## Part 1: Your information and the bidding model.

You must answer all questions in parts 1 and 2, and you must answer all questions in part 3 as well. [Contracting Authorities to change this instruction if all members of the group or required to submit a completed part 3]

Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2.

Section 1	Your information	
Question number	Question	Response
1.1(a)	Name (if registered, please give the registered name)	KW Edge Limited T/A KW Tree Care
1.1(b) – (i)	Registered address (if applicable) or head office address	24 Mount Pleasant Barnet, EN4 9HH
1.1(b) – (ii)	Registered website address (if applicable)	www.kwtreecare.co.uk
1.1(c)	Trading status a) - public limited company b) - private limited company c) - limited liability partnership d) - other partnership e) - sole trader f) - third sector g) - other (please specify your trading status)	Private Limited Company
1.1(d)	Date of registration (if applicable) or date of formation.	20th July 2016
1.1(e)	Registration number (company, partnership, charity, etc if applicable).	10288075
1.1(f)	Registered VAT number.	339017896
1.1(g) - (i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement in the country where your organisation is established?	Yes
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.	CHAS (SSIP) Membership No.: CHAS-243043 SSIP Approved CHAS.co.uk

1.1(h) - (i)	For procurements for services only, is it a legal requirement in the country where you are established for you to:  a) possess a particular authorisation, or b) 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 complied 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)  a) Voluntary Community Social Enterprise (VCSE). b) Sheltered Workshop. c) Public service mutual.	N/A
1.1(j)	Are you a Small, Medium or Micro Enterprise (SME)?	Yes No
1.1 (k)	Details of Persons 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 or she became a PSC in relation to the company; - 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 (Please enter N/A if not applicable)	Harley Waite 04/08/1995 British England 24 Mount Pleasant, EN4 9HH 20/07/2016 Over 25% up to inc 50% Adam King 18/10/1988 British England 24 Mount Pleasant, EN4 9HH 20/07/2016 Over 25% up to inc 50%

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)	N/A
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)	N/A

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 provid procurement:	e the following information ab	pout your approach to this
Section 1 (cont.)	Bidding model	
Question number	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 Q 1.3.	
	If you are bidding as part of 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:	Single supplier
	a) The name of the group/ consortium.	
	b) The proposed structure of the group/consortium, including the legal structure where applicable.	
	c) The name of the lead member in the group/consortium.	
	d) Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).	
	e) 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/a supply chain, please provide the details for each one.	We do not use sub contractors
	- Name	
	- Registration number	
	- Registered or head office address,	
	- Trading status	
	<ul> <li>a. Public limited company</li> <li>b. Private limited company</li> <li>c. Limited liability partnership</li> <li>d. Other partnership</li> <li>e. Sole trader</li> <li>f. Third sector</li> <li>g. Other (please specify your trading status)</li> </ul>	
	- 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	Answer
	Where applicable, please tell us which lot(s) you wish to bid for?	All outstanding tree works

## **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 to part 1 and the declarations in part 2.

Section 2	Grounds for mandatory exclusion	
Q u e s t i o n number	Question	Declaration
2.1 (a)	Within the past five years, anywhere in the world, have you or any person who:	
	<ul> <li>is a member of the supplier's administrative, management or supervisory body or</li> </ul>	
	<ul> <li>has powers of representation, decision or control in the supplier,</li> </ul>	
	<ul> <li>been convicted of any of the offences within the summary below and listed in full in Annex D?</li> </ul>	
	Participation in a criminal organisation.	Yes
	organisation.	No 🔲
	Corruption.	Yes
		No 🔲
	Terrorist offences or offences linked to terrorist activities.	Yes
	mined to terrorist activities.	No 🔲
	Money laundering or terrorist financing.	Yes
	initialitioning.	No 🔲
	Child labour and other forms of trafficking in human beings.	Yes
	assairg in naman boiligo.	No 🔲
	Any other offence within the meaning of Article 57(1) of the	Yes
	Directive as defined by the law of any jurisdiction <u>outside</u> England, Wales or Northern Ireland.	No 🗌
	Any other offence within the meaning of Article 57(1) of the	Yes
	Directive created after 26th February 2015 in England, Wales or Northern Ireland.	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.	N/A
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 despite the existence of relevant grounds for exclusion. (Self cleaning).	N/A

# Section 3 Mandatory and discretionary grounds relating to the payment of taxes and social security contributions

The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in Annex D, and should be referred to before completing these questions.

chould be followed to believe completing those quotients.		
Question	Declaration	
Please confirm that you have met all 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.	Yes	
If documentation is available electronically please provide:		
<ul><li>the web address,</li><li>issuing authority,</li><li>precise reference of the documents</li></ul>		
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 or by other means. if the breach has been established 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.	N/A	
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	
	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  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 or by other means. • if the breach has been established 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.  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	

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 in Annex D, and should be referred to before completing these questions.

Q u e s t i o n number	Question	Declaration
4.1	Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in Annex D applied to you?	
4.1(a)	Breach of environmental obligations?	Yes
	To note that environmental law obligations include Health and Safety obligations. See Annex D.	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)	Do any of the following statements apply to you?	
4.1(j) - (i)	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.	Yes  No
4.400 000		Yes
4.1(j) - (ii)	You have withheld such information.	No 🔲
4.1(j) –(iii)	You are not able, without delay, to	Yes
	submit documents if/when required under Regulation 59.	No 🗀
4.1(j)-(iv)	You have undertaken to unduly	
	influence the decision-making process of the contracting	Yes
	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.	No .
4.2	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.	N/A - Sub £36 Million Turnover
	If you are a relevant commercial organisation please -	Yes
	confirm that you have published a statement as	No 🗌
	required by Section 54 of the Modern Slavery Act.	Yes
	<ul> <li>confirm that the statement complies with the requirements of Section 54.</li> </ul>	No L

Part 3: Selection Questions		
Section 5	Economic and Financial Standing	
Question number	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	https://find-and- update.company- information.service.g ov.uk/ company/10288075 Companies house Total exemption, full accounts
5.2	If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).  Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).	As above
5.3	If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.	
5.3(a)	A statement of your annual turnover, Profit and Loss Account/ Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.	Response to 5.1 provided
5.3(b)	Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	

5.4	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
5.5	Where you are relying on another member of your bidding group/ consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, please confirm that the relevant person or entity is willing to provide a guarantee or other security if required	N/A

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Section 6	Technical and Professional Ability	
Q u e s t i o n number	Question	
	Relevant experience and contract examples	
6.1	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 sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.	
	The named contact provided 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/particular member/subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).	
	Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.	

	Contract 1	Contract 2	Contract 3
Name of customer organisation who signed the contract	HTS Property & Environmental (Harlow Council)	Groundscapes	Ground control
Name of supplier who signed the contract	KW Tree Care	KW Tree Care	KW Tree Care
Point of contact in the customer's organisation.	Stella Dunlop	Kenny McMullan	James Olphin
Position in the customer's organisation	Operations Manager – Environmental Services	Arboricultural Operations Manager	Senior Regional Manager
E-mail address	stella.dunlop@hts	Kenny.McMullan	james.olphin@groun d-control.co.uk
Description of contract.	groupltd.co.uk  Head of department	@scapes.co.uk  Head of department	Senior contracts manager
Contract Start date.	01/04/2023	01/03/2022	12/12/2021
Contract completion date.	Continuous	Continuous	Continuous
Estimated contract value	£160,000 PA	£120,000 PA	£40,000 PA

6.2	If you cannot provide at least one example for questions 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).
	The description should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes).

Section 7	Additional Questions including Project Spe	ecific Questions
Question number	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 (Compulsory) Liability Insurance = £5,000,000	_
	Public Liability Insurance = £5,000,000	Yes No
	Professional Indemnity Insurance = £5,000,000	Yes No
	Product Liability Insurance = £NA	Yes No
	*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf	Yes No
7.2	Data protection – N/A	
7.3	Health and Safety - (Contracting Authority supplier selection guidance before using t	
7.3 (a)	Please describe the arrangements you have health and safety effectively and control sign to the requirement (including risks from the where relevant). Please use no more than 1,0 * Attached	ificant risks relevant use of contractors, 000 words.
7.4	Payment in Contracts Above £5m pe Government Contracts) - N/A	r annum (Central
PUBLIC SECTOR CONTRACTS ONLY – Requirement under the Public Contracts Regulations 2015 (Regulation 113)		
7.5	Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30 day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.	Yes No PASS/FAIL

#### PUBLIC AND PRIVATE SECTOR CONTRACTS

- 7.6 (a)
- (a) Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts for each of the two previous six month reporting periods. This should include the percentage of invoices paid within each of the following categories:
- 1. within 30 days 100% of invoices paid within 30 days or less
- 2. in 31 to 60 days 3. in 61 days or more
- 4. due but not paid by the last date for payment under agreed contractual terms.

It is acceptable to cross refer to information that has previously been submitted to Government or other bodies or is publicly available (provided it covers the required reporting periods), including data published in accordance with the Reporting on Payment Practices and Performance Regulations 2017. If you do wish to cross refer, please provide details and/or insert link(s).

7.6 (b)

7.6 (c)

- (b) If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why.
- (c) If you are unable to demonstrate that > 95% of invoices payable to your supply chain on all contracts have been paid within 60 days of the receipt of the invoice in at least one of the last two six months reporting periods please provide an action plan for improvement which includes (as a minimum) the following:
- Identification of the primary causes of failure to pay:
  - 95% of all supply chain invoices within 60 days; and
  - if relevant under question 7.6(b), all invoices within agreed terms.
- Actions to address each of these causes.
- A mechanism for and commitment to regular reporting on progress to the bidder's audit committee (or equivalent).
- A plan signed off by your director
- Plan published on its website (this can be a shorter, summary plan).

If you have an existing action plan prepared for a different purpose, it is acceptable to attach this but it should contain the above features

**Note**: if you are required to submit an action plan under question 7.6(c), this action plan must also set out steps to address your payment within agreed terms, in order to achieve a pass for question 7.6 (c).

7.7	Carbon Reduction In Contracts Above £5m per annum (Central Government Contracts) - N/A	
7.8	Skills and Apprentices In Contracts Above £10m per annum (Central Government Contracts) - N/A	
7.9	Steel in Major Projects (Central Governmen	nt Contracts) - N/A
7.10	Suppliers' Past Performance (Central Government Contracts) - N/A	
7.11	Tackling Modern Slavery in Supply Chains (Central Government Contracts) - N/A	

#### Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

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.

Signature (electronic is acceptable)

Date 19/01/2024

H.waite

### Contact details of those making the declaration

	Response
Contact name	Harley Waite
Name of organisation	KW Tree care
Role in organisation	Director
Phone number	07919574221
E-mail address	Harley@kwtreecare.co.uk
Postal address	2 St Andrews Meadow Harlow, CM18 6BL