**CONDITIONS OF PARTICIPATION QUESTIONNAIRE AND EVALUATION GUIDANCE FOR CONDITIONS OF PARTICIPATION**

Please answer the following questions in full in the separate response template. Note that every organisation that is being relied on to meet the conditions of participation must complete and submit responses to all sections of this Conditions of Participation Questionnaire (**CPQ**).

All tender documents will be made available via the Intend portal (the **Portal**).

Participants are instructed not to include in their CPQ Response anything other than the requested documents. Generic and/or unrequested marketing material will be discarded and will not be read.

The documents you submit as part of your CPQ Response will need to be done so via the Portal. Participants are advised to complete their CPQ Responses in advance of the CPQ Response Deadline to allow time to request guidance where it is required.  It is the responsibility of Participants to ensure they are familiar with the Portal and allow sufficient time for finalising their CPQ Responses.

SNG is not responsible for inaccurate or incomplete contact information input into the Portal by Participants.  It is the responsibility of a Participant to ensure that the contact information they have entered for their organisation on the Portal is accurate and kept up to date.  Important notification messages relevant to this procurement may not be received by a Participant should the contact information be inaccurate. If at any stage a Participant needs to update the contact information held for their organisation this can be achieved by submitting it via the Portal.  SNG is under no obligation to respond/follow up on ‘out of the office’ responses received from a Participant and so Participants will need to make appropriate arrangements to deal with absences.

For any technical advice or assistance relating to the Portal if for any reason the Portal is not available, please contact Carlie Wishart [carlie.wishart@sovereign.org.uk].  This email address should only be used where there are technical issues with the Portal.  Otherwise, all questions and queries relating to this procurement should be submitted via the Portal.

All documents, attachments and CPQ Response must be submitted electronically via the Portal.  Once the CPQ Responses have been submitted a pop-up box will appear notifying the Participant.  **The Participant is not permitted to return by email any part of the CPQ Response.  Any attempt to email any part of the CPQ Response** **may result in the CPQ Response** **being rejected and the Participant not considered further.**

**Communications Protocol – general communications**

Any questions about this procurement should be submitted in writing via the Portal. SNG will endeavour to answer all queries about the procurement provided that such queries are received ahead of the CPQ Clarification Deadline set out in this CPQ.  Participants must clearly indicate, when submitting a question, which (if any) part of their question they view as confidential and applicable only to the Participant submitting the question. If SNG does not agree that the question is confidential and applicable only to the Participant, the Participant will be given the right to withdraw the question without it being answered. Where a Participant does not confirm that the question is withdrawn, SNG will provide a response to all Participants in a suitably anonymous form.

Any communication or attempt to contact any member of SNG's staff, executive team or board members may result in the Participant being disqualified from the procurement process and not considered further.

**Summary of the Evaluation process**

CPQ Responses will be subject to a two-stage evaluation process:

Stage 1 – Initial screening assessment

Stage 2 – Suitability assessment

**Stage 1 – Initial screening assessment**

CPQ Responses will be subject to an initial screening assessment to confirm:

* the CPQ Response has been submitted on time, is completed correctly, is materially complete and meets the requirements of this CPQ document; and
* the CPQ Response is sufficiently complete to enable it to be evaluated in accordance with this evaluation process; and
* the Participant has not contravened any of the terms and conditions of the procurement process, either provided for in the Act and/or this CPQ document.

**CPQ Responses that do not satisfy the above may be rejected at this stage.**

**Stage 2 – Evaluation of CPQ Responses**

CPQ Responses that successfully pass Stage 1 will be subject to an assessment in accordance with the conditions of participation set out below. The CPQ is made up of a number of Questions which are either:

* For Information Only; or
* Pass/Fail;

Each Question is categorised below and guidance on the requirements which SNG is seeking and evaluating CPQ Responses against is also provided (where relevant).

During Stage 2, SNG reserves the right to call for further information or clarification from Participants, as appropriate, to assist in its consideration of the CPQ Responses. As set out in the main instructions to this CPQ, Participants must respond to any request for clarification within the timescales set out in the request for clarification. Where no response is provided within the required timescales, SNG shall evaluate the CPQ Response in accordance with the information originally provided in the CPQ Response.

Where a Participant receives a "Fail" score for any of the Pass / Fail questions they will be rejected from the Procurement and their SQ Response will not be considered any further.

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| **Section 1.1: Core Supplier Information** |
| **Question Number** | **Question** | **Evaluation Guidance** | **Completed by** |
| **1.1(a)** | **Are you registered on the central digital platform?** | **Pass/Fail****1.1 - Answering "no" to any of the questions in 1.1 or failing to provide your organisation's unique identifier will result in your organisation being awarded a "fail".** | **All Bidders on an individual basis.****This will include all members of a group including essential sub-contractors.** |
| **1.1(b)** | **Please confirm your organisation's unique identifier** |
| **1.1(c)** | **Have you submitted your up-to-date core supplier information to the central digital platform?** |
| **1.1(d)** | **Have you given your up-to-date core supplier information to the SNG by means of [a facility provided on the central digital platform for the purpose of sharing core supplier information]?** |
| **Core supplier information****It is the responsibility of each Bidder to ensure that all of the core supplier information that it is required to upload to the central digital platform is uploaded and kept up to date. By submitting a CPQ Response, the Bidder confirms that this is the case, and where the SNG subsequently discovers that a Bidder has not submitted its core supplier information to the central digital platform and/or kept it up to date, that Bidder will be rejected from the procurement exercise and their CPQ Response and/or any ensuing Tender Submission will not be considered further.****Bidders should note the following information which must be submitted to the central digital platform as core supplier information under question 1.1(c) and 1.1(d)** |
| **Supplier basic information (regulation 9 Procurement Regulations 2024)** |
| **Question** | **Evaluation Guidance** | **Completed by** |
| **Full name of the Bidder submitting the information (if registered, please give the registered name)** | **Pass/Fail****Where a Bidder has failed to provide the required supplier basic information in accordance with regulation 9 of the Procurement Regulations 2024, or has failed to maintain up to date supplier basic information, they will be awarded a "Fail" and will be rejected from the procurement.** | **All Bidders on an individual basis.****This will include all members of a group including essential sub-contractors.** |
| **Unique Identifier** |
| **Trading status**1. **public limited company**
2. **limited company**
3. **limited liability partnership**
4. **other partnership**
5. **sole trader**
6. **third sector**

**other (please specify your trading status)** |
| **Where the Bidder is not an individual, the law by which it is governed** |
| **Registered or principal office address (if Bidder is not an individual)** |
| **Contact postal address and email address** |
| **Registered website address (if applicable)** |
| **Date of registration under the Companies Act 2006 where the Bidder (or, where the company is not registered under the Companies Act 2006, an equivalent date or the date when the Bidder began trading if there is no equivalent date).** |
| **Registered VAT number** |
| **Details of any relevant qualification held by the Bidder, including the name of the person or body which awarded the qualification, the name of the qualification and the date it was awarded.** |
| **Details of any trade assurance held by the Bidder, including the name of the person or body which awarded the registration, the assurance reference number and the date the assurance was given.** |
| **Relevant classifications (state whether you fall within one of these, and if so which one)**1. **Small and medium-sized enterprise**
2. **A non-government organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives**
3. **A supported employment provider**
4. **Public service mutual**
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| **Supplier connected person information (regulation 11 Procurement Regulations 2024)****Bidders are required to submit the following information for each of the connected persons of the Bidder****For the purposes of the information required in respect of connected persons:****“registrable”****(a) in respect of a person with significant control, has the meaning given by section 790C(4) of the Companies Act 2006;****(b) in respect of a relevant legal entity, has the meaning given by 790C(8) of the Companies Act 2006;****“relevant legal entity” has the meaning given by section 790C(6) of the Companies Act 2006;****“service address” has the meaning given by section 1141 of the Companies Act 2006.****The following terms have the meanings ascribed to them in paragraph 45 of Schedule 6 to the Procurement Act 2023:*** **"significant control"**
* **"director"**
* **"event"**
* **"parent undertaking"**
* **"subsidiary undertaking"**
* **"predecessor company"**
* **"shadow director"**
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| **1. Where the Bidder is a company registered under the Companies Act, the connected person is a person with significant control over the Bidder, and the connected person is registrable** |
| **(a) the connected person’s name, date of birth and nationality,** | **Pass/Fail****Where a Bidder has failed to provide the required supplier connected person information in accordance with regulation 11 of the Procurement Regulations 2024, or has failed to maintain up to date supplier connected person information, they will be awarded a "Fail" and will be rejected from the procurement.** | **All Bidders on an individual basis.****This will include all members of a group including essential sub-contractors.** |
| **(b) the connected person’s service address,** |
| **(c) which of the specified conditions in Part 1 of Schedule 1A to the Companies Act 2006 applies,** |
| **(d) the date when the connected person became registrable as a person with significant control, if applicable, and** |
| **(e) the name of the PSC register on which the connected person is registered as a person with significant control, if applicable.** |
| **2. Where the Bidder is a company registered under the Companies Act 2006, the connected person is a relevant legal entity, and the connected person is registrable** |
| **(a) the connected person’s name,** | **Where a Bidder has failed to provide the required supplier connected person information in accordance with regulation 11 of the Procurement Regulations 2024, or has failed to maintain up to date supplier connected person information, they will be awarded a "Fail" and will be rejected from the procurement.** | **All Bidders on an individual basis.****This will include all members of a group including essential sub-contractors.** |
| **(b) the connected person’s registered or principal office address,** |
| **(c) the connected person’s service address,** |
| **(d) the connected person’s legal form and the law by which it is governed,** |
| **(e) which of the specified conditions in Part 1 of Schedule 1A to the Companies Act 2006 applies,** |
| **(f) the date when the connected person became registrable as a relevant legal entity, if applicable, and** |
| **(g) the name of the PSC register on which the connected person is registered as a relevant legal entity, if applicable.** |
| **3. Where the Bidder is a company registered under the Companies Act 2006, and the connected person is (a) a director or shadow director of the Bidder, and (b) an individual** |
| **(a) the connected person’s name, date of birth and nationality,** | **Where a Bidder has failed to provide the required supplier connected person information in accordance with regulation 11 of the Procurement Regulations 2024, or has failed to maintain up to date supplier connected person information, they will be awarded a "Fail" and will be rejected from the procurement.** | **All Bidders on an individual basis.****This will include all members of a group including essential sub-contractors.** |
| **(b) the connected person’s service address, and** |
| **(c) the country or state (or part of the United Kingdom) in which the connected person is usually resident.** |
| **4. Where the Bidder is a company registered under the Companies Act 2006, and the connected person is (a) a director or shadow director of the Bidder, and (b) not an individual** |
| **(a) the connected person’s name,** | **Where a Bidder has failed to provide the required supplier connected person information in accordance with regulation 11 of the Procurement Regulations 2024, or has failed to maintain up to date supplier connected person information, they will be awarded a "Fail" and will be rejected from the procurement.** | **All Bidders on an individual basis.****This will include all members of a group including essential sub-contractors.** |
| **(b) the connected person’s registered or principal office address,** |
| **(c) the connected person’s service address,** |
| **(d) the connected person’s legal form and the law by which it is governed, and** |
| **(e) where the connected person is a company registered under the Companies Act 2006, the person’s registration number given under that Act.** |
| **5. Where the Bidder is a company registered under the Companies Act 2006 and the connected person is a parent undertaking or a subsidiary undertaking of the Bidder** |
| **(a) the name of the connected person,** | **Where a Bidder has failed to provide the required supplier connected person information in accordance with regulation 11 of the Procurement Regulations 2024, or has failed to maintain up to date supplier connected person information, they will be awarded a "Fail" and will be rejected from the procurement.** | **All Bidders on an individual basis.****This will include all members of a group including essential sub-contractors.** |
| **(b) the connected person’s registered or principal office address,** |
| **(c) the connected person’s service address, and** |
| **(d) where the connected person is a company registered under the Companies Act 2006, the registration number given under that Act.** |
| **6. Where the Bidder is a company registered under the Companies Act 2006 and the connected person is a predecessor company of the Bidder** |
| **(a) the name of the connected person,** | **Where a Bidder has failed to provide the required supplier connected person information in accordance with regulation 11 of the Procurement Regulations 2024, or has failed to maintain up to date supplier connected person information, they will be awarded a "Fail" and will be rejected from the procurement.** | **All Bidders on an individual basis.****This will include all members of a group including essential sub-contractors.** |
| **(b) the connected person’s last registered or principal office address,** |
| **(c) where the connected person is a company registered under the Companies Act 2006, the registration number given under that Act, and** |
| **(d) the date when the connected person became insolvent and ceased to trade.** |
| **7. Where the Bidder is not a company registered under the Companies Act 2006, and the connected person can reasonably be considered to stand in an equivalent position in relation to the supplier is as the connected person described in (1) to (6) above, the information is information which can reasonably be considered to be equivalent to the information referred to in (1) to (6) (as the case may be).** |
| **8. Where none of (1) to (7) above apply, and where the connected person has the right to exercise, or actually exercises, significant influence or control over the Bidder, or the Bidder has the right to exercise, or actually exercises, significant influence or control over the connected person** |
| **(a) the connected person’s name,** | **Where a Bidder has failed to provide the required supplier connected person information in accordance with regulation 11 of the Procurement Regulations 2024, or has failed to maintain up to date supplier connected person information, they will be awarded a "Fail" and will be rejected from the procurement.** | **All Bidders on an individual basis.****This will include all members of a group including essential sub-contractors.** |
| **(b) the connected person’s registered or principal office address,** |
| **(c) the connected person’s service address,** |
| **(d) the connected person’s legal form and the law by which it is governed,** |
| **(e) where the connected person is a company registered under the Companies Act 2006, the registration number given under that Act,** |
| **(f) where the connected person is an overseas equivalent to a company registered under the Companies Act 2006, the equivalent to a registration number issued under the Companies Act 2006,** |
| **(g) which of the specified conditions in Part 1 of Schedule 1A to the Companies Act 2006 applies, and** |
| **(h) the date when the connected person became registrable as a person with significant control, if applicable.** |

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| **Supplier economic and financial standing information (regulation 10 Procurement Regulations 2024)****The information that must be provided is—****(a) in the case of a Bidder whose accounts were required to be audited for both of the Bidder's most recent two financial years in accordance with Part 16 of the Companies Act 2006, a copy of those accounts,****(b) in the case of a Bidder whose accounts were required to be audited for the Bidder's most recent financial year in accordance with Part 16 of the Companies Act 2006, but not the financial year immediately preceding that, a copy of those accounts,****(c) in the case of a Bidder whose accounts were required to be audited for both of the Bidder's most recent two financial years in accordance with an overseas equivalent to Part 16 of the Companies Act 2006, a copy of those accounts,****(d) in the case of a Bidder whose accounts were required to be audited for the Bidder's most recent financial year in accordance with an overseas equivalent to Part 16 of the Companies Act 2006, but not the financial year immediately preceding that, a copy of those accounts, or****(e) in the case of any other Bidder—****(i) if the Bidder was in business for both of the Bidder's most recent financial years, accounts or other information for both of those years, or****(ii) if the Bidder was in business for the Bidder's most recent financial year but not the financial year immediately preceding that, accounts or other information for the Bidder's most recent financial year,****which is equivalent to information contained in accounts audited in accordance with Part 16 of the Companies Act 2006, so far as those accounts or that other information can reasonably be given.****In paragraphs (a) and (b) "financial year" has the same meaning as in section 290 of the Companies Act 2006.** | **All Bidders on an individual basis.****This will include all members of a group including essential sub-contractors.** |
| **Supplier exclusion grounds information (regulation 12 Procurement Regulations 2024)****(1) Paragraphs (2) to (13) set out the exclusion grounds information that each Bidder must submit to the central digital platform.****(2) Whether the Bidder or a connected person has been convicted of an offence referred to in the following paragraphs of Schedule 6 to the Procurement Act 2023—****(a) paragraph 2 (corporate manslaughter or corporate homicide);****(b) paragraph 3 (terrorism);****(c) paragraphs 4 to 18 (theft, fraud, bribery etc);****(d) paragraphs 19 to 26 (labour market, slavery and human trafficking offences);****(e) paragraphs 27 to 28 (organised crime);****(f) paragraphs 29 to 31 (tax offences);****(g) paragraph 32 (cartel offence);****(h) paragraph 33 (ancillary offences);****(i) paragraph 34 (offences committed outside the United Kingdom).****(3) Whether the Bidder or a connected person has been the subject of an event referred to in the following paragraphs of Schedule 6 to the Procurement Act 2023—****(a) paragraph 36 (penalties for transactions connected with VAT fraud and evasion of tax or duty);****(b) paragraph 37 (penalties payable for errors in tax documentation and failure to notify and certain VAT and excise wrongdoing);****(c) paragraph 38 (adjustments for tax arrangements that are abusive);****(d) paragraph 39 (finding by HMRC, in exercise of its powers in respect of VAT, of abusive practice);****(e) paragraph 40 (defeat in respect of notifiable tax arrangements);****(f) paragraph 41 (competition law infringements);****(g) paragraph 42 (equivalents outside the United Kingdom).****(4) Whether, in respect of paragraph 43 of Schedule 6 to the Procurement Act 2023 (failure to cooperate with investigation)—****(a) an appropriate authority has given the Bidder or a connected person notice under section 60(6) of the Procurement Act 2023, and****(b) the Bidder or connected person has failed to comply with the notice before the end of the period specified in the notice.****(5) Whether the Bidder or a connected person has been the subject of an event referred to in the following paragraphs of Schedule 7 to the Procurement Act 2023—****(a) paragraph 1 (orders relating to labour market misconduct);****(b) paragraph 4 (offence relating to environmental misconduct);****(c) paragraph 5 (insolvency bankruptcy etc);****(d) paragraph 6 (suspension or ceasing to carry on all or a substantial part of business);****(e) paragraph 9 (infringement of Competition Act 1998, Chapter II prohibition or equivalent outside United Kingdom);****(f) paragraph 11(2) (court etc ruling of professional misconduct);****(g) paragraph 12 (breach of contract and poor performance).****(6) Whether, in respect of paragraph 2 of Schedule 7 to the Procurement Act 2023 (labour market misconduct), the Bidder or a connected person—****(a) has been, or is being, investigated for conduct outside the United Kingdom that could result in an order mentioned in paragraph 1 of Schedule 7 to the Procurement Act 2023 being made if the conduct occurred in the United Kingdom, or****(b) has engaged in such conduct.****(7) Whether, in respect of paragraph 3 of Schedule 7 to the Procurement Act 2023 (labour market misconduct), the Bidder or a connected person—****(a) has been, or is being, investigated for conduct (whether in or outside the United Kingdom) constituting (or that would, if it occurred in the United Kingdom, constitute) an offence referred to in—****(i) section 1, 2, 4 or 30 of the Modern Slavery Act 2015,****(ii) section 1, 4 or 32 of the Human Trafficking and Exploitation (Scotland) Act 2015, or****(iii) section 1, 2 or 4 of the Human Trafficking and Exploitation (Criminal Justice and Support for Victims) Act (Northern Ireland) 2015, or paragraph 16 of Schedule 3 to that Act, or****(b)has engaged in such conduct.****(8) Whether, in respect of paragraph 7 of Schedule 7 to the Procurement Act 2023 (potential competition infringements)—****(a) the Bidder or a connected person has been, or is being, investigated over whether an agreement or concerted practice to which the Bidder or a connected person is party has infringed—****(i) the Chapter I prohibition (within the meaning given by section 2 of the Competition Act 1998), or****(ii) any substantially similar prohibition applicable in a jurisdiction outside the United Kingdom, or****(b) an agreement or concerted practice to which the Bidder or a connected person is party has infringed such prohibitions,****except in the circumstances mentioned in sub-paragraph (2) of paragraph 7.****(9) Whether, in respect of paragraph 8 of Schedule 7 to the Procurement Act 2023 (potential competition infringements), the Bidder or a connected person—****(a) has been, or is being, investigated over whether the Bidder or a connected person has infringed—****(i) the Chapter II prohibition (within the meaning given by section 18 of the Competition Act 1998), or****(ii) any substantially similar prohibition applicable in a jurisdiction outside the United Kingdom, or****(b) has infringed such prohibitions.****(10) Whether, in respect of paragraph 10 of Schedule 7 to the Procurement Act 2023 (potential competition law infringements), the Bidder or a connected person—****(a) has been, or is being, investigated for conduct constituting—****(i) an offence under section 188 of the Enterprise Act 2002 (cartel offence), or****(ii) a substantially similar offence under the law of a country or territory outside the United Kingdom, or****(b) has engaged in such conduct,****except in the circumstances mentioned in sub-paragraph (2) of paragraph 10.****(11) Whether, in respect of paragraph 11 of Schedule 7 to the Procurement Act 2023 (professional misconduct), the Bidder or a connected person—****(a) has been, or is being, investigated for professional misconduct which brings into question the Bidder's integrity, or****(b) has engaged in such misconduct.****(12) Whether, in respect of paragraph 13 of Schedule 7 to the Procurement Act 2023, the Bidder or a connected person—****(a) has been, or is being, investigated over whether the Bidder acted improperly in relation to any procurement, and in so doing, put itself at an unfair advantage in relation to the award of a public contract, or****(b) has acted improperly in that way.****(13) If the Bidder or one or more connected persons has been the subject of an event mentioned in paragraphs (2) to (12), the following information in respect of each person who has been the subject of an event—****(a) a short description of the event,****(b) the name of the person who is the subject of the event,****(c) the person’s name, contact postal address and email address,****(d) in the case of a conviction or other event where there is a recorded decision of a public authority which is the authoritative basis for the conviction or other event—****(i) a link to the web page where the decision can be accessed, or****(ii) a copy of the decision,****(e) any evidence that the person who is the subject of the event—****(i) took the event seriously, for example by paying any fine or compensation,****(ii) took steps to prevent the event occurring again, for example by changing staff or management, or putting procedures or training in place, and****(iii) committed to taking further preventative steps, where appropriate, and****(f) if the circumstances which led to the event have ended, the date when they ended.****(14) For the meaning of “event”—****(a) in relation to a provision of Schedule 6 to the Procurement Act 2023, see paragraph 45 of that Schedule;****(b) in relation to a provision of Schedule 7 to the Procurement Act 2023, see paragraph 16 of that Schedule.** | **Supplier exclusion grounds information****Where a Bidder has identified in its supplier exclusion grounds information that the Bidder or any connected person is scope of any of the exclusion grounds identified at paragraphs 2 to 4 it will be considered an Excluded Supplier and the Bidder will be awarded a "fail", subject to the provisions below regarding self-cleaning.****Where a Bidder has identified in its supplier exclusion grounds information that the Bidder or any connected person is in scope of any of the exclusion grounds identified at paragraphs 5 to 12 it will be considered an Excludable Supplier and the Bidder may be awarded a "fail", subject to the provisions below regarding self-cleaning.****Where a Bidder receives a "Fail" in respect of its supplier exclusion grounds information, it will be excluded from the procurement and its CPQ Response will not be considered further.****Self-cleaning****In accordance with section 58(1) of the Procurement Act 2023, in considering whether a Bidder is an Excluded Supplier or an Excludable Supplier, the SNG may have regard to the following matters:**1. **evidence that the Bidder, associated person or connected person has taken the circumstances seriously, for example by paying compensation;**
2. **steps that the Bidder, associated person or connected person has taken to prevent the circumstances continuing or occurring again, for example by changing staff or management, or putting procedures and training in place;**
3. **commitments that such steps will be taken, or to provide information or access to allow verification or monitoring of such steps;**
4. **the time that has elapsed since the circumstances last occurred;**
5. **any other evidence, explanation or factor that the SNG considers appropriate.**

**Before determining whether a Bidder is an Excluded Supplier or an Excludable Supplier, the SNG will give the Bidder reasonable opportunity to:**1. **make representations; and**
2. **provide evidence as to whether exclusion grounds apply and whether the circumstances giving rise to any application are likely to occur again (including information of a kind referred to above.**

**Debarment list****Where a Bidder's name has been entered on the debarment list in accordance with section 62(3) of the Procurement Act 2023 and the entry notes that the exclusion ground which applies is a mandatory exclusion ground, the Bidder will be awarded a "fail".****Where a Bidder's name has been entered on the debarment list in accordance with section 62(3) of the Procurement Act 2023 and the entry notes that the exclusion ground which applies is a discretionary exclusion ground, the Bidder may be awarded a "fail" at the sole discretion of the SNG.** |
| **Section 1.2: Bidding model** |
| **Question Number** | **Question** | **Evaluation Guidance** | **Completed by** |
| **1.2(a)(i)** | **Are you bidding as the lead contact for a group of suppliers?****If yes, please provide details listed in questions 1.2(a)(ii), 1.2(a)(iii), 1.2(b)(i), 1.2(b)(ii) and 1.3.****If no, and you are a supporting bidder please provide the name of your group at 1.2(a)(ii) for reference purposes and complete 1.3.** | **Information only – not evaluated** | **All Bidders on an individual basis.****This will include all members of a group including essential sub-contractors. For groups, the entity which is intended to enter into the Contract (if successful) must be set out at 1.2(a) – (iii), where this is different from the Lead Bidder.****The SNG will require groups to form a single legal entity ahead of entering into the Contract. Please note the actual or proposed shareholding of this entity.** |
| **1.2(a)(ii)** | **Name of group of suppliers (if applicable)** |
| **1.2(a)(iii)** | **Proposed legal structure if the group of suppliers intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.** |
| **1.2(b)(i)** | **Are you or, if applicable, the group of suppliers proposing to use sub-contractors?** |
| **1.2(b)(ii)** | **If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor including information about each sub-contractor that is equivalent to the supplier core information under regulation 9 of the Procurement Regulations, as well as confirmation of:**1. **the role of the sub-contractor;**
2. **the approximate percentage of contractual obligations that will be assigned to each sub-contractor; and**
3. **whether the sub-contractor is being relied upon to meet any conditions of participation set out in this SQ.**
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| **1.2(c)** | **Where applicable, please tell us which lot(s) you wish to bid for?** |
| **Section 1.3: Contact details** |
| **Question Number** | **Question** | **Evaluation Guidance** | **Completed by** |
| **1.3(a)** | **Contact name** | **Information only – not evaluated** | **All Bidders on an individual basis must sign their own declaration.****This will include all members of a group including essential sub-contractors.** |
| **1.3(b)** | **Name of organisation** |
| **1.3(c)** | **Role in organisation** |
| **1.3(d)** | **Phone number** |
| **1.3(e)** | **E-mail address** |
| **1.3(f)** | **Postal address** |
| **1.3(g)** | **Signature (electronic is acceptable)** |
| **1.3(h)** | **Date** |
| **Section 2.1: Economic and financial standing conditions** |
| **Question Number** | **Question** | **Evaluation Guidance** |  |
| **2.1.1** | **Where you are relying on audited accounts, please provide details of any significant changes that have occurred since your organisation's last set of audited accounts which may have the effect of altering the position as indicated in that set of accounts. If available, please provide any quarter or half-year accounts, results or management reports for the period since the end of the most recently completed set of audited accounts to evidence your response. Provide this information for all members of a consortium where you are bidding as a consortium.** | **Pass/Fail****A fail will be awarded where it comes to the SNG's attention that significant changes have occurred since your organisation's last set of audited accounts which may have the effect of altering the position as indicated in that set of accounts, and where this is not declared in response to this CPQ along with sufficient evidence to demonstrate that any such changes do not, in the SNG's opinion, impact on your organisation's ability to deliver the Services.** | **The economic and financial standing information on the central digital platform will be used to assess Bidders' economic and financial standing in accordance with the standards set out in this document.** |
| **2.1.2** | **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, and please provide:*** **Name of organisation; and**
* **Relationship to the Bidder completing these questions**
 | **Pass/Fail****Please note that where a parent company is being relied on to pass the financial threshold, these details must be provided under question 2.1.3 and question 2.1.4.****Where the SNG's analysis of an organisation's financial position shows that further measure are necessary to provide adequate assurance of its financial strength and the organisation answers No to this question, the organisation will receive a "fail" for this question and will be disqualified****Failure to offer a parent company guarantee or other guarantee on the terms set out by the SNG will result in a "fail".** | **The Bidder or Lead Bidder on behalf of itself and/or the members of the group / relevant essential sub-contractor (as applicable)** |
| **2.1.3(a)** | **Are you able to provide parent company accounts if requested to at a later stage?** |
| **2.1.3(b)** | **If yes, would the parent company be willing to provide a guarantee if necessary?** |
| **2.1.3(c)** | **If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?** |
| **Section 2.2: Technical and Professional Ability** |
| **Question Number** | **Question** | **Evaluation Guidance** | **Completed by** |
| **2.2.1** | **Relevant experience and contract examples****Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. The examples must be from the past three 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 Goods or Services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.****In responding to question 2.2.1, please provide the following details for each Contract example as a minimum:**1. **Name of customer organisation;**
2. **Name of supplier who signed the contract;**
3. **Point of contact in the customer's organisation;**
4. **Position in the customer's organisation;**
5. **Email address;**
6. **Description of contract;**
7. **Contract start date;**
8. **Contract completion date; and**
9. **Estimated contract value.**

**If you cannot provide examples see question 2.2.3.** | **Pass/Fail****A "fail" will be awarded where:**1. **Not all of the information required is provided.**
2. **The examples provided are not from the previous 3 years.**
3. **If a response is submitted by a consortium, example contracts should exemplify contracts the consortium has delivered which meet the requirements of the procurement documents criteria.**
4. **If the named contact provided is unable to provide written evidence to confirm the accuracy of information provided.**
5. **If the example contracts do not demonstrate that the Bidder can meet the technical and professional abilities set out in the procurement documents.**
 | **The Bidder or Lead Bidder on behalf of itself and/or the members of the group / relevant essential sub-contractor (as applicable)** |
| **2.2.2** | **Sub-contracting****(a) Where you intend to sub-contract a proportion of the Project, please demonstrate how you have previously maintained healthy supply chains with your sub-Contractor. Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract.****(b) Please also provide confirmation of your membership of the UK Prompt Payment Code or otherwise demonstrate your understanding of and compliance with the requirements of the Code (or equivalent schemes in other countries) in relation to prompt payment of sub-contractors.** | **Pass/Fail****A "Fail" will be awarded where you are unable to demonstrate appropriate supply chain management tracking systems to ensure performance of contracts, or where you fail to demonstrate prompt payment of your supply chains.** | **The Bidder or Lead Bidder on behalf of itself and/or the members of the group / relevant essential sub-contractor (as applicable)** |
| **2.2.3** | **If you cannot provide the required examples in your answer to Question 2.2.1, please provide an explanation in no more than 500 words 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.** | **Pass/Fail****Where a Bidder is unable to answer Question 2.2.1, the SNG will review the answer supplied for Question 2.2.3. A "fail" score will be awarded where the Bidder is unable to satisfy the SNG that it has sufficient technical and professional ability to be able to deliver the [Project] [Programme].** | **The Bidder or Lead Bidder on behalf of itself and/or the members of the group / relevant essential sub-contractor (as applicable)** |
| **Section 3.1: Insurance** |
| **Question Number** | **Question** | **Evaluation Guidance** | **Completed by** |
| **3.1** | **Please self-certify 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 = £10 million any one occurrence****Public Liability Insurance = £10 million any one occurrence****Professional Indemnity Insurance = £5 million any one occurrence** | **Pass / Fail****A "fail" will be awarded where a Bidder does not hold, or does not commit to obtaining prior to the commencement of the Contract, the stated insurances.** | **The Bidder or Lead Bidder on behalf of itself and/or the members of the group / relevant essential sub-contractor (as applicable)** |
| **Section 3.2: Equality and Diversity** |
| **Question Number** | **Question** | **Evaluation Guidance** | **Completed by** |
| **3.2.1** | **Does your organisation comply with current anti-discrimination legislation?** | **Pass / Fail****Non UK-based firms should answer substituting, where relevant, the appropriate legislation and/or codes of practice etc., where applicable within their domestic jurisdiction.****A "fail" will be awarded where a Bidder does not confirm that it complies with current anti-discrimination legislation.** | **The Bidder or Lead Bidder on behalf of itself and/or the members of the group / relevant essential sub-contractor (as applicable)** |
| **3.2.2** | **Please self-certify that your organisation has an Equality and Diversity policy or statement covering the above legislation, and that you will be able to provide a copy of all relevant policies and/or statements, in advance of entering into the Contract, should your organisation be successful.** | **Pass / Fail****A "fail" will be awarded where a Bidder does not confirm that it has the required Equality and Diversity policy and that this can be produced as required.** |
| **3.2.3** | **In the last three (3) 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)?** | **Pass / Fail****If answering "Yes", please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.****If the investigation upheld the complaint against your organisation, please explain what action (if any) your organisation has taken to prevent unlawful discrimination from reoccurring.****Your organisation may be excluded if you are unable to demonstrate to the SNG's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.** |
| **3.2.4** | **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 or alleged unlawful discrimination?** | **Pass / Fail****If answering "Yes", please provide a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.****If the investigation upheld the complaint against your organisation, please explain what action (if any) your organisation has taken to prevent unlawful discrimination from reoccurring.****Your organisation may be excluded if you are unable to demonstrate to the SNG's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.** |
| **3.2.5** | **If your organisation uses sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?** | **Pass / Fail****A "fail" will be awarded where the Bidder uses sub-contractors and does not have in place the required checks.** |
| **Section 3.3: Health and Safety** |
| **Question Number** | **Question** | **Evaluation Guidance** | **Completed by** |
| **3.3** | **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.]** | **Pass / Fail****A "fail" will be awarded where the Bidder fails to demonstrate that any arrangements are in place to manage health and safety, or where the Bidder fails to demonstrate that such arrangements manage health and safety effectively, and control significant risks relevant to the requirements for the [Project] [Programme].** | **The Bidder or Lead Bidder on behalf of itself and/or the members of the group / relevant essential sub-contractor (as applicable)** |
| **Section 3.4: Quality Assurance** |
| **Question Number** | **Question** | **Evaluation Guidance** | **Completed by** |
| **3.4** | **Please provide details of any quality assurance certification/accreditation that your organisation holds, and self-certify that you will be able to provide copies of any relevant certificates in advance of entering into the Contract, should your organisation be successful.** | **Pass / Fail****A "fail" will be awarded where the Bidder fails to provide details of any quality assurance certification/accreditation held by its organisation, or where the Bidder confirms that its organisation does not hold any such certification/accreditation.** | **The Bidder or Lead Bidder on behalf of itself and/or the members of the group / relevant essential sub-contractor (as applicable)** |
| **Section 3.5: Data protection and cyber security** |
| **Question Number** | **Question** | **Evaluation Guidance** | **Completed by** |
| **3.5.1** | **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 UK General Data Protection Regulations and to ensure the protection of the rights of data subjects.** | **Pass / Fail****A "fail" will be awarded where a Bidder does not confirm that such measures will be put in place.** | **The Bidder or Lead Bidder on behalf of itself and/or the members of the group / relevant essential sub-Contractor (as applicable)** |
| **3.5.2** | **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 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; and****●to regularly test, assess and evaluate the effectiveness of the above measures** | **Pass / Fail****Failure to confirm that adequate procedures are or will be in place will result in a "fail" mark being awarded** |
| **3.5.3** | **Please confirm that your organisation holds Cyber Essentials Plus or will commit to becoming Cyber Essentials Plus certified, if awarded the Contract.** | **Pass / Fail****A "fail" will be awarded where a Bidder does not confirm that such measures will be put in place.** |
| **3.5.4** | **Please confirm that your organisation holds ISO 27001 or will commit to becoming ISO 27001 certified, if awarded the Contract.** | **Pass / Fail****A "fail" will be awarded where a Bidder does not confirm that such measures will be put in place.** |
| **Section 3.6: Anti-corruption** |
| **Question Number** | **Question** | **Evaluation Guidance** | **Completed by** |
| **3.6.1** | **Please confirm that your organisation has put in place adequate procedures for the prevention of bribery and corrupt practices, in accordance with the Bribery Act 2010.** | **Pass / Fail****Failure to confirm that adequate procedures are in place will result in a "fail" mark being awarded** | **The Bidder or Lead Bidder on behalf of itself and/or the members of the group / relevant essential sub-Contractor (as applicable)** |
| **3.6.2** | **Please confirm that your organisation ensures that sub-contractors, sub-contractors and members of your supply chain also comply with the Bribery Act 2010.** | **Pass / Fail****Failure to confirm that adequate procedures are in place will result in a "fail" mark being awarded** |
| **Section 3.7 – Tackling Modern Slavery in Supply Chains (Central Government Contracts only)6364** |
| **Question Number** | **Question** | **Evaluation Guidance** | **Completed by** |
| **3.7.1** | **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** | **A "fail" will be awarded where a Bidder fails to provide access to or a copy of the latest statement and/or where the statement fails to include the relevant information set out in question 3.7.4, and fails to provide an adequate explanation as required by question 3.7.4.** | **The Bidder or Lead Bidder on behalf of itself and/or the members of the group / relevant essential sub-Contractor (as applicable)** |  |
| **3.7.2** | **If your latest statement is not available electronically, please provide a copy.** |  |
| **3.7.3** | **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.** |  |
| **3.7.4** | **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.** |  |