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Tender Response Document – Exclusion, Selection and Award Criteria

**Get Into Social Care – Employability Programmes for Young People**

**Scotland**

Standard Selection Questionnaire

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. (e.g. parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria.)

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

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

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

**Consequences of misrepresentation**

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 If a contract has been entered into you may be sued for damages and the contract may be rescinded.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

**Notes for completion**

1. The “Trust” means The King’s Trust or anyone acting on behalf of The King’s Trust, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The Trust recognises that arrangements set out in section 1.2 of the SQ, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Trust immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Trust will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/or any sub-contractors, providing one composite response and declaration.

**Please ensure that all sections of this Selection Questionnaire are fully completed.**

*The Trust confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than if pursuant to an order of the court or demand made by any competent authority or body where The Trust is under a legal or regulatory obligation to make such a disclosure.*

**Part 1: Potential Supplier Information (Pass/Fail)**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

*Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.*

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:  - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please also provide the following information about your approach to this procurement:

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| --- | --- | --- |
| Section 1 | Bidding model | |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 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, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators 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 economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  | | --- | --- | --- | --- | | **Name** |  |  |  | | Registered address |  |  |  | | Trading status |  |  |  | | Company registration number |  |  |  | | Head Office DUNS number (if applicable) |  |  |  | | Registered VAT number |  |  |  | | Type of organisation |  |  |  | | SME (Yes/No) |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  | | |

**Part 2: Exclusion Grounds (Pass/Fail)**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

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| --- | --- | --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | | | |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.  If you answer Yes to any of the below please provide details at 2.1(b) | | | |
|  | Participation in a criminal organisation. | | Yes ☐  No ☐ | |
|  | Corruption. | | Yes ☐  No ☐ | |
|  | Fraud. | | Yes ☐  No ☐ | |
|  | Terrorist offences or offences linked to terrorist activities. | | Yes ☐  No ☐ | |
|  | Money-laundering or terrorist financing. | | Yes ☐  No ☐ | |
|  | Child labour and other forms of trafficking in human beings. | | Yes ☐  No ☐ | |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted.  If the relevant documentation is available electronically, please provide the web address. | |  | |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning) | | Yes ☐  No ☐  N/A | |
| 2.3(a) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | | Yes ☐  No ☐ | |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.  *Please Note: The Trust reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.* | |  | |
| Section 3 | | Grounds for discretionary exclusion | | |
| 3.1 | | Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. If yes please provide details at 3.2. | | |
| 3.1(a) | | Breach of environmental obligations? | | Yes ☐  No ☐ |
| 3.1 (b) | | Breach of social obligations? | | Yes ☐  No ☐ |
| 3.1 (c) | | Breach of labour law obligations? | | Yes ☐  No ☐ |
| 3.1(d) | | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | | Yes ☐  No ☐ |
| 3.1(e) | | Guilty of grave professional misconduct? | | Yes ☐  No ☐ |
| 3.1(f) | | Entered into agreements with other economic operators aimed at distorting competition? | | Yes ☐  No ☐ |
| 3.1(g) | | Aware of any conflict of interest due to the participation in the procurement procedure? | | Yes ☐  No ☐ |
| 3.1(h) | | Been involved in the preparation of the procurement procedure? | | Yes ☐  No ☐ |
| 3.1(i) | | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract which led to early termination of that prior contract, damages or other comparable sanctions? | | Yes ☐  No ☐ |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii) | | Please answer the following statements:  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation has influenced the decision-making process of the Trust to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | | Yes ☐  No ☐  Yes ☐  No ☐  Yes ☐  No ☐ |
| 3.2 | | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | |  |

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# Economic and Financial Standing

Tenderers must declare that they satisfy the financial and economic standing requirement(s) set out below and that they are able, upon request and without delay, to provide the supporting documentation specified below to the King’s Trust in each case.

1. Tenderers have a current Tax Clearance Certificate and will provide evidence to this effect on contract award.
2. Tenderers will be compliant with their social security and revenue obligations for the duration of any contract awarded.
3. Tenderers shall provide evidence about the insurance policies specified in section.

Tenderers must provide the supporting documentation specified above without delay when requested by the King’s Trust. However, where the Tenderer is unable, for a valid reason, to provide the specified documentation, the Tenderer must inform the King’s Trust of the valid reason as to why the documentation cannot be supplied and, if the King’s Trust considers the reason given to be valid, provide such other suitable alternative documentation to prove, to the satisfaction of the King’s Trust, their economic and financial capacity.

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| --- | --- | --- |
| **Insurance Type** | **Insurance coverage required** | **Amount in Place** |
| Professional indemnity | £100,000 |  |
| Employers Liability | £5,000,000 |  |
| Public Liability | £1,000,000 |  |

Professional and Technical Ability

The King’s Trust will only consider tenders from bidders that can demonstrate prior experience of providing comparable projects for similar requirements. Bidders must demonstrate the successful delivery of a comparable contract (in scale, nature, quality and complexity) delivered during the four previous years. To this end, you are required to provide a client reference by completing the forms contained hereinafter.

Your selected reference should demonstrate comparability with the requirements of The King’s Trust for this procurement. Please populate the case study template below with details of a relevant contract.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Case Study 1: Demonstration of previous relevant experience | | | | | | |
| Customer & Contract Overview | Customer Organisation: | |  | | | |
| Customer Contact: | | Name: |  | | |
| Role: |  | | |
| Email: |  | | |
| Contract Period: | | Start Date: |  | End Date: |  |
| Contract Value (£): | |  | | | |
| Contract Description |  | | | | | |
| Contract Performance | *Provide details as to the overall performance of the contract in terms of whether the contract came in on time and on budget.* | | | | | |
| Was the contract delivered in scope of KPIs at no additional cost to the contracting authority? |  | | | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the Trust may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Contact details and declaration | |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

Please now complete the Award Criteria section, which is outlined on the below pages.

|  |  |
| --- | --- |
| **Award Criteria** | |
| **Instructions for completion – please read.**   1. Please ensure you answer in the yellow boxes. 2. Please answer every question asked as fully as you can to give The King’s Trust enough details to make informed scoring decisions. 3. Please ensure you adhere to stated word counts. Anything written beyond the word counts may be not be read. 4. Please remember, the Trust can only mark you based on the information provided in this Form of Tender. | |
| **Name of Supplier:** | |
| **QUESTION** | **WEIGHTING** |
| **1. Programme Delivery**     * Please provide confirmation of how your organisation will deliver face-to-face programmes across Glasgow, Dundee and Edinburgh. * What is your approach to delivering the programme content? * What training and qualifications will be included in the programmes? * How would you ensure the programmes are effectively managed?   *(750 words max.)* | **25%** |
|  | |
| **2. Supporting the target group**   * How will you engage and support young people from the target group, as outlined in the specification? * What barriers do the young people you are proposing to work with face, and how will your programme aim to remove these? * How will you ensure the safeguarding of young people and staff on your programme?   *(500 words max.)* | **25%** |
|  | |
| **3. Outcomes and Progression**   * Please tell us what outcomes you expect young people will secure across Glasgow, Edinburgh and Dundee as a result of each programme, with reference to the required KPIs in the specification? * How will these be achieved? * What other organisations do you work with who could enable these outcomes in the geographical areas to be achieved?   *(500 words max.)* | **25%** |
|  | |
| **4. Staffing, Resources, Partners and Equipment**   Please tell us what staff, resources, partners and equipment you have access to and how this would enhance the learning experience of participants. If you are planning to work with any external partners, please detail previous work with them and how you managed the partnership.  *(400 words max.)* | **15%** |
|  | |
| **5. Social Value**  How does your organisation contribute to social value, and what additional social value will be created if your tender is successful?  *(300 words max.)* | **10%** |
|  | |