  No ☐  Yes ☐  No ☐  Yes ☐  No ☐  Yes ☐  No ☐ | | |
| 7.2 | | If you have answered no to any part of question 7.1, please outline what levels of insurance cover you already have or can commit to obtain. | | |  | | |
| 7.3 | | Total number of employees  For procurements related to works only please state the number of employees within our geographical area.  If you currently have no employees within our geographical area, please outline how you intend to resource this procurement. | | |  | | |
| 7.4 | | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | | | Yes ☐  No ☐ | | |
| 7.5 | | Total number of employees who have left over the last 12 months.  Where staff retention falls below 80%, please outline any mitigating factors which should be considered. | | |  | | |
| 7.6 | | Please confirm that you have systems in place to include (as a minimum) 30-day payment terms in all your supply chain contracts and require that such terms are passed down through your supply chain. | | | Yes ☐  No ☐ | | |
| 7.7  7.7 (a)  7.7 (b)  7.7 (c) | | Carbon Reduction (for contracts over £5m)  Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting  Please confirm that your organisation is taking steps to reduce your GHG Emissions over time and is publicly committed to achieving Net Zero by 2050  Please provide your current Net Zero target date: | | | Yes ☐  No ☐  Yes ☐  No ☐  20… | | |
| 7.8 | | Please confirm that you have read the tender documents fully and that any bid you place is an offer to provide the contract to the North Star Housing Group in accordance with any specifications within the tender pack. | | | Yes ☐  No ☐ | | |
| 7.9 | | **Statement of non-canvassing**  I hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the North Star Housing Group in connection with this Tender and the proposed award of the Contract by the North Star Housing Group and that no person employed by me/us, or acting on my/us, or advising me/us has done any such act.  I/we further hereby undertake that I/we will not canvass any member, director, employee or adviser of the North Star Housing Group in connection with this Tender and the proposed award of the Contract and that no person employed by me/us or acting on my behalf, or advising me/us, will do any such act. I/we agree that the North Star Housing Group may, in consideration of this bid, and in any subsequent actions, rely upon the statements made in this Certificate. | | | Yes ☐  No ☐ | | |
| 7.9 | | **Statement of non-collusion**  The essence of the public procurement process is that the North Star Housing Group shall receive bona fide competitive Tenders from all Tenderers.  In recognition of this principle, I/we certify that this is a bona fide tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the tender or the rates or prices, quoted by or under or in accordance with any agreement or arrangement with any other Tenderer (other than a member of our own consortium).  I also certify that I/we have not done, and undertake that I/we will not do, at any time during the tender process or in the event of my/our Tender being successful while the resulting Contract is in Force, any of the following acts:   * Entered into any agreement with any other person with the aim of preventing Tenders being made or as to the fixing or adjusting of the amount of any Tender or the conditions on which any Tender is made; * Inform any person, other than the North Star Housing Group of the details of the Tender or the amount or the approximate amount of my/our offer except where the disclosure was in confidence and was essential to obtain insurance premium quotations required for the preparation of the Tender; or * Cause or induce any person to enter into such an agreement as is mentioned in paragraph 1 and 2 above or to inform us of the amount or the approximate amount of any rival Tender for the Contract; or * Commit any offence under the Bribery Act 2010. * Offer, agree to pay, pay or give any sum of money, inducement or consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the performance of the Project covered by the Tender any act or omission.   I agree that the North Star Housing Group may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Declaration. | | | Yes ☐  No ☐ | | |

Contact details and declarations

I declare that to the best of my knowledge the answers submitted, and information contained in this complete document, are correct and accurate.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability 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.

Signed (electronic is acceptable)

Date

**Contact details of those making the declaration**

|  |  |
| --- | --- |
|  | Response |
| Contact Name |  |
| Name of Organisation |  |
| Role in Organisation |  |
| Phone Number |  |
| E-mail address |  |
| Postal Address |  |