

**Bid Pack**

**Attachment 5 – Conditions of Participation Form (CPF)**

Contract Reference: HMT011

**Provision of Services for HM Treasury for a Pilot Digital Gilt Instrument (DIGIT) issuance**

This CPF must be completed by the bidder intending to bid for this Contract and submitted in its entirety together with the tender proposal.

**Contents**

Contents

[1. Definitions 3](#_Toc210071804)

[2. Verification of Information Provided 4](#_Toc210071805)

[3. Sub-contracting Arrangements 5](#_Toc210071806)

[4. Group Arrangements 5](#_Toc210071807)

[5. Relevant Organisations 6](#_Toc210071808)

[6. Structure of Groups 6](#_Toc210071809)

[7. Changes After CPF Return 7](#_Toc210071810)

[Part 1: Bidder Information 9](#_Toc210071811)

[Part 2: Exclusion Grounds 13](#_Toc210071812)

[Part 3: Selection Questions 17](#_Toc210071813)

# Conditions of Participation Form - notes for completion

## **Definitions**

## The “Authority”, “Contracting Authority” or “Buyer” means His Majesty's Treasury (HMT).

## “Contract” means the contract (if any) to be entered into with the Successful Supplier.

## “Group” means a group of suppliers (for example a joint venture, consortium, or special purpose vehicle ultimately contracting with the Authority via a Lead Supplier).

## “Lead Supplier” means the bidder who represents a Group bid.

## “PA2023” means the Procurement Act 2023 as amended.

## “Relevant Organisation” has the meaning ascribed to it in paragraph ‎5.1.

## “Successful Supplier(s)” means a bidder (if any) awarded the Contract.

## “You” / “Your” refers to the bidder completing this CPF i.e. the legal entity responsible for the information provided.

## This CPF has been designed to assess the suitability of a bidder to deliver the Authority’s contract requirement(s).

## Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to a bidder, please state ‘N/A’. Should a bidder need to provide additional information in response to the questions, please submit a clearly identified annex (see template for additional information provided at the end of this document).

## The Authority recognises that arrangements set out in Part 1 - section 1.2 of the CPF, in relation to a Group 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 Authority 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 Authority will make a revised assessment of the submission based on the updated information.

## For Part 1 and Part 2, every organisation that is being relied on to meet the conditions of participation criteria must complete and submit the self-declaration.

## For Part 3, if a bidder is bidding on behalf of a Group, the bidder should complete all of the questions on behalf of the Group, providing one composite response and declaration. More information is provided in paragraphs 3 and 4 of this document.

## Should a bidder need to provide additional appendices in response to the questions, these should be numbered clearly and listed as part of the bidder's declaration. A template for providing additional information is provided at the end of this document.

## Where the submission of a bidder is accompanied by supporting electronic documents required by the CPF, the bidder must ensure that the electronic document submitted is adequately cross-referenced to the relevant CPF question it pertains to. For example: "Qn 5 Financial Accounts 2025.docx".

## It is recommended that the electronic document file name and the lead page of the document states the CPF question number that the document submitted pertains to.

## Supporting information which is not adequately cross-referenced to the relevant CPF question may not be considered where it cannot be exclusively identified as relevant to a specific question.

## Word or PDF (or equivalent) responses are acceptable. Please avoid company branded documents where possible. Please ensure font size is no smaller than 10 pts. Whilst the Authority does not request a specific font, please make sure font choice is one that is plain, easy to read and documents are formatted to print legibly.

**Consequences of misrepresentation**

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

# Verification of Information Provided

## Whilst reserving the right to request information at any time throughout the procurement process, the Authority will enable a bidder to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence that a Supplier can meet the specified requirements (such as the questions in Part 3 of this CPF) the Authority may require the bidder to provide evidence alongside the question response.

## Where the Authority requires the submission of specific certificates of accreditation, equivalent certificates of accreditation shall also be accepted by the Authority.

## Where British Standards are referred to, equivalent recognised standards shall also be accepted by the Authority.

# Sub-contracting Arrangements

## The Authority recognises that arrangements in relation to sub-contracting may be subject to future change and may not be finalised until a later date. However, bidders should be aware that where information provided to the Authority indicates that sub-contractors are to play a significant role in delivering key Contract requirements and may be relied upon for the purpose of completing this CPF, any changes to those sub-contracting arrangements must be notified promptly to the Authority because such changes may affect the ability of the bidder to proceed with the procurement process or to provide the supplies and/or services required. The Authority reserves the right to reassess a bidder's status as regards conditions of participation criteria in the light of any such change and (if appropriate) to deselect the bidder prior to any award of Contract, based on an assessment of the updated information.

# Group Arrangements

## The Authority is intent that the procurement is open to a wide market ensuring genuine competition and collaboration. The resources, range and depth of skills needed to deliver the services and works are such that organisations may wish to collaborate with others to form a Group. However, the Authority would stress that this does not preclude a single organisation delivering the Contract on its own, or with sub-consultant/sub-contract arrangements.

## The Group must be represented by a Lead Supplier who is responsible for co-ordinating the Group's tender submission. The Authority will make any contact with the Group via the Lead Supplier.

## Bidders are required to provide written confirmation signed by an authorised representative of the Lead Supplier, and each Relevant Organisation, to confirm that the Lead Supplier has authority to act on behalf of each Relevant Organisation.

## For the avoidance of doubt the term Group does not refer to a Relevant Organisation (as defined at ‎5.1) who, as a bidder, is a single organisation which proposes to contract with the Authority directly whilst intending to procure the services of other consultants on a sub-contract basis, unless the sub-contractor(s) will be relied upon for the purpose of completing this CPF.

# Relevant Organisations

## References in this document to “Relevant Organisation” shall mean and include:

1. where the bidder is a single organisation, that organisation; or
2. where the bidder is a Group, each Group member including the Lead Supplier.

## In the case of a Group, the Lead Supplier must follow the instructions in this CPF and provide information on behalf of the Group as a whole.

## For the avoidance of doubt, sub-consultants/sub-contractors are not considered Relevant Organisations, unless the sub-consultants/sub-contractors will be relied upon for the purpose of completing this CPF e.g. demonstrating technical ability.

## **Each member** (Relevant Organisation) of any such proposed Group must complete the parts of this CPF individually as summarised below:

|  |  |
| --- | --- |
| **SQ Question** | **Subject Matter** |
| Part 1 | Section Q1 – Supplier Information and Bidding model |
| Part 2 | Section Q2 – Grounds for mandatory exclusion  Section Q3 – Grounds for discretionary exclusion |
| Part 3 | Section Q4 – Economic and Financial Standing  Section Q5 – Requirements under Modern Slavery Act 2015  Section Q6 – Insurance  Section Q7 – Key Participation Requirements |

# Structure of Groups

## The Authority requires any bidder expressing an interest as a Group to submit in their CPF return a structure diagram identifying the roles and relationships between each Relevant Organisation including all Relevant Organisations, their respective parent and/or ultimate holding companies providing guarantees in relation to the procurement. This is for information and is not scored as part of the evaluation. The structure should ensure that, as a minimum, the following requirements are met:

1. there is a single lead organisation responsible for all communication with the Authority, i.e. the Lead Supplier;
2. the legal obligations and financial liabilities of the Group are borne by an entity or entities which satisfy the economic and financial requirements set out in Part 3 of this CPF;
3. where the bidder is an unincorporated Group (i.e. more than one legal entity proposes to enter into the Contract with the Authority) the obligations and liabilities of each party to the Contract (other than the Authority) will be joint and several, and any parent company guarantees and/or performance bonds will apply to all such joint and several obligations and liabilities regardless of how (as between Relevant Organisations) such obligations or liabilities arose; and
4. in the event of an insolvency or exit from the Contract of a Relevant Organisation, the Supplier is capable of continuing to perform its obligations under the Contract.

## The Authority will accept CPF returns and tenders from single entities or Groups. The Authority does not require Groups to form a single legal entity at the procurement phase. The Authority will consider contracting with a Group, providing that the Relevant Organisations in any unincorporated joint venture are jointly and severally liable for all of the obligations of the Group under the Contract. The nature of the contractor or contractors, assumption of liability and the terms of any parent company guarantees will be set out in the ITT documents.

## Where the bidder proposes a Group and the bidder wishes the CPF to be assessed accordingly, all members of any such proposed Group must complete this CPF as explained in this document. For the purposes of assessment, where the Authority requires information about each of the members of any proposed Group, each Relevant Organisation is required to complete the relevant questions in the CPF and to submit any supplemental documents as indicated.

## If the relevant documentary evidence referred to in the CPF is not provided upon request and without delay, the Authority reserves the right to amend the Contract award decision and award to the next compliant bidder.

# Changes After CPF Return

## It should be noted that if any of the information provided in the CPF changes at any subsequent stage in the procurement process, the bidder is required to notify the Authority immediately.

## In the event that the Lead Supplier proposes a change in the membership of its Group following the submission of its CPF return and ITT documents, the Lead Supplier must immediately inform the Authority of such change (additional members and departing members and/or any other change). This will allow the Authority to assess the amended response to the CPF as appropriate.

## The Authority reserves the right to refuse to consider or refuse consent to changes in a Group and/or to deselect any Supplier whose proposed change means that they no longer meet the Authority’s criteria identified in the CPF and ITT documents if such proposed change would have an effect on the ranking of bidders in this procurement process and/or it would be unfair to other bidders to allow such change.

# Part 1: Bidder 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.

|  |  |  |
| --- | --- | --- |
| **Section Q1** | **Supplier information** | |
| Scoring method | All section questions fully completed as appropriate = Pass; Missing or incorrect information provided = Fail.  Supplier name, company registration/VAT numbers correspond to the named supplier. Information related to the bidding model and completed contact information and declaration are all supplied. | |
| Question number | Question | Response |
| 1.1(a) | Full name of the bidder 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) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes ☐  No ☐ |
| 1.1(j) | 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(k) | 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(l) | 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 bidder and the persons of significant control in respect of them.

Please provide the following information about the bidder's approach to this procurement:

|  |  |  |
| --- | --- | --- |
| **Section Q1** | **Bidding model** | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the Lead Supplier for a Group of suppliers? | Yes ☐  No ☐  If Yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii) and complete 1.3, Q2 and Q3.  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, Q2 and Q3. |
| 1.2(a) - (ii) | Name of Group of suppliers (if applicable). |  |
| 1.2(a) - (iii) | Proposed legal structure if the Group of suppliers 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 suppliers proposing to use sub-contractors that will be relied upon for the purpose of completing this CPF e.g. demonstrating technical ability? | 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 (attached below). The Authority may require that the sub-contractors concerned also complete this CPF. | |

**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 that are not required to be enclosed in the initial submission.

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.

|  |  |  |
| --- | --- | --- |
| **Section Q1** | **Contact details and declaration** | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

# Part 2: Exclusion Grounds

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

|  |  |  |
| --- | --- | --- |
| **Section Q2** | **Grounds for mandatory exclusion** | |
| Scoring method | Questions 2.1(a) and 2.3(a) No = Pass; Yes = Fail unless suitable evidence of self-cleaning can be demonstrated.  Evidence and explanation are scored 0-4 as per Table 2; 0-2 = Fail, 3-4 = Pass. Score ranks as provided at the last pages of this CPF document. | |
| Question number | Question | Response |
| 2.1(a) | **PA2023 Schedule 6 Part 1-Section 57**  The detailed grounds for mandatory exclusion of an organisation are set out in the PA2023 Schedule 6 Part 1, which should be referred to before completing these questions.  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 and listed in the PA2023 Schedule 6 Part 1. | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes, please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes, please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes, please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities. | Yes ☐  No ☐  If Yes, please provide details at 2.1(b) |
|  | Money laundering or terrorist financing. | Yes ☐  No ☐  If Yes, please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings. | Yes ☐  No ☐  If Yes, please provide details at 2.1(b) |
| 2.1(b) | If you have answered ‘Yes’ to question 2.1(a), please provide further details.  State the 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, issuing authority and precise reference of the documents. |  |
| 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? | Yes ☐  No ☐ |
| 2.3(a) | **PA2023 Schedule 6 Part 1-Section 29**  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 Authority reserves the right to use its discretion to exclude a bidder where it can demonstrate by any appropriate means that the bidder is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |
| --- | --- | --- |
| **Section Q3** | **Grounds for discretionary exclusion** | |
| Scoring Method | Question 3.1 No = Pass; Yes = Fail unless sufficient evidence of self-cleaning can be demonstrated.  Evidence and explanation are scored 0-4 as per Table 2; 0-2 = Fail, 3-4 = Pass. Score ranks as provided at the last pages of this CPF document. | |
|  | Question | Response |
| 3.1 | **PA2023 Schedule 7 Part 1**  The detailed grounds for discretionary exclusion of an organisation are set out in Schedule 7 Part I of the PA2023, which should be referred to before completing these questions.  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. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If Yes, please provide details at 3.2 |
| 3.1(b) | Breach of social obligations? | Yes ☐  No ☐  If Yes, please provide details at 3.2 |
| 3.1(c) | Breach of labour law obligations? | Yes ☐  No ☐  If Yes, please provide details at 3.2 |
| 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 ☐  If Yes, please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If Yes, please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If Yes, please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of Section 81 due to the participation in the procurement procedure? | Yes ☐  No ☐  If Yes, please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If Yes, please provide details at 3.2 |
| 3.1(i) | 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? | Yes ☐  No ☐  If Yes, please provide details at 3.2 |
| 3.1(j)  3.1(j)-(i)  3.1(j)-(ii)  3.1(j)-(iii)  3.1(j)-(iv) | 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 is not able to submit supporting documents required by the Authority.  The organisation has influenced the decision-making process of the Contracting Authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes, please provide details at 3.2  Yes ☐  No ☐  If Yes, please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes, please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 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) |  |

# Part 3: Selection Questions [[4]](#footnote-4)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section Q4** | | **Economic and Financial Standing** | | |
| Scoring method | | Where a bidder’s financial standing represents financial risk as assessed by the Authority using standard accounting analysis practices, the Authority, acting proportionately, reserves the right to:  a) Seek additional assurances which may include third party assurance as required (e.g. parent company guarantee, performance bond, and/or other relevant insurance as applicable); or  b) Exclude the bidder and reject its submission or withdraw any award decision.  The Authority may make further investigations of a bidder’s financial standing with the bidder directly and, with permission, the bidder’s bank, or reputable third party agencies, in support of its own initial assessment. | | |
| 4.1 | Please confirm that should the Authority request, you will provide any relevant information to the Authority in respect of your organisation financials, relevant to this procurement, to enable a fair assessment of your organisation’s financial standing. | | Yes ☐  No ☐  If No, please provide details at 4.2 |
| 4.2 |  | | | |

|  |  |  |
| --- | --- | --- |
| **Section Q5** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| Scoring method | Questions 5.1 Yes or N/A = Pass; no response = Fail.  Question 5.2 = Yes plus URL = Pass; No = Fail, unless sufficient explanation is provided. Explanation is scored 0-4 as per Table 2; 0-2 = Fail, 3-4 = Pass. | |
| 5.1 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| 5.2 | If you have answered ‘Yes’ to question 6.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act? | Yes ☐  Please provide the relevant URL  No ☐  Please provide an explanation |

|  |  |  |
| --- | --- | --- |
| 6 | **Insurance** – (Pass/Fail) | |
| Scoring Method | Questions 6.1 Yes or N/A = Pass; no response = Fail.  If N/A for Employer’s Liability (i.e. Sole Traders), it will be a Pass. | |
| 6.1 | Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Statutory) Liability Insurance = minimum £5,000,000  Public Liability Insurance = minimum £5,000,000  Product Liability Insurance - including software-based products = minimum £5,000,000  Professional Indemnity Insurance = minimum £2,000,000    All of the above insurances (save for Product Liability Insurance that may be held on an aggregate basis) should be held on an each and every claim/for any one occurrence or series of occurrences arising out of any one event basis. Where any insurance is held on an aggregate basis, then the Authority reserves the right within any contract placed to request a higher level of indemnity in respect of such policy or policies.  Suppliers who self-certify that they can commit to obtain, prior to the commencement of the contract, the levels of insurance cover will be required to provide evidence of this if they are successful at tender stage. | ☐ Yes  ☐ No  ☐ N/A |

|  |  |  |
| --- | --- | --- |
| 7 | **Key Participation Requirements** – (Pass/Fail) | |
| Scoring Method | Question 7, Yes = Pass; No = Fail. | |
| 7.1 | Do you accept the competition rules as described in Attachment 1 – About the Procurement and the Conditions of Participation Form?  Have you read, understood and accepted the Bid Pack and all associated attachments, specifically Attachment 3 - Statement of Requirements? | ☐ Yes  ☐ No |
| 7.2 | Are you able to comply with ISO27001? | ☐ Yes  ☐ No |
| 7.3 | Please confirm that staff involved in this work will already have, or be prepared to undergo, UK Security Vetting to Counter Terrorism Check (CTC) level (including Government Baseline Personnel Security Standard checks). | ☐ Yes  ☐ No |
| 7.4 | Please confirm that you have applied to participate in the Digital Securities Sandbox at Gate 1 level. A “No” response will lead to a rejection of your organisation's tender submission. The Authority reserves the right to request evidence any point during the procurement process or at award stage.  **Please provide evidence of your DSS Gate 1 application**.  The link below provides information on eligibility and how to register for Gate 1 and Gate 2.  <https://www.bankofengland.co.uk/financial-stability/digital-securities-sandbox> | ☐ Yes  ☐ No |
| 7.5 | Please confirm that, if your tender submission is successful, you will apply or have applied to participate in the Digital Securities Sandbox at Gate 2 level. A “No” response will lead to a rejection of your organisation's tender submission. The Authority reserves the right to request evidence at any point during the procurement process or at award stage.    Bidders should be aware that DSS Gate 2 approval is required prior to the DIGIT issuance. This is a mandatory requirement and conditional to the contract.  The link below provides information on eligibility and how to register for Gate 1 and Gate 2.  <https://www.bankofengland.co.uk/financial-stability/digital-securities-sandbox> | ☐ Yes  ☐ No |
| 7.6 | We confirm that should our bid be successful, we will complete and submit the HMG Vendor Security Questionnaire. | ☐ Yes  ☐ No |
| 7.7 | Please confirm that you have a business continuity plan in place in respect of your solution for meeting the Requirements in Attachment 3. Please provide a copy of the business continuity plan. | ☐ Yes  ☐ No |
| 7.8 | Please confirm that the Supplier has all the necessary financial regulatory licenses to perform the Requirements in Attachment 3. | ☐ Yes  ☐ No |

**CPF – Template for Appendices**

|  |
| --- |
| **Appendix number -** |
| **CPF section -** |
| **Question number -** |
|  |

**Scoring Table**

**Table 1 – Scoring table**

Unless otherwise indicated, questions which require the submission of a statement, or document/information, or range of information listed as a sub-section for consideration shall be scored in the range zero (0) to four (4) according to the meanings set out in Table 1 below. Only whole numbers will be used for scoring.

The Authority reserves the right to disqualify the bidder where:

* Response to Unweighted Mandatory Questions do not provide sufficient information. Where evidence and/or explanation is provided it will be scored 0-4 as per Table 1; 0-2 = Fail, 3-4 = Pass.

|  |  |
| --- | --- |
| **Scoring Grid** | **Definition** |
| 0 | Response fails to meet any part of the requirement(s). |
| 1 | Response meets only some but not most of the requirement(s). |
| 2 | Response meets most of the requirement(s) but not all. |
| 3 | Response meets the minimum requirement(s). |
| 4 | Response exceeds the minimum requirement(s) and provides some additional benefits to the Authority. |

1. See UK definition of SME <https://www.gov.uk/government/publications/procurement-act-2023-short-guides/supplementary-information-small-and-medium-sized-enterprises-definition-html> [↑](#footnote-ref-1)
2. UK companies, Societies 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)
4. [See Action PPN](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-4)