**APPENDIX 2 - TENDER QUESTIONNAIRE**

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| **Section 1** | **Contact details and declaration** |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address  |  |
| Postal address |  |
|  |  |
| 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. |
| Signature  |  |
| Date |  |

|  |  |
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| **Section 2** | **Potential supplier information** |
| Full name of the potential supplier submitting the information |  |
|  |
| Registered office address (if applicable) |  |
|  |
|  |
|  |
| Registered website address (if applicable) |  |
| Trading status (please tick) |  |  |
| * public limited company
 |  |  |
| * limited company
 |  |  |
| * limited liability partnership
 |  |
| * other partnership
 |  |  |
| * sole trader
 |  |  |
| * third sector
 |  |  |
| * other (please specify your trading status)
* VCSE (Voluntary Community Social Enterprise)
* SME (Small, Medium or Micro Enterprise)
 |  |  |
|  |
|  |
| Company registration number  |  |
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| **Section 3** | **Selection Questions**  |
| Are you able to provide a copy of your audited accounts for the last two years, if requested? | Yes |  |  |
| No |  |  |
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| Please provide details of how your tender adequately fulfils the requirements of the Brief (supporting documents can be added separately) – see Instructions on Submitting a Tender. |
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| **Relevant experience and contract examples**Please provide details of up to two contracts from the past five years.The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. |
|  | **Contract 1** | **Contract 2** |
| Name of customer organisation |  |  |
| Point of contact in the organisation |  |  |
| Position in the organisation |  |  |
| E-mail address |  |  |
| Description of contract  |  |  |
| Contract Start date |  |  |
| Contract completion date |  |  |
| Estimated contract value |  |  |
| If you cannot provide at least one example, in no more than 500 words please provide an explanation e.g. your organisation is a new start up.Provide full details of any sub contractors intended to be used on site (i.e. any persons that are not employed members of staff). This should include all sub-contracted labour and trades who will enter the site at any time.If sub-contractors are intended to be used, please supply details of their management arrangement.  |
|  |
| **Health and Safety** |  |
| Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | YES |  |  |
| NO |  |  |

**Insurance**

Please self-certify whether you have or can commit to obtain before the commencement of any contract the levels of insurance set out in the Conditions.

Y/N

**Planning/debt**

Has the organisation had any enforcement/debt action taken against it by the Authority in the last three years?

Y/N

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| **Section 4(a)** | **Grounds for mandatory exclusion\*** |
| 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 or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any criminal offence, corruption, fraud, terrorist offence of funding, money laundering or human trafficking: | Yes  |  |  |
| No  |  |
|  |
| Has it been established that the organisation is in breach of obligations related to the payment of tax or social security contributions? | YesNo |  |  |
|  |
|  |
| If you have answered yes to either question above please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, the identity of who has been convicted: |
|  |
| **Section 4(b)** | **Grounds for discretionary exclusion\*** |
| 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. |
| Breach of environmental, social or labour law obligations,Bankrupt or is the subject of insolvency or winding-up proceedingsGuilty of grave professional misconduct or distorting competition? | Yes |  |  |
| No |  |
|  |
| If you have answered yes to the question above, please provide further details including what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground (Self-cleaning). |
|  |

\*This Questionnaire is a self-declaration made by you that you do not meet any of the grounds for exclusion or if you do, you are given the opportunity to provide an explanation and measures taken (self-cleaning). This declaration also includes and relates to those sub contactors upon which you wish to rely.