**Tenderers name: [insert name of individual/company submitting tender]**

Unless otherwise instructed in this document, Tenderers are advised to refer to the Invitation to Tender for further instructions.

|  |  |
| --- | --- |
| **Tender response checklist for Selection Questions & Generic Forms** | **Enclosed**  **Yes / No** |
| Part 1: Potential Supplier Information |  |
| Part 2: Exclusion Grounds |  |
| Part 3: Selection Questions |  |
| Appendix 1: Form of Tender |  |
| Appendix 2: Confidential Information Statement |  |
| Appendix 3: Anti-collusion and Competition Code Certificate |  |
| Appendix 4: Anti-canvassing Certificate |  |
| Appendix 5: Freedom of Information Disclosure Statement |  |
| Appendix 6 Tenderers Response to the Specification |  |

**Standard Selection Questionnaire Template**

**Potential Supplier Information and Exclusion Grounds: Part 1 & Part 2.**

The Selection Questionnaire template includes a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply. If any of the grounds for exclusion do apply, there is an opportunity to explain any measures you have taken to demonstrate your reliability notwithstanding the existence of a ground for exclusion (we call this self-cleaning).

We require all the organisations that form part of your bidding group/consortium and each subcontractor that you are relying on to meet the selection criteria to provide a completed part 1 and part 2. This means that where you are joining a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Subcontractors that you rely on to meet the selection criteria, must also complete a self-declaration (although subcontractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be returned through the portal along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement documents will provide instructions on the selection 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 subcontractors, you should complete all of the selection questions on behalf of the group/consortium and/or any subcontractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another supplier.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce Bridgnorth Town Council 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.

**Notes for completion**

1. “Bridgnorth Town Council” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of subcontractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed part 1 and part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For part 1 and part 2 every member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
6. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:
   * M- members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
   * - the second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.
7. *For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, providing one composite response and declaration*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part 1: Your information and the bidding model** | | | | |
| |  | | --- | | **Part 1: Your information and the bidding model.** | | You must answer all questions in parts 1 and 2. If you are the supplier, you must answer all questions in part 3 as well. | | 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) |  | | 1.1(b) – (i) | Registered address (if applicable) or head office address |  | | 1.1(b) – (ii) | Registered website address  (if applicable) |  | | 1.1(c) | Trading status  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) |  | | 1.1(d) | Date of registration (if applicable) or date of formation. |  | | 1.1(e) | Registration number (company, partnership, charity, etc. if applicable). |  | | 1.1(f) | Registered VAT number. |  | | 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the country where your organisation is established? | Yes  No  N/A | | 1.1(g) - (ii) | If you responded yes to 1.1(g) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide  - the website address,  - issuing body  - reference number. |  | | 1.1(h) - (i) | For procurements for 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. |  | | 1.1(j) | Are you a Small, Medium or Micro Enterprise (SME)?[[1]](#footnote-1) | Yes  No | | 1.1 (k) | Details of Persons with Significant Control (PSC),[[2]](#footnote-2) where appropriate:[[3]](#footnote-3)  - 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) |  | | 1.1(l) | Details of your immediate parent company:  - Full name of immediate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  Please enter N/A if not applicable |  | | 1.1(m) | Details of ultimate parent company:  - Full name of ultimate parent company,  - Registered or head office address,  - Registration number (if applicable),  - VAT number (if applicable),  (Please enter N/A if not applicable) |  | | Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above). | | | | | | | |
| **Please provide the following information about your approach to this procurement:** | | |
| **Section 1 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:   1. The name of the group/consortium. 2. The proposed structure of the group/consortium, including the legal structure where applicable. 3. The name of the lead member in the group/consortium. 4. Your role in the group/consortium (e.g. lead member, consortium member, subcontractor). 5. If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for |  |
| 1.3 | If you are proposing to use subcontractors please provide the details for each subcontractor.[[4]](#footnote-4)  - Name  - Registration number  - Registered or head office address,  - Trading status   1. Public limited company 2. Private limited company 3. Limited liability partnership 4. Other partnership 5. Sole trader 6. Third sector 7. Other (please specify your trading status)   - Registered VAT number  - SME (Yes/No)  - The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known  - The approximate % of contractual obligations assigned to each subcontractor, if known  - Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |
| 1.4 | **Lots**  Where applicable, please tell us which lot(s) you wish to bid for? | **Answer** |

**Part 2: Exclusion Grounds**

|  |  |  |
| --- | --- | --- |
| **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** | |
| **Question number** | **Question** | **Declaration** |
| 2.1 (a) | Within the past five years, anywhere in the world, have you or any person who:   * is a member of the supplier’s administrative, management or supervisory body or * has powers of representation, decision or control in the supplier,[[5]](#footnote-5) * been convicted of any of the offences within the summary below and listed in full on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)? |  |
|  | Participation in a criminal organisation. | Yes  No |

|  |  |  |
| --- | --- | --- |
|  | Corruption. | Yes  No |
|  | Terrorist offences or offences linked to terrorist activities. | Yes  No |
|  | Money laundering or terrorist financing. | Yes  No |
|  | Child labour and other forms of trafficking in human beings. | Yes  No |
|  | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland. | Yes  No |
|  | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland. | Yes  No |
| 2.1(b) | **If you have answered yes to any part of question 2.1(a), please provide further details,** including:   * date of conviction and the jurisdiction, * which of the grounds listed the conviction was for, * the reasons for conviction, * the identity of who has been convicted.   If the relevant documentation is available electronically please provide:   * the web address, * issuing authority, * precise reference of the documents. |  |
| 2.1(c) | If you have answered yes to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self-cleaning). |  |

|  |  |  |
| --- | --- | --- |
| **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 on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf),[[6]](#footnote-6) and should be referred to before completing these questions. | | |
| **Question number** | **Question** | **Declaration** |
| 3.1(a) | 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.  If documentation is available electronically please provide:   * the web address, * issuing authority, * precise reference of the documents | Yes  No |
| 3.2(b) | 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. |  |
| 3.2 | Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines. | Yes  No |
| Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions | | |

|  |  |  |
| --- | --- | --- |
| **Section 4** | **Grounds for Discretionary Exclusion** | |
| The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf),[[7]](#footnote-7) and should be referred to before completing these questions. | | |
| **Question 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 on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf) applied to you? |  |
| 4.1(a) | Breach of environmental obligations?  To note that environmental law obligations include Health and Safety obligations. See [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | Yes  No |
| 4.1(b) | Breach of social law obligations? | Yes  No |
| 4.1(c) | Breach of labour law obligations? | Yes  No |
| 4.1(d) | Bankruptcy or subject of insolvency? | Yes  No |
| 4.1(e) | Guilty of grave professional misconduct? | Yes  No |
| 4.1(f) | Distortion of competition? | Yes  No |
| 4.1(g) | Conflict of interest? | Yes  No |
| 4.1(h) | Been involved in the preparation of the procurement procedure? | Yes  No |
| 4.1(i) | Prior performance issues? | Yes  No |
| 4.1(j)  4.1(j) - (i)  4.1(j) - (ii)  4.1(j) –(iii)  4.1(j)-(iv) | Do any of the following statements apply to you?  You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  You have withheld such information.  You are not able, without delay, to submit documents if/when required.  You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes  No  Yes  No  Yes  No  Yes  No |
| 4.2 | You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.  If you are a relevant commercial organisation please -   * confirm that you have published a statement as required by Section 54 of the Modern Slavery Act. * confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54. | Yes  No  Yes  No |
| 4.3 | If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning) |  |

|  |  |  |
| --- | --- | --- |
| **Part 3: Selection Questions** | | |
| **Section 5** | **Economic and Financial Standing** | |
| **Question 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 |  |
| 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). |  |
| 5.3  5.3(a)  5.3(b) | If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.  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.  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  No |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability** |
| **Question number** | **Question** |
| **Relevant experience and contract examples – please provide at least 1 per Lot applied for**  Please provide details of up to four 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/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.  **For each contract please provide the following information**  If you cannot provide examples see question 6.2 |
| 6.1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** | **Contract 4** |
| Name of customer organisation who signed the contract |  |  |  |  |
| Name of supplier who signed the contract |  |  |  |  |
| Point of contact in the customer’s organisation. |  |  |  |  |
| Position in the customer’s organisation |  |  |  |  |
| E-mail address |  |  |  |  |
| Description of contract. |  |  |  |  |
| Contract Start date. |  |  |  |  |
| Contract completion date. |  |  |  |  |
| Estimated contract value |  |  |  |  |

|  |  |
| --- | --- |
| 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 Specific 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 = £10m  Public Liability Insurance = £10m  Professional Indemnity Insurance = £2m  Product Liability Insurance = £10m  \*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  Yes  No  Yes  No  Yes  No | |
| 7.2 | **Data protection** | | |
| 7.2(a) | Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. | Yes  No | |
| 7.2(b) | 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 the General Data Protection Regulation 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 EU (if such transfers will take place); * to maintain records of personal data processing activities; and * to regularly test, assess and evaluate the effectiveness of the above measures. | | |
| 7.3 | **Health and Safety** | | |
| 7.3 (a) | Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than [500] words. |  | |
| **PUBLIC SECTOR CONTRACTS ONLY – Requirement under the Public Contracts Regulations 2015 (Regulation 113)** | | | |
| 7.4 | 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** | | | |
| 7.5 (a)  7.5 (b)  7.5 (c) | (a) Please provide the percentage of invoices[[8]](#footnote-8) paid by you to those in your immediate supply chain on all contracts for each of the two previous six month reporting periods.[[9]](#footnote-9) This should include the percentage of invoices paid within each of the following categories:  1. within 30 days  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).  (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). | | |
| 7.6  7.6 (a)  7.6 (b)  7.6 (c)  7.6 (d) | [**Tackling Modern Slavery in Supply Chains**](https://www.gov.uk/government/publications/ppn-0223-tackling-modern-slavery-in-government-supply-chains)  If you are a relevant commercial organisation  subject to Section 54 of the Modern Slavery Act  2015, and if your latest statement is available  electronically please provide:  ● the web address,  ● precise reference of the documents.  If your latest statement is not available  electronically, please provide a copy.  If you are not a relevant commercial organisation  subject to Section 54 of the Modern Slavery Act  2015 (for example if your turnover is less than £36  million or you do not carry on your business, or  part of your business, in the UK), please provide  the above information in relation of any published  statements on modern slavery or other relevant  documents containing information of a similar  type/level.  Any modern slavery statement or other statement  or document should contain at least the following  information:  a. the organisation’s structure, its business and its  supply chains;  b. its policies in relation to slavery and human  trafficking;  c. its due diligence processes in relation to slavery  and human trafficking in its business and supply  chains;  d. the parts of its business and supply chains  where there is a risk of slavery and human  trafficking taking place, and the steps it has taken  to assess and manage that risk;  e. its effectiveness in ensuring that slavery and  human trafficking is not taking place in its business  or supply chains, measured against such  performance indicators as it considers  appropriate;  f. the training and capacity building about slavery  and human trafficking available to its staff; or  If all of this information is not included in your  modern slavery statement or other statement or  documents, please provide an explanation as to  why not and/or assurances that it will be included  before contract award. | |  |

**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 | |  |
| **Contact details of those making the declaration** | | | |
|  | Response | | |
| Contact name |  | | |
| Name of organisation |  | | |
| Role in organisation |  | | |
| Phone number |  | | |
| E-mail address |  | | |
| Postal address |  | | |

**APPENDIX 1 - Form of Tender**

Unless and until a formal Contract is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding Contract between both parties.

Having examined the Contract Terms & Conditions, and the Specification for the above-mentioned requirement, I / we offer to perform the Services for the initial Term from the Date of Commencement and to comply with the Contract Terms & Conditions. I / we understand that Bridgnorth Town Council is not bound to accept the lowest or any Tender it receives.

I / we understand that no payment will be made for any expenses or losses incurred in the preparation of my / our Tender.

I/we agree that this Tender remain open for acceptance for ninety days after the last day for receipt of Tenders.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 2 - Confidential Information Statement**

We the undersigned, understand that we are allowed access to confidential information belonging to in order to prepare our tender for the Contract. This may include personal information under the terms of the Data Protection Act 1998.

This information will be kept secure at all times while in our possession. Only those staff within our organisation that are required to see the information in order to prepare the tender, are to be given access to the information.

The information will not be used for any purpose, other than for which it is being supplied.

No part or parts of the information will be retained once the tender has been submitted, save as that required to be retained for audit and compliance purposes. The recipient will retain the minimum confidential information that is required for the audit and compliance purposes and will treat such information with the same degree of care as we exercise for our own confidential information.

The Terms of this Agreement will also be applied to any other organisations, such as sub-contractors or consultants, who may work with us to provide information to prepare the tender.

Should any breach of the above take place, I will immediately notify Bridgnorth Town Council.

|  |  |
| --- | --- |
| **Company name:** |  |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 3 - Anti-collusion and Competition Code Certificate**

In recognition of the principle that the essence of selective tendering is that Bridgnorth Town Council shall receive bona fide competitive Tenders from all those Tendering

I / WE CERTIFY THAT:

1. This Tender is made in good faith, and that we have not fixed or adjusted the amount of the Tender in accordance with any agreement or arrangement with any other person.

I / we also certify that I / we have not and shall not before the award of any Contract:

(a) communicate to any person other than Bridgnorth Town Council as recipient of this Tender the amount or approximate amount of the Tender or proposed Tender, in accordance with any agreement so to communicate except where the disclosure, in confidence, or the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;

(b) enter into any agreement or arrangement with any other person other than Bridgnorth Town Council as recipient of this Tender that they shall refrain from tendering, that they shall withdraw any Tender once offered or vary the amount of any Tender to be submitted;

(c) pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the work, any act or thing of the sort described in paragraphs (a) or (b) above.

2. I / we further certify that the principles described above have been, or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing materials or services connected with the Tender and any Contract entered into with such sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word “person” includes any persons and anybody or association, corporate or unincorporated; “any agreement or arrangement” includes any transaction, formal or informal and whether legally binding or not; and “the work” means the work in relation to which this Tender is made.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 4 - Anti-canvassing Certificate**

I / We hereby certify that I / We have not and shall not canvas or solicit any member, officer or agent of Bridgnorth Town Council in connection with this or any other Tender or proposed Tender, and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we agree that Bridgnorth Town Council may, in consideration of this Tender, and in any subsequent actions, rely upon the statements made in this Certificate.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**APPENDIX 5 - Freedom of Information Disclosure Statement**

Bridgnorth Town Council undertakes to hold confidential any commercially sensitive information provided by the Tenderer subject to:

* disclosure of information specified above as liable for release to the public; and
* Bridgnorth Town Council’s obligations under law including the Freedom of Information Act 2000 and the Environmental Information Regulations.

Please state below any information that the Tenderer specifically does not wish Bridgnorth Town Council to disclose together with any timescale relating to this non-disclosure e.g. for first 6 months, lifetime of the Contract etc.

Tenderers should note that Bridgnorth Town Council may still need to disclose such information if necessary to comply with its obligations. This may include the disclosure of unsuccessful tenderers.

Bridgnorth Town Council will endeavour to consult with the Tenderer about commercially sensitive information before making a decision regarding disclosure.

I/we believe that the following parts of this Tender are exempt from disclosure as set out in the table below. I acknowledge that a blanket designation of the Tender Submission as confidential is unlikely to be effective. The information listed is included in separate sheets and clearly identified.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of the information**  Including reference to its location Tender Submission | **Reason why not subject to disclosure under the FOI Act** | | | | **Time Period** during which it is believed the exemption will apply, beginning on date of its submission to The Company |
| Important information provided in confidence | Trade Secret | Commercially sensitive information | Explanation of why disclosure (of a trade secret or commercially sensitive information) is not in the public interest |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)
7. [↑](#footnote-ref-7)
8. [↑](#footnote-ref-8)
9. [↑](#footnote-ref-9)