**TELFORD COLLEGE – CATERING SERVICES**

**PRE‑QUALIFICATION QUESTIONNAIRE (PQQ)**

**Issue:** Final v4.0 – September 2025  
**Contracting Authority:** Telford College  
**Service:** Catering, Vending/Micro-markets, Hospitality & Events  
**Locations:** (1) Main Campus (Telford) (2) New Sixth Form Centre (Telford town centre)

**CPV Codes:** 55300000 (Restaurant and food serving services); 55400000 (Beverage serving services); 55500000 (Canteen and catering services); 55523000-2 (Catering services for other enterprises or other institutions)

A group of people outside of a building

AI-generated content may be incorrect.A high angle view of a city

AI-generated content may be incorrect.

**1. INTRODUCTION & BACKGROUND**

**Introduction to the College and the Proposed Contract**

Telford College, a leading Further Education provider in the Borough of Telford, Shropshire, is entering an exciting new chapter of growth and transformation. With a strong reputation for innovation and a clear vision for the future, we are committed to meeting the evolving skills and education needs of our learners, communities, and local employers.

**BACKGROUND**

As part of a major development programme, Telford College is reimagining the student experience and reshaping the way education is delivered in our region. Building on our *OFSTED “GOOD”* ratings (2022 and 2024), we are investing in inspirational, modern learning environments that empower students and prepare them for a rapidly changing world.

A cornerstone of this vision is Telford 6th, our brand-new town centre campus opening in September 2026. This flagship development will expand our curriculum, widen access to A Level study, and open new opportunities for learners across Telford and beyond. The building will feature a vibrant ground floor retail unit that will house catering services for both students and staff.

Telford 6th will form a key element of the wider Station Quarter regeneration programme – an ambitious development comprising new housing, a hotel, and the recently completed Digital Skills Hub, The Quad.

Located directly opposite Telford 6th, The Quad accommodates a range of start-up businesses and provides space for both Harper Adams University and Telford College, which occupies one floor of the building. Around 150 Telford College students currently study at The Quad and will also benefit from access to the new catering facilities at Telford 6th.

Our current Wellington campus is undergoing significant refurbishment to expand vocational provision. The site already includes a dedicated refectory with kitchen, a grab-and-go outlet, and a Starbucks coffee shop – and we are excited to build on this strong foundation.

**LOCATION & CONTEXT**

* **Wellington Campus**: Home to around 2,000 full-time students, 500 apprentices, and 2,000 part-time/adult learners. A wide portfolio of vocational and academic qualifications is delivered here, with flexibility at the heart of our approach.
* **Telford 6th (Station Quarter, Telford)**: Launching with over 300 A Level students in 2026, with capacity to grow to 500+. The central location offers excellent transport links and proximity to the town centre, making it a lively, connected hub for students.

Together, these two campuses represent a diverse and growing student population, each with its own unique identity and requirements.

**THE OPPORTUNITY**

Telford College is seeking an outstanding catering partner to deliver a modern, student-focused food and beverage offer across both sites – one that is flexible, innovative, and able to reflect the different needs of vocational and academic learners. The college intends its campuses to be a transitional stage between school and university or work. The catering offer should reflect this approach within its design and delivery.

Our current catering services are provided by Aramark under an extended agreement, which concludes in August 2026. This procurement process offers a fantastic opportunity for a forward-thinking provider to shape the future of catering at Telford College, creating environments that are welcoming, high-quality, and aligned with the energy of our campuses.

We are running a two-stage process:

1. **PQQ** – to identify and shortlist qualified bidders.
2. **Request for Proposal/Invitation to Tender (RFQ/ITT)** – to be issued to shortlisted bidders only.

**1.1 Our objectives**

* **Investment & Refurbishment:** Bidders must evidence CAPEX capability to refurbish existing outlets on the Main Campus and to invest in the fit-out of catering facilities at the New Sixth Form Centre.
* **Quality & Choice:** A fresh, high-street-relevant food offer with healthy, diverse options that reflect multicultural diets and dietary requirements (e.g., halal, vegetarian, vegan, allergen-aware, gluten-free).
* **Affordability:** Value-for-money price points that are competitive with local high-street alternatives, with student-friendly bundles/meal deals. Bidders must also set out their approach to supporting students from disadvantaged backgrounds and those in receipt of free college meals (FCM) or bursaries, ensuring that affordability and inclusion are integral to their service model.
* **Digital Ordering & Access:** Frictionless mobile ordering, pre-order click-and-collect, scheduled pick-up, and on-campus delivery to improve access during peak times.
* **Operational Flexibility:** Timetable-led scheduling, pop-ups, extended service during exams/events, and the ability to reconfigure outlets quickly.
* **Sustainability & Social Value:** Measurable reductions in carbon and waste, local sourcing, reusable schemes, community impact, apprenticeships, and Real Living Wage ambition.
* **Added Value & Student Engagement:** Beyond core service, bidders should demonstrate how they will provide student enrichment opportunities (e.g., food education, wellbeing sessions), active student employment pathways, and wider engagement activities that contribute to the student experience.
* **Commercial Improvement:** A pathway to reduce any subsidy while maintaining service quality; the College is open to a range of commercial models.

**1.2 Procurement approach**

This procurement will be conducted in accordance with applicable UK public procurement legislation (including the **Procurement Act 2023** and associated regulations and guidance as in force at the date of publication). The College will apply the Restricted/Two Stage procedure:

* **Stage 1 (PQQ):** Selection based on legal, financial, technical, and professional capacity.
* **Stage 2 (RFQ/ITT):** Invitation to shortlisted bidders to submit detailed solutions, pricing, and investment proposals.

**2. SCOPE OF REQUIREMENTS**

**2.1 Service scope**

The successful provider will supply and manage:

1. **Retail catering** (hot food, grab-and-go, deli/salad, bakery, barista coffee).
2. **Hospitality & events** (internal meetings, open days, exams, governors, commercial hires).
3. **Vending machines**
4. **Digital ordering** with POS integration, app/web, click-and-collect, and controlled **on-campus delivery**.
5. **Termtime & out-of-term** service as required (holiday schools, exams, enrolment, summer schools).
6. **Marketing & engagement** (menu development panels, feedback loops, social media, campaigns).
7. **Management information** and performance reporting (sales, GP, waste, footfall, digital adoption, KPIs).

**2.2 Estates & outlets (indicative)**

* **Main Campus (Telford)** – Existing outlets to be refurbished: primary food court/café, coffee bar(s), grab-and-go points, plus vending/micro-market upgrades.
* **New Sixth Form Centre (Telford town centre)** – New fitout: compact, high-throughput café/coffee bar with hot hold/regen capability, space efficient back of house, smart vending/micro-market.

A full asset list and drawings will be provided at ITT stage. Bidders should assume tight back of house footprints, termtime peaks, and staggered timetables.

**2.3 Commercial model**

The College is open to proposals including (but not limited to):

* Fixed management fee with profit share
* Nil/low subsidy with risk share and defined protections
* Cost‑plus with glide‑path commitments to reduce subsidy
* Hybrid models by location or trading line.

Bidders must demonstrate transparent MI, open book accounting, and a credible plan to improve commercial performance while protecting quality and affordability.

**2.4 Investment & ownership**

* Bidders must propose a CAPEX schedule covering FOH design, equipment, countering, kitchen/regen, digital kiosks, micro-markets, small wares, and IT/POS.
* State funding source, amount, profile, and payback expectations, including ownership/transfer on exit.
* Provide concept visuals at ITT stage; at PQQ, provide relevant examples and funding credentials

**3. CONTRACT MANAGEMENT & PERFORMANCE**

**3.1 KPIs (indicative)**

* **Food safety & compliance:** 0 critical non-conformances; 100% allergen compliance; completion of mandatory training.
* **Service quality:** Queue time thresholds; fulfilment accuracy for digital orders; mystery diner scores; student/staff satisfaction.
* **Food quality:** Regular independent quality audits and taste panels; adherence to menu specifications; freshness and presentation standards; nutritional balance and compliance with healthy eating guidelines; minimum satisfaction score thresholds for food taste/quality from student and staff surveys.
* **Commercial:** Gross profit by outlet/line; labour cost %; conversion/footfall; digital ordering adoption; subsidy reduction milestones.
* **Sustainability:** Food waste (kg/cover); % local/seasonal sourcing; single-use reduction; carbon reporting (tCO₂e per £ revenue or per cover).
* **Social value:** Apprenticeships/work placements; community initiatives; Real Living Wage progress.

**3.2 Reporting (minimum)**

Monthly dashboards: sales by line, GP by line, labour, waste, footfall, digital orders, NPS/CSAT, complaints, incidents, allergen/near miss, and progress against CAPEX/mobilisation. Quarterly business reviews with continuous improvement plan.

**3.3 Safeguarding & DBS**

All onsite staff must complete enhanced DBS checks and safeguarding training, with safer recruitment practices aligned to FE expectations.

**4. STANDARDS & COMPLIANCE**

* **Food Safety & Allergens:** Documented HACCP, allergen controls (Natasha’s Law), traceability, and supplier assurance.
* **Health & Safety:** Competent person, risk assessments, safe systems, accident reporting, RIDDOR compliance.
* **Environmental Management:** Waste hierarchy, oil management, packaging reduction, recycling/re‑use schemes.
* **Data Protection:** UK GDPR compliance for digital platforms (privacy by design, data minimisation, DPA, DPIAs as needed).
* **Modern Slavery & Ethical Sourcing:** Statement, supply chain due diligence, whistleblowing.
* **Employment:** TUPE awareness, fair work practices; Real Living Wage ambition welcomed.

**5. PQQ PROCESS, INSTRUCTIONS & TIMELINE**

**5.1 Process summary**

1. **PQQ publication**
2. **Clarification period** (written Q&A)
3. **PQQ submission**
4. **Evaluation & shortlisting**
5. **RFQ/ITT issued** to shortlisted bidders
6. **Site visits & bidder presentations**
7. **Award & Standstill**
8. **Mobilisation** to August 2026 go live (subject to confirmation)

*A detailed timetable will be finalised at PQQ release. Provisional target: shortlist by October 2025; award by Spring 2026; go live for* ***August 2026*** *academic year.*

**5.2 Submission**

* **Format:** One (1) PDF plus native editable file; max **30 pages** excluding appendices.
* **Portal:** As specified in the PQQ cover letter/notice.
* **Deadline:** As stated on the portal (late submissions will not be accepted).
* **Clarifications:** Via the portal only.

**5.3 Evaluation & shortlisting**

The College will apply pass/fail **selection criteria** and evaluate **scored questions** to shortlist a maximum of **6 bidders** for RFQ/ITT.

**Pass/Fail Selection (evidence or self certification at PQQ; verification at award):**

* Mandatory & discretionary exclusion grounds.
* Financial standing.
* Minimum insurance commitments.
* Health & Safety policy and record.
* Food safety management (HACCP/allergens).
* Safeguarding & DBS approach.
* Equality, Diversity & Inclusion compliance.
* Environmental management.
* Modern Slavery Act compliance.
* UK GDPR/compliant digital ordering capability.

**Scored PQQ Questions (indicative weightings):**

* **A. FE Catering Track Record (15%)** – Three relevant FE/education case studies incl. investment projects and outcomes.
* **B. CAPEX & Funding Capacity (25%)** – Evidence of funding lines, investment scale, and delivery of like-for-like refurb/fitout.
* **C. Food Strategy & Menu Innovation (15%)** – Inclusivity, health, affordability; high-street relevance; termtime peaks.
* **D. Digital Ordering & Service Design (15%)** – Platforms, integrations, click-and-collect, delivery, kiosks, micro-markets.
* **E. Sustainability & Social Value (15%)** – Waste, carbon, local sourcing, circularity, community benefits, RLW ambition.
* **F. Mobilisation & Governance (10%)** – Programme, risks, KPIs, MI, continuous improvement.
* **G. Commercial Acumen (5%)** – Approach to subsidy reduction and transparent MI.

Minimum threshold: **60/100** overall and **no score < 50%** in B or D to progress.

**6. PQQ – SELECTION QUESTIONNAIRE**

**6.1 Supplier Information**

Provide the following (use the response template):

* Legal name, registered address, company/charity number, VAT number, parent/ultimate parent (if any).
* Trading status (plc/limited/LLP/partnership/sole trader/other).
* SME/VCSE/sheltered workshop/public service mutual (if applicable).
* Contact details for this procurement.

**6.2 Bidding Model**

Tick as applicable and provide details:

* Prime Contractor (100% self-delivery)
* Prime with sub‑contractors (identify partners, scope, and % split)
* Managing Agent model
* Consortium (unincorporated SPV)
* Consortium (incorporated SPV)

**6.3 Licensing & Registration**

* Registration with relevant professional/trade bodies (if applicable).
* Any legal licensing requirements for catering operations and confirmation of compliance.

**6.4 Grounds for Exclusion (Pass/Fail)**

Self-certify against mandatory and discretionary grounds (criminal offences; nonpayment of taxes; competition; grave professional misconduct; conflicts of interest; distortion of competition; significant or persistent deficiencies; misrepresentation; undue influence; misleading information). Provide details and remedial actions where required.

**6.5 Economic & Financial Standing (Pass/Fail)**

Provide **one** of:

* Audited accounts for the most recent **two years**; or
* Latest management accounts including P&L, balance sheet, cash flow; or
* Bank letter plus cash‑flow forecast; or
* Parent company guarantee confirmation and parent accounts (if applicable).

**6.6 Insurance (Pass/Fail – self certify)**

* **Employer’s Liability:** £10 million
* **Public Liability:** £10 million
* **Product Liability:** £10 million
* **Professional Indemnity:** £2 million (for design/spec/consultancy elements)  
  Commit to in place cover **before contract start**.

**6.7 Equality, Diversity & Inclusion (Pass/Fail)**

* Confirm compliance and absence of upheld findings in the last **3 years** (provide details if any and remedial actions).
* Processes to ensure sub‑contractor compliance.

**6.8 Environmental Management (Pass/Fail)**

* Confirm no convictions/notices in last **3 years** (or provide details and remedials).
* Sub‑contractor due diligence processes.

**6.9 Health & Safety (Pass/Fail)**

* H&S Policy; competent person; RIDDOR record for the last **3 years**; any enforcement notices (with remedial actions); subcontractor controls.

**6.10 Food Safety & Allergen Management (Pass/Fail)**

* Documented **HACCP**; allergen management aligned to **Natasha’s Law**; supplier assurance; catering audits; training matrix; recent EHO ratings for comparable sites.

**6.11 Safeguarding & DBS (Pass/Fail)**

* Enhanced **DBS** processes, refresher cycles, safeguarding training; safer recruitment.

**6.12 Modern Slavery & Ethical Sourcing (Pass/Fail)**

* Modern Slavery statement (where required), policy, training, supply chain due diligence, corrective action processes.

**6.13 Data Protection & Cyber (Pass/Fail)**

* UK GDPR policy; roles (Controller/Processor) for digital ordering; records of processing; security controls; **DPIA** approach; incident response; certification (e.g., Cyber Essentials/ISO 27001 if available); sub-processor management.

**7. PQQ – SCORED QUESTIONS (Provide concise, evidence-based responses)**

**A1. FE Track Record (max 3 pages)**  
Provide three education/FE case studies (within last 5 years) including: site context; investment value; digital deployment; commercial outcomes; KPIs achieved; client references.

**B1. CAPEX & Funding (max 3 pages)**  
Outline your access to funding and provide examples of **£250k–£1m** education catering investments delivered. Include governance, risk, programme controls, and how you guarantee delivery to time/cost/quality.

**C1. Food Strategy & Menus (max 3 pages)**  
Show how you will balance **health, inclusivity, and affordability**. Include sample two-week menus with price points, high-street comparators, and plans for term-time peaks, breakfast, grab-and-go, and exam periods. Demonstrate how your approach supports students from **disadvantaged backgrounds** and those in receipt of **FCM/bursaries**.

**D1. Digital Ordering & Service Design (max 3 pages)**  
Explain your platform(s), integrations (POS, payment, loyalty), queue management, **click-and-collect**, **on-campus delivery**, kiosk/micro-market options, and accessibility (WCAG). Provide adoption rates achieved elsewhere.

**E1. Sustainability, Social Value & Student Engagement (max 3 pages)**  
Set out your waste- and carbon-reduction plan (baseline, measures, KPIs), local/seasonal sourcing, reusable schemes, oil recovery, packaging, and community benefits. Detail your approach to **apprenticeships, student employment opportunities, and enrichment sessions** that enhance student experience. Include **measurable** targets.

**F1. Mobilisation & Governance (max 2 pages)**  
Provide a draft mobilisation plan for a **Summer 2026** go-live (subject to final timetable), risk register, staff transfer (TUPE), training, comms, and first-100-days plan. Explain monthly reporting and quarterly reviews.

**G1. Commercial Approach (max 2 pages)**  
Describe how you will deliver **subsidy reduction** with safeguards for quality and affordability. Provide examples of open-book MI and scenario modelling you use with clients.

**8. DECLARATIONS**

By submitting a PQQ response, the bidder:

* Confirms the information provided is accurate and complete.
* Acknowledges that false, inaccurate, or misleading information may lead to exclusion.
* Agrees to the College’s terms for this selection stage and consents to necessary checks.
* Confirms authority to submit on behalf of the organisation/consortium.

**Authorised Signatory**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. APPENDICES (to be uploaded with your PQQ)**

* **Appx A – Financials:** Accounts/management information or bank letter; parent guarantee (if applicable).
* **Appx B – Insurance:** Certificates/schedule or broker letter of intent.
* **Appx C – Policies:** H&S, Food Safety/HACCP, Allergen, EDI, Environmental, Modern Slavery, Data Protection, Safeguarding.
* **Appx D – References:** Three client reference letters/forms for relevant education sites (contact details included).
* **Appx E – Case Studies:** Materials supporting Section A1.
* **Appx F – Accreditations:** e.g., ISO 9001/14001/45001/27001, Cyber Essentials, SALSA/ISO 22000 (if applicable).
* **Appx G – Evidence of Digital Capability:** Platform descriptions, screenshots (non‑confidential), integration statements.

**NOTES FOR ITT STAGE (for information only)**

At ITT, that EMC will issue on behalf of the college

* Detailed **site information** (layouts, asset lists, utility data)
* TUPE anonymised data
* Draft contract, service specification, KPI schedule, and pricing templates
* Mobilisation requirements and capital works protocols
* Detailed evaluation methodology and weightings

**PQQ - SELECTION QUESTIONS**

## 1 - Supplier information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.1 Supplier details** | | **Answer** | | | | |
| Full name of the Supplier completing the Tender | |  | | | | |
| Registered company address | |  | | | | |
| Registered company number | |  | | | | |
| Registered charity number | |  | | | | |
| Registered VAT number | |  | | | | |
| Name of immediate parent company | |  | | | | |
| Name of ultimate parent company | |  | | | | |
| Please mark ‘X’ in the relevant box to indicate your trading status | | i) a public limited company | ▢ Yes | | | |
| ii) a limited company | ▢ Yes | | | |
| iii) a limited liability partnership | ▢ Yes | | | |
| iv) other partnership | ▢ Yes | | | |
| v) sole trader | ▢ Yes | | | |
| vi) other (please specify) | ▢ Yes | | | |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | | i)Voluntary, Community and Social Enterprise (VCSE) | ▢ Yes | | | |
| ii) Small or Medium Enterprise (SME) | ▢ Yes | | | |
| iii) Sheltered workshop | ▢ Yes | | | |
| iv) Public service mutual | ▢ Yes | | | |
| **1.2 Bidding model** | | | | | |  |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** | | | | | |  |
| a)   Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | | | | ▢ Yes | |  |
| b)   Bidding as a Prime Contractor and will use third parties to deliver some of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | | | | ▢ Yes | |  |
| c)   Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | | | | ▢ Yes | |  |
| d)   Bidding as a consortium but not proposing to create a new legal entity.  If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.  Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | | | | ▢ Yes  **Consortium members**  **Lead member** | |  |
| e)  Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).  If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix. | | | | ▢ Yes  **Consortium members**  **Current lead member**  **Name of Special Purpose Vehicle** | |  |
| **1.3 Contact details** | | | | |
| Supplier contact details for enquiries about this tender | | | | |
| Name |  | | | |
| Postal address |  | | | |
| Country |  | | | |
| Phone |  | | | |
| Mobile |  | | | |
| E-mail |  | | | |

|  |  |  |
| --- | --- | --- |
| **1.4 Licensing and registration (please mark ‘X’ in the relevant box)** | | |
| 1.4.1 | Registration with a professional body  If applicable, is your business registered with the appropriate trade or professional register(s) in the UK. | ▢ Yes  ▢ No  If Yes, please provide the registration number in this box. |
| 1.4.2 | Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? | ▢ Yes  ▢ No  If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this. |

**2 - Grounds for mandatory exclusion [Pass/Fail]**

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position, please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

| **2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| --- | --- | --- |
| **Yes** | **No** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; |  |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; |  |  |
| 1. the common law offence of bribery; |  |  |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; |  |  |
| 1. any offence listed— |  |  |
| (i) in section 41 of the Counter Terrorism Act 2008; or |  |  |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); |  |  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; |  |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; |  |  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; |  |  |
| 1. an offence under section 59A of the Sexual Offences Act 2003; |  |  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009 |  |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |  |
| 1. an offence under section 1, 2 or 4 of the Modern Slavery Act 2015; or |  |  |
| 1. any other offence within the meaning of Article 57(1)(a), (b), (d), (e) or (f) of the Public Contracts Directive— |  |  |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or |  |  |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |  |
| **Non-payment of taxes**  **2.2 Has it been established 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 your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**  If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? |  |  |

## 3. Grounds for discretionary exclusion – Part 1

The awarding client may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (i);

| **3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| --- | --- | --- |
| **Yes** | **No** |
| 1. your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; |  |  |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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; |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable; |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 1. your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures; |  |  |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures; |  |  |
| 1. your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; |  |  |
| 1. your organisation—   (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or  (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or |  |  |
| (i) your organisation has undertaken to |  |  |
| (aa) unduly influence the decision-making process of the contracting authority, or |  |  |
| (bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  |
| (j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

## 4 - Economic and Financial Standing [Pass/Fail]

|  |  |  |
| --- | --- | --- |
|  | **FINANCIAL INFORMATION** | |
|  |  | |
| 4.1 | **Provide one of the following to demonstrate your economic/financial standing**  Please indicate your answer with an ‘X’ in the relevant box. | |
| 1. A copy of the audited accounts for the most recent two years |  |
| 1. A statement of the turnover profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation |  |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position |  |
|  |  |
| 1. Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |
| 4.3 | **(a) Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?**  If yes, please provide the name below:   |  |  | | --- | --- | | Name of the organisation |  | | Relationship to the Supplier completing the tender |  |   If yes, please provide Ultimate / parent company accounts if available.  If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?  If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?) | ▢ Yes  ▢ No  ▢ Yes  ▢ No  ▢ Yes  ▢ No  ▢ Yes  ▢ No |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7. Additional modules Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking ‘X’ in the relevant boxes.  **A References**  To show proof of competence in supplying the Required Services to the client company, you are required to provide **three** relevant written references.  It is imperative that completed Reference forms are received before the deadline for submission of PQQ Responses.  Completed references should be uploaded to the portal. B - Insurance [Pass/Fail] Questions in modules B - E are asked on a self-certify basis i.e. checks against each module will only be carried out on the winning Supplier at contract award stage, and responses should be evaluated on a pass/fail basis   |  |  |  | | --- | --- | --- | | 1.A | 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**  \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | ▢ Yes I already have this  ▢ No I do not currently have but I commit to obtain it  ▢ No I do not currently have but I cannot commit to obtain | | 1.B | 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:  Public Liability Insurance **= £5 million** | ▢ Yes I already have this  ▢ No I do not currently have but I commit to obtain it  ▢ No I do not currently have but I cannot commit to obtain |  C – Compliance with equality legislation [Pass/Fail]  |  |  |  | | --- | --- | --- | | For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | | | 1. | In the last three 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)? | ▢ Yes  ▢ No | | 2. | 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 of alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, 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 use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Clients satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | ▢ Yes  ▢ No | | 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ▢ Yes  ▢ No |  D - Environmental Management [Pass/Fail]  |  |  |  |  | | --- | --- | --- | --- | | 1. | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made because of conviction or notices served.  The Client will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | ▢ Yes  ▢ No | | | 2. | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | ▢ Yes  ▢ No |  |  E - Health and Safety [Pass/Fail]  |  |  |  | | --- | --- | --- | | 1. | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | ▢ Yes  ▢ No | | 2. | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.    The Client will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | ▢ Yes  ▢ No | | 3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ▢ Yes  ▢ No | |  |