**APPENDIX 2: TENDER QUESTIONAIRE**

**INVITATION TO TENDER (ITT)** *‘****Morridge Hill Country’ Legal Support Brief***

**Standard Questionnaire**

*The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.*

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation submitting a tender must complete and submit the Part 1 and Part 2 self-declaration.

Section 1 is not scored but is required information

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 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) | Relevant classifications (state whether you fall within one of these)   1. Voluntary Community Social Enterprise (VCSE) 2. Small, Medium or Micro Enterprise (SME) |  |

*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.*

**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.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is submitting a tender must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are available on request, which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation has been convicted anywhere in the world of any of the offences within the summary below and are available on request. | |
|  | 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.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted. |  |
| 2.2(a) | **Regulation 57(3)**  Has it been established that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |
| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are available on request, 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 ☐ |
| 3.1(b) | 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 ☐ |
| 3.1(c) | 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 ☐ |
| 3.1(d) | Subject to debt proceedings instituted by the Authority? | Yes ☐  No ☐ |

**Part 3: Suitability Questions**

|  |  |
| --- | --- |
| **Section 3.1** | **Technical and Professional Ability** |

**3.1 Relevant experience and contract examples**  
Please provide details of up to two contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years.   
  
The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. If you cannot provide at least one example, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

|  |  |
| --- | --- |
| **Contract 1** | **Contract 2** |
|  |  |

**4. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this when entering into the contract.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 4** | | | | **Additional Questions** | | | | |
| **4.1** | | | | **Insurance** | | | | |
|  | | | | **Question** | **Response** | | | |
| (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 for any one event  Employer’s (Compulsory) Liability Insurance = £5 million  Public Liability Insurance = £10 million Professional Indemnity Insurance = £1 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 ☐  No ☐ | | | |
| **4.2** | | | | **Technical Capabilities** | | | | |
| (a) | | | | |  |  | | --- | --- | | Has the Bidder suffered from any of the following:   * failed to complete a contract on time, there has been a successful claim for damages, damages have been deducted or recovered or where the contract has been terminated?   (If yes, please provide details including name, address, description, reason for the claim and remedies taken). | Yes  No | | | | | |
| (b) | | | | |  |  | | --- | --- | | Has the Bidder received any Court Action against it (or outstanding) in the **last three years**?  (If yes, please provide details including name, address, description, reason for the action and remedies taken) | Yes  No | | | | | |
| **4.3** | | | | **Compliance with Equalities Legislation** | | | | |
| For organisations working outside of the **UK** please refer to equivalent legislation in the country that you are located. | | | | | | | |
| (a) | | | | In the **last three years**, has any finding of unlawful discrimination been made against your organisation by an;   * Employment Tribunal or an Employment Appeal Tribunal | | | Yes  No |
| (b) | | | | 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 |
| **4.4** | | | Health and Safety | | | | |
| (a) | | | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | | | | Yes  No |
| **4.5** | | **General Data Protection Regulations** | | | | |
| **Question no.** | | **Question** | | **Response** | | |
| (a) | | The General Data Protection Regulations which intend to strengthen and unify data protection for individuals came into force on 25 May 2018.  Please confirm if you are aware of the obligations that apply to your organisation. | | Yes  No | | |