**Repair & Maintenance of Public Domain CCTV for Newquay & St Austell**

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| **PART B: Below Threshold Tender**  **Response Document** |

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| **THIS DOCUMENT IS TO BE COMPLETED BY THE SUPPLIER AND SUBMITTED TO TENDERS@NEWQUAY.GOV.UK** |

**Closing date for submission of Tender**

**14:00hrs on 01/08/2025**

|  |
| --- |
| **NAME OF SUPPLIER:**  **Company Registration No:** |

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This is Part B for completion by the Supplier and return to the Authority in accordance with the instructions given in the Invitation to Tender Document (Part A).

**PART B**

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**SECTION 1 – PROCUREMENT SPECIFIC QUESTIONNAIRE (Stage ONE)**

Introduction

* 1. Public procurement is governed by regulations to ensure that procurement delivers value for money, competition, transparency and integrity.
  2. The Procurement Specific Questionnaire (PSQ) has been designed to help contracting authorities ensure that suppliers share the right information when participating in a procurement. This is separate from the formal tender submission (on how the supplier proposes to meet the tender requirements). The PSQ consists of three parts:
  3. **Part 1 - confirmation of core supplier information**: suppliers participating in procurements will now be expected to register on a central digital platform (CDP). Suppliers can submit their core supplier information and, where a procurement opportunity arises, share this information with the contracting authority via the CDP. It is free to use and will mean suppliers should no longer have to re-enter this information for each public procurement but simply ensure it is up to date and subsequently shared. The CDP is available at <https://www.gov.uk/find-tender>. Part 1 provides confirmation that suppliers have taken these steps.
  4. **Part 2 - additional exclusions information**: procurement legislation provides for an ‘exclusion regime’ and a published ‘debarment’ list to safeguard procurement from suppliers who may pose a risk (for example, due to misconduct or poor performance). Suppliers must submit their own (and their connected persons[[1]](#footnote-2)) exclusions information via the CDP. This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.
  5. As part of a procurement, a supplier will need to also share additional exclusions information for any suppliers that they are relying on to meet the procurement’s conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are ‘associated persons’ and their exclusions information must be shared with the contracting authority.
  6. In addition to the sub-contractors who are being relied on to meet the conditions of participation (who are associated persons), suppliers will need to share an exhaustive list of all their intended sub-contractors, which will be checked against the debarment list.
  7. 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.
  8. **Part 3 - conditions of participation**: contracting authorities may set conditions of participation which a supplier must satisfy in order to be awarded a public contract. They can relate to the supplier’s legal and financial capacity or their technical ability.
  9. Some of the information requested in the PSQ will be for information purposes only. Other information will be assessed by the contracting authority. This might include a pass or fail mechanism, or a threshold which the supplier must meet. Under certain procurement processes, a contracting authority might use the information shared via the PSQ as part of a selection process to limit the number of participating suppliers. For example, inviting the five suppliers that submitted the highest scoring responses. Where this is the case, the contracting authority will outline the maximum number of suppliers, and the criteria used to select the limited number of suppliers, in their tender notice (section 20(4)(a) of the Procurement Act and regulation 19(2)(d) of the Procurement Regulations 2024).
  10. Suppliers should note that contracting authorities have legislative duties to publish certain information which relate to the supplier in their contract award notices. This information includes, but is not limited to:
* details of the winning supplier’s associated persons
* details of the winning supplier’s connected person information
* for certain procurements over £5 million, details of unsuccessful bidders
  1. Where a Supplier is unsure or requires any clarification, they should check with the contracting authority.

Other points to note.

* 1. The PSQ template includes a self-declaration, made by you (the Supplier).
  2. Exclusion grounds are set out in [Schedule 6](https://www.legislation.gov.uk/ukpga/2023/54/schedule/6) (mandatory) and [Schedule 7](https://www.legislation.gov.uk/ukpga/2023/54/schedule/7) (discretionary) of the Procurement Act 2023.

Consequences of misrepresentation

* 1. If you seriously misrepresent any factual information in filling in the PSQ, and so induce an authority 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.

|  | |  | | | |
| --- | --- | --- | --- | --- | --- |
| **No.** | | **Question** | | | |
| **Preliminary questions** | | | | | |
| Q.1. | | What is your company name? (supplier name or individual trading name) | | | |
| **[Insert name]** | | | |
| Q.2. | | *Are you are registered on the Government central digital platform (CDP). (Procurement Regulations 2024 – Regulation 6)?*  *If so, please provide your central digital platform unique identifier (Procurement Regulations 2024 – Regulation 2024)?* | | | |
| **[Insert unique identifier]** | | | |
| Q.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:   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, sub-contractor) | | | |
| **[Insert information]** | | | |
| Q.4. | | **[Where applicable]** Please confirm which lot(s) you wish to bid for? | | | |
| **[Insert details]** | | | |
| Q.5. | | Are you on the Government [debarment list](https://www.legislation.gov.uk/ukpga/2023/54/section/62) (Procurement Act 2023 - Regulation 62)? | | | |
| Yes  No  **[If yes, insert details]** | | | |
| **Part 1 – confirmation of core supplier information** | | | | | |
| Q.6. | | Can you provide core information below or are you able to 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:   1. basic information 2. economic and financial standing information 3. 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) 4. exclusion grounds information   Please confirm you have are able to provide this information with us, on request.  NOTE – This would not need to be sought and assessed until Preferred Supplier Stage – so documents can be obtained at that stage only | | | |
| **[Insert reference / file name]** | | | |
| **Part 2 – additional exclusions information** | | | | | |
| **Part 2A – associated persons** | | | | | |
| Q.7. | | 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 **Q8, Q9 & Q10** (otherwise **Q8, Q9 & Q10** are not applicable). | | | |
| Yes (See Q8, 9 & 10)  No | | | |
| Q.8. | | 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 and role]** | | | |
| Q.9. | | 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):   1. basic information 2. economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity) 3. connected person information 4. exclusion grounds information | | | |
| **[Insert name of supplier and reference / file name]** | | | |
| Q.10. | | Are any of your associated persons on the debarment list? | | | |
| Yes  No  **[If yes, insert details]** | | | |
| **Part 2B – list of all intended sub-contractors** | | | | | |
| Q.11. | | Please provide:   1. 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) 2. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number, charity number, VAT registration number, or equivalent 3. 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 Q12** 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]** | | | |
| Q.12. | | Please confirm if any intended sub-contractor is on the debarment list.  The debarment list can be found here [insert link] | | | |
| Yes (confirmed)  No (not confirmed)  **[If yes, insert sub-contractor(s) name and provide details]** | | | |
| **Part 3 – Questions relating to conditions of participation** | | | | | |
| **Part 3A – standard questions** | | | | | |
| **Financial capacity** | | | | | |
| Q.13. | | As part of due diligence, the Council reserves the right to assess contractors financial stability through conducting financial credit checks, e.g. Experian Credit to help assess the suppliers overall financial credibility | | | |
| Q.13.1 | | Please confirm 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] | | | |
|  | | | |
| Q.13.2 | | If documentary evidence of economic and financial standing is not available electronically, please confirm you can provide a copy of your detailed accounts for the last two years (audited if required by law). (Also, if applicable, for any other person or entity on whom you are relying on to meet the criteria relating to financial standing, which would also require detailed accounts for the last two years).  NOTE – This would not need to be sought and assessed until Preferred Supplier Stage – so documents can be obtained at that stage only | | | |
|  | | Yes (confirmed)  No (not confirmed)  N/A | | | |
| Q.13.3 | | If you are not able to provide a response to the above questions (13.1 and 13.2), can you confirm you would be able to provide the following, 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).  NOTE – This would not need to be sought and assessed until Preferred Supplier Stage – so documents can be obtained at that stage only | | | |
|  | | Yes (confirmed)  No (not confirmed)  N/A | | | |
| Q.13.4 | | Where the Authority 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 (confirmed)  No (not confirmed) | | | |
| Q.14. | | Please confirm whether you already have, or can commit to obtain, prior to the award of the contract, the levels of insurance cover indicated below:   1. Employer’s (Compulsory) Liability Insurance\* = £5m 2. Public Liability (inc. Product) 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: [www.hse.gov.uk/pubns/hse39.pdf](http://www.hse.gov.uk/pubns/hse39.pdf). | | | |
| Yes (confirmed)  No (not confirmed)  **[Insert details of your insurances already in place]**  **[Insert details of your insurances which would be obtained following contract award (including information on how you will obtain this insurance – e.g. a quote)]** | | | |
| **Legal capacity** | | | | | |
| **Technical ability** | | | | | |
| Q.15 | | **Relevant experience and contract examples**  Please provide details of up to three contracts to meet conditions of participation relating to technical ability set out in the relevant notice or procurement documents, in any combination from either the public or private sectors (which may include samples of grant-funded work).  Where this procurement is for goods or services, 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.  For consortium bids, or where you have indicated that you are relying on an associated person to meet the technical ability, you should provide relevant examples of where the associated person has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a special purpose vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the special purpose vehicle or sub-contractors (three examples are not required from each member).  If you cannot provide at least one example of previous contracts, please provide an explanation for this and how you meet the conditions of participation relating to technical ability. | | | |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Organisation name** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **Email address** |  |  |  |
| **Description of Contract (including brief summary of Goods / Services or Works provided)** |  |  |  |
| **Contract start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |
| **[If you cannot provide at least one example of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.]** | | | |
|  | | | |
| Q.16. | | **Health and safety**  Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the contract (including risks from the use of contractors, where relevant)  Please use no more than 500 words. | | | |
| **[Insert information]** | | | |
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| **CONFIRMATION:** 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 | |
| **Question** | **Response** |
| Signature (electronic is acceptable) |  |
| Date |  |
| Contact name |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Organisation name |  |
| Postal address |  |

**SECTION 2 –** **AWARD considerations (Stage two)**

* 1. Suppliers must provide method statements in response to the questions below, to describe how the comply with the requirements as set out in this RFQ.

Pass / Fail Questions

* 1. Suppliers must provide a response to the compliance with the below Pass / Fail questions. Suppliers should note that this section will be assessed on a Pass / Fail basis. Therefore, if a Supplier cannot or is unwilling to answer ‘Yes’, their Tender will be deemed non-compliant and will be excluded from further consideration. Suppliers should confirm by deleting the inappropriate answer.

|  |  |
| --- | --- |
| Comply with all elements of this requirement in line with the specification as set out in the tender pack: I confirm I / we comply with all elements of this requirement. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission. | |
|  | |

|  |  |
| --- | --- |
| You will be contracting under the stated terms of Contract: I confirm I / we comply with all elements of this requirement. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the terms of contract that you have not been able to state elsewhere in your Tender submission. | |
|  | |

Method Statements

* 1. Suppliers are required to respond to all of the method statements.
  2. Supporting information should be presented in the same order and should be referenced to the relevant method statement question. Supporting information which is not referenced will not be considered. Where word limits are applicable to a question these do not include the supporting information itself (certificates etc) however, references to any supporting material will be counted within the reply. Diagrams, pictures and charts embedded into the method statement response may include words but only to the extent that those words are necessary to enable the Evaluation Panel to understand or interpret the diagram, picture etc. Words contained within diagrams, pictures etc. will be disregarded for the purpose of the evaluation of a Supplier’s substantive response to the method statement. Referenced documentation and diagrams, pictures etc should only support an answer by its presence and not provide the answer by its content. Where word limits are applicable to a question, any words found to be over the limit shall not be evaluated.
  3. In order not to make this document too lengthy and unwieldy the response boxes are currently at minimum size; Suppliers should expand the box to accommodate their response as needed. Suppliers are advised that their response should be detailed but concise, responding to the question as succinctly as possible.
  4. When answering the method statement questions Suppliers must make sure that they answer what is being asked. Anything that is not directly relevant to the particular method statement question should not be included.
  5. Suppliers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses.
  6. Each method statement will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference to responses or information provided elsewhere in your Tender submission.
  7. Suppliers should refer to the of the Invitation to Tender Document (Part A) as a reminder of the evaluation criteria, weightings and how they are applied for each of the method statement questions.

|  |  |
| --- | --- |
| **Method Statement** | **Experience and how it would be applied in this contract** |
| * 1. The bidder must demonstrate relevant experience in delivering CCTV repair and maintenance services for systems of similar size, scope, and complexity and how this would be applied in this tender.   2. A strong response would include details of at least two comparable contracts delivered in the past five years, including the nature and scale of the systems maintained (e.g., number of cameras/sites, technologies used), plus how this experience will be applied into this contract. The response would provide assurance that the bidder would be able to deliver this contract in line with the specification. | |
| **Supplier Response:** | |

|  |  |
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| **Method Statement** | **Service Delivery & Fault Response** |
| * 1. Bidders must demonstrate their approach to service delivery, including how they manage planned maintenance and respond to faults.   2. A strong response will include:   3. Proposed method for delivering scheduled maintenance and reactive repairs   4. Structure of the engineering and support team, including escalation process   5. Response times (standard and emergency)   6. Fault logging, tracking, and resolution processes   7. Use of technology (e.g., helpdesk systems, remote diagnostics)   8. A strong response would provide assurance that the bidder has in place the right assurance process in place that will enable the specification to be delivered. | |
| **Supplier Response:** | |

|  |  |
| --- | --- |
| **Method Statement** | **CCTV related training (e.g. Bosch Video Management System, Working at Height etc)** |
| * 1. Bidders must demonstrate how they ensure staff are appropriately trained and certified to carry out CCTV repair and maintenance tasks safely and effectively in line with the International Organisation for Standardisation (9001, 14001, 45001). Responses should cover   2. Technical training on specific CCTV platforms (e.g. Bosch VMS)   3. Health and safety training (e.g. Working at Height, Contractors Health and Safety Assessment Scheme, International Powered Access Federation, Construction Plant Competence Scheme or comparable equivalent)   4. A strong response should include:   5. **Bosch Video Management System (BVMS) or comparable equivalent**: Multiple engineers holding Level 2 and Level 3 Bosch certification, covering configuration, troubleshooting, and advanced diagnostics (or equivalent).   6. All engineers are certified to work safely and in compliance with site and legal standards:   7. **Electrotechnical Certification Scheme / International Powered Access Federation or Construction Plant Scheme Licence or comparable equivalent** Crucial for any work at height and electrical installations. All engineers must have valid and in date Licences for the duration of the contract.   8. **Working at Height Awareness**: Annual in-house refresher courses for all field engineers. | |
| **Supplier Response:** | |

Pricing (Stage two)

* 1. Please provide details of your costs to undertake the requirements as set out in this RFQ.

Applicants are required to complete the Schedule 1 - Price. These costs will form the basis of the Bid submission. All prices shall be stated in pounds sterling and exclusive of VAT. If there is no charge for an item, please state none.

\* No additional costs will be considered by the Council(s) unless these are clearly stated in the pricing schedule response.

Supplementary Information

* 1. Please provide in the box below any further information you feel necessary to support your pricing schedule which you have not provided elsewhere. This could be any additional information that is relevant, a summary of any assumptions made, or any statements to support the information provided in the pricing schedule above.

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**SECTION 3 – DECLARATIONS**

* 1. The Suppliers’ attention is drawn to the Terms and Conditions of the Contract.
  2. This Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.

Freedom of Information exclusion schedule

* 1. The Suppliers should state here which items of information (if any) supplied by them in their Tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Suppliers should state why they consider the information to be confidential or commercially sensitive.
  2. Disclosure of information is at the sole discretion of the authority.

Commercially sensitive information

I declare that I wish the following information to be designated as Commercially Sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004 is:

|  |
| --- |
|  |

Tender Declaration

By uploading the submission I/We certify that:

The information supplied is accurate to the best of my/our knowledge and understanding.

I/We will provide the Contract at the price provided in my/our Tender.

The price provided in my/our Tender will not be subject to any increase otherwise than as determined in accordance with the Contract.

Unless and until a formal agreement is prepared and executed, the Tender Pack, our Tender, together with your written acceptance shall constitute a binding contract between us and we acknowledge that we shall be liable for costs in the event that we do not honour our obligations in accordance with our Tender and your subsequent acceptance thereof.

This is a bona fide Tender, and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person.

I/we will not communicate to a person other than the person calling for those Tenders the amount or approximate amount set out in the Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary or required for the preparation of the Tender.

To the best of my/our knowledge and belief, no person or persons who is a Authority or, Officer, Servant or Agent of the Authority has any direct or indirect interest in or connection with the Supplier.

I/we have not and will not canvass or solicit any Member, Officer or Employee of the Authority in connection with the preparation, submission and evaluation of this Tender or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.

I/We understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Authority to cancel any contract currently in force and will result in my/our exclusion from the Tender exercise.

I/We agree that the insertion by me/us of any conditions qualifying this Tender or any unauthorised alteration to any of the Tender Pack shall not affect the Agreement and may cause the Tender to be rejected;

I/We agree that this Tender shall remain open to be accepted or not by the Authority and shall not be withdrawn for a period of 6 months from this date.

|  |  |
| --- | --- |
| **Signed** |  |
| **Name of Signatory** |  |
| **Role (e.g. Owner / Director)** |  |
| **Name of Organisation** |  |
| **Date** |  |

**APPENDIX 1 – Submission Checklist**

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.**

To ensure your Tender submission is evaluated properly, the Authority needs to have a complete response from you.

**Before returning this document, please check you have answered all sections and ensure that you have enclosed any relevant documents by completing the checklist below.**

Please tick the appropriate box where you have completed the section.

|  |  |
| --- | --- |
| **CHECKLIST:** | |
| **Please also ensure that you have:** | **Y / N** |
| Declaration of compliance with the specification |  |
| Completed all sections of the Supplier Suitability Questionnaire  *(Your Tender will be non-compliant if you have not completed this schedule)* |  |
| Answered all questions Pass / Fail questions  *(Your Tender will be non-compliant if you have not completed this schedule)* |  |
| Completed the Pricing Schedule in full as directed.  *(Your Tender will be non-compliant if you have not completed this schedule)* |  |
| Completed the Freedom of Information Exclusion Schedule and signed the supporting declarations. |  |

1. Connected persons are persons who exercise (or have a right to exercise) significant influence or control over the supplier and those over which the supplier exercises (or has the right to exercise) significant influence or control. This includes majority shareholders, directors and shadow directors, parent and subsidiary companies and predecessor companies. The majority of the exclusion grounds state that they apply to the supplier or a connected person of the supplier. [↑](#footnote-ref-2)