**Supplier Selection Questionnaire**

Please complete all sections of this questionnaire. Further guidance is provided in **Annex 1** at the end of this document.

This questionnaire is designed to assess potential suppliers against minimum standards with respect to supplier credentials. This includes gathering information about companies, such as their economic and financial standing. At GC we can only work with suppliers who pass the suitability assessment and meet GC’s minimum standards.

The questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (self-cleaning). We will review these answers in order to ensure that the situation has been satisfied and potential risks in the relationship are managed. GC is unable to work with suppliers who fail to meet the minimum suitability standards (receive a fail) and have not put sufficient measures in place to protect GC’s interests in the delivery of the contract. Where you have identified key subcontractors in question 1.14 we may request that these organisations also complete this questionnaire.

The Questionnaire will be assessed according to the following criteria:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Suitability Assessment** | | | | | |
| **Criteria** | | | **Weighting** | | |
| 1. Company Background | | | Information Only | | |
| 1. Grounds for mandatory exclusion | | | Pass or Fail | | |
| 1. Grounds for discretionary exclusion | | | Pass or Fail | | |
| 1. Insurance | | | Pass or Fail | | |
| 1. Economic and Financial Standing | | | Pass or Fail | | |
| 1. Modern Slavery | | | Information Only or Pass or Fail for organisations in scope under Section 54 of Modern Slavery Act 2015 | | |
| 1. Data Protection | | | Pass or Fail | | |
|  |  |  | | |  |  |
| **Category Number** | **Question Number** | **Question** | | | **Possible Answers** | **Answer** |
| Category 1  Organisation Background | 1.1 | Please provide the Registered Company Name and Trading Name if relevant and the address of your organisation. (This should be the full company name as it would appear within the contractual documentation if successful) | | | Name Address |  |
| 1.2 | Please provide postal address if different from above | | | Address |  |
| 1.3 | Please provide your registered website address where applicable | | | Website Link or N/A |  |
| 1.4 | Please confirm the key contact for this project on-going including name, email address and direct telephone number. | | | Name Email Address Telephone Number |  |
| 1.5 | Please confirm the email address to be used for any communications with regard to this tender offer. | | | Email Address |  |
| 1.6 | Are you a Small, Medium or Micro Enterprise (SME)? | | | Yes/No |  |
| 1.7 | Is your organisation a Voluntary, Community, Faith Organisation or Social Enterprise? | | | Voluntary Community Faith Social Enterprise N/A |  |
| 1.8 | Is your organisation a: | | | PLC Limited Company Sole Trader Partnership Other |  |
| 1.9 | If other, please specify. | | | Free Text |  |
| 1.10 | If operating as a Partnership, please state the number of Partners. | | | Free Text |  |
| 1.11 | If your organisation is a member of a group of companies, please provide further details on the holding company, and details of the organisations which make up your group. (maximum response 250 words) | | | Free Text |  |
| 1.12 | Please provide the date your organisation commenced trading. | | | Free Text |  |
| 1.13 | Please provide your Company Registration Number | | | Free Text |  |
| 1.14 | Please provide your VAT Registration number. | | | Free Text |  |
| 1.15 | Please select either answer a or b as applicable; a) Your organisation is bidding to provide all the services required b) Your organisation is bidding in the role of Prime Contractor and intends to subcontract some of the services to third parties to deliver the services. | | | a or b |  |
| 1.16 | If your answer to above is b, please give details of legal arrangements between partners and supply the following information for each sub-contractor to be used.  Name; Registered address Trading status Company registration number 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. Please note that we may ask your sub-contractors to complete a copy of this form as well. | | | Free Text  (Use separate sheet if required) |  |
| Category 2  Grounds for mandatory exclusion | 2.1 | 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 below? | | | Yes or No |  |
| 1. Participation in a criminal organisation | | | Yes or No |  |
| 1. Corruption. | | | Yes or No |  |
| 1. Fraud. | | | Yes or No |  |
| 1. Terrorist offences or offences linked to terrorist activities | | | Yes or No |  |
| 1. Child labour and other forms of trafficking in human beings | | | Yes or No |  |
| 1. Money laundering or terrorist financing | | | Yes or No |  |
| 2.2 (a) | If you have answered yes to question 2.1, please provide further details.  .  Please identify who has been convicted and complete Section 2.2(b) & 2.2(c) where applicable. | | | Free Text |  |
| 2.2 (b) | Where an individual has been identified, please enter the name of the individual. | | | Free Text |  |
| 2.2 (c) | *(To be completed by the individual identified)*  I confirm that the details contained within sections 2.1 & 2.2 can be used by GC for the purposes of processing and evaluating this Selection Questionnaire including any self-cleaning identified in 2.3. | | | Yes or No |  |
| 2.3 | 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) | | | Free Text |  |
| 2.4 | 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 or No |  |
| 2.5 | If you have answered yes to question 2.4, 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. | | | Free Text |  |
| Category 3  Grounds for discretionary exclusion | 3.1 | 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. Breach of environmental obligations? | | | Yes or No |  |
| 1. Breach of social obligations? | | | Yes or No |  |
| 1. Breach of labour law obligations? | | | Yes or No |  |
| 1. 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 or No |  |
| 1. Guilty of grave professional misconduct? | | | Yes or No |  |
| 1. Entered into agreements with other economic operators aimed at distorting competition? | | | Yes or No |  |
| 1. Aware of any conflict of interest\* due to the participation in the procurement procedure?   \*to ensure equal treatment of all economic operators and avoid any distortion of competition, the concept of conflicts of interest shall at least cover any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. | | | Yes or No |  |
| 1. Been involved in the preparation of this procurement procedure? | | | Yes or No |  |
| 1. 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 or No |  |
| 3.2 | If you have answered Yes to any of the above (3.1), explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | | | Free Text |  |
| Category 4  Insurance | 4.1 | Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Employers Liability Insurance applicable for each and every occurrence. | | | Yes No N/A Willing to Commit to taking out insurance to the required level if awarded the contract |  |
| 4.2 | Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Public Liability Insurance applicable for each and every occurrence. | | | Yes No Willing to Commit to taking out insurance to the required level if awarded the contract |  |
| 4.3 | Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Professional Indemnity Insurance applicable for each and every occurrence. | | | Yes No  Willing to Commit to taking out insurance to the required level if awarded the contract |  |
| Category 5  Economic and Financial Standing | 5.1 | Please provide one of the following to demonstrate your economic/financial standing;  (a) A copy of the audited accounts for the most recent two years.  (b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation.  (c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.  (d) 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). | | | Please state which option provided  ………  **Enclosure Required  (Please note only one copy required)** |  |
| Category 6  Modern Slavery Act 2015 | 6.1 | Please confirm if you are a commercial organisation as defined by section 54 of the Modern Slavery Act 2015 (<http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted>) | | | Yes or No |  |
| 6.2 | If you answered yes to the above, please provide the link or a copy of your statement or an explanation why you are unable to provide this. | | | **Link or Enclosure**  Free text |  |
| Category 7 - Suppliers who process or have access to personal data, confidential data or GC Systems in relation to the supply of goods and or services or works to the Growth Company must complete Category 7.  **PLEASE NOTE THE SUCCESSFUL BIDDER MAY BE ASKED TO COMPLETE AN ADDITIONAL INFORMATION SECURITY QUESTIONNAIRE ON AWARD** | | | | | | |
| Category 7 Data Protection | 7.1 | Please identify if you have one of the following accreditations or certifications: Cyber Essentials, Cyber Essentials Plus, ISO27001, Public Services Network (PSN) Compliance | | | Free Text |  |
| 7.2 | If you have none of the above certifications, are you willing to attain Cyber Essentials within 6 months of contract award? | | | Yes or No |  |
| Declaration | | | | | | |
| I declare that to the best of my knowledge the answers submitted to these questions are correct and I am authorised to sign on behalf of my organisation.  I understand that GC may reject my application if there is a failure to answer all relevant questions fully or if I provide false/misleading information. | | | | | | |
| Name | | |  | | | |
| Role | | |  | | | |
| Date | | |  | | | |
| Authorised Signature | | |  | | | |
|  | | | | | |

| **ANNEX 1: Detailed Guidance** | | | | |
| --- | --- | --- | --- | --- |
| **Category Number** | **Question Number** | **Question** | **Possible Answers** | **Answer** |
| Category 1  Organisation Background | 1.1 | Please provide the Registered Company Name and Trading Name if relevant and the address of your organisation. (This should be the full company name as it would appear within the contractual documentation if successful) | Name Address | **Information Only** |
| 1.2 | Please provide postal address if different from above | Address | **Information Only** |
| 1.3 | Please provide your registered website address where applicable | Website Link or N/A | **Information Only** |
| 1.4 | Please confirm the key contact for this project on-going including name, email address and direct telephone number. | Name Email Address Telephone Number | **Information Only** |
| 1.5 | Please confirm the email address to be used for any communications with regard to this tender offer. | Email Address | **Information Only** |
| 1.6 | Are you a Small, Medium or Micro Enterprise (SME)? | Yes/No | **Information Only** |
| 1.7 |  |  |  |
| 1.8 | Is your organisation a: | PLC Limited Company Sole Trader Partnership Other | **Information Only** |
| 1.9 | If other, please specify. | Free Text | **Information Only** |
| 1.10 | If operating as a Partnership, please state the number of Partners. | Free Text | **Information Only** |
| 1.11 | If your organisation is a member of a group of companies, please provide further details on the holding company, and details of the organisations which make up your group. (maximum response 250 words) | Free Text | **Information Only** |
| 1.12 | Please provide the date your organisation commenced trading. | Free Text | **Information Only** |
| 1.13 | Please provide your Company Registration Number | Free Text | **Information Only** |
| 1.14 | Please provide your VAT Registration number. | Free Text | **Information Only** |
| 1.15 | Please select either answer a or b as applicable; a) Your organisation is bidding to provide all the services required b) Your organisation is bidding in the role of Prime Contractor and intends to subcontract some of the services to third parties to deliver the services. | a or b | **Information Only** |
| 1.16 | If your answer to above is b, please give details of legal arrangements between partners and supply the following information for each sub-contractor to be used.  Name; Registered address Trading status Company registration number 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. Please note that we may ask your sub-contractors to complete a copy of this form as well. | Free Text  (Use separate sheet if required) | **Information Only** |
| Category 2  Grounds for mandatory exclusion | 2.1 | 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 below? | Yes or No | **The detailed grounds for mandatory/ discretionary exclusion of an organisation are set out** [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)**, which should be referred to before completing these questions.**  **If an Organisation answers Yes to any of the statements, GC shall disqualify that Organisation, pending consideration of the self-cleaning statement. This information will be used to determine whether suitable measures have been implemented to rectify the situation and prevent future reoccurrence.**  **If your organisation was at fault and suitable action not taken - automatic exclusion.**  **The Information provided will be reviewed by GC.** |
| 1. Participation in a criminal organisation | Yes or No |
| 1. Corruption. | Yes or No |
| 1. Fraud. | Yes or No |
| 1. Terrorist offences or offences linked to terrorist activities | Yes or No |
| 1. Child labour and other forms of trafficking in human beings | Yes or No |
| 1. Money laundering or terrorist financing | Yes or No |
| 2.2 (a) | If you have answered yes to the question 2.1, please provide further details. Including; date of conviction, which grounds the listed conviction was for and the reason for the conviction.  Please identify who has been convicted and complete Section 2.2(b) & 2.2(c) where applicable. | Free Text |
| 2.2 (b) | Where an individual has been identified, please enter the name of the individual. | Free Text |
| 2.2 (c) | *(To be completed by the individual identified)*  I confirm that the details contained within sections 2.1 & 2.2 can be used by GC for the purposes of processing and evaluating this Selection Questionnaire including any self-cleaning identified in 2.3. | Yes or No |
| 2.3 | 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) | Free Text |
| 2.4 | 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 or No |
| 2.5 | If you have answered yes to question 2.4, 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. | Yes or No |
| Category 3  Grounds for discretionary exclusion | 3.1 | 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. Breach of environmental obligations? | Yes or No |
| 1. Breach of social obligations? | Yes or No |
| 1. Breach of labour law obligations? | Yes or No |
| 1. 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 or No |
| 1. Guilty of grave professional misconduct? | Yes or No |
| 1. Entered into agreements with other economic operators aimed at distorting competition? | Yes or No |
| 1. Aware of any conflict of interest\* due to the participation in the procurement procedure?   \*to ensure equal treatment of all economic operators and avoid any distortion of competition, the concept of conflicts of interest shall at least cover any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. | Yes or No |
| 1. Been involved in the preparation of this procurement procedure? | Yes or No |
| 1. 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 or No |
| 3.2 | If you have answered Yes to any of the above (3.1), explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Free Text |
| Category 4  Insurance | 4.1 | Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Employers Liability Insurance applicable for each and every occurrence. | Yes No N/A Willing to Commit to taking out insurance to the required level if awarded the contract | **If no, automatic exclusion.**  **If you answer N/A, please state why. Note that it is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. This is not applicable to Sole Traders.** |
| 4.2 | Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Public Liability Insurance applicable for each and every occurrence. | Yes No Willing to Commit to taking out insurance to the required level if awarded the contract | **If no, automatic exclusion.** |
| 4.3 | Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Professional Indemnity Insurance applicable for each and every occurrence. | Yes No  Willing to Commit to taking out insurance to the required level if awarded the contract | **If no, automatic exclusion.** |
| Category 5  Economic and Financial Standing | 5.1 | Please provide one of the following to demonstrate your economic/financial standing;  (a) A copy of the audited accounts for the most recent two years.  (b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation.  (c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.  (d) 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). | Please state which option provided  ………  **Enclosure Required  (Please note only one copy required)** | **This section is to ascertain the supplier’s financial stability. The questions are intended to gain a basic indication that the supplier is not a significant financial risk in relation to the supply of services to GC. Suppliers will not be deselected on the basis of turnover size / credit check alone. The assessment will be fair and proportionate to the contract. Where the financial viability of the supplier is considered to represent a significant and unacceptable risk to the completion of the contract, and GC money, the supplier may be failed on this basis.**  **Enclosure Required** |
| Category 6  Modern Slavery Act 2015 | 6.1 | Please confirm if you are a commercial organisation as defined by section 54 of the Modern Slavery Act 2015 (<http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted>) | Yes or No | **Information Only** |
| 6.2 | If you answered yes to the above, please provide the link or a copy of your statement | **Link or Enclosure**  Free text | **Pass / Fail** |
| Category 7 - Suppliers who process or have access to personal data, confidential data or GC Systems in relation to the supply of goods and or services or works to the Growth Company must complete Category 7. | | | | |
| Category 7 Data Protection | 7.1 | Please identify if you have one of the following accreditations or certifications: Cyber Essentials, Cyber Essentials Plus, ISO27001, Public Services Network (PSN) Compliance | **Free Text** | **This section is to reduce the level of cyber security risk. The Cyber Essentials scheme defines a set of controls which, when properly implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet. Cyber Essentials is for all organisations of all sizes, and in all sectors. Suppliers conforming to the ISO27001 Standard or PSN Compliance are regarded as holding an equivalent standard.** |
|  | 7.2 | If you have none of the above certifications, are you willing to attain Cyber Essentials within 6 months of contract award? | **Yes or No** | **If no, automatic exclusion.** |
| **References and Useful Links** | | | | |