

Selection Questionnaire

Welcome to the standard Selection Questionnaire.

To apply for a public sector contract opportunity (as defined by the Public Contracts Regulations 2015), organisations must complete a standard Selection Questionnaire.

The Selection Questionnaire enables you to make a self-declaration, on behalf of your organisation, in the following areas:

- Part 1 - your organisation and proposed bidding model
- Part 2 - grounds for exclusion from procurement procedures
- Part 3 - financial standing and technical capacity

When you have completed this Selection Questionnaire, it can be shared with the relevant contracting authority to apply for a contract opportunity.

► Download the Selection Questionnaire questions

You can download and review the Selection Questionnaire before completing. Until you choose to submit the Selection Questionnaire, you can edit your answers at any time.

[Download the Selection Questionnaire](#)

► Creating a Selection Questionnaire template

You can create a template Selection Questionnaire, to edit and share with contracting authorities at a later date. When creating a template, you should save and exit the Selection Questionnaire instead of choosing to submit your answers.

► About the Supplier Registration Service

The Supplier Registration Service is the government platform for suppliers to register and complete standard Selection Questionnaires. Your account on the Supplier Registration Service is linked to [Contracts Finder](#), where you can search for public sector contract opportunities.

Do you want to re-use answers from an existing Selection Questionnaire?

[Yes, I want to re-use an existing Selection Questionnaire](#)

Selection Questionnaire

1. Please provide a name for this standard Selection Questionnaire.

The name will help you and others to identify the SQ. It should reflect your
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relevant product/service offering and/or the opportunity your are applying for.

Selection Questionnaire Name

2. Please provide a description for this standard Selection Questionnaire.

Selection Questionnaire Description

3. Please select the CPV (Common Procurement Vocabulary) codes which describe the product/services included in this standard Selection Questionnaire.

The codes you select will help buyers to quickly understand what products/services you provide.

Search CPV codes by code / name that will help buyers understand what products / services you provide. Results will appear in the results box dynamically below

Quick CPV code search

Selected CPV codes

You haven't selected any CPV codes

Selection Questionnaire

4. Please enter your organisation details.

Full name of your company

DUNS number

Address lookup

Search for address

Street

Guidance

Where applicable, information about your organisation is taken from Dun & Bradstreet. Please change any incorrect details.

Town or City

County or State

Postcode

Country

Date of registration in country of origin

Day
(DD)

Month
(MM)

Year
(YYYY)

Registered VAT number

Registered website address

5. Confirm any registered numbers against your organisation.

Registered company number (8 digits)

Registered charity number

6. Can you provide details of your immediate parent company?

A company that directly owns more than 50% of your organisation.

☐

Yes

☐

No

☐

Not
applicable

Full name of the immediate parent company

Address lookup

Street

Town or City

County or State

Postcode

Country

DUNS number

Registration number

VAT number

7. Can you provide details of your ultimate parent company?

The top most responsible company in your corporate family.

☐

Yes

☐

No

☐

Not
applicable

Full name of the ultimate parent company

Address lookup

Street

Town or City

County or State

Postcode

Country

DUNS number

Registration number

VAT number

8. Please confirm your trading status.

☐

Public limited company

☐

Limited company

☐

Limited liability partnership

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify your trading status.

9. Is your organisation registered with the appropriate professional or trade register(s) in the country where it is established?

☐ Yes ☐ No ☐ Not applicable

Please provide the relevant details, including the registration number(s).

10. In order to provide the services specified in this procurement, is it a legal requirement in the country where you are established to possess a particular authorisation, or be a member of a particular organisation?

☐ Yes ☐ No

Please provide additional details of what is required and confirmation that you have complied with this.

11. What trading name will be used if successful in this procurement?

Please separate these trading names with a comma.

Trading names

12. Please state whether any of the following classifications apply to you. Tick all that apply.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered workshop

☐ Public service mutual

☐ None of the above classifications apply to our organisation

13. Are you a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

14. Does any individual have significant control (greater than 25% share capital) over the organisation i.e. a Person of Significant Control (PSC)?

☐ Yes ☐ No

Selection Questionnaire

15. How much share capital does PSC 1 own?

☐ Over 25% up to (and including) 50%

☐ More than 50% and less than 75%

☐ 75% or more

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Guidance

If your organisation does not have any Persons of Significant Control, select 'No' in response to question 14 in the 'About your Organisation' section.

You can enter up to three Persons of Significant Control (PSC). If you do not have a second or third PSC, select 'Not applicable' for questions 18 and 20, respectively.



16. Please provide details below for the Person of Significant Control (PSC) 1.

You will need to obtain the consent of the individual to share their personal information.

Name

Date of birth

Day (DD) Month (MM) Year (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Nationality

Country, state or part of the UK where the PSC usually lives

Service Address lookup

Street

Town or City

County or State

Postcode

Country

The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used)
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Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

17. How much share capital does PSC 2 own?

- ☐ Not applicable
- ☐ Over 25% up to (and including) 50%
- ☐ More than 50% and less than 75%
- ☐ 75% or more

Please provide details below for the Person of Significant Control (PSC) 2.

Name

Date of birth

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Nationality

Country, state or part of the UK where the PSC usually lives

Service Address lookup

Street

Town or City

County or State

Postcode

Country

The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used)

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

18. How much share capital does PSC 3 own?

☐

Not applicable

☐

Over 25% up to (and including) 50%

☐

More than 50% and less than 75%

☐

75% or more

Please provide details below for the Person of Significant Control (PSC) 3.

Name

Date of birth

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Nationality

Country, state or part of the UK where the PSC usually lives

Service Address lookup

Street

Town or City

County or State

Postcode

Country

The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used)

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Selection Questionnaire

19. Are you bidding as the lead contact for a group of economic operators?

☐ Yes ☐ No

Please provide the name of the group of economic operators (if applicable)

Please provide the proposed legal structure if the group of economic operators 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.

20. Are you a supporting bidder?

☐ Yes

☐ No

Name of the lead bidder

SQ Reference of the lead bidder

Name of the group

21. Are you, or the group of economic operators (if applicable), proposing to use sub-contractors?

☐ Yes

☐ No

Please provide the number of sub-contractors that will be used

Selection Questionnaire

22. Please provide details for Sub-contractor 1

Name

Guidance

To change the number of sub-contractors you intend to use, edit question 23 in the previous 'Bidding Model' section.

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

23. Please confirm the organisation type of Sub-contractor 1.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

24. Please confirm the trading status of Sub-contractor 1.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

25. Is your Sub-contractor 1 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

26. Please provide details for Sub-contractor 2.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies or key deliverables

supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

27. Please confirm the organisation type of Sub-contractor 2.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

28. Please confirm the trading status of Sub-contractor 2.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

29. Is your Sub-contractor 2 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

30. Please provide details for Sub-contractor 3.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

33. Please confirm the organisation type of Sub-contractor 3.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

34. Please confirm the trading status of Sub-contractor 3.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

35. Is your Sub-contractor 3 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

36. Please provide details for Sub-contractor 4.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

37. Please confirm the organisation type of Sub-contractor 4.

☐

Voluntary, Community and Social Enterprise (VCSE)

☐

Sheltered Workshop

☐

Public service mutual

☐

None of the above

38. Please confirm the trading status of Sub-contractor 4.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

39. Is your Sub-contractor 4 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

40. Please provide details for Sub-contractor 5.

Name

Address lookup

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

41. Please confirm the organisation type of Sub-contractor 5.

☐

Voluntary, Community and Social Enterprise
(VCSE)





☐ Public service mutual

☐ None of the above

42. Please confirm the trading status of Sub-contractor 5.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

43. Is your Sub-contractor 5 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

44. Please provide details for Sub-contractor 6.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

45. Please confirm the organisation type of Sub-contractor 6.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

46. Please confirm the trading status of Sub-contractor 6.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

47. Is your Sub-contractor 6 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐

Yes

☐

No

48. Please provide details for Sub-contractor 7.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

49. Please confirm the organisation type of Sub-contractor 7.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

50. Please confirm the trading status of Sub-contractor 7.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader



☐ Third sector

☐ Other

Please specify their trading status.

51. Is your Sub-contractor 7 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

52. Please provide details for Sub-contractor 8.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

53. Please confirm the organisation type of Sub-contractor 8.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

54. Please confirm the trading status of Sub-contractor 8.

☐ Public limited company

☐ Limited company



☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

55. Is your Sub-contractor 8 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

56. Please provide details for Sub-contractor 9.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

57. Please confirm the organisation type of Sub-contractor 9.

☐

Voluntary, Community and Social Enterprise (VCSE)

☐

Sheltered Workshop

☐

Public service mutual

☐ None of the above

58. Please confirm the trading status of Sub-contractor 9.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

59. Is your Sub-contractor 9 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

60. Please provide details for Sub-contractor 10.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

61. Please confirm the organisation type of Sub-contractor 10.



☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

62. Please confirm the trading status of Sub-contractor 10.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

63. Is your Sub-contractor 10 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

64. Please provide details for Sub-contractor 11.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

65. Please confirm the organisation type of Sub-contractor 11.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

66. Please confirm the trading status of Sub-contractor 11.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

67. Is your Sub-contractor 11 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

68. Please provide details for Sub-contractor 12.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

69. Please confirm the organisation type of Sub-contractor 12.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

70. Please confirm the trading status of Sub-contractor 12.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

71. Is your Sub-contractor 12 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

72. Please provide details for Sub-contractor 13.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

73. Please confirm the organisation type of Sub-contractor 13.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

74. Please confirm the trading status of Sub-contractor 13.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

75. Is your Sub-contractor 13 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

76. Please provide details for Sub-contractor 14.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

77. Please confirm the organisation type of Sub-contractor 14.

☐

Voluntary, Community and Social Enterprise (VCSE)

☐

Sheltered Workshop

☐ Public service mutual

☐ None of the above

78. Please confirm the trading status of Sub-contractor 14.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

79. Is your Sub-contractor 14 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

80. Please provide details for Sub-contractor 15.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

81. Please confirm the organisation type of Sub-contractor 15.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

82. Please confirm the trading status of Sub-contractor 15.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

83. Is your Sub-contractor 15 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes

☐ No

84. Please provide details for Sub-contractor 16.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

85. Please confirm the organisation type of Sub-contractor 16.

- ☐ Voluntary, Community and Social Enterprise (VCSE)
- ☐ Sheltered Workshop
- ☐ Public service mutual
- ☐ None of the above

86. Please confirm the trading status of Sub-contractor 16.

- ☐ Public limited company
- ☐ Limited company
- ☐ Limited liability partnership
- ☐ Other partnership
- ☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

87. Is your Sub-contractor 16 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

88. Please provide details for Sub-contractor 17.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

89. Please confirm the organisation type of Sub-contractor 17.

☐

Voluntary, Community and Social Enterprise (VCSE)

☐

Sheltered Workshop

☐

Public service mutual

☐

None of the above

90. Please confirm the trading status of Sub-contractor 17.

☐

Public limited company

☐

Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

91. Is your Sub-contractor 17 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

92. Please provide details for Sub-contractor 18.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

93. Please confirm the organisation type of Sub-contractor 18.

☐

Voluntary, Community and Social Enterprise (VCSE)

☐

Sheltered Workshop

☐

Public service mutual

☐

None of the above



94. Please confirm the trading status of Sub-contractor 18.

- ☐ Public limited company
- ☐ Limited company
- ☐ Limited liability partnership
- ☐ Other partnership
- ☐ Sole trader
- ☐ Third sector
- ☐ Other

Please specify their trading status.

95. Is your Sub-contractor 18 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- ☐ Yes
- ☐ No

96. Please provide details for Sub-contractor 19.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

97. Please confirm the organisation type of Sub-contractor 19.



Voluntary, Community and Social Enterprise
(VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

98. Please confirm the trading status of Sub-contractor 19.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

99. Is your Sub-contractor 19 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

100. Please provide details for Sub-contractor 20.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

101. Please confirm the organisation type of Sub-contractor 20.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

102. Please confirm the trading status of Sub-contractor 20.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103. Is your Sub-contractor 20 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes

No

103.1. Please provide details for Sub-contractor 21.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.2. Please confirm the organisation type of Sub-contractor 21.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.3. Please confirm the trading status of Sub-contractor 21.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.4. Is your Sub-contractor 21 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

103.5. Please provide details for Sub-contractor 22.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.6. Please confirm the organisation type of Sub-contractor 22.

☐

Voluntary, Community and Social Enterprise (VCSE)

☐

Sheltered Workshop

☐

Public service mutual

☐

None of the above

103.7. Please confirm the trading status of Sub-contractor 22.

☐

Public limited company

- ☐ Limited company
- ☐ Limited liability partnership
- ☐ Other partnership
- ☐ Sole trader
- ☐ Third sector
- ☐ Other

Please specify their trading status.

103.8. Is your Sub-contractor 22 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

- ☐ Yes ☐ No

103.9. Please provide details for Sub-contractor 23.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.10. Please confirm the organisation type of Sub-contractor 23.

☐

Voluntary, Community and Social Enterprise
(VCSE)

☐

Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.11. Please confirm the trading status of Sub-contractor 23.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.12. Is your Sub-contractor 23 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

103.13. Please provide details for Sub-contractor 24.

NAME

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.14. Please confirm the Organisation type of Sub-contractor 24.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.15. Please confirm the trading status of Sub-contractor 24.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.16. Is your Sub-contractor 24 a Small, Medium or Micro
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Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes

☐ No

103.17. Please provide details for Sub-contractor 25.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.18. Please confirm the organisation type of Sub-contractor 25.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.19. Please confirm the trading status of Sub-contractor 25.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.20. Is your Sub-contractor 25 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

103.21. Please provide details for Sub-contractor 26.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.22. Please confirm the organisation type of Sub-contractor 26.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.23. Please confirm the trading status of Sub-contractor 26.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.24. Is your Sub-contractor 26 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

103.25. Please provide details for Sub-contractor 27.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.26. Please confirm the organisation type of Sub-contractor 27.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.27. Please confirm the trading status of Sub-contractor 27.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.28. Is your Sub-contractor 27 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

103.29. Please provide details for Sub-contractor 28.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.30. Please confirm the organisation type of Sub-contractor 28.



Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.31. Please confirm the trading status of Sub-contractor 28.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.32. Is your Sub-contractor 28 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m



YES



NO

103.33. Please provide details for Sub-contractor 29.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-
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contractor

103.34. Please confirm the organisation type of Sub-contractor 29.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.35. Please confirm the trading status of Sub-contractor 29.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.36. Is your Sub-contractor 29 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

Yes

No

103.37. Please provide details for Sub-contractor 30.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.38. Please confirm the organisation type of Sub-contractor 30.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.39. Please confirm the trading status of Sub-contractor 30.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.40. Is your Sub-contractor 30 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

103.41. Please provide details for Sub-contractor 31.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.42. Please confirm the organisation type of Sub-contractor 31.

☐

Voluntary, Community and Social Enterprise (VCSE)

☐

Sheltered Workshop

☐

Public service mutual

☐

None of the above

103.43. Please confirm the trading status of Sub-contractor 31.

☐

Public limited company

- ☐ Limited company
- ☐ Limited liability partnership
- ☐ Other partnership
- ☐ Sole trader
- ☐ Third sector
- ☐ Other

Please specify their trading status.

103.44. Is your Sub-contractor 31 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

103.45. Please provide details for Sub-contractor 32.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.46. Please confirm the organisation type of Sub-contractor 32.

☐

Voluntary, Community and Social Enterprise (VCSE)

☐

Sheltered Workshop

☐

Public service mutual

☐ None of the above

103.47. Please confirm the trading status of Sub-contractor 32.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.48. Is your Sub-contractor 32 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

103.49. Please provide details for Sub-contractor 33.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.50. Please confirm the organisation type of Sub-contractor 33.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.51. Please confirm the trading status of Sub-contractor 33.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.52. Is your Sub-contractor 33 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes

☐ No

103.53. Please provide details for Sub-contractor 34.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.54. Please confirm the organisation type of Sub-contractor 34.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.55. Please confirm the trading status of Sub-contractor 34.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.56. Is your Sub-contractor 34 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

103.57. Please provide details for Sub-contractor 35.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

The role the sub-contractor will take in providing the works and /or supplies e.g. key deliverables

The approximate % of contractual obligations assigned to the sub-contractor

103.58. Please confirm the organisation type of Sub-contractor 35.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

103.59. Please confirm the trading status of Sub-contractor 35.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

103.60. Is your Sub-contractor 35 a Small, Medium or Micro Enterprise (SME)?

Less than 250 employees, and turnover less than €50m or balance sheet less than €43m

☐ Yes ☐ No

Selection Questionnaire

104. Please provide your contact details and declaration.

► Consequences of misrepresentation

You may face significant consequences if you seriously misrepresent any factual information in the Selection Questionnaire, and so induce an authority to enter into a contract. You may be excluded from the procurement procedure, and from bidding for other contracts for three years.

If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud or fraudulent intent can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you will be excluded from further procurements for five years.

If the relevant documentary evidence referred to in the standard Selection Questionnaire is not provided upon request and without delay, a contracting authority reserves the right to amend the contract award decision and award to the next compliant bidder.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

Street

Town

County

Postcode

Country



By selecting "I Confirm" you confirm that to the best of your knowledge the answers submitted and information contained in this standard Selection Questionnaire are correct and accurate.

You declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

You understand that the information will be used in the selection process to assess your organisation's suitability to be invited to
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process to assess your organisation's suitability to be invited to participate further in this procurement.

You 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.

You are aware of the consequences of serious misrepresentation.

☐

I Confirm

Selection Questionnaire

105. 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 has been convicted anywhere in the world of: *Participation in a criminal organisation*.

► Definition: Participation in a criminal organisation

Participation offence as defined by section 45 of the Serious Crime Act 2015. Conspiracy within the meaning of

- section 1 or 1A of the Criminal Law Act 1977 or
- article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

☐

Yes

☐

No

Date of conviction

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

106. 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 has been convicted anywhere in the world of: *Corruption*.

► Definition: Corruption

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

The common law offence of bribery;

Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

☐ Yes ☐ No

Date of conviction

Day Month Year
(DD) (MM) (YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

107. 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 has been convicted anywhere in the world of: *Fraud*.

► Definition: Fraud

Any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

- the common law offence of cheating the Revenue;
- the common law offence of conspiracy to defraud;
- fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
- fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
- an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
- destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
- fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
- the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

☐

Yes

☐

No

Date of conviction

Day
(DD)

Month
(MM)

Year
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

108. 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 has been convicted anywhere in the world of: *Terrorist offences or offences linked to terrorist activities*.

► Definition: Terrorist offences or offences linked to terrorist activities

Any offence:

- listed in section 41 of the Counter Terrorism Act 2008;
- listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
- under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

☐

Yes

☐

No

Date of conviction

Day
(DD)

Month
(MM)

Year
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

109. 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 has been convicted anywhere in the world of: *Money laundering or terrorist financing*.

► Definition: Money laundering or terrorist financing

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002
An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.

Yes

No

Date of conviction

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

Reasons for conviction

Length or period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

110. 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 has been convicted anywhere in the world of: *Child labour and other forms of trafficking in human beings*.

► Definition: Child labour and other forms of trafficking human beings

- An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004
- An offence under section 59A of the Sexual Offences Act 2003
- An offence under section 71 of the Coroners and Justice Act 2009
- An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994
- An offence under section 2 or section 4 of the Modern Slavery Act 2015

☐

Yes

☐

No

Date of conviction

Day
(DD)

Month
(MM)

Year
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

If the relevant documentation is available electronically, please indicate the following:

Web address

Issuing authority

Precise reference of the documents

111. If you responded 'yes' to any of the questions 105 to 110, please provide details of any measures that have been taken to demonstrate the reliability of your organisation (Self Cleaning).

► Self Cleaning

If a supplier provides sufficient evidence that remedial action has taken place subsequently and 'self cleans', by paying necessary compensation, collaborating with investigations, and taking concrete technical, organisational and personnel steps to prevent recurrence of the offence or misdeeds, the authority can use its discretion as to whether the supplier may proceed, provided the supplier can demonstrate remedial action to the satisfaction of the authority.

Details of any measures

112. Regulation 57(3): Have any members of your organisation or a partner organisation been legally found to be in breach of tax payments or social security contributions?

► Non-payment of tax and social security contributions

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

- HMRC successfully challenging the potential supplier under the

General Anti - Abuse Rule (GAAR) or the "Halifax" abuse principle; or

- a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or "Halifax" abuse principle;
- a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established.

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.

☐ Yes ☐ No

Please provide further details.

113. Can you confirm that you have paid, or have entered into a binding arrangement to pay, any outstanding tax payments or social security contributions, including any accrued interest and/or fines (if applicable)?

☐ I Confirm

Selection Questionnaire

114. Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Breach of environmental obligations?*

► Definition: Obligations in the field of environment, social and labour law

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see below) as amended from time to time; including the following:-

- Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
- In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
- In the last three years, where any finding of unlawful discrimination has been made against the organisation by an

Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).

- Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has been in breach of the National Minimum Wage Act 1998.

► ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) -

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocol.



Yes



No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

115. Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Breach of social obligations?*

► Definition: Obligations in the field of environment, social and labour law

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see below) as amended from time to time; including the following:-

- Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.

In the last three years, where the organisation has had a

- In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
- In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
- Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has been in breach of the National Minimum Wage Act 1998.

► ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) -

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocol.



Yes



No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

116. Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Breach of labour law obligations?*

► Definition: Obligations in the field of environment, social and labour law

Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to

environmental, social and labour law provisions listed in Annex A to the Directive (see below) as amended from time to time; including the following:-

- Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
- In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
- In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
- Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
- Where the organisation has been in breach of the National Minimum Wage Act 1998.

► ANNEX X Extract from Public Procurement Directive 2014/24/EU

LIST OF INTERNATIONAL SOCIAL AND ENVIRONMENTAL CONVENTIONS REFERRED TO IN ARTICLE 18(2) -

- ILO Convention 87 on Freedom of Association and the Protection of the Right to Organise;
- ILO Convention 98 on the Right to Organise and Collective Bargaining;
- ILO Convention 29 on Forced Labour;
- ILO Convention 105 on the Abolition of Forced Labour;
- ILO Convention 138 on Minimum Age;
- ILO Convention 111 on Discrimination (Employment and Occupation);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocol.

☐

Yes

☐

No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

117. Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Declared bankrupt or is the subject of insolvency or winding-up proceedings?*

► Definition: Bankruptcy, insolvency

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 Country.

☐ Yes ☐ No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

118. Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Guilty of grave professional misconduct?*

► Definition: Grave professional misconduct

Guilty of grave professional misconduct.

☐ Yes ☐ No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

119. Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Entered into agreements with other economic operators aimed at distorting competition?*

► Definition: Distortion of competition

Entered into agreements with other economic operators aimed at distorting competition.

☐ Yes ☐ No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

120. Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Aware of any conflict of interest within the meaning of regulation 24 of the Public Contracts Regulation 2015?*

► Definition: Conflict of interest

Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure.
(Conflict of interest extends to (as a minimum), any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure).

☐ Yes ☐ No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

121. Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *Been involved in the preparation of the procurement procedure?*

☐ Yes ☐ No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

122. Within the past three years, anywhere in the world, has the following situation applied to you or your organisation: *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?*

► Definition: Prior performance issues

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

early termination of that prior contract, damages or other comparable sanctions.

☐ Yes ☐ No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

123. Within the past 3 years, anywhere in the world, has the following situation applied to you or your organisation: *Guilty of serious misrepresentation of the information required for the fulfilment of the selection criteria?*

► Definition: Misrepresentation and undue influence

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 provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.

► Definition: Consequences of misrepresentation

A serious misrepresentation which induces a contracting authority to enter into a contract may have the following consequences for the signatory that made the misrepresentation:-

- The potential supplier may be excluded from bidding for contracts for three years, under regulation 57(8)(h)(i) of the PCR 2015;
- The contracting authority may sue the supplier for damages and may rescind the contract under the Misrepresentation Act 1967.
- If fraud, or fraudulent intent, can be proved, the potential supplier or the responsible officers of the potential supplier may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
- If there is a conviction, then the company must be excluded from procurement for five years under reg. 57(1) of the PCR (subject to self-cleaning).

☐ Yes ☐ No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

124. Within the past 3 years, anywhere in the world, has the following situation applied to you or your organisation: *Guilty of serious misrepresentation of the information required for the fulfilment of the selection criteria?*

124. Within the past 3 years, anywhere in the world, has the following situation applied to you or your organisation: *Has withheld information required for the fulfilment of the selection criteria?*

☐ Yes ☐ No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

125. Within the past 3 years, anywhere in the world, has the following situation applied to you or your organisation: *Been unable to submit supporting documents required under Regulation 59 of the Public Contracts Regulations 2015?*

☐ Yes ☐ No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

126. Within the past 3 years, anywhere in the world, has the following situation applied to you or your organisation: *Unduly influencing the decision-making process of the contracting authority by obtaining confidential information or providing misleading information?*

☐ Yes ☐ No

Provide details. Please also explain what measures have been taken to demonstrate the reliability of your organisation, despite the existence of a relevant ground for exclusion (Self Cleaning).

Selection Questionnaire

127. Are you able to provide a copy of your audited accounts for the last two years, if requested?

☐ Yes ☐ No

128. Please indicate which of the following you can provide

- ☐ 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 your organisation.
- ☐ A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.
- ☐ 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).

129. Do you meet the minimum level of economic and financial standing and/or minimum financial threshold specified within the evaluation criteria for this procurement?

☐ Yes ☐ No

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

☐ Yes ☐ No

131. Would the parent company be willing to provide a guarantee if necessary?

☐ Yes ☐ No

132. Would you be able to obtain a guarantee elsewhere (e.g. from a bank)?

☐ Yes ☐ No

Selection Questionnaire

133. Are you able to provide details of your first example contract?

Guidance

The named contact provided should be able to provide written evidence to

☐ Yes ☐ No

Name of customer organisation

Point of contact in customer organisation

Position in the organisation

E-mail address

Description of contract

Contract start date

Day Month Year
(DD) (MM) (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Contract completion date

Day Month Year
(DD) (MM) (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Estimated contract value

134. Are you able to provide details of your second example contract?

☐ Yes ☐ No

Name of customer organisation

Point of contact in customer organisation

confirm the accuracy of the information provided below.

Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.

Position in the organisation

E-mail address

Description of contract

Contract start date

Day Month Year
(DD) (MM) (YYYY)

Contract completion date

Day Month Year
(DD) (MM) (YYYY)

Estimated contract value

135. Are you able to provide details of your third example contract?

☐

Yes

☐

No

Name of customer organisation

Point of contact in customer organisation

Position in the organisation

E-mail address

Description of contract

Contract start date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

Contract completion date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

Estimated contract value

136. You have indicated that you propose to use sub-contractors if successful in this procurement. Please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).

Evidence

There is no limit to the number of files you can upload.

	Attachment description
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<div><div>Browse previous...</div></div>	

State how you want this file to be described

Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)

137. If you cannot provide at least one example customer contract, 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.

Selection Questionnaire

138. Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 "the Act"?

► Modern Slavery Act 2015

Since 1 October 2015, commercial organisations that carry out business or are part of a business in the UK, supply goods or services and have an annual turnover of £36 million or more ("relevant commercial organisations") have been required under Section 54 of the Act to prepare a slavery and human trafficking statement, as defined by section 54 of the Act.

[Procurement Policy Note 9/16 Modern Slavery Act 2015](#)

☐ Yes

☐ No

139. Are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015 (if applicable)

► Guidance for Modern Slavery Act

According to Section 54 of the Modern Slavery Act, relevant organisations must prepare a slavery and human trafficking statement for each financial year and include a link to the statement in a prominent place on their website's homepage.

☐ Yes

☐ No

Please provide an explanation.

The Modern Slavery Assessment can help you to prepare a modern slavery statement, which you must publish if your organisation conducts business in the UK and has a turnover of £36 million or more.

Click the 'Start Modern Slavery Assessment' link in the Get Started Menu on your dashboard.

Please provide a link to your slavery and human trafficking statement

Completing the HMG Modern Slavery Assessment can help your organisation to further demonstrate its commitment to tackling slavery. The Assessment will allow your organisation to easily evidence compliance and good practice to public sector buyers.

Click the 'Start HMG Modern Slavery Assessment' link in the Get Started Menu on your dashboard.

Selection Questionnaire

Does your organisation have the following insurance cover, or can commit to obtaining it prior to the commencement of the contract?

140. Employer's (Compulsory) Liability Insurance



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

Level of Insurance Cover (£)

141. Public Liability Insurance

☐ Yes ☐ No

Level of Insurance Cover (£)

142. Professional Indemnity Insurance

☐ Yes ☐ No

Level of Insurance Cover (£)

143. Product Liability Insurance

☐ Yes ☐ No

Level of Insurance Cover (£)

Guidance

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Selection Questionnaire

144. Please confirm if you will be supporting apprenticeships and skills development through this contract.

► Guidance for supporting apprenticeships

Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in [Policy Procurement Note 14/15](#).

☐ Yes ☐ No

145. If requested, can you provide evidence of your commitment to supporting apprenticeships and skills development?

☐ Yes ☐ No

146. Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 and can provide evidence if requested?

► Procurement Policy Note 14/15

[Procurement Policy Note 14/15- Supporting Apprenticeships and Skills Through Public Procurement](#)

☐ Yes ☐ No

Selection Questionnaire

147. Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management.

► Procurement Policy Note 16/15

Risk management capability and security of supply throughout the supply chain may be considered at selection stage. For example, assurance may be sought that robust, proportionate contingency measures are in place to ensure safe delivery of steel to the authority. See [Procurement Policy Note 16/15](#)

148. Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel.

149. Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:

Your company.

All your supply chain members involved in the production or supply of steel.

Selection Questionnaire

150. Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years?

► Taking account of suppliers' past performance

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

[Procurement Policy Note 04/15 Taking Account of Suppliers' Past Performance](#)

☐ Yes ☐ No

151. On request, can you provide certificates of performance for your principal contracts from the relevant customers?

☐ Yes ☐ No

152. If you cannot obtain a performance certificate from a customer, can you explain the reasons why?

☐ Yes ☐ No

153. If any of the performance certificates state that goods and/or services supplied were not satisfactory, are you able to supply information which shows why this will not recur in this contract, if you are awarded it?

☐ Yes ☐ No

154. Can you supply the information requested in Q.150 to Q.153 for any sub-contractors or consortium members that you are relying upon to perform this contract?

☐ Yes ☐ No ☐ Not applicable

Selection Questionnaire

155. Does your organisation have Cyber Essentials certification?

☐ Yes ☐ No

Describe the Scope of the certification

Date of certification

Day Month Year
(DD) (MM) (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Certification Serial Number

156. Does your organisation have Cyber Essentials Plus certification?

☐ Yes ☐ No

Describe the Scope of the certification

Date of certification

Day Month Year

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(DD)	(MM)	(YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Certification Serial Number

Selection Questionnaire

157. Is your organisation registered on the Department of Health (DoH) Master Indemnity Agreement (MIA) list?

☐ Yes ☐ No

Please provide your IFA reference.

Please provide your IFB reference.

158. Does your organisation provide temporary labour to the health sector?

☐ Yes ☐ No

159. Is your organisation a member of The Recruitment and Employment Confederation (REC)?

☐ Yes ☐ No

160. Is your organisation a member of any other Professional/Trade Association?

☐ Yes ☐ No

Please provide details.

161. Does your organisation have a fully comprehensive occupational health screening service in place?

► Guidance for health screening service

Temporary workers may be required to undergo comprehensive health screening and have current health clearance.

If you have a health screening service, please verify this by attaching a confirmation letter (max 2 x A4 pages) from your current provider. The letter must include a clear name, address and any contact details of the provider.

☐ Yes

☐ No

Please upload a confirmation letter from your screening provider
There is no limit to the number of files you can upload.

Choose File

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Attachment description

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State how you want this file to be described

Screening contract start date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

Screening contract end date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

Selection Questionnaire

162. Which of the following CESG cyber certifications does your organisation currently hold? Please tick all that apply.

☐ Certified Cyber Security Consultancy - Risk Assessment

Certificate Reference

Start Date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

End Date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

Please upload a copy of the certificate.

There is no limit to the number of files you can upload.

Attachment description
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State how you want this file to be described



Certified Cyber Security Consultancy - Risk
Management

Certificate Reference

Start Date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

End Date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

Please upload a copy of the certificate.

There is no limit to the number of files you can upload.

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State how you want this file to be described



Certified Cyber Security Consultancy - Security Architecture

Certificate Reference

Start Date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

End Date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

Please upload a copy of the certificate.
There is no limit to the number of files you can upload.

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Certified Cyber Security Consultancy - Audit & Review

Certificate Reference

Start Date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

End Date

Day (DD)	Month (MM)	Year (YYYY)
<div></div>	<div></div>	<div></div>

Please upload a copy of the certificate.
There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

[Browse previous...](#)

State how you want this file to be described

☐

Certified Cyber Security Consultancy - Incident Management

Certificate Reference

Start Date

Day (DD)

Month (MM)

Year (YYYY)

End Date

Day (DD)

Month (MM)

Year (YYYY)

Please upload a copy of the certificate.
There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

[Browse previous...](#)

State how you want this file to be described

☐

Penetration Testing: CHECK

Certificate Reference

Start Date

Day (DD)

Month (MM)

Year (YYYY)

End Date

Day
(DD)

Month
(MM)

Year
(YYYY)

Please upload a copy of the certificate.

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment
description

Browse previous...

State how you want this file to be described

☐

Cyber Incidents: CIR

Certificate Reference

Start Date

Day
(DD)

Month
(MM)

Year
(YYYY)

End Date

Day
(DD)

Month
(MM)

Year
(YYYY)

Please upload a copy of the certificate.

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment
description

Browse previous...

State how you want this file to be described

☐

Tailored Evaluation: CTAS

Certificate Reference

Start Date

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please upload a copy of the certificate.

There is no limit to the number of files you can upload.

<div><div>Choose File</div><div>No file selected</div></div>	Attachment description
<div>Browse previous...</div>	

State how you want this file to be described

Selection Questionnaire

163. Which of the following CESG cyber certifications is your organisation planning to apply for? Please tick all that apply.

☐

Certified Cyber Security Consultancy - Risk Assessment

Date of intended application

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

☐

Certified Cyber Security Consultancy - Risk Management

Date of intended application

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

☐

Certified Cyber Security Consultancy - Security

☐ Architecture

Date of intended application

Day Month Year
(DD) (MM) (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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☐ Certified Cyber Security Consultancy - Audit & Review

Date of intended application

Day Month Year
(DD) (MM) (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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☐ Certified Cyber Security Consultancy - Incident Management

Date of intended application

Day Month Year
(DD) (MM) (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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☐ Penetration Testing: CHECK

Date of intended application

Day Month Year
(DD) (MM) (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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☐ Cyber Incidents: CIR

Date of intended application

Day Month Year
(DD) (MM) (YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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☐ Tailored Evaluation: CTAS

Date of intended application

Day Month Year
(DD) (MM) (YYYY)

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Selection Questionnaire

Your Selection Questionnaire is now complete.

But it must be submitted to a contracting authority, if you wish to apply for a specific opportunity.

Please note your unique Selection Questionnaire Reference, which can be used to identify your submission.

Selection Questionnaire Reference

This is your standard Selection Questionnaire reference.

Guidance

Before completing your response, please ensure that this standard Selection Questionnaire addresses any specific contract opportunity requirements and that all of the information is up to date.

Please check that you have reviewed and wish to submit the information detailed within 'Part 1: Section 1 - Potential Supplier Information', 'Part 1: Section 1 - Bidding Model', 'Part 2: Section 2 - Grounds for mandatory exclusion' 'Part 2: Section 3 - Grounds for discretionary exclusion'.

Submitting your Selection Questionnaire

Press '**Complete and Exit**' to save your Selection Questionnaire. You will then have the option to submit the Selection Questionnaire to one or more contracting authorities.

Please note, you do not have to submit the Selection Questionnaire to a contracting authority immediately. You can choose to submit at a later date.

To review your answers before submitting, press '**Save and view answers**'.

After submitting, the Selection Questionnaire will be assessed by the relevant contract authority. You may then be asked to submit any supporting evidence that you indicated you could provide.

If you are bidding as the lead contact for a group of economic operators, please issue this SQ Reference to all Sub-contractors that are being relied upon to enable you to meet the selection criteria. Sub-contractors may be required to submit a standard Selection Questionnaire as part of the tender and will be prompted to provide this SQ Reference.

Submitting your Selection Questionnaire

You must now press the '**Complete and Exit**' button to save this completed selection questionnaire.

You will be shown all of your answers and can print a copy of this selection questionnaire.

If you are bidding as the lead contact for a group of economic operators, please issue this SQ Reference to all Sub-contractors that are being relied upon to enable you to meet the selection criteria. Sub-contractors may be required to submit a standard Selection Questionnaire as part of the tender and will be prompted to provide this SQ Reference.

Your Selection Questionnaire is now complete.

Please note your unique Selection Questionnaire Reference, which can be used to identify your submission.

Selection Questionnaire Reference

This is your standard Selection Questionnaire reference.

Submitting your Selection Questionnaire

Press '**Complete and Exit**' to save your Selection Questionnaire.

To review your answers before submitting, press '**Save and view answers**'.

You may be asked at a later date to submit any supporting evidence that you have indicated you can provide.

Selection Questionnaire

Welcome to the Supplier Evidence Request stage of the standard Selection Questionnaire (SQ)

This stage of the SQ enables contracting authorities to request evidence from the winning bidder(s) of a specific procurement.

This evidence should only be required from the winning bidder(s), in support of their self-assessment of compliance with exclusion and selection criteria, which has been submitted using the SQ.

The Supplier Evidence stage enables buyers to request the relevant documents for review as evidence, which the supplier(s) can then share via the Supplier Registration Service.

Requesting evidence in this way ensures the proper conduct of the procurement but reduces the need for every potential supplier to submit supporting documents every time they wish to bid for a public contract.

Selection Questionnaire

164. You have evaluated the supplier's SQ for your tender requirement and would like them to provide the necessary evidence to confirm the self declarations made in their SQ.

Please select the documents that you would like to review as evidence from the list below. This list has been created based on the information the Supplier confirmed that they could provide upon request.

This list will be issued to the Supplier (via notification email) and they will be asked to share the relevant documents with you via the Service.

- ☐ Audited accounts for the last two years
- ☐ A statement of the cash flow forecast for the current year
- ☐ A bank letter outlining the current cash and credit position
- ☐ Forecast of turnover for the current year
- ☐ A statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status
- ☐ Parent company accounts
- ☐ Parent company guarantee
- ☐ Employer's (Compulsory) Liability Insurance
- ☐ Public Liability Insurance
- ☐ Professional Indemnity Insurance
- ☐ Product Liability Insurance
- ☐ Skills and Apprentices - documentary evidence to support supplier's commitment to developing and investing in skills, development and apprenticeships
- ☐ Skills and Apprentices - documentary evidence to demonstrate supplier's process that ensures their supply chain supports skills, development and apprenticeships in line with PPN 14/15
- ☐ Suppliers' Past Performance - a list of relevant principal contracts for goods and/or services provided in the last three years
- ☐ Suppliers' Past Performance - a certificate for each principal contract for goods and/or

services provided in the last three years

☐

Suppliers' Past Performance - past performance information for any sub-contractors (or consortium members) who the supplier will rely upon to perform the contract

Alternative documents in the absence of audited statements for the last two years

Select an answer

165. Do you wish to send an additional message with this request?

☐

Yes

☐

No

Please provide your message

Selection Questionnaire

The supplier has confirmed within their SQ return that they cannot provide any of the documents that you wish to review for your tender requirement.

If you still wish to proceed in your evaluation of the supplier, please discuss your requirements directly with your supplier.

The supplier can update their return, providing the required evidence where possible, for your review.

Thank you for completing the SQ Evidence Request stage.

You are about to send the information provided in this SQ Evidence Request stage.

You have not selected any documents that you would like to review as evidence. If you wish to request evidence from the supplier, select **'Previous'** to review and amend your answers.

To send your response, click 'Send Assessment' below.

Selection Questionnaire

The supplier will receive a notification of your request for evidence. This will be sent via email to the individual that submitted the SQ.

The supplier can then upload and share the evidence requested.

You will receive a notification when the supplier evidence has been shared and is available for review.

Selection Questionnaire

Welcome to the Supplier Evidence Submission stage of the standard Selection Questionnaire (SQ)

Your standard Selection Questionnaire response has been reviewed by a buyer as part of their tender evaluation process.

The buyer has requested that you now share evidence to support your submission.

You are now requested to share evidence that you have previously indicated you could provide in support of your SQ answers.

The Supplier Evidence Submission stage allows you to respond to this request for evidence and upload the relevant documentation.

Selection Questionnaire

166. Upload documentary evidence of audited accounts for the last two years

There is no limit to the number of files you can upload.

Choose File

No file selected

Browse previous...

Attachment description

State how you want this file to be described

Guidance

The maximum file size for each upload is 5MB.

The file must be of type JPG, JPEG, GIF, PNG or PDF.

All of the relevant files could be uploaded either from your local desktop or from your recently uploaded files within the Service.

167. Upload documentary evidence for a statement of the cash flow forecast for the current year

There is no limit to the number of files you can upload.

<div>Choose File</div> <div>No file selected</div> <div>Browse previous...</div>	Attachment description
--	------------------------

State how you want this file to be described

168. Upload a bank letter outlining the current cash and credit position

There is no limit to the number of files you can upload.

<div>Choose File</div> <div>No file selected</div> <div>Browse previous...</div>	Attachment description
--	------------------------

State how you want this file to be described

169. Upload documentary evidence for the forecast of turnover for the current year

There is no limit to the number of files you can upload.

<div>Choose File</div> <div>No file selected</div> <div>Browse previous...</div>	Attachment description
--	------------------------

State how you want this file to be described

170. Upload a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status

There is no limit to the number of files you can upload.

<div>Choose File</div> <div>No file selected</div> <div>Browse previous...</div>	Attachment description
--	------------------------

State how you want this file to be described

171. Upload documentary evidence for parent company accounts

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

172. Upload documentary evidence for parent company guarantee

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

173. Upload documentary evidence for employer's (compulsory) liability insurance

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

174. Upload documentary evidence for public liability insurance

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

175. Upload documentary evidence for professional indemnity insurance

There is no limit to the number of files you can upload.

<div>Choose File</div> <div>No file selected</div>	Attachment description
<div>Browse previous...</div>	

State how you want this file to be described

176. Upload documentary evidence for product liability insurance

There is no limit to the number of files you can upload.

<div>Choose File</div> <div>No file selected</div>	Attachment description
<div>Browse previous...</div>	

State how you want this file to be described

177. Upload documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships

There is no limit to the number of files you can upload.

<div>Choose File</div> <div>No file selected</div>	Attachment description
<div>Browse previous...</div>	

State how you want this file to be described

178. Upload documentary evidence to demonstrate the process that ensures your supply chain supports skills, development and apprenticeships in line with PPN 14/15

There is no limit to the number of files you can upload.

<div>Choose File</div> <div>No file selected</div>	Attachment description
<div>Browse previous...</div>	

State how you want this file to be described

179. Upload documentary evidence for a list of relevant principal contracts for goods and/or services provided in the last three years

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

180. Upload documentary evidence for a certificate for each principal contract for goods and/or services provided in the last three years

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

181. Upload documentary evidence for past performance information for any sub-contractors (or consortium members) who the supplier will rely upon to perform the contract

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

182. Upload documentary evidence for a statement of the turnover

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described
© 2022 NQC Ltd All Rights Reserved.

183. Upload documentary evidence for profit & loss account

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

184. Upload documentary evidence for current liabilities and assets

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

185. Upload documentary evidence for cash flow for the most recent year of trading for the organisation

There is no limit to the number of files you can upload.

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

Selection Questionnaire

What happens next?

Select 'Submit Evidence' to share the evidence that you have uploaded with the buyer.

Select 'Submit Evidence' to share the evidence that you have uploaded.

To review and edit evidence uploads before submitting, select 'Save and view answers'.

After submission, the buyer will review the evidence via the Supplier Registration Service and contact you regarding the outcome of the tender evaluation process.

Selection Questionnaire

Welcome to the Supplier Evidence Review stage of the standard Selection Questionnaire (SQ)

This stage enables buyers to review the evidence which has been submitted by a supplier in support of their SQ response.

The Supplier Evidence Review stage allows you to do one of the following:

- accept the evidence provided by the supplier
- request further documentation from the supplier, in order to meet the SQ evidence requirements

Selection Questionnaire

Download and review the evidence for audited accounts for the last two years.

186. Select the action that you wish to take.

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for a statement of the cash flow forecast for the current year

187. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the bank letter outlining the current cash and credit position

188. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for the forecast of turnover for the current year

189. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status

190. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for parent company accounts

191. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for parent company guarantee

192. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for employer's (compulsory) liability insurance

193. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for public liability insurance

194. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for professional indemnity insurance

195. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for product liability insurance

196. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence that support supplier's commitment to developing and investing in skills, development and apprenticeships

197. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence which demonstrates supplier's process that ensures their supply chain supports skills, development and apprenticeships in line with PPN 14/15

198. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for the list of relevant principal contracts for goods and/or services provided in the last three years

199. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the the certificate for each principal contract for goods and/or services provided in the last three years

200. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for suppliers' past performance information for any sub-contractors (or consortium members) who the supplier will rely upon to perform the contract

201. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for a statement of the turnover

202. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for profit & loss account

203. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for current liabilities and assets

204. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for cash flow for the most recent year of trading for the organisation

205. Select the action that you wish to take.

☐ Accept Evidence ☐ Reject Evidence

Enter a message for the supplier

Request further documentation from the supplier, in order to meet the SQ evidence requirements

Fund Administration & Disbursement Services

Welcome to the Fund Administration & Disbursement Services (FAADS) Dynamic Purchasing System (DPS) Registration questionnaire.

You will only have to complete this questionnaire once to register on FAADS DPS. This questionnaire allows you to register your service offering(s) with Crown Commercial Service (CCS).

As part of the registration process, you will be asked to select the services you can provide. This information will allow buyers to invite you to bid for contracts that are suited to you directly, streamlining the contracting process.

This questionnaire should be updated if your business changes its service offerings to ensure all opportunities offered are valid.

Fund Administration & Disbursement Services

1. Please self certify that your organisation and all members of your Group of Economic Operators has an Equality and Diversity Policy that complies with current legislative requirements.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6322 DPS.

☐ Yes

☐ No

Fund Administration & Disbursement Services

2. Please indicate if, within the past three years, you, your organisation or any other person who has powers of representation, decision or control in the organisation has breached data protection obligations in the UK or anywhere else in the world.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer Yes, your organisation will be deemed as non compliant and will therefore be rejected from the RM6322 DPS.

☐ Yes

Please provide details

☐ No

Fund Administration & Disbursement Services

3. Please self-certify that your organisation and/or any of your Group of Economic Operators and/or proposed Key Sub-Contractors will comply with the "Supplier Code of Conduct" as detailed in the guidance in the following link?

[Supplier Code of Conduct September 2019](#)

► Guidance on non compliant criteria

This is a PASS or FAIL question. If you select 'No' to this question, your organisation will be deemed as non compliant and will therefore be rejected from the RM6322 DPS.

☐ Yes

☐ No

Fund Administration & Disbursement Services

4. In accordance with questions 140, 141, 142 and 143 of the standard Selection Questionnaire, please confirm you have all of the required insurances in place by selecting below, and that you agree to provide evidence of each insurance to CCS following your appointment to the DPS.

Guidance

Once you are **appointed** only to the DPS, you will be required to provide copies of your insurance certificates. However, if you wish you can upload them below now.



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.

☐

Employer's (Compulsory) Liability Insurance = £5m

Please upload insurance certificate (this is optional, please see guidance note).

You may only upload a single file.

Choose File No file selected

☐

Public Liability Insurance = £1m

Please upload insurance certificate (this is optional, please see guidance note).

You may only upload a single file.

Choose File No file selected

☐

Professional Indemnity Insurance = £1m

Please upload insurance certificate (this is optional, please see guidance note).

You may only upload a single file.

Choose File No file selected

Fund Administration & Disbursement Services

5. Please indicate which of the following VAT codes apply to your organisation:

☐

UK Company - VAT Registered in the UK

☐

Non-EU Company - Not VAT Registered in the UK

☐

EU Company - VAT Registered in the UK

- ☐ NI Company - VAT Registered in the UK
- ☐ Non-EU Company - VAT Registered in the UK
- ☐ EU Company - Not VAT Registered in the UK
- ☐ UK Company - Not VAT Registered in the UK

Fund Administration & Disbursement Services

6. If you have answered No to Q.155 of the standard Selection Questionnaire (Does your organisation have Cyber Essentials Certification?), please confirm below if your response is correct:

► Guidance on non compliant criteria

This section is evaluated as PASS/FAIL. If you answer Yes, your organisation will be deemed as non compliant and will therefore be rejected from the RM6322DPS.

- ☐ Yes
- ☐ Not Applicable - I have Cyber Essentials
- ☐ Not Applicable - I have Cyber Essentials Plus

7. If you have confirmed that you have Cyber Essentials at Q.155 of the Selection Questionnaire and/or at question 6. above, please confirm that you are able to provide a copy of your Cyber Essentials certificate following appointment to this DPS.

This section is evaluated as PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6322DPS.

☐ Yes



☐ No

8. If you have answered No to Q.155 and Yes to Q.156 (Cyber Essentials Plus), of the standard Selection Questionnaire, please confirm you are able to provide a copy of your Cyber Essentials Plus certification, following appointment to the DPS.

If you selected Yes to Q.155 of the standard Selection Questionnaire, please select Not applicable.

► Guidance on non compliant criteria

This section is evaluated as PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6322 DPS.

☐ Yes

☐ No

☐ Not Applicable - I have Cyber Essentials


9. Do the members of your Group of Economic Operators and/or proposed Sub-Contractors agree to have Cyber Essentials certification on or before appointment to the DPS, in line with Schedule 9 (Cyber Essentials Scheme) of the Terms and Conditions.

► Guidance on non compliant criteria

If you are not bidding as a Group of Economic Operators and you are not proposing to use any Sub-Contractors please select Not applicable. This section is evaluated as PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6322 DPS.

☐ Yes

☐ No

 Not Applicable

Fund Administration & Disbursement Services

10. If you answered Yes to Q19 of the standard Selection Questionnaire, Please provide the number of your Group of Economic Operator members.

If you selected 'No' to Q.19 of the standard Selection Questionnaire, please leave blank.

Number of Group of Economic Operator members

Fund Administration & Disbursement Services

11. Please provide details of your Group of Economic Operator member 1.

Name of Group of Economic Operator member 1

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

12. Please confirm the organisation type of Group of Economic Operators member 1.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

13. Please confirm trading status of Group of Economic Operators member 1.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

14. Is your Group of Economic Operators member 1 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?

☐ Yes

☐ No

15. Please provide details of your Group of Economic Operator member 2.

Name of Group of Economic Operator member 2

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

16. Please confirm the organisation type of Group of Economic Operators member 2.



Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

17. Please confirm trading status of Group of Economic Operators member 2.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

18. Is your Group of Economic Operators member 2 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?

☐ Yes



☐ No

19. Please provide details of your Group of Economic Operator member 3.

Name of Group of Economic Operator member 3

► Search for your location details



Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

20. Please confirm the organisation type of Group of Economic Operators member 3.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

21. Please confirm trading status of Group of Economic Operators member 3.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

22. Is your Group of Economic Operators member 3 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?

☐ Yes

☐ No

23. Please provide details of your Group of Economic Operator member 4.

Name of Group of Economic Operator member 4

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

24. Please confirm the organisation type of Group of Economic Operators member 4.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

25. Please confirm trading status of Group of Economic Operators member 4.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

26. Is your Group of Economic Operators member 4 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?

☐ Yes

☐ No

27. Please provide details of your Group of Economic Operator member 5.

Name of Group of Economic Operator member 5

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

28. Please confirm the organisation type of Group of Economic Operators member 5.

☐

Voluntary, Community and Social Enterprise (VCSE)

☐

Sheltered Workshop

☐

Public service mutual

☐ None of the above

29. Please confirm trading status of Group of Economic Operators member 5.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

30. Is your Group of Economic Operators member 5 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?

☐ Yes

☐ No

31. Please provide details of your Group of Economic Operator member 6.

Name of Group of Economic Operator member 6

► Search for your location details



Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

33. Please confirm trading status of Group of Economic Operators member 6.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

34. Is your Group of Economic Operators member 6 a Small, medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?

☐ Yes

☐ No

35. Please provide details of your Group of Economic Operator member 7.

Name of Group of Economic Operator member 7

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

36. Please confirm the organisation type of Group of Economic Operators member 7.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

37. Please confirm trading status of Group of Economic Operators member 7.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

38. Is your Group of Economic Operators member 7 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?

☐ Yes

☐ No

39. Please provide details of your Group of Economic Operator member 8.

Name of Group of Economic Operator member 8

► Search for your location details

Address lookup

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

40. Please confirm the organisation type of Group of Economic Operators member 8.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

41. Please confirm trading status of Group of Economic Operators member 8.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

42. Is your Group of Economic Operators member 8 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?

☐ Yes

☐ No

43. Please provide details of your Group of Economic Operator member 9.

Name of Group of Economic Operator member 9

► Search for your location details

Search for address

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

44. Please confirm the organisation type of Group of Economic Operators member 9.



Voluntary, Community and Social Enterprise
(VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

45. Please confirm trading status of Group of Economic Operators member 9.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

46. Is your Group of Economic Operators member 9 a Small, Medium or Micro Enterprise (SME)?

Does your business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?

☐ Yes

☐ No

47. Please provide details of your Group of Economic Operator member 10.

Name of Group of Economic Operator member 10

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

48. Please confirm the organisation type of Group of Economic Operators member 10.

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

49. Please confirm trading status of Group of Economic Operators member 10.

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify trading status

50. Is your Group of Economic Operators member 10 a Small, Medium or Micro Enterprise (SME) ?

Does your business have fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m?

☐ Yes

☐ No

Fund Administration & Disbursement Services

51. Please confirm if your organisation has previously been appointed to this DPS, and subsequently removed from this DPS following a Contract Termination?

☐ Yes

☐ No

Please confirm the date your contract was terminated.

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide details of the reason for your contract termination.

Guidance

If you cannot provide evidence of self cleaning that is acceptable to CCS, you will be excluded from further participation in this DPS. In this instance CCS will confirm the reasons why.

Fund Administration & Disbursement Services

52. Please provide your Companies House registered company number.

Registered company number

53. Please review the answers you have provided in the previous sections of your DPSQ submission and select the following tick box to confirm that the responses provided are correct.

Please note, you are unable to change responses in previous sections:

- Equality and Diversity
- Data Protection
- Supplier Code of Conduct
- Insurances
- Cyber Security
- Group of Economic Operators
- Contract Termination
- Companies House Data

Once you have selected the tick box to confirm the responses provided are correct and you select 'Save and Continue'.

☐

I Confirm

Fund Administration & Disbursement Services

54. Are you able to provide your completed [Attachment 3a Financial Viability Risk Assessment Tool](#)?

Please read [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#) before completing.

☐

Yes

Please upload your completed Attachment 3a Financial Viability Risk Assessment Tool, this should also include where applicable your parent company and ultimate parent company information.

You may only upload a single file.

Choose File

No file selected

☐

No

55. Are you able to provide your published accounts as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#)?

If your company has been in operation for less than 3 years please provide all available accounts.

☐

Yes

Please upload your accounts.
There is no limit to the number of files you can upload.

Choose File

No file selected

☐ No

56. Are you able to provide your parent company published accounts as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#) ?

If your parent company has been in operation for less than 3 years please provide all available accounts.

☐ Yes

Please upload your parent company accounts.
There is no limit to the number of files you can upload.

Choose File

No file selected

☐ No

☐ Not Applicable

57. Are you able to provide your ultimate parent company published accounts as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#) ?

If your ultimate parent company has been in operation for less than 3 years please provide all available accounts.

☐ Yes

Please upload your ultimate parent company accounts.
There is no limit to the number of files you can upload.

Choose File

No file selected

☐ No



☐ Not Applicable

58. If you are bidding as a Group of Economic Operators, are you able to provide your completed [Attachment 3a Financial Viability Risk Assessment Tool](#) for each member?

Please read [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#) before completing.

Please note you must provide this for each member, this should also include where applicable their parent company and ultimate parent company information.

☐ Yes

Please upload your completed Attachment 3a Financial Viability Risk Assessment Tool.

You may upload up to 10 files.

Choose File

No file selected

☐ No

59. Are you able to provide published accounts for each member of the Group of Economic Operators as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#)?

Please note you must provide this for each member, this should also include where applicable their parent company and ultimate parent company information.

☐ Yes

Please upload the accounts.

You may upload up to 30 files.

Choose File

No file selected

☐ No

60. Are you able to provide the parent company published accounts for each member as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#)?

If your parent company has been in operation for less than 3 years please provide all available accounts.

☐ Yes

Please upload the parent company accounts for each member.
You may upload up to 30 files.

Choose File

No file selected

☐ No

☐ Not Applicable

61. Are you able to provide the ultimate parent company published accounts for each member as detailed in [Attachment 3 Financial Viability Risk Assessment Tool Instructions](#)?

If your ultimate parent company has been in operation for less than 3 years please provide all available accounts.

☐ Yes

Please upload the ultimate parent company accounts for each member.
You may upload up to 30 files.

Choose File

No file selected

☐ No

☐ Not Applicable

Fund Administration & Disbursement Services

62. Please confirm if you intend to use a supply chain for this contract.

☐ Yes

☐ No

Fund Administration & Disbursement Services

63. Please confirm if you are a new entrant (including a SPV (Special Purpose Vehicle) or JV (Joint venture) set up solely for this contract, or a Sole Trader) to the market (trading for less than 12 months).

☐ Yes

☐ No

Fund Administration & Disbursement Services

64. Please confirm you are able to provide your Companies House number, to verify your response at question 54.

If you fail to provide a response to this question, you will not be able to progress with your DPS submission.

☐ Yes

Please confirm your Company Registration number as applicable.

☐ No

65. Please confirm if you are bidding as a SPV (Special Purpose Vehicle), JV (Joint venture) set up solely for this DPS or as a Sole Trader.

If you fail to provide a response to this question, you will not be able to progress with your DPS submission.

☐ Yes

Please confirm the date your SPV (Special Purpose Vehicle), JV (Joint venture) or Sole Trader status was set up.

Please note, if the date provided is not within the last 12 months you will be required to provide a response to questions 66-70 of this section as applicable.

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ No

Fund Administration & Disbursement Services

66. Please confirm that you have systems in place to ensure that those in your supply chain are paid within your agreed contractual terms.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6322 DPS.

☐ Yes

☐ No

67. Please confirm you have procedures for resolving disputed invoices promptly and effectively with those in your supply chain.

Not all payments involve an invoice. We advise that this includes situations where all payments are due.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6322 DPS.

☐ Yes

☐ No

Fund Administration & Disbursement Services

68. For all contracts entered into pursuant to a procurement carried out under the PCR 2015, please confirm you include 30 day payment terms in all of your sub-contracts (and you require your supply chain to do so) on all such contracts.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6322 DPS.

☐ Yes

☐ No

Fund Administration & Disbursement Services

69. Please select one of the following statements which apply to your organisation.

In order to comply with Procurement Policy Notice (PPN) 08/21 on Supplier's approach to payment in the procurement of major contracts, a set of questions have been devised that Suppliers must respond to. Please refer to READ FIRST RM6322-DPS Needs v1.0 section 27 or further details.

Not all payments involve an invoice. We advise that this includes situations where all payments are due.

- ☐ 95% or above of all supply chain invoices are paid in sixty (60) days in at least one of the two previous six month reporting periods after removing intercompany payments;
- ☐ 90%-95% of all supply chain invoices are paid in sixty (60) days in at least one of the two previous six month reporting periods after removing intercompany payments;
- ☐ 90% or less of all supply chain invoices are paid in sixty (60) days in at least one of the two previous six month reporting periods after removing intercompany payment

Fund Administration & Disbursement Services

70. Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts within 60 days of the receipt of the invoice in each of the last two six month periods.

This should include the percentage of invoices paid within each of the following categories. Please include the total volume of invoices in each category which should total 95% or above.

Within 30 days

In 31 to 60 days

Fund Administration & Disbursement Services

71. Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts within 60 days of the receipt of the invoice in each of the last two six month periods.

This should include the percentage of invoices paid within each of the following categories. Please include the total volume of invoices in each category.

Within 30 days

In 31 to 60 days

In 61 days or more

Due but not paid by the last date for payment under agreed contractual terms

It is acceptable to cross refer to information that has previously been submitted to Government or is publicly available (provided it covers the requested period), in which case, please provide details and/or insert link(s):

Fund Administration & Disbursement Services

72. If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why.

If you are required to submit an action plan under question 73, this action plan must also set out steps to address your payment within agreed terms, in order to achieve a pass for question 73.

73. If you are unable to demonstrate that 95% of invoices payable to your supply chain on all contracts have been paid within 60 days of the receipt of the invoice in at least one of the last two (2) six (6) months reporting periods, please upload in response to this question an action plan for improvement which should include (as a minimum) the following.

If you have an existing action plan prepared for a different purpose, it is acceptable to attach this but it should contain the above features.

1. Identification of the primary causes of failure to pay:
 - a. 95% of all supply chain invoices within 60 days; and
 - b. If relevant under question 72, all invoices within agreed terms
2. Actions to address each of these causes
3. A mechanism for and commitment to regular reporting on progress to the bidder's audit committee (or equivalent).

4. Plan signed off by Director

11. Plan signed off by Director.

5. Plan published on its website (this can be shorter, summary plan).

You may only upload a single file.

Choose File No file selected

74. If you are bidding as a Group of Economic Operators (GoEO), please confirm that all members of your GoEO comply with the responses you have provided in questions 66 - 73 of the DPSQ as applicable.

☐ Yes

☐ No

Please provide full details to support this response in the text box provided below:

☐ Not Applicable

Fund Administration & Disbursement Services

75. Please select the **sector** that your organisation is able to provide to. Tick all that apply.

☐ Arms Length Body / ALB

☐ Central Government

☐ Devolved Administration

☐ Education

☐ Fire and Rescue

☐ Health

Guidance

You are advised to select the sectors relevant to your organisation. Buyers using the RM6322 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

- ☐ Local Government
- ☐ Not for Profit / Charities

Fund Administration & Disbursement Services

76. Please select the **services** that your organisation is able to provide. Tick all that apply.

- ☐ Design & Development
- ☐ Market Engagement & Promotion
- ☐ Application & Award Services
- ☐ Evaluation Services
- ☐ Counter Fraud Services
- ☐ Full Programme Management

Guidance

You are advised to select only the relevant services to your organisation. Buyers using the RM6322 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

Fund Administration & Disbursement Services

77. Please confirm your organisation is able to provide **Design & Development** services.

- ☐ Design & Development

78. Please confirm your organisation is able to provide **Market Engagement & Promotion** services.

- ☐ Market Engagement & Promotion

79. Please confirm your organisation is able to provide **Application & Award Services** services.

- ☐ Application & Award Services

80. Please confirm the services your organisation is able to provide

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6322 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

for **Evaluation Services**.

- ☐ Economic / Value for money
- ☐ Impact evaluation
- ☐ Process evaluation
- ☐ Scoping / Feasibility study

81. Please confirm your organisation is able to provide **Counter Fraud Services** services.

- ☐ Counter Fraud Services

82. Please confirm your organisation is able to provide **Full Programme Management** services.

- ☐ Full Programme Management

Fund Administration & Disbursement Services

83. Please select the **funding type** that your organisation is able to provide services for. Tick all that apply.

- ☐ Grant
- ☐ Loan
- ☐ Entitlement Benefit
- ☐ Blended Grant / Loan
- ☐ Financial Subsidy
- ☐ Commercial Payment
- ☐ Financial Incentive

- ☐ Mortgage Guarantee

Guidance

You are advised to select the types of funding relevant to your organisation. Buyers using the RM6322 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

☐ Mortgage Guarantee

☐ Loan Guarantee

☐ ISA

☐ Other Payment Type

Fund Administration & Disbursement Services

84. Please select the **contract value** that your organisation is able to provide services for, within the **grant** funding type. Tick all that apply.

☐ <£50,000

☐ £50,000 - £100,000

☐ <£1,000,000

☐ £1,000,000 - £2,500,000

☐ £2,500,000 - £4,999,999

☐ >£5,000,000

Guidance

You are advised to select only the relevant values to your organisation. Buyers using the RM6322 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

85. Please select the **contract value** that your organisation is able to provide services for, within the **loan** funding type. Tick all that apply.

☐ <£50,000

☐ £50,000 - £100,000

☐ <£1,000,000

☐ £1,000,000 - £2,500,000

☐ £2,500,000 - £4,999,999

☐ >£5,000,000

86. Please select the **contract value** that your organisation is able to provide services for, within the **entitlement benefit** funding type. Tick all that apply.

☐ <£50,000

☐ £50,000 - £100,000

☐ <£1,000,000

☐ £1,000,000 - £2,500,000

☐ £2,500,000 - £4,999,999

☐ >£5,000,000

87. Please select the **contract value** that your organisation is able to provide services for, within the **blended grant/loan** funding type. Tick all that apply.

☐ <£50,000

☐ £50,000 - £100,000

☐ <£1,000,000

☐ £1,000,000 - £2,500,000

☐ £2,500,000 - £4,999,999

☐ >£5,000,000

88. Please select the **contract value** that your organisation is able to provide services for, within the **financial subsidy** funding type. Tick all that apply.

☐ <£50,000

☐ £50,000 - £100,000

☐ <£1,000,000

- ☐ <£1,000,000
- ☐ £1,000,000 - £2,500,000
- ☐ £2,500,000 - £4,999,999
- ☐ >£5,000,000

89. Please select the **contract value** that your organisation is able to provide services for, within the **commercial payment** funding type. Tick all that apply.

- ☐ <£50,000
- ☐ £50,000 - £100,000
- ☐ <£1,000,000
- ☐ £1,000,000 - £2,500,000
- ☐ £2,500,000 - £4,999,999
- ☐ >£5,000,000

90. Please select the **contract value** that your organisation is able to provide services for, within the **financial incentive** funding type. Tick all that apply.

- ☐ <£50,000
- ☐ £50,000 - £100,000
- ☐ <£1,000,000
- ☐ £1,000,000 - £2,500,000
- ☐ £2,500,000 - £4,999,999
- ☐ >£5,000,000

91. Please select the **contract value** that your organisation is able to provide services for, within the **mortgage guarantee** funding type.

provide services for, within the **mortgage guarantee** funding type. Tick all that apply.

- ☐ <£50,000
- ☐ £50,000 - £100,000
- ☐ <£1,000,000
- ☐ £1,000,000 - £2,500,000
- ☐ £2,500,000 - £4,999,999
- ☐ >£5,000,000

92. Please select the **contract value** that your organisation is able to provide services for, within the **loan guarantee** funding type. Tick all that apply.

- ☐ <£50,000
- ☐ £50,000 - £100,000
- ☐ <£1,000,000
- ☐ £1,000,000 - £2,500,000
- ☐ £2,500,000 - £4,999,999
- ☐ >£5,000,000

93. Please select the **contract value** that your organisation is able to provide services for, within the **ISA** funding type. Tick all that apply.

- ☐ <£50,000
- ☐ £50,000 - £100,000
- ☐ <£1,000,000
- ☐ £1,000,000 - £2,500,000

☐ £2,500,000 - £4,999,999

☐ >£5,000,000

94. Please select the **contract value** that your organisation is able to provide services for, within the **other payment** funding type. Tick all that apply.

☐ <£50,000

☐ £50,000 - £100,000

☐ <£1,000,000

☐ £1,000,000 - £2,500,000

☐ £2,500,000 - £4,999,999

☐ >£5,000,000

Fund Administration & Disbursement Services

95. Please select the **location** in which your organisation is able to provide services. Tick all that apply.

☐ International

☐ United Kingdom

Guidance

You are advised to select only the relevant location to your organisation. Buyers using the RM6322 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

Fund Administration & Disbursement Services

96. Please select the location(s) within the **International** regions in which your organisation is able to provide services. Tick all that apply.

☐ Channel Islands

☐ Isle of Man

☐ Other/ Overseas

97. Please select the location(s) within the **United Kingdom** regions in which your organisation is able to provide services. Tick all that apply.

☐ East Midlands

☐ East of England

☐ Greater London

☐ North East England

☐ North West England

☐ Northern Ireland

☐ Scotland

☐ South East England

☐ South West England

☐ Wales

☐ West Midlands

☐ Yorkshire and the Humber

Guidance

You are advised to select only the relevant location to your organisation. Buyers using the RM6322 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

Fund Administration & Disbursement Services

98. Does your organisation including all key subcontractors commit to the provision of social value initiatives where requested by a Contracting Authority under any resultant contract placed under this Dynamic Purchasing System?

Under this Dynamic Purchasing System, a Contracting Authority running a Call For Competition may wish to evaluate Social Value relevant to the delivery of Goods and/or Services to be delivered under the contract being tendered. In addition, Central Government / Contracting Authorities in scope of PPN 6/20 'Taking Account of Social Value in the Award of Central Government Contracts' may choose to evaluate Suppliers by incorporating any of the Social Value Policy Outcomes or Themes as set out in the Social Value Model of PPN 6/20 in their award criteria.

☐ Yes

☐ No

99. Please confirm that you will support Social Value development and reporting through this DPS Agreement.

This policy is set out in detail in Policy Procurement Note 06/20 and DPS Schedule 1- Specification.

► Guidance on non compliant criteria

This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6322 DPS.

☐ Yes

☐ No

Fund Administration & Disbursement Services

100. Are you a new supplier and have been trading for less than 12 months?

☐ Yes

☐ No

101. Please confirm that you, and if applicable each of your Group of Economic Operators, have detailed your environmental management measures by completing a Carbon Reduction Plan which meets the required reporting standard.

Templates for a carbon reduction plan, along with guidance on the standards applicable and guidance for public sector organisations on the scope and application, can be found at: [Procurement Policy Note 6/21](#)

Your bid will fail if you do not select 'Yes' to this question.

☐ Yes

Please provide a link to your most recently published Carbon Reduction Plan here:

☐ No

Please confirm why you can not provide your Carbon Reduction Plan

102. Please confirm whether or not you are submitting a Carbon Reduction Plan covering both the bidding entity and the parent organisation.

If you are submitting a Carbon Reduction Plan please confirm that:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website

☐ Yes

☐ No

103. Please provide a link to your most recently published Carbon Reduction Plan here.

Where the response is being completed on behalf of a Group of Economic Operators, you must provide a link to each member's Carbon Reduction Plan.
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If you, or if applicable any of your Group of Economic Operator members, do not have a website, you must attach a copy of your Carbon Reduction Plan to question 103 and confirm that you are willing to provide your plan upon request to Buyers under the DPS who may request it in future within 30 days of the request being made.

You may only upload a single file.

Choose File

No file selected

104. If in question 103 you, or if applicable any of your Group of Economic Operator members, are unable to report emissions in the Carbon Reduction Plan for any Scopes or only for some Scopes, or if the reporting period is more than 12 months from the date of commencement of the DPS, you must provide an acceptable explanation as to why at this question and provide a copy of your draft plan at question 103.

Please provide full details to support this response in the text box provided below:

105. Please confirm that your organisation, and if applicable each of your consortium members, is / are taking steps to reduce your GHG Emissions over time and is publicly committed to achieving Net Zero by 2050.

Yes

No

106. You are required to provide the below data from your Carbon Reduction Plan.

Baseline Year Scope 1

Baseline Year Scope 2

Baseline Year Scope 3

Reporting Year Scope 1

Reporting Year Scope 2

Reporting Year Scope 3

107. Do you confirm your commitment to achieving Net Zero by 2050 and commit to publishing a full Carbon Reduction Plan (CRP) on your website as soon as possible.

☐ Yes

☐ No

108. Please confirm the date by which you will be able to provide a full Carbon Reduction Plan.

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Fund Administration & Disbursement Services

109. Please review the contact information below that you have provided at question number 104 of your Selection Questionnaire, and update any fields if required, before continuing to the next page.

Please note, Buyers will have access to the contact details you provide here. Therefore please ensure the information provided is correct as Buyers will use this to contact you.

Contact name

Name of organisation

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6322 Fund Administration & Disbursement Services DPSQ.

Role in organisation

Telephone number

E-mail address

► Search for your location details



Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

110. Please review the following information for your organisations headquarters, and update any fields if required, before continuing to the next page.

Full name of headquarters

► Search for your location details



Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

DUNS number

Fund Administration & Disbursement Services

111. Please provide details of your **DPS Agreement Manager** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6322 Fund Administration & Disbursement Services DPSQ.

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Town

County

Postcode

Country

Fund Administration & Disbursement Services

112. Please provide details of your **Authorised Representative** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6322 Fund Administration & Disbursement Services DPSQ.

Telephone number

E-mail address

► Search for your location details

Address lookup

Street

Town

County

Postcode

Country

Fund Administration & Disbursement Services

113. Please provide details of your **Compliance Officer** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6322 Fund Administration & Disbursement Services DPSQ.

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Street

Town

County

Postcode

Country

Fund Administration & Disbursement Services

114. Please provide details of your **Data Protection Officer** and update any fields if required, before continuing to the next page.

Contact name

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6322 Fund Administration & Disbursement Services

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Street

Town

County

Postcode

Country

Fund Administration & Disbursement Services

115. Please provide details of your **Marketing Contact** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details



Address lookup

Search for address

Street

Town

County

Postcode

Country

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6322 Fund Administration & Disbursement Services DPSQ.

Fund Administration & Disbursement Services

Thank you for completing the Fund Administration & Disbursement Services DPS questionnaire.

By providing this information you confirm that you are an authorised representative of the organisation for which you have responded. In addition, this confirms that the information you have provided for the questionnaire represents a true and honest account of your organisations performance and that no information has been omitted which should reasonably have been shared.

To review your answers and make any final amendments prior to sending, please click **"Save and view answers"** below.

To submit your Fund Administration & Disbursement Services DPS questionnaire, please click **"Continue"** below.

Fund Administration & Disbursement Services

118. Have you reviewed the related self cleaning evidence?

☐ Yes

☐ No

Explain the reason why self cleaning evidence is not reviewed

119. Are you satisfied with the evidence and explanation provided by the supplier?

☐ Yes

☐ No

Explain the reason why you are not satisfied with the evidence or explanation provided by supplier

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Fund Administration & Disbursement Services

120. Please confirm one of the following actions for this supplier submission.

☐ Direct this submission to the Registered 1 stage

☐ Reject this submission from the Fund Administration & Disbursement Services DPS

Confirm the rejection of this supplier for Fund Administration & Disbursement Services DPS

Explain the reason for rejection of this supplier for Fund Administration & Disbursement Services DPSQ.

Date supplier can reapply

Day (DD)	Month (MM)	Year (YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Fund Administration & Disbursement Services

Please review and confirm your agreement to the following DPS Appointment Form information, before proceeding with your application for the RM6322 Fund Administration & Disbursement Services.

Crown Commercial Service

The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS).
Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP.

Supplier

The name, address, and registration number of the Supplier will be captured as part of the selection questionnaire during the DPS Registration process.

Dynamic Purchasing System Contract

This dynamic purchasing system access agreement between CCS and the Supplier allows the Supplier to be considered for Order Contracts to supply the Deliverables in Service Filter Categories as detailed in bid pack Attachment 1- Products and Service Matrix. You cannot deliver in any other Filter Categories under this Contract. Any references made to other Filter

Categories in this Contract do not apply.
This opportunity is advertised in the Contract Notice in the Official Journal of the European Union RM6322 (OJEU Notice).

Deliverables

- Fund Administration & Disbursement Services
- See DPS Schedule 1 (Specification) for further details.

Dynamic Purchasing System Start Date

The date in which you agree to the Terms and Conditions; and become 'Appointed' to the DPS as detailed in paragraph 6.7 of this DPS Needs document, is the start date of your DPS Agreement. If you become appointed in the first thirty (30) days from the date of the OJEU submission (21/05/2020) your DPS agreement start date will be 22/06/2020.

Dynamic Purchasing System Expiry Date

DPS Optional Extension Period

Fund Administration & Disbursement Services

Please review the following DPS Incorporated Terms, before proceeding with your application for the RM6322 Fund Administration & Disbursement Services.

The following documents are incorporated into the DPS Contract. Where numbers are missing we are not using these schedules. If the documents conflict, the following order of precedence applies:

1. This DPS Appointment Form
2. Any DPS Special Terms (see Section 9 'DPS Special Terms' in the DPS Appointment Form)
3. Joint Schedule 1 (Definitions) RM6322
4. Joint Schedule 11 (Processing Data) RM6322
5. The following Schedules for RM6322 (in equal order of precedence):
 - DPS Schedule 1 (Specification)
 - DPS Schedule 4 (DPS Management)
 - DPS Schedule 5 (Management Levy and Information)
 - DPS Schedule 6 (Order Form Template and Order Schedules) including the following template Order Schedules:
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 4 (Order Tender)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 6 (ICT Services)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 11 (Installation Works)
 - Order Schedule 12 (Clustering)
 - Order Schedule 13 (Implementation Plan and Testing)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 16 (Benchmarking)
 - Order Schedule 17 (MOP Terms)

- Order Schedule 17 (MOD Terms)
 - Order Schedule 18 (Background Checks)
 - Order Schedule 19 (Scottish Law)
 - Order Schedule 20 (Order Specification)
 - Order Schedule 21 (Northern Ireland Law)
 - Order Schedule 22 (Lease Terms)
 - Order Schedule 23 (HMRC)
 - Order Schedule 24 (Intellectual Property Rights)
 - DPS Schedule 7 (Order Procedure)
 - DPS Schedule 8 (Self Audit Certificate)
 - DPS Schedule 9 (Cyber Essentials Scheme)
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 8 (Guarantee)
 - Joint Schedule 9 (Minimum standards of reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 12 (Supply chain Visibility)
6. CCS Core Terms - DPS (version 1.0.1)
7. Joint Schedule 5 (Corporate Social Responsibility) RM6322
8. DPS Schedule 2 (DPS Application) RM6322 as long as any part of the DPS Application that offers a better commercial position for CCS or Buyers (as decided by CCS) take precedence over the documents above

Fund Administration & Disbursement Services

Please review the following information, before proceeding with your application for the RM6322 Fund Administration & Disbursement Services.

DPS Pricing

Details in DPS Schedule 3 (DPS Pricing)

Insurance

Details in Annex of Joint Schedule 3 (Insurance Requirements).

Cyber

- Essentials Certification
- Cyber Essentials Scheme Basic - see DPS Schedule 9

Management Levy

The Supplier will pay, excluding VAT, 1 % of all the Charges for the Deliverables invoiced to the Buyer under all Order Contracts.

Supplier DPS Agreement Manager

Supplier Authorised Representative

Supplier Compliance Officer

Supplier Data Protection Officer

Supplier Marketing Contact

Key Subcontractors

Details of subcontractors where applicable have been registered and provided where applicable as part of your SQ DPS Submission.

CCS Authorised Representative

Name

Job Title

Email Address

Telephone

By selecting "**I Confirm**" you confirm that you comply with the above DPS Appointment Form statements and requirements. Once you have selected the tick box to confirm your compliance and acknowledgement of the above, select '**Save and continue**' to be presented with your non watermarked DPS Appointment Form.

☐

I Confirm

Fund Administration & Disbursement Services

You have successfully completed the SQ for Fund Administration & Disbursement Services DPS. The DPS Appointment Form will be electronically signed and managed by Crown Commercial Service (CCS) and you.

Final sign off to ensure a legally binding DPS Appointment Form between CCS and you is completed by you ticking your acceptance in the below box.

By ticking, you are confirming that you comply with the following agreements
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and documentation, which you should download and retain:

- [DPS Agreement](#) (which includes Payment of management Levy)
- [Privacy Notice & CCS DPS Terms of Use](#)
- Answer Link
- [DPS Bid Pack](#) (which includes the Terms and Conditions, DPS Needs and Customer Needs documents)

If you are electronically signing the DPS Appointment Form for the RM6322 Fund Administration & Disbursement Services as the lead contact for a Group of Economic Operators (consortia) your electronic signature will be the signature that represents all members of the consortia as detailed within your submission for this DPS.

Once you have ticked that you agree to the covenants above you will be formally 'Appointed' to the DPS for Fund Administration & Disbursement Services

Failure to tick that you agree at this stage will prevent you from securing your appointment on to the DPS for Fund Administration & Disbursement Services, as there will be no legally binding DMP Appointment Form between CCS and you.

☐ I Agree

Fund Administration & Disbursement Services

Welcome to the Supplier Evidence Submission stage of the Fund Administration & Disbursement Services DPS questionnaire.

The Supplier Evidence Submission stage allows you to upload the relevant documentation and evidence that you previously indicated you could provide.

Not all evidence will be applicable to all suppliers. Applicable evidence will be requested at Call for Competition stage by the customer prior to award of a contract.

Please be advised that there is currently no evidence submission required.

Fund Administration & Disbursement Services

A copy of your standard payment terms for all of your supply chain contracts

Evidence (pdf, image, max file size 5MB)

There is no limit to the number of files you can upload.

No file selected

NO file selected

[Browse previous...](#)

Details of the systems which are in place to ensure that suppliers are paid Promptly.

Evidence (pdf, image, max file size 5MB)

There is no limit to the number of files you can upload.

Choose File No file selected

[Browse previous...](#)

A copy of your procedures for resolving disputed invoices promptly and Effectively.

Evidence (pdf, image, max file size 5MB)

There is no limit to the number of files you can upload.

Choose File No file selected

[Browse previous...](#)

Details of any payments of interest for late payments you have paid in the past 12 months or which became due during the past 12 months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again.

Evidence (pdf, image, max file size 5MB)

There is no limit to the number of files you can upload.

Choose File No file selected

[Browse previous...](#)

A copy of your standard payment terms used with sub-contractors on public sector contracts subject to PCR 2015.

Evidence (pdf, image, max file size 5MB)

There is no limit to the number of files you can upload.

Choose File No file selected

[Browse previous...](#)

Fund Administration & Disbursement Services

Thank you for completing the Evidence Submission stage of Fund Administration & Disbursement Services DPS questionnaire.

To review your answers and make any final amendments prior to submit your evidence, please click "**Save and view answers**" below.

To submit your evidence to your Fund Administration & Disbursement Services DPS questionnaire, please click "**Submit Evidence**" below.

Fund Administration & Disbursement Services

Confirm the rejection of this supplier for Fund Administration & Disbursement Services DPS.

☐ I Confirm

Explain the reason for rejection of this supplier for Fund Administration & Disbursement Services DPSQ.

Date supplier can reapply

Day
(DD)

Month
(MM)

Year
(YYYY)

Fund Administration & Disbursement Services

Please confirm if you wish to reappoint this supplier.

☐ I Confirm

Please provide a reason

