

Annex 2 Conditions of Participation

Questionnaire used to shortlist suppliers at Stage 1.

Structure for supplier response

Preliminary questions

1. What is your name? (supplier name)

[Insert name]

2. *You must be registered on the central digital platform (CDP).*

What is your central digital platform unique identifier?

[Insert unique identifier]

3. Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.

If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide:

- the name of the group/consortium
- the proposed structure of the group/consortium, including the legal structure where applicable
- the name of the lead member in the group/consortium
- your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)

[Insert information]

4. Are you on the debarment list?

[Insert Yes or No]

[If yes, insert details]

Part 1 – confirmation of core supplier information

5. You must submit up-to-date core supplier information on the CDP and share this information with us via the CDP (either a share code or PDF download).

This includes:

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

Please confirm you have shared this information with us.

[Insert reference / file name]

Part 2 – additional exclusions information

Part 2A – associated persons

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

[The conditions of participation are outlined in Part 3]

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

[Insert Yes or No]

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

[Insert name of supplier and brief description]

[Insert name of supplier and brief description]

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

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

[Insert name of supplier and reference / file name]

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

[Insert Yes or No]

[If yes, insert details]

Part 2B – list of all intended sub-contractors

10. Please provide:

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

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

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

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

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

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

The debarment list can be found here [insert link]

[Insert Yes or No]

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

Part 3 – questions relating to conditions of participation

Question number	Question	Response	Evaluation Criteria
12.	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:		A Tenderer will receive a “pass” for this question if it has answered that it has the relevant insurances in place, or it has committed to obtaining

	<p>Employer's (Compulsory) Liability Insurance = £5m</p> <p>Public Liability Insurance = £5m</p> <p>Professional Indemnity Insurance = £5m</p> <p>*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:</p> <p>http://www.hse.gov.uk/pubns/hse39.pdf</p>	<p>Cover in place <input type="checkbox"/></p> <p>Commit to obtaining cover if appointed <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Cover in place <input type="checkbox"/></p> <p>Commit to obtaining cover if appointed <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Cover in place <input type="checkbox"/></p> <p>Commit to obtaining cover if appointed <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>cover if appointed for all of the insurances listed.</p> <p>A Tenderer will receive a "fail" for this question if it answers "no" in respect of any of the insurances listed.</p> <p>Tenderers should note that they will be required to provide copies of their insurance certificates prior to entry into the Agreement. Tenderers should notify GPhC without delay if at any point during the procurement process, its insurance policies have expired, and any renewed policy does not meet the requirements set out in this question.</p>
13.	<p>Data protection</p> <p>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.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>A Tenderer will receive a "pass" for this question if it has answered "yes" and has evidenced the relevant systems and processes.</p> <p>A Tenderer will receive a "fail" for this question if it has answered "no" and its</p>

			Tender will not be considered further.
14.	Equality and Diversity		A Tenderer will receive a “pass” for this question if it has answered “yes” to all questions.
14.1.	Does your organisation operate appropriate arrangements to ensure that equality and diversity is embedded within your organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
14.2.	Do you actively promote good practice in terms of eliminating discrimination in all forms within the workplace.	Yes <input type="checkbox"/> No <input type="checkbox"/>	A Tenderer will receive a “fail” for this question if it has answered “no” to any questions and its Tender will not be considered further.
15.	<p>Accreditations</p> <p>Does your organisation hold the following accreditations or equivalent?</p> <p>Where an equivalent accreditation is held to those specified below, please describe how the relevant accreditation/qualification is equivalent in a separate annex.</p> <ul style="list-style-type: none"> I. ISO 27001 - Information Security Management II. ISO 9001 – Quality Management System III. Microsoft Azure Expert MSP IV. Cyber Essentials Plus 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please explain any equivalent accreditations / qualifications</p>	<p>A Tenderer will receive a “pass” for this question if it has answered “yes” to having all specified accreditations, or it has evidenced that it holds an equivalent accreditation where applicable.</p> <p>A Tenderer will receive a “fail” for this question if it has answered “no” to any of the requested accreditations or where it has not evidenced an equivalent accreditation to any of those requested in the question.</p> <p>Where a Tenderer receives a fail its Tender will not be considered further</p>
16.	Financial Capacity		Tenderers will receive a “pass” if it meets the criteria of two of the

16.1.	<p>Please self-certify that your company meets the required annual turnover threshold for this tender exercise:</p> <ul style="list-style-type: none"> 1X Contract Value 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>three criteria described in 7.1-7.3 inclusive.</p>
16.2.	<p>A Tenderer must score 51 or above as assessed by Dun & Bradstreet Failure / Risk Indicator. If the Tenderer meets this threshold, then it will receive a “pass” for question. Any Tenderer which does not receive a score of 51 or above, or is not a registered company with Companies House and does not have a credit rating with Dun & Bradstreet Failure / Risk Indicator will proceed to 7.3 (below).</p>	<p>Yes, score of 51 or higher, Credit report attached <input type="checkbox"/></p> <p>No, Credit score lower than 51 <input type="checkbox"/></p> <p>Unknown, not subscribed to Creditsafe <input type="checkbox"/></p> <p>N/A (not a registered company) <input type="checkbox"/></p>	<p>Tenderers may still receive a “pass” for this section if it meets one of the three criteria described in 7.1-7.3 inclusive and provides:</p> <ul style="list-style-type: none"> A credible risk mitigation plan (e.g., parent company guarantee, performance bond) Evidence of exceptional circumstances (e.g., recent investment, scaling business)
16.3.	<p>Please self-certify that your Acid Ratio is greater than 1 (Acid Ratio = (current assets – inventories) divided by current liabilities)</p>	<p>State ratio....</p>	<p>Tenderers will receive a “fail” if it is unable to meet at least one element of the criteria in 7.1-7.3 inclusive.</p>
16.4.	<p>If you are unable to meet two of the three criteria set out in 7.1-7.3 inclusive, please provide details as of either:</p> <ul style="list-style-type: none"> A credible risk mitigation plan (e.g., parent company guarantee, performance bond) Evidence of exceptional circumstances (e.g., recent investment, scaling business) <p>so as to provide assurance of financial capacity to deliver this contract.</p>		

17.	<p>Support</p> <p>Please confirm your organisation’s ability to provide a hybrid Azure environment, including end-user and network services, support function that includes UK-based service coverage during the required service hours.</p> <p>Your response should include:</p> <p>The location(s) of your support operations;</p> <p>Details of UK-based resources available for key functions (e.g. incident management, service desk, change control);</p> <p>How you ensure compliance with applicable data residency, security, and regulatory requirements;</p> <p>Escalation procedures and availability of senior technical staff based in the UK where relevant.</p> <p>(Max 500 words)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Details.....</p>	<p>A Tenderer will receive a “pass” for this question if it has:</p> <ul style="list-style-type: none"> Confirmed the ability to provide an Azure Managed Services support function with UK-based service coverage during the required service hours; Provided clear details of UK-based resources available for key support functions, such as incident management, service desk, and change control; Demonstrated an understanding of, and approach to, ensuring compliance with UK data residency, security, and regulatory requirements (e.g. GDPR, NCSC guidance); and Described an escalation process including the availability of senior technical staff based in, or accessible from, the UK during the required service window. <p>A “fail” will be awarded if the Tenderer:</p>
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			<ul style="list-style-type: none"> • Does not confirm UK-based service coverage or support capability during the required hours; • Fails to provide sufficient detail regarding UK-based resource availability for key support roles; • Fails to demonstrate compliance with UK data residency or regulatory obligations; or • Does not describe a clear and suitable escalation process involving UK-based senior technical support.
18.	<p>Compliance</p> <p>What processes do you have in place to ensure ongoing compliance with security and regulatory requirements specifically relating to GDPR and NCSC guidelines?</p>		<p>A Tenderer will receive a “pass” for this question if it has been able to demonstrate it has an active GDPR compliance framework, awareness and implementation of NCSC guidelines and an ongoing review process to keep abreast of changes in relevant legislation.</p> <p>A Tenderer will receive a “fail” for this question if it has been NOT been able to demonstrate it has an active GDPR compliance framework, awareness and implementation of NCSC guidelines and an ongoing review process</p>

			to keep abreast of changes in relevant legislation.
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Confirmations

19.
I confirm that:
 - to the best of my knowledge the answers submitted, and information contained in this document are complete, accurate and not misleading
 - upon request and without delay I will provide any additional information requested of us
 - I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement
 - I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement

[Insert Yes or No]

Signed

Date

Name

Role

Phone number

Email

Postal address

