**25/003 Provision of Electricity for Scotland – Appendix 1 - Questionnaire**

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| **No.** | **Question** |
| Preliminary questions |
|  | What is your name? (supplier name) |
| **[Insert name]** |
|  | *You must be registered on the central digital platform (CDP).*What is your central digital platform unique identifier? |
| **[Insert unique identifier]** |
|  | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium.If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide: 1. the name of the group/consortium
2. the proposed structure of the group/consortium, including the legal structure where applicable
3. the name of the lead member in the group/consortium
4. your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)
 |
| **[Insert information]** |
|  | Are you on the debarment list? |
| **[Insert Yes or No]****[If yes, insert details]** |
| Part 1 – confirmation of core supplier information |
|  | You must submit up-to-date core supplier information on the CDP and share this information with us via the CDP (either a share code or PDF download).This includes:1. basic information
2. economic and financial standing information
3. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies)
4. exclusion grounds information

Please confirm you have shared this information with us. |
| **[Insert reference / file name]** |
| Part 2 – additional exclusions information  |
| Part 2A – associated persons |
|  | Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor).[The conditions of participation are outlined in Part 3]If so, please complete **Q8, Q9 & Q10** (otherwise **Q8, Q9 & Q10** are not applicable). |
| **[Insert Yes or No]** |
|  | For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy. |
| **[Insert name of supplier and brief description]** |
|  | For each associated person, you must confirm they are registered on the CDP and have shared with us their information (either a share code or PDF download):1. basic information
2. economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity)
3. connected person information
4. exclusion grounds information
 |
| **[Insert name of supplier and reference / file name]** |
|  | Are any of your associated persons on the debarment list? |
| **[Insert Yes or No]****[If yes, insert details]** |
| Part 2B – list of all intended sub-contractors |
|  | Please provide: 1. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain)
2. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number, charity number, VAT registration number, or equivalent
3. a brief description of their intended role in the performance of the contract

If you are not intending to sub-contract the performance of all or part of the contract, then this **question and Q12** are not applicable.If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders. |
| **[Provide details or state “Not Applicable”]****[Insert name of supplier – unique identifier – brief description]****[Insert name of supplier – unique identifier – brief description]** |
|  | Please confirm if any intended sub-contractor is on the debarment list.The debarment list can be found here [insert link] |
| **[Insert Yes or No]****[If yes, insert sub-contractor(s) name and provide details]** |
| Part 3 – questions relating to conditions of participation |
| Part 3A – standard questions |
| Financial capacity |
|  | It is a **minimum requirement** that you have an average annual turnover, in the last 2 years or pro-rata for a company established within the last 2 years, of at least £2,550,000 sterling.You should attach to your response copies of the following documents:* Financial Statements (including Income Statement/Profit & Loss and Statement of Financial Position/Balance Sheet) for each of the two financial years immediately preceding your submission date. Copies of audited accounts should be furnished unless you not required to have your accounts audited in accordance with Part 16 of the Companies Act 2006 (or an overseas equivalent). If so, you should attach copies of management accounts (including the statements included above) for the relevant years together with confirmation from your accountant that you are not required to have your accounts audited.
* If at the time of your response, the previous year’s financial statements have yet to be audited (where you are required to do so), a letter from your accountant certifying the turnover figure for that year should be provided. It is your responsibility to provide audited financial statements to the Contracting Entity once these become available.

Where you are unable, for a valid reason, to provide the specified documentation set out above, you must inform us of that valid reason and provide other suitable alternative documentation to prove, to our satisfaction, your turnover. |
| **[Insert/provide documents]** |
|  | Are you relying on another supplier to act as a guarantor?If so, please provide their name, confirmation that they will provide a guarantee and evidence of their economic and financial standing. |
| **[Insert Yes or No]****[If yes, insert reference / file name]** |
|  | The Applicant is to provide a letter from their insurers/brokers stating the following:  Public Liability Insurance with a limit of indemnity of £10m per claim and unlimited in the period.Products Liability with a limit of indemnity of not less than £10m per annum per claim and in the aggregate •Employers Liability Insurance with a limit or indemnity of £10m per claim and unlimited in the period |
| **[Insert Yes or No]****[Insert details]** |
| **Legal Capacity** |
|  | It is a **minimum requirement** that:1. you hold and provide a current copy of a non-domestic electricity supply licence issued from Ofgem (Office of Gas and Electricity Markets); and
2. you complete and submit the Conflict-of-Interest Declaration set out at the appendix to this Questionnaire.

**[Provide licence and complete form]** |
| **Health Safety and Environmental** |
|  | **Health Safety and Environmental**The **Minimum Requirements** are:1. that the response to (A) complies with all applicable law; and
2. that an accurate response is provided by the Applicant in respect of (B).
3. **Company Health and Safety Policy**

The Applicant shall supply a copy of its Health and Safety Policy compliant with UK Safety Legislation.**(B) Environment**  Has the Applicant (including joint ventures) been subject to any environmental action or prosecution by local authorities, the Environmental Protection Agency, the Northern Irish or Scottish Environment Agency or any other environmental body in the last five years? If yes, provide details, or if no, state None (confirm by entering’'0' in the No. column in the table below).

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| **Enforcement** | **No.** | **Details** |
| Prosecutions |  |  |
| Other |  |  |

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 | **Environmental/Sustainability (100 marks with a minimum 50% pass mark)**17.1 Please provide detailed information about the green products you offer? Specifically, what types of renewable energy sources are included, and how do they contribute to reducing carbon emissions? Max. 4 A4 Pages. (35 marks)17.2 How do you ensure the authenticity and reliability of your renewable energy sources? Do you currently provide Guarantee of Origin certificates for the electricity supplied, and what information is included in these certificates to verify the renewable source? Max. 4 A4 Pages. (30 marks)17.3 Please provide information about how you report on electricity consumption, including breakdowns by time of use, peak demand periods, and comparisons to previous periods? Additionally, how do you ensure the accuracy and reliability of this data, and what tools or systems do you use for monitoring and reporting? Max. 4 A4 Pages. (35 marks)Please answer each question and/or respond to each request for information or documents as a separate attachment.  |
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**Tackling Modern Slavery in Supply Chains**

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|  | **Modern Slavery Statement (or equivalent statement/document)**Supplier is ‘a relevant commercial organisation’\* and is compliant with the requirements contained within section 54 of the Modern Slavery Act 2015 and associated guidance to prepare a slavery and human trafficking statement and their statement includes information relating to: * 1. the organisation’s structure, its business and its supply chains
	2. its policies in relation to slavery and human trafficking
	3. its due diligence processes in relation to slavery and human trafficking in its business and supply chains
	4. the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk
	5. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate
	6. the training and capacity building about slavery and human trafficking available to its staff

**Or**Supplier is not ‘a relevant commercial organisation’ but has a turnover of more than £36 million and has provided a link to an equivalent statement or document which demonstrates information relating to a to f above.*\*‘Relevant commercial organisations’ are defined as commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more.***[Insert Information]** |

**Confirmations**

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| 1. Confirmations
 | I confirm that:* to the best of my knowledge the answers submitted and information contained in this document are complete, accurate and not misleading
* upon request and without delay I will provide any additional information requested of us
* I understand that the response to this questionnaire will be used to assess whether our organisation is entitled to participate in, or continue to participate in, this procurement

I understand that our organisation may be excluded from the procurement if requested information has not been provided, if any of this response or any follow up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement |
| **[Insert Yes or No]** |
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| **Signed** |  |

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| --- | --- |
| **Date** |  |

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| --- | --- |
| **Name** |  |

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| --- | --- |
| **Role** |  |

|  |  |
| --- | --- |
| **Phone number** |  |

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| **Email** |  |

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| --- | --- |
| **Postal address** |  |

**APPENDIX TO QUESTIONNAIRE: CONFLICT OF INTEREST DECLARATION PER QUESTION 15.b)**

|  |  |
| --- | --- |
| **COMPETITION REF** | **25/003 Provision of Electricity for Scotland** |
| **APPLICANT NAME** |  |

**THIS DECLARATION MUST BE DULY SIGNED AND SUBMITTED AND IS PART OF THE APPLICANT’S QUESTIONNAIRE. WHERE APPLICANT IS A JOINT VENTURE / CONSORTIUM, A SEPARATE DECLARATION MUST BE SIGNED BY EACH MEMBER AS WELL AS ANY ENTITY BEING RELIED UPON TO SATISFY CONDITIONS FOR MEMBERSHIP.**

If any conflict of interest arises in respect of the Applicant (including any parent, subsidiary or associated person of the Applicant or any director, partner or person in an equivalent position in the Applicant, or any equivalent person in any Associated person) with regards to this Dynamic Market, it must be fully disclosed to the Contracting Entity on submission of its Questionnaire.

Without prejudice to the generality of the above, the following must (without limitation) be disclosed in respect of the persons named in the above paragraph:

* if any such person is engaged in any service or operation which relates or may relate in any direct way to the establishment of this Dynamic Market;
* any registerable interest involving the such person or any sub-contractors and any of the members of the Board of GNI or GNI (UK) Limited, members of the Government, members of the Oireachtas, or employees of GNI or GNI (UK) Limited.
* any situation involving any such persons and any staff members of the Contracting Entity (who are involved in the conduct of the procurement procedure or may influence the outcome of that procedure) which might be perceived to compromise the impartiality and independence of the procurement procedure.

Is there a conflict of interest (as described above)?

 **Yes 􀀀 No 􀀀**

If yes, please describe:

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Continued over /

All potential conflicts of interest should be disclosed. Persons or companies engaged in any service or operation which relates or may relate in any direct way to the outcome of this competition may be excluded from applying or being involved in the procurement. Any decision of the Contracting Entity in this regard shall be final.

In the event of such information only coming to the Applicant’s notice after the submission of a completed Questionnaire, it should be communicated to the Contracting Entity immediately on it becoming known to the Applicant. As the Contracting Entity is a subsidiary of Gas Networks Ireland, the terms 'registerable interest' and 'relative' shall be interpreted as per section 2 and schedule 2 of the Ethics in Public Office Act 1995 (as amended).

*I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration will invalidate my / our Questionnaire.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Applicant company / entity: