# Part 1: Potential Supplier Information

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 1 | Potential supplier information |

|  | Question | Response |
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| 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 your trading status) |  |
| 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) | PPON (Public procurement organisation 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)[[1]](#footnote-1)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:- [[2]](#footnote-2)   * 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. [[3]](#footnote-3)   (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 note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.***

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

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| Section 2 | Bidding model |

|  | Question | Response |
| --- | --- | --- |
| 2.2(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. |
| 2.2(a)-(ii) | Name of group of economic operators (if applicable) |  |
| 2.2(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. |  |
| 2.2(b)-(i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 2.2(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 |  |  |  |  | | |

## 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 authority 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.

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| Section 3 | Contact details and declaration |

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

# Part 2: Selection Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

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| Section 4 | Economic and Financial Standing |

|  | Question | Response |
| --- | --- | --- |
| 4.1 | Are you able to provide a copy of your audited accounts for the last three years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes ☐  No ☐ |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐  No ☐ |
| (c) 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). | Yes ☐  No ☐ |
| 4.2 | Where we 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.  Evidence to demonstrate that the Phase 1 Contract Sum does not exceed 75% of total annual Company turnover in each of the last three financial years. | Yes ☐  No ☐ |

| Section 5 | If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below: | |
| --- | --- | --- |
| Name of organisation | |  |
| Relationship to the Supplier completing these questions | |  |

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| --- | --- | --- |
| 5.1 | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| 5.2 | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| 5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

| Section 6 | Additional Questions | | | |
| --- | --- | --- | --- | --- |
| 6.1 | Insurances | | | |
| 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:   |  |  | | --- | --- | | Employers £10,000,000.00 | Yes ☐  No ☐ | | Professional £2,000,000.00 | Yes ☐  No ☐ | | Public / Product £2,000,000.00 | Yes ☐  No ☐ |   Sole Traders. | | | | |
| **Evaluation Criteria** | | \*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.  In the event that the insurance levels required are not held, or there is no intention to obtain the required levels, this will constitute a fail. | | |
| 6.3 | | Health & Safety | | |
| 6.3 (a) | | Do you have a compliant Health & Safety policy and procedures relevant to the size of your business? | Yes ☐  No ☐ | |
| 6.4 (b) | | Has your health & safety policy been 'tested' by an SSIP (Safety Schemes In Procurement) body and has been approved and is currently certified? | Yes ☐  No ☐ | |
| 6.4 (c) | | 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 is “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 Authority 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 ☐ | |
| 6.5 | | Quality & Environmental Management | | |
| 6.5.1 | | ISO9001 (Currently accredited) | Yes ☐  No ☐ | |
| 6.5.2 | | ISO14001 (Currently accredited) | Yes ☐  No ☐ | |
| 6.5.3 | | ARCA Membership | Yes ☐  No ☐ | |
| 6.5.4 | | HSE License Waste Carrier | Yes ☐  No ☐ | |
| 6.5.5 | | SSIP | Yes ☐  No ☐ | |
| **Evaluation Criteria** | | Applicants should respond to all questions above (6.5). To achieve a "PASS" you must be able to answer "YES" in respect of question 6.5.4 and 6.5.5. A no will result in your submission not moving to evaluation. | | |
| 6.6 | | Compliance with Equality Legislation | | |
| 6.6 (a) | | i) 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 ☐ |
| 6.6 (b) | | ii) In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  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 Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | | Yes ☐  No ☐ |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)