

# **Request To Participate**

## **EDEN LEARNING TRUST T/A KEPIER**

### **Extension at Kepier**

### **Tender Stage 1: Request to Participate in a Two-Stage Competitive Flexible Procedure**

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# Contents

<b>Section 1: Introduction</b>	<b>3</b>
<b>Section 2: Background Information on the Contract</b>	<b>5</b>
<b>Section 3: Selection Questionnaire</b>	<b>7</b>
<b>Preliminary questions</b>	<b>7</b>
<b>Part 1 – confirmation of core supplier information</b>	<b>8</b>
<b>Part 2 – additional exclusions information</b>	<b>8</b>
Part 2A – associated persons	8
Part 2B – list of all intended sub-contractors	9
<b>Part 3 – questions relating to conditions of participation</b>	<b>10</b>
Part 3A – standard questions (Financial capacity) – PASS / FAIL	10
Part 3B – standard questions (Technical ability) – SCORED (90% WEIGHTING)	13
<b>Additional Questions: Part 3</b>	<b>15</b>
1. Health and Safety – PASS OR FAIL	16
2. Social Value – SCORED (10% WEIGHTING)	18
3. Compliance with equality legislation - PASS OR FAIL	19
4. Requirements under Modern Slavery Act 2015 – PASS / FAIL	22
5. Artificial Intelligence - FOR INFORMATION ONLY	23
6. Steel - FOR INFORMATION ONLY	24
7. Carbon Reduction - FOR INFORMATION ONLY	25
8. Supply Chain - PASS / FAIL	26
9. Payment Spot Checks - FOR INFORMATION ONLY	28
<b>Summary Scoring Matrix</b>	<b>29</b>
<b>Tender Stage 1: Request to Participate Submission Declaration</b>	<b>30</b>
<b>Appendix 1: Design Information</b>	<b>31</b>

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# Section 1: Introduction

Eden Learning Trust has obtained funding for the construction of a 3-Storey Extension at Kepier, Houghton Le Spring. The funding also includes for a Single-Storey Extension to Dance/Drama, an Outdoor Dining Shelter, and some internal remodelling.

The procurement of the works at Kepier will be conducted in accordance with the Two-Stage Competitive Flexible Procedure, as implemented in the UK by the Procurement Act 2023 or as may be amended.

The first stage in the procurement process is to shortlist those who submit a completed Request to Participate (RTP). You are invited to complete this RTP and to submit it, together with any requested supporting information, in accordance with the procedures set out below. The highest scoring bidders of this RTP will be invited to the second stage of the procurement process, the Invitation to Tender (ITT).

By returning the RTP you confirm that the answers given on the RTP are true, complete, accurate and not misleading, and understand that false information could result in exclusion at any stage in the procurement process.

Item	Contract Details
Contract description:	<p>The Contract includes a 3-storey extension to the main building, single-storey extension to Dance / Drama, internal remodelling including constructing 2 mezzanine floors to create office space, and outdoor dining shelter, associated external works and drainage.</p> <p>The client for the Contact is <b>“Eden Learning Trust T/A Kepier”</b> and as a Public Body the procurement is subject to the relevant Public Procurement Regulations.</p>
Contract location:	The works will be carried out at Kepier, Dairy Lane, Houghton Le Spring.
Contract form:	JCT Standard Building Contract with Quantities, 2024 Edition, amended to include 28-day payment terms and other amendments as highlighted within this RTP.
Period of contract:	The Tenderer shall be prepared to commence the requirements of the tender specification at the date specified in this document and complete by the specified date. To be confirmed within your tender proposals and upon contract award.
Approximate total value of contract:	£6m

Item	Contract Details
Procuring officer:	Any queries must be addressed to: Jon Anderson (Project Manager) via <a href="mailto:jonanderson@thorntonfirkin.com">jonanderson@thorntonfirkin.com</a>
Date / Time for return of Requests to Participate:	Requests to Participate must be returned electronically to Jon Anderson (Project Manager) via <a href="mailto:jonanderson@thorntonfirkin.com">jonanderson@thorntonfirkin.com</a> no later than 12 noon on Monday 16 <sup>th</sup> February 2026.  Please ensure you allow sufficient time to return the Request to Participate prior to the deadline. Late responses will not be considered.
Envisaged number of suppliers to be shortlisted for Invitation to Tender:	The 5 highest scoring submissions will be shortlisted for Stage 2, Invitation to Tender. The marking of scored parts will only be undertaken where submissions have passed all pass / fail elements.

## Timetable

***This timetable is indicative only.*** The Academy reserves the right to change it at its discretion.

Stage	Date/ Time
<b>Stage 1: Request to Participate</b>	
Return of completed Requests to Participate	16/02/26 12 noon
Notification of outcome and assessment summary	06/03/26
<b>Stage 2: Invitation to Tender</b>	
Invitation to Tender	20/03/26
Deadline for tender submissions	01/05/26
Notification of outcome and assessment summary	19/05/26
Standstill period ends	01/06/26
Contract award	01/06/26
Construction start	29/06/26

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# Section 2: Background Information on the Contract

## **Project Background**

Eden Learning Trust is an established Multi-Academy Trust with member Academies from across County Durham and Sunderland.

Kepier is a coeducational secondary Academy in Houghton Le Spring, Sunderland and has 1,133 pupils. The Academy was subject to a major rebuild programme completed in 2019.

Project development began on this project in February 2025 and a Planning Application was submitted in November 2025 which will be determined early in March 2026. The second-stage of the procurement of this project is due to be issued for tender to shortlisted parties on 20<sup>th</sup> March 2026 and has a programmed start date of 29<sup>th</sup> June 2026.

## **Project Scope**

Works to Kepier include, but are not limited to:

- Construction of a 3-storey extension to the main building at the front of the Academy.
- Construction of a single-storey extension to existing Dance / Drama building.
- Installation of 2 small mezzanine floors to create office space at level 2 of the existing building.
- Installation of an external dining shelter close to the new main extension.
- External works and drainage associated with the works.

The chosen Principal Contractor will also be expected to provide:

- Leadership of the construction process including programming, organisation, coordination, and management of both its own construction activities and those of all sub-contractors and suppliers.
- Management of Contractor Design Portion elements where required.
- The role of Principal Contractor under the CDM Regulations 2015 and Building Safety Act 2022.
- A Communications and Engagement Plan for the management of all interaction with a live Academy environment.
- A register of risks formulating and reviewing strategies for mitigating risk.

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### **Project Objectives / KPIs**

Kepier are seeking to appoint a Principal Contractor to carry out works and achieve the following outcomes:

- Completion of the works within budget.
- Completion of the works on programme.
- Excellent quality and workmanship with a particular focus on matching materials and aesthetics to the existing buildings.
- Value for money.
- Compliance with all relevant legislation and regulations.

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# Section 3: Selection Questionnaire

No.	Question
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## Preliminary questions

- |    |  |
|----|--|
| 1. | What is your organisation's name? (supplier name)<br>.....<br><b>[Insert organisation name]</b>  |
| 2. | <i>You must be registered on the central digital platform (CDP).</i><br>What is your central digital platform unique identifier?<br>.....<br><b>[Insert unique identifier]</b>   |
| 3. | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.<br><br>If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide:<br><br>a. the name of the group/consortium<br>b. the proposed structure of the group/consortium, including the legal structure where applicable<br>c. the name of the lead member in the group/consortium<br>d. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)<br>.....<br><b>[Insert information]</b> |
| 4. | Are you on the debarment list?<br>.....<br><b>[Insert Yes or No]</b><br><br><b>[If yes, insert details]</b>  |

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## Part 1 – confirmation of core supplier information

5. You must submit up-to-date core supplier information on the CDP and share this with information with us via [jonanderson@thorntontfirkin.com](mailto:jonanderson@thorntontfirkin.com) (PDF download).

This includes:

- a. basic information
- b. economic and financial standing information
- c. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies)
- d. exclusion grounds information

Please confirm you have shared this information with us.

.....  
**[Insert reference / file name]**

## Part 2 – additional exclusions information

### Part 2A – associated persons

6. Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor).

[The conditions of participation are outlined in Part 3]

If so, please complete **Q7, Q8 & Q9** (otherwise **Q7, Q8 & Q9** are not applicable).

.....  
**[Insert Yes or No]**

7. For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy.

.....  
**[Insert name of supplier and brief description]**

8. For each associated person, you must confirm they are registered on the CDP and have shared with us their information (PDF download):

- a. basic information
- b. economic and financial standing information  
(if they are being relied upon to meet conditions of participation regarding financial capacity)
- c. connected person information
- d. exclusion grounds information

.....  
**[Insert name of supplier and reference / file name]**



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9. Are any of your associated persons on the debarment list?

-----  
**[Insert Yes or No]**

**[If yes, insert details]**

#### **Part 2B – list of all intended sub-contractors**

10. Please provide:

- a. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain)
- b. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number charity number, VAT registration number, or equivalent
- c. a brief description of their intended role in the performance of the contract

If you are not intending to sub-contract the performance of all or part of the contract, then this **question and Q11** are not applicable.

If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the Academy as soon as possible and at least by final tenders.

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**[Insert name of supplier – unique identifier – brief description]**

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11. Please confirm if any intended sub-contractor is on the debarment list.

The debarment list can be found here

[[https://assets.publishing.service.gov.uk/media/68595a94eaa6f6419fade63b/Debarment\\_List.pdf](https://assets.publishing.service.gov.uk/media/68595a94eaa6f6419fade63b/Debarment_List.pdf)]

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**[Insert Yes or No]**

**[If yes, insert sub-contractor(s) name and provide details]**

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## Part 3 – questions relating to conditions of participation

### Part 3A – standard questions (Financial capacity) – PASS / FAIL

#### 12. FINANCIAL INFORMATION

##### Notes to the bidding organisation:

The Academy will evaluate the economic and financial standing information as noted in Part 1 – Core Supplier Information.

The Academy will use [Experian's Company Credit Check](#) reports to financially appraise bidders' accounts. Experian examines several different areas of the accounts available to produce financial ratios and an overall credit score. Failure to meet any of the following criteria from the credit check will trigger further investigation into a bidders' financial accounts:

- Experian credit score rating of 80+
- A stable or decreasing borrowing ratio
- Working capital not less than 80% of previous year
- Turnover per employee not less than 80% of previous year

Failure will not necessarily result in exclusion and the Academy may consider parent or other company guarantees in any such case. The Academy reserves the right to seek additional information from any potential supplier, if required. The Academy reserves the right to seek clarification of any financial information submitted, if required.

If economic and financial standing information is not submitted via the correct means the Academy reserves the right to disqualify the bid as the necessary information required has not been supplied.

The Academy may (at its discretion) request economic and financial standing and / or other relevant information directly from you, such as: -

- (a) A statement of the turnover, Profit and Loss Account / Income Statement, Balance Sheet / Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.
- (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.
- (c) Alternative means of demonstrating financial status if either 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).
- (d) 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.

The Academy will review and assess (as it deems appropriate) the information provided to determine a bidder's economic and financial standing.

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12.1 If you are part of a wider group and have a parent company, please provide further details below:

Name of wider group/organisation or parent company - **[Insert if applicable]**

Relationship to the Supplier completing these questions - **[Insert if applicable]**

Are you able to provide parent company accounts if requested to at a later stage? **[Insert Yes or No if applicable]**

If yes, would the parent company be willing to provide a guarantee if necessary? **[Insert Yes or No if applicable]**

If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? **[Insert Yes or No if applicable]**

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13. Are you relying on another supplier to act as a guarantor?

If so, please provide their name and evidence of their economic and financial standing.

.....  
**[Insert Yes or No]**

**[If yes, insert reference / file name]**

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14. Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the minimum levels of insurance cover indicated below:

a. Employer's (Compulsory) Liability Insurance\* = £10,000,000

b. Public Liability Insurance = £10,000,000

c. Professional Indemnity Insurance = £2,000,000

d. JCT Contract, Insurance Option A (Joint Names Insurance by the **Contractor**) - Contract Works Insurance = [To at least 120% the value of the works for the duration of the works]

\*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: [www.hse.gov.uk/pubns/hse39.pdf](http://www.hse.gov.uk/pubns/hse39.pdf).

.....  
**[Insert Yes or No]**

**[Insert details of your insurances already in place]**

**[Insert details of your insurances which would be obtained following contract award (including information on how you will obtain this insurance – e.g. a quote)]**

- 
15. Please confirm that you have in place, or that you will have in place by the award of the contract, the human and technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulation and to ensure the protection of the rights of data subjects.

Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with UK data protection law and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:

- to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services
- to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data
- to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable
- to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place)
- to maintain records of personal data processing activities
- to regularly test, assess and evaluate the effectiveness of the above measures

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**[Insert Yes or No]**

**[Insert information]**

It would be our intention to amend the standard contract clauses to include the clauses provided in Annex A Part 1 of the [PPN 020 guidance](#). If you have any objections or comments to this intention, please detail these below:

**[Insert comments]**

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### Part 3B – standard questions (Technical ability) – SCORED (90% WEIGHTING)

#### 16. Relevant experience and contract examples

Please provide details of up to three previous contracts to meet conditions of participation relating to technical ability relevant to the Kepier project in any combination from either the public or private sectors. The key elements involved in the Kepier project are:

- Major educational projects including both new build / extension and refurbishment works
- Interface / coordination of live Academy including working in constrained areas with the management of deliveries, disruptive works etc
- Traditional construction methods with steel supporting frames
- Adaptation of existing services

A director of your organisation should be able to provide written evidence to confirm the accuracy of the information provided.

For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person has 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 sub-contractors (three examples are not required from each member).

If you cannot provide three suitable case studies for review, your submission will NOT be assessed further and will be unsuccessful.

#### **Note to organisation:**

**This technical ability question is to be scored out of 10 marks for each case study, for a maximum total of 30 marks, in accordance with the scoring criteria set out below.**

<b>Excellent (9-10 marks)</b> -	<b>Previous contracts demonstrating experience of managing projects of similar VALUE and particular relevance to ALL of the key elements of the project that are RECENT (within 5 years)</b>
<b>Good (7-8 marks)</b>	<b>Previous contracts demonstrating experience of managing projects of similar VALUE and particular relevance to ALL of the key elements of the project</b>
<b>Marginal (4-6 marks)</b>	<b>Previous contracts demonstrating experience of managing projects of similar VALUE and particular relevance to SOME of the key elements of the project</b>
<b>Poor (0-3 marks)</b>	<b>Previous contracts demonstrating no relevant experience</b>

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[Insert information below]

	Contract 1	Contract 2	Contract 3
Name of Client that signed the contract			
Name of Main Contractor that signed the contract			
Point of contact in the Client's organisation			
Position in the Client's organisation			
Email address			
Description of contract			
Contract start date			
Contract completion date			
Estimated contract value			

For each contract included above please provide a Case Study in a separate PDF document including a brief description of the work delivered with evidence as to your relevant technical ability. Each Case Study should be limited to two pages of A4. Photographs of the projects are encouraged, and narrative should address the key elements listed previously.

[Insert reference / file name]

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### **Additional Questions: Part 3**

The procurement document will provide instructions on the additional questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.

#### **Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce the Academy to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

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## 1. Health and Safety – PASS OR FAIL

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### **Note to organisation:**

**This health and safety question is to be scored on a pass/fail basis depending upon ability to demonstrate your organisation has appropriate arrangements in place to adequately comply with Health and Safety and Fire Safety legislation.**

**PASS – The bidding organisation self-certifying a-f.**

**FAIL – Failure by the bidding organisation to self-certify a-f and not have satisfactory reasons or remedies.**

a) Has your organisation or any of its Executive Officers been in receipt of enforcement/remedial Orders/action in relation to the Health and Safety Executive (or equivalent body) in the last three years?

- ☐ Yes
- ☐ No

If yes, please provide details in a separate Appendix of any enforcement/remedial orders/action served and give details of remedial action or changes to procedures you have made as a result. The Academy will exclude bidder(s) that have been in receipt of enforcement/remedial action/orders unless the bidder(s) can demonstrate to the Academy's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.

b) Is your organisation an accredited/registered member of a Safety Schemes in Procurement (SSIP) members (e.g. CHAS etc.)?

- ☐ Yes
- ☐ No

If Yes, do not answer question (c).

If No, answer question (c).

c) Does your organisation either (i) have a Health and Safety Policy in place that complies with current legislative requirements; or (ii) is not required to have a Health and Safety policy in place because it has less than 5 employees?

- ☐ Yes
- ☐ No

d) Does your organisation have the necessary (or access to the necessary) competence, experience, skills and technical expertise to deliver this service/contract safely?

- ☐ Yes
- ☐ No



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e) Does your organisation have appropriate arrangements in place to adequately comply with Health and Safety and Fire Safety legislation and to identify, control, monitor and review significant risks (including communication of relevant information to operatives) to ensure the safe delivery of this contract?

- ☐ Yes
- ☐ No

f) Do you have processes in place to check whether any of the above circumstances (as set out in questions (c) to (e)) apply to sub-contractors engaged by you?

- ☐ Yes
- ☐ No
- ☐ Not Applicable because do not intend to use sub-contractors

g) Operatives working on site will be required to have Enhanced DBS checks in place which are no older than 5 years. Do you currently have these in place or are able to have them in place ahead of starting the works?

- ☐ Yes – these are in place already
- ☐ Yes – these will be applied for and in place ahead of starting
- ☐ No

h) INFORMATION ONLY – provide total number of accidents / incidents your organisation has reported to the HSE under RIDDOR, in the following time periods:

- The previous 12 months: **[Insert number]**
- 1 to 2 years ago: **[Insert number]**
- 2 to 3 years ago: **[Insert number]**

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## 2. Social Value – SCORED (10% WEIGHTING)

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a) Please detail below your understanding of social value and how you have successfully provided this in previous contracts of a similar value, covering the following key elements:

- economic (e.g. employment or apprenticeship/training opportunities)
- social (e.g. activities that promote cohesive communities), and
- environmental (e.g. efforts in reducing carbon emissions)

**[Insert information]**

b) Please detail below consideration to how social value may be successfully applied in this project, considering the key elements listed above:

**[Insert information]**

c) Please supply any policies, procedures, or other demonstrable evidence to support your answer:

**[Insert reference / filename]**

### **Note to organisation:**

**This question is to be scored out of a maximum of 10 marks in accordance with the scoring criteria set out below.**

<b>Excellent (9-10 marks)</b> -	<b>Demonstrates key understanding of providing social value in contracts of a similar VALUE including consideration to how social value can be included successfully in this project, and provides policies, procedures, and / or other demonstrable evidence covering ALL items listed above.</b>
<b>Good (7-8 marks)</b>	<b>Demonstrates key understanding of providing social value in contracts of a similar VALUE including consideration to how social value can be included successfully in this project, and provides policies, procedures, and / or other demonstrable evidence covering SOME items listed above.</b>
<b>Marginal (4-6 marks)</b>	<b>Demonstrates some understanding of providing social value in contracts of a similar VALUE. Provides policies, procedures, and / or other demonstrable evidence covering SOME items listed above.</b>
<b>Poor (0-3 marks)</b>	<b>Understanding of providing social value in contracts lacking and / or policies, procedures, and / or other demonstrable evidence covering ANY items listed above missing.</b>

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### 3. Compliance with equality legislation - PASS OR FAIL

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#### **Note to organisation:**

**This compliance with equality legislation section is to be scored on a pass/fail basis.**

**PASS – The bidding organisation confirms that in the last three years it has not had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors and or can demonstrate to the Academy’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.**

**FAIL – Failure by the bidding organisation to demonstrate to the Academy’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.**

The Academy needs service providers to demonstrate that they keep to equality rules in employment legislation. The levels of compliance become more demanding depending on the number of employees employed by the organisation. Organisations employing less than five employees face minimum requirements, whilst organisations employing 50 or more employees need to meet more comprehensive criteria. The Academy may work with contractors during the Contract Period, to make sure they keep to the rules of employment legislation.

#### **Level 1 (less than five employees)**

Organisations with less than five directly employed people will be expected to meet the suitable level of compliance for the delivery of the Contract. If recruitment increases the size of the organisation to five or more employees, the organisation will be expected to meet the appropriate level of compliance.

#### **Level 2 (5 to 49 employees)**

All organisations with between 5 and 49 employees must achieve the following criteria listed at 1 to 4.

1. All organisations must have an equality policy for race, gender, disability, age, sexual orientation and religion or belief that covers at least:

- (a) recruitment, selection, training, promotion, discipline, grievance and dismissal;
- (b) discrimination, harassment, and victimisation, making it clear that these are disciplinary offences within the organisation;
- (c) identification of the senior position with responsibility for the policy and its effective implementation; and
- (d) how the policy is communicated to your employees.

2. Such policies must be effectively implemented in the organisation’s recruitment practices which should include open recruitment methods such as the use of job centres, careers service or press advertisements.

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3. All such policies should either be reviewed to reflect changes in legislation or within a three-year period whichever occurs first.

4. Organisations should monitor the gender, disability and ethnicity of job applicants. The Academy would also encourage organisations to monitor of the age, sexual orientation and religion or belief of staff.

**Level 3 (50 or more employees)**

All organisations with 50 or more employees must achieve criteria 1-4 in level 2 and the extra criteria 5-10 listed below.

5. Give written instructions to managers and supervisors on equality in recruitment, selection, training, promotion, discipline, grievance and dismissal of employees.

6. Give equality training to managers and any employees responsible for recruitment and selectio

7. In addition to criterion 4 (Level 2), carry out monitoring on the number of employees from different gender, disability and ethnic groups by grade when individuals are:

- (a) in post;
- (b) applying for posts;
- (c) taking up training and development opportunities;
- (d) promoted;
- (e) transferred;
- (f) disciplined and dismissed;
- (g) a grievance is raised; and
- (h) leaving employment.

8. The Academy would also encourage organisations to monitor for age, sexual orientation and religion or belief. If the above monitoring reveals inequalities, organisations will be expected to take steps to address imbalances.

9. For criterion 7 and 8 above, annual monitoring and reporting is required about equality issues within the workforce.

10. The organisation's recruitment advertisements and publicity literature should state that equal opportunities practices are in place.

a) In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?

- ☐ Yes
- ☐ No

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b) In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of or alleged unlawful discrimination?

- ☐ Yes
- ☐ No

If you have answered “yes” to either one or both of questions (A) or (B) above, please provide, as a separate Appendix, a summary of the nature of the relevant investigation(s) and an explanation of the outcome of such investigation(s) to date.

If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Academy’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.

c) If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?

- ☐ Yes
- ☐ No

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#### 4. Requirements under Modern Slavery Act 2015 – PASS / FAIL

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Construction is identified as being at high risk of modern slavery occurring, in terms of labour intensity and raw material supply chains. Workforce risks in particular include:

- Reliance on low-skilled or unskilled labour
- High numbers of temporary, seasonal, or agency workers
- Dangerous or physically demanding work
- Isolation of workers

Additionally, the Global Slavery Index 2023 highlights timber as being in the top 5 most valuable products imported per year that have a risk of forced or compulsory labour attached to them.

At this stage of procurement we have identified the risk to be low, and therefore, we need to understand the following:

- a) Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?

- ☐ Yes
- ☐ No (if answer is 'No' do not answer following question (b)).

- b) If you have answered yes to question (a), are you compliant with the requirements contained within Section 54 of the Act?

- ☐ Yes
- ☐ No (if answer is 'No' please provide an explanation).

**[Insert explanation if applicable]**

- (i) Please provide a link to the slavery and human trafficking statement on your organisation's website: **[Insert link]**
- (ii) If your organisation does not have a website, please confirm this statement may be provided on written request:

- ☐ Yes
- ☐ No (if answer is 'No' please provide an explanation).

**[Insert explanation if applicable]**

- c) It would be our intention to amend the standard contract clauses to include the clauses provided in Annex C of the [PPN 009 guidance](#). If you have any objections or comments to this intention, please detail these below:

**[Insert comments]**

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## 5. Artificial Intelligence - FOR INFORMATION ONLY

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***AI tools can be used to improve the efficiency of your bid writing process, however, they may also introduce an increased risk of misleading statements via 'hallucination'.***

Please detail any instances where AI or machine learning tools, including large language models, have been used to generate written content, or support your tender submission:

**[Insert information]**

Where AI tools have been used to support the generation of tender responses, please confirm that they have been checked and verified for accuracy:

- ☐ Yes
- ☐ No

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## 6. Steel - FOR INFORMATION ONLY

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It would be our intention to amend the standard contract clauses to include the clauses provided in [Procurement Policy Note 022 guidance](#), both from [Product & Origin Data: Example contract clause](#) and [UK Steel's Digital Catalogue: Example contract clause](#). If you have any objections or comments to this intention, please detail these below:

**[Insert comments]**



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## 7. Carbon Reduction - FOR INFORMATION ONLY

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It would be our intention to amend the standard contract clauses to include the clauses provided in [Procurement Policy Note 016 guidance](#), including the Carbon Reduction Schedule and Optional Paragraphs included in Annex B. If you have any objections or comments to this intention, please detail these below:

**[Insert comments]**

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### 8. Supply Chain - PASS / FAIL

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If you intend to use a supply chain for this contract, you must demonstrate you have effective systems in place to ensure a reliable supply chain. This criteria is focused on exploring your payment systems. If your response to question 1 is that you do not intend to use a supply chain for this contract, you are not required to complete the rest of this section.

- 1) Please confirm if you intend to use a supply chain for this contract. If you answer “no” you do not need to complete the rest of this section.

☐ Yes  
☐ No

- 2) Please confirm that you have systems in place to pay those in your supply chain promptly and effectively, i.e., within your agreed contractual terms.

☐ Yes  
☐ No

- 3) Please confirm you have procedures for resolving disputed invoices with those in your supply chain promptly and effectively.

☐ Yes  
☐ No

- 4) Please confirm that for public sector contracts awarded under the Procurement Act 2023 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

- 5) (a) Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts (public and private sector) for **each** of the two previous six-month reporting periods. This should include the percentage of invoices paid within each of the following categories:

- within 30 days
- in 31 to 60 days
- in 61 days or more
- due but not paid by the last date for payment under agreed contractual terms

(b) Please provide the average number of days taken by you to pay an invoice to those in your immediate supply chain on all contracts for **each** of the two previous six-month reporting periods.

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(c) If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why.

Note: if you are required to submit an action plan under question 5(d), this action plan must also set out steps to address your payment within agreed terms, to achieve a pass for question 5(d).

(e) If you are unable to demonstrate that at least 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-month 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 5(c), all invoices within agreed terms
- Actions to address each of these causes.
- A mechanism for and commitment to regular reporting on progress to the supplier's audit committee (or equivalent).
- Plan signed off by 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 to organisation:**

**Prior to contract award the following evidence will be required from the successful supplier (where the supplier has answered 'Yes' to question 1 above) to verify the supplier's responses:**

Question 2: A copy of your standard payment terms for all of your supply chain contracts.

Question 3: A copy of your procedures for resolving disputed invoices promptly and effectively.

Question 3: Details of any payments of interest for late payments you have paid in the past 12 months or which became due during the past 12 months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again.

Question 4: A copy of your standard payment terms used with sub-contractors on public sector contracts subject to the Procurement Act 2023.

Question 5: A link to your data published online under the Reporting on Payment Practices and Performance Regulations 2017 if you are required to publish under these regulations.

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### 9. Payment Spot Checks - FOR INFORMATION ONLY

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It would be our intention to amend the standard contract clauses to include the clauses provided in Annex A of [PPN 021 guidance](#). If you have any objections or comments to this intention, please detail these below:

**[Insert comments]**

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### Summary Scoring Matrix

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In summary, this Stage 1 Request to Participate will be scored as follows:

#### Questionnaire

Part 1	Pass / Fail
Part 2A	Pass / Fail
Part 2B	Pass / Fail
Part 3A	Pass / Fail
Part 3B	Scored as below for a maximum total of 30 points, weighted at 90%
- Case Study 1	Scored out of 10
- Case Study 2	Scored out of 10
- Case Study 3	Scored out of 10

#### Additional questions

Health and Safety	Pass / Fail
Social Value	Scored out of 10, weighted at 10%
Equality	Pass / Fail
Modern Slavery	Pass / Fail
Artificial Intelligence	Information Only
Steel	Information Only
Carbon Reduction	Information Only
Supply Chain	Pass / Fail
Payment Spot Checks	Information Only

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## **Tender Stage 1: Request to Participate Submission Declaration**

I confirm that:

- to the best of my knowledge the answers submitted, and information contained in this document are complete, accurate and not misleading;
- upon request and without delay I will provide any additional information requested of us.
- I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement; and
- I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement.

**[Insert Yes or No]**

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# *Appendix 1: Design Information*

The works has been split in to two applications for the purposes of planning. The works will be tendered as one whole package at the Invitation to Tender (ITT) stage.

To help with the submission of your Request to Participate, please find below the links to design intent for each planning application:

- Three-storey extension to main block and detached external dining shelter (Ref: 25/02792/FU4):

<https://online-applications.sunderland.gov.uk/online-applications/applicationDetails.do?keyVal=T6FZ8QBBHQ900&activeTab=summary>

- Single-storey extension to PE block (Ref: 25/02793/FU4):

<https://online-applications.sunderland.gov.uk/online-applications/applicationDetails.do?keyVal=T6FZCXBBHQC00&activeTab=summary>