**Standard Selection Questionnaire**

Part 1: Potential Supplier Information

1.1(a) Full name of the potential supplier submitting the information

Click here to enter text.

1.1(b) - (i) Registered office address (if applicable)

Click here to enter text.

1.1(b) - (ii) Registered website address (if applicable)

Click here to enter text.

1.1(c) Trading Status (public limited company, limited company, limited liability partnership, other partnership, sole trader, third sector, other (please specify))

Click here to enter text.

1.1(d) Date of registration in country of origin

Click here to enter text.

1.1(e) Company registration number (if applicable)

Click here to enter text.

1.1(f) Charity registration number (if applicable)

Click here to enter text.

1.1(g) Head office DUNS number (if applicable)

Click here to enter text.

1.1(h) Registered VAT number

Click here to enter text.

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?

Choose an item.

1.1(i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s)

Click here to enter text.

1.1(j) – (i) Are you Ofsted registered?

Choose an item.

1.1(j) – (ii) If you responded yes to 1.1(j) - (i), please provide the number

Click here to enter text.

1.1(k) Trading name(s) that will be used if successful in this procurement

Click here to enter text.

1.1(m) Are you a Small, Medium or Micro Enterprise (SME)?

Choose an item.

1.1(n) Details of Persons of Significant Control (PSC), where appropriate:

- Name; Click here to enter text.

- Date of birth; Click here to enter text.

- Nationality; Click here to enter text.

- Country, state or part of the UK where the PSC usually lives; Click here to enter text.

- Service address; Click here to enter text.

- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); Click here to enter text.

- 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.

Choose an item.

1.1(o) Details of immediate parent company:

- Full name of the immediate parent company Click here to enter text.

- Registered office address (if applicable) Click here to enter text.

- Registration number (if applicable) Click here to enter text.

- Head office DUNS number (if applicable) Click here to enter text.

- Head office VAT number (if applicable) Click here to enter text.

1.1(p) Details of ultimate parent company:

- Full name of the ultimate parent company Click here to enter text.

- Registered office address (if applicable) Click here to enter text.

- Registration number (if applicable) Click here to enter text.

- Head office DUNS number (if applicable) Click here to enter text.

- Head office VAT number (if applicable) Click here to enter text.

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.

1.3(a) Contact name Click here to enter text.

1.3(b) Name of organisation Click here to enter text.

1.3(c) Role in organisation Click here to enter text.

1.3(d) Phone number Click here to enter text.

1.3(e) E-mail address Click here to enter text.

1.3(f) Postal address Click here to enter text.

1.3(g) Signature (electronic is acceptable) Click here to enter text.

1.3(h) Date Click here to enter text.

Part 2: Exclusion Grounds

Section 2 - Grounds for mandatory exclusion

2.1(a) Regulations 57(1) and (2)

The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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 on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).

Participation in a criminal organisation Choose an item.

Corruption Choose an item.

Fraud Choose an item.

Terrorist offences or offences linked to terrorist activities Choose an item.

Money laundering or terrorist financing Choose an item.

Child labour and other forms of trafficking in human beings Choose an item.

2.1(b) If you have answered yes to question 2.1(a), please provide further details.

Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,

Identity of who has been convicted

If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.

Click here to enter text.

2.2 If you have answered yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)

Choose an item.

2.3(a) Regulation 57(3)

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?

Choose an item.

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.

Click here to enter text.

Section 3 - Grounds for discretionary exclusion

3.1 Regulation 57 (8)

The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), 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?

Choose an item.

3.1(b) Breach of social obligations?

Choose an item.

3.1(c) Breach of labour law obligations?

Choose an item.

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?

Choose an item.

3.1(e) Guilty of grave professional misconduct?

Choose an item.

3.1(f) Entered into agreements with other economic operators aimed at distorting

competition?

Choose an item.

3.1(g) Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?

Choose an item.

3.1(h) Been involved in the preparation of the procurement procedure?

Choose an item.

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?

Choose an item.

3.1(j) Please answer the following statements

3.1(j) - (i) 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.

Choose an item.

3.1(j) – (ii) The organisation has withheld such information.

Choose an item.

3.1(j) – (iii) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015

Choose an item.

3.1(j) – (iv) 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 to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.

Choose an item.

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)

Click here to enter text.

Part 3: Selection Questions

Section 4 - Economic and Financial Standing

4.1 Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.

Choose an item.

4.1(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.

Choose an item.

4.1(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.

Choose an item.

4.1(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).

Choose an item.

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.

Choose an item.

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 Click here to enter text.

Relationship to the supplier completing these questions Click here to enter text.

5.1 Are you able to provide parent company accounts if requested to at a later stage?

Choose an item.

5.2 If yes, would the parent company be willing to provide a guarantee if necessary?

Choose an item.

5.3 If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?

Choose an item.

Section 8 – Additional Questions

8.1 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:

The Provider shall at its own cost effect and maintain a policy or policies of insurance providing an adequate level of cover (the Required Insurances) in respect of all risks which may be incurred by the Provider, arising out of the Provider's performance of the agreement, including death or personal injury, loss of or damage to property or any other loss.

\*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.

Choose an item.

8.2 For information and statistical purposes only the Council is collecting data on the implementation of the Living Wage.

To assist, it would be helpful if you would complete this form. The information you submit will not be seen by any person involved in the tender evaluation process for the award of the Contract/Framework.

Further information can be found on the Living Wage Foundation website: <https://www.livingwage.org.uk/>

For the avoidance of doubt provision of this information is voluntary. You are not obliged to complete and return this form as part of your tender submission.

Please select the statement which best reflects your organisation from the options available.

Option 1 - I am an accredited Living Wage Foundation Employer and pay my staff the Living Wage Foundation rate and uplift pay in line with the current Living Wage Foundation rate.

Option 2 - I am currently going through the process of becoming an accredited Living Wage Foundation Employer (please provide further details and anticipated timescales in the comments area).

Option 3 - I am not an accredited Living Wage Foundation Employer but commit to gaining accreditation over the initial period of the framework/contract (please provide further details and anticipated timescales in the comments area).

Option 4 - I am not an accredited Living Wage Foundation Employer but pay the Living Wage Foundation rate to all employees (except volunteers, apprentices and interns).

Option 5 - I am not an accredited Living Wage Foundation Employer and do not currently pay the Living Wage Foundation rate to all employees (except volunteers, apprentices and interns) but commit to paying the Living Wage Foundation rate to all employees (except volunteers, apprentices and interns) within the initial period of the framework/contract (please provide further details and anticipated timescales in the comments area).

Option 6 - I am not an accredited Living Wage Foundation Employer and do not currently pay the Living Wage Foundation rate to the majority of our staff i.e. 75%-80% (please provide further information in the comments area about the percentage of staff paid the Living Wage Foundation rate and any plans to increase payment during the lifetime of the Contract/Framework).

Choose an item.

If you have selected options 2, 3 or 5 please provide further details and anticipated timescales in the section provided.

If you have selected option 6 please provide further information in the section provided about the percentage of staff paid the Living Wage Foundation rate and any plans to increase payment during the lifetime of the Contract/Framework.

Click here to enter text.