

# SQ Supplier Response

You are **0%** through this 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](#)

▶ [Creating a Selection Questionnaire template](#)

▶ [About the Supplier Registration Service](#)

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

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

# Selection Questionnaire

You are **3%** through this 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 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.

Quick CPV code search

Selected CPV codes

# Selection Questionnaire

You are **7%** through this questionnaire

4. Please enter your organisation details.

Full name of your company

DUNS number

Address lookup

Street

Town or City

County or State

Postcode

Country

Date of registration in country of origin

Day

Month

Year

Registered VAT number

Registered website address

## Guidance

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

**5.** Confirm any registered numbers against your organisation.

Registered company number

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

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

Search for address

Street

Town or City

County or State

Postcode

Country

Country

DUNS number

Registration number

VAT number

8. Please confirm your trading status.

Public limited company

Limited company

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

You are **10%** through this 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

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

Month

Year

Nationality

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

Service Address lookup

Street

Town or City

## 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.

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

Month

Year

**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

Month

Year

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

Month

Year

**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

Name

Date of birth

Day

Month

Year

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

Month

Year

# Selection Questionnaire

You are **13%** through this 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

You are **17%** through this questionnaire

22. Please provide details for Sub-contractor 1

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

## Guidance

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

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  
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

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

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

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



Voluntary, Community and Social Enterprise  
(VCSE)

Sheltered Workshop

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-  
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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

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.  
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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

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

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

**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

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

**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-  
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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

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

**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  
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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

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

**103.2.** 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

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 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

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



**103.26.** 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

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-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

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

**103.38.** 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

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

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

**103.54.** 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

You are **20%** through this 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 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

You are **23%** through this 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

Month

Year

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

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

Month

Year

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

Month

Year

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

Month

Year

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

**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

Month

Year

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

You are **27%** through this 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 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 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).

**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 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: 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

You are **30%** through this 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

You are **33%** through this questionnaire

**133.** Are you able to provide details of your first 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                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Contract completion date

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Estimated contract value

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

## Guidance

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



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

Contract completion date

Day

Month

Year

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

Month

Year

Contract completion date

Day

Month

Year

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**

Attachment description

File

Choose File

No file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description | File name |
|------------------------|-----------|
|------------------------|-----------|

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| Attachment description | File name |
|------------------------|-----------|
|------------------------|-----------|

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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

You are **37%** through this 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

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

You are **40%** through this 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

### 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.

Yes

No

Level of Insurance Cover (£)

# Selection Questionnaire

You are **43%** through this 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

You are **47%** through this 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

You are **50%** through this 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?

# Selection Questionnaire

You are **67%** through this 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.

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

You are **83%** through this 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

You are **87%** through this questionnaire

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

Attachment description

File

Choose FileNo file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

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

Attachment description

File

Choose FileNo file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

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

## 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.

Attachment description

File

Choose FileNo file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

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

Attachment description

File

Choose FileNo file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

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

Attachment description

File

Choose FileNo file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description | File name |
|------------------------|-----------|
|------------------------|-----------|

You haven't added any attachments

171. Upload documentary evidence for parent company accounts

Attachment description

File

Choose File No file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description | File name |
|------------------------|-----------|
|------------------------|-----------|

You haven't added any attachments

172. Upload documentary evidence for parent company guarantee

Attachment description

File

Choose File No file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description | File name |
|------------------------|-----------|
|------------------------|-----------|

You haven't added any attachments

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

Attachment description

File

Choose File

No file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

174. Upload documentary evidence for public liability insurance

Attachment description

File

Choose File

No file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

175. Upload documentary evidence for professional indemnity insurance

Attachment description

File

Choose File

No file selected



Browse previous...

Save attachment

Saved attachments

| Attachment description | File name |
|------------------------|-----------|
|------------------------|-----------|

You haven't added any attachments

176. Upload documentary evidence for product liability insurance

Attachment description

File

Choose File No file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description | File name |
|------------------------|-----------|
|------------------------|-----------|

You haven't added any attachments

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

Attachment description

File

Choose File No file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description | File name |
|------------------------|-----------|
|------------------------|-----------|

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| Attachment description | File name |
|------------------------|-----------|
|------------------------|-----------|

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

Attachment description

File

Choose File

No file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description | File name |
|------------------------|-----------|
|------------------------|-----------|

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You haven't added any attachments

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

Attachment description

File

Choose File

No file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description | File name |
|------------------------|-----------|
|------------------------|-----------|

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You haven't added any attachments

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

Attachment description

File

Choose FileNo file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

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

Attachment description

File

Choose FileNo file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

182. Upload documentary evidence for a statement of the turnover

Attachment description

File

Choose FileNo file selected

Browse previous...

Save attachment

Saved attachments

**Attachment  
description**

**File name**

You haven't added any attachments

**183.** Upload documentary evidence for profit & loss account

Attachment description

File

Choose File

No file selected

Browse previous...

Save attachment

Saved attachments

**Attachment  
description**

**File name**

You haven't added any attachments

**184.** Upload documentary evidence for current liabilities and assets

Attachment description

File

Choose File

No file selected

Browse previous...

Save attachment

Saved attachments

**Attachment  
description**

**File name**

You haven't added any attachments

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

Attachment description

File

Choose File

No file selected

Browse previous...

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

# Selection Questionnaire

You are **90%** through this 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.



# Insurance Services 3

You are **0%** through this questionnaire

Welcome to the Dynamic Purchasing System (DPS) registration questionnaire for Insurance Services 3.

You will only have to complete this questionnaire once to register on the Insurance Services 3 DPS. This questionnaire allows you to register your service offering(s) for technology innovation with Crown Commercial Service (CCS). This information will allow buyers to invite you to bid for contracts that are suited to you directly.

Should your organisation change its service offering(s) at any point during the lifetime of the DPS, you will be required to update the appropriate service filters in your standard Selection Questionnaire by following the instructions in the DPS Needs document which forms part of the bid pack for RM6138.



# Insurance Services 3

You are **2%** through this questionnaire

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 as PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6138 DPS.

Yes

No

# Insurance Services 3

You are **5%** through this questionnaire

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

Yes

Please provide details

No

# Insurance Services 3

You are **7%** through this questionnaire

**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 February 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 RM6138 DPS.

Yes

No

# Insurance Services 3

You are **10%** through this questionnaire

**4.** In accordance with questions 140, 141 and 142 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.

**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

Public Liability Insurance = £1m

Professional Indemnity Insurance = £1m

**5.** Please confirm that your organisation (and insurer/s within your supply chain) are regulated, registered and authorised to underwrite insurance by both the Financial Conduct Authority (FCA), and the Prudential Regulation Authority (PRA).

► 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 RM6138 DPS.

Yes

No

# Insurance Services 3

You are **12%** through this questionnaire

6. If you have answered No to Q.155 of the standard Selection Questionnaire, please confirm you have Cyber Essentials certification, in line with DPS Schedule 9 Cyber Essentials Scheme condition of the DPS Agreement.

► 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 RM6138 DPS.

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 5. above, please confirm that you are able to provide a copy of your Cyber Essentials certificate following appointment to this DPS.

► 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 RM6138 DPS.

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.

► 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 RM6138 DPS.

Yes

No

Not Applicable - I have Cyber Essentials Plus

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 RM6138 DPS.

Yes

No

Not Applicable



# Insurance Services 3

You are **15%** through this questionnaire

**10.** If you answered Yes to Q19 of the standard Selection Questionnaire, please provide the number of 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



# Insurance Services 3

You are **17%** through this questionnaire

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

Search for address

Street

Town or City

County or state

Postcode

Country

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)?

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

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

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)?

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

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)?

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

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

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)?

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

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

Search for address

Street

Town or City

County or state

Postcode

Country

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)?

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

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

Search for address

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

**32.** Please confirm the organisation type of Group of Economic Operators member 6.

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)?

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

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)?

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

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

Search for address

Street

Town or City

County or state

Postcode

Country

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)?

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

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

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

**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)?

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

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

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)?

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

Yes

No

# Insurance Services 3

You are **20%** through this questionnaire

**51.** Please provide your Companies House registered company number.

Registered company number

**52.** 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, Companies House Data once you have selected the tick box to confirm the responses provided are correct and you select 'Continue'.

I Confirm

# Insurance Services 3

You are **22%** through this questionnaire

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

Yes

No

# Insurance Services 3

You are **24%** through this questionnaire

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

Yes

No

# Insurance Services 3

You are **27%** through this questionnaire

**55.** Please confirm one or both of the following details.

If you fail to provide a response to either of the options, you will not be able to progress with your DPS submission.

Please confirm your Company Registration number as applicable, which CCS will use to undertake a compliance check via Companies House to verify your response at question 52.

If you are bidding as a SPV or JV set up solely for this DPS or as a Sole Trader, please confirm the date your SPV, JV or Sole Trader status was set up.

If the date provided is not within the last 12 months you will be required to provide a response to questions 54 - 58 of this section as applicable.

# Insurance Services 3

You are **29%** through this questionnaire

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

Yes

No

**57.** 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.

Yes

No

**58.** Please confirm whether you are a signatory to a code or standard on payment practices.

A payment code or standard is a voluntary initiative, where signatories agree to undertake certain behaviours as a mark of good practice. For example, signatories to the Prompt Payment Code commit to paying 95% of their invoices within 60 days.

Yes

No

# Insurance Services 3

You are **32%** through this questionnaire

**59.** Please confirm whether you have taken steps to ensure that you meet the requirements of the code or standard.

Yes

No

# Insurance Services 3

You are **34%** through this questionnaire

**60.** 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.

Yes

No



# Insurance Services 3

You are **37%** through this questionnaire

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

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 60 days

75% - 95% of all supply chain invoices are paid in 60 days

75% or less of all supply chain invoices are paid in 60 days

# Insurance Services 3

You are **39%** through this questionnaire

**62.** 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

**63.** 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):

**64.** 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 63, this action plan must also set out steps to address your payment within agreed terms, in order to achieve a pass for question 63.

**65.** 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 62, 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
5. Plan published on its website (this can be shorter, summary plan).

Choose File

No file selected

Save attachment

Saved attachments

**File name**

You haven't added any attachments

**66.** 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 51 - 63 of the DPSQ as applicable.

Yes                  No                  Not Applicable

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

# Insurance Services 3

You are **41%** through this questionnaire

**67.** Please select the '**Insurance Contractual Route**' for which your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Via Intermediary Only (EG Broker)

Direct to Customer and Via Intermediary

Direct to Customer Only

# Insurance Services 3

You are **44%** through this questionnaire

**68.** Please select the services your organisation is able to provide for the '**Via Intermediary Only (EG Broker)**' route. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Central Government

Devolved Administration

Education

Fire and Rescue

Health

Local Government

Not for Profit

Police

Private Sector

**69.** Please select the services your organisation is able to provide for the '**Direct to Customer and Via Intermediary**' route. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Central Government

Devolved Administration

Education

Fire and Rescue

Health

Local Government

Not for Profit

Police

Private Sector

**70.** Please select the services your organisation is able to provide for the '**Direct to Customer Only**' route. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Central Government

Devolved Administration

Education

Fire and Rescue

Health

Local Government

Not for Profit

Police

Private Sector



# Insurance Services 3

You are **46%** through this questionnaire

**71.** Please select the '**Insurance Class**' types for which your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Liability Insurance

Travel and Personal Accident

Motor Insurance

Property and Construction Insurance

Health

Life Products

Reinsurance

Other

# Insurance Services 3

You are **49%** through this questionnaire

**72.** Please select the '**Liability Insurance**' services for which your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Airport concessionaires

Airside liability

Aviation liability

Charity Trustees indemnity

Clinical negligence (medical malpractice)

Clinical Trials

Corporate Legal Liability

Cyber

Directors and officers liability

Drones Liability

Employers liability

Employment practice liability

Environmental liability

Environmental warranty

Errors and omissions (statutory duties)

Excess of loss liability

Failure to educate (PI education)

Financial loss

Intellectual Property

Land charges

Libel and slander

Management Liability

Marine liability

Media and Advertising Liability

Non-negligent liability

Nuclear / radiation

Occupiers / rented premises liability

Officials indemnity

Overseas liability

Pension Trustees indemnity

Personal liability

Pollution clean-up costs (bartoline and European liability directive)

Product Recall

Products liability

Professional indemnity (external services)

Property owners liability

Public liability

Rail Operators

Right to Light/Easement

Service Indemnity (motor)

Solicitors professional indemnity

Sudden and accidental pollution liability

Wrongful conversion (motor)

Other Liability

**73.** Please select the '**Travel and Personal Accident**' services for which your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

**Absence (illness and maternity)**

Bonds

Business travel

Contingency - Kidnap & Ransom

Crash team personal accident

Group personal accident

Household - UK & Overseas

Locum supply

Personal accident

Personal injury

Pilots loss of licence

Restrictive/defective title

School journey travel

Special contingency

Supply teacher

World Wide Personal Effects

Other Travel and Personal Accident

**74.** Please select the '**Motor Insurance**' services for which your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Agricultural vehicles

Autonomous vehicles

Blue Light

Comprehensive

Funded

Gap insurance

Legal expenses

Motor credit guarantee

Motor Traders risks

Occasional Business Use

Special types

Third party

Third party fire and theft

Other Motor

**75.** Please select the '**Property and Construction Insurance**' services for which your organisation is able to provide. Tick all that apply.

organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Alternative Accommodation

Aviation hull

Balance of risks

Boiler explosion

Business interruption additional  
increased costs

Business interruption gross profit

Business interruption gross rent

Business interruption gross revenue

Business interruption increased costs

Computer

Contract works - new build

Contract works - refurbishment

Crime

Delay in Start up

Deterioration of stock

Drivers professional indemnity

Engineering all risks

Engineering business interruption

Engineering inspection

Exhibition goods

Fidelity

Fine art

Fragmentation

Glass

Goods in transit

Hired In plant

Latent defects

Leasehold / right to buy housing  
contents

Livestock

Machinery movement

Marina installation

Marine Hull

Marine transit / cargo

Material damage (buildings / tenants  
improvements/ contents / stock)  
specified perils



Material damage all risks

Money

Mortgage interest

Museum artefacts

Own surrounding property

Software and data

Tenants home contents

Terrorism

Testing and commissioning

Theft

Warranty & Indemnity

Other Property and Construction

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

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Dental

Healthcare Cash Plans

International Private Medical Insurance

Private Medical insurance

Staff Health Insurance

Other Health

**77.** Please select the '**Life Products**' services for which your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Dependants Pension

Excepted Life Assurance

Group Critical Illness

Income Protection/Long term Disability

Registered Group Life Insurance

Other Life Products

**78.** Please select the '**Reinsurance**' services for which your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Facultative

Treaty

## Other Reinsurance

**79.** Please select all '**Other**' services for which your organisation is able to provide. Tick all that apply.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

Agricultural risks

Bonds/securities

Builders' risks cover

Bunkers

Captive management capabilities

Chancel indemnity

Charterers loss of use

Climate Change

Clinical Trials

Commercial Legal Expenses

Comprehensive carrier's liability

Comprehensive charterer's liability

Comprehensive general liability - mobile offshore units

Comprehensive general liability offshore

Credit

Crew

Cyber

Defective title indemnity

Defence

Diver's professional indemnity

Duplicate of Loss Hire

Event cancellation

Events

Extended Loss of Hire cover

Film Production

Forestry insurance

Hovercraft

Hull and Machinery

Insurance linked securities

Judicial Review

Key Man

Legal expenses

Legal Expenses for Foster Carers

Loss of hire

Loss Recovery Services

Lottery Win

Natural Disasters

Non owned aviation

Piracy

Political risk

Prize Indemnity

Product guarantee

Product recall

Sensitive risks

Solicitors professional indemnity

Specialised

Support Services

Suretyship

Total loss of freight interest

Total loss of hull interest

Uninsured Loss Recovery Service

War risks cover

Warehouse Keepers Liability

Other

Please Specify

# Insurance Services 3

You are **51%** through this questionnaire

**80.** Please select the '**Insurance Location**' for which your organisation is able to provide one or more of the service offerings for RM6138.

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6138 Marketplace will assess your credentials for specific contract opportunities during call for competitions

United Kingdom

International

# Insurance Services 3

You are **54%** through this questionnaire

**81.** Please review the contact information below that you have provided at question number 104 of your standard Selection Questionnaire, 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

Street

Town or City

## Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your Insurance Services 3 DPSQ.



County or state

Postcode

Country

Country

# Insurance Services 3

You are **56%** through this questionnaire

**82.** 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

Street

Town or City

County or State

Postcode

Country

DUNS number

## Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your Insurance Services 3 DPSQ.



# Insurance Services 3

You are **59%** through this questionnaire

**83.** 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

E-mail address

► Search for your location details

Address lookup

Street

Town



## Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your Insurance Services 3 DPSQ.

County

Postcode

Country

# Insurance Services 3

You are **61%** through this questionnaire

**84.** Please provide details of your DPS Agreement Authorised Representative 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

Street

Town



## Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your Insurance Services 3 DPSQ.

County

Postcode

Country

# Insurance Services 3

You are **63%** through this questionnaire

**85.** Please provide details of your Compliance Officer 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

Street

Town

## Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your Insurance Services 3 DPSQ.



County

Postcode

Country

Country

# Insurance Services 3

You are **66%** through this questionnaire

**86.** Please provide details of your Data Protection Officer 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

Street

Town

## Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your Insurance Services 3 DPSQ.

County

Postcode

Country

Country

# Insurance Services 3

You are **68%** through this questionnaire

**87.** 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

Street

Town

## Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your Insurance Services 3 DPSQ.

County

Postcode

Country

# Insurance Services 3

You are **71%** through this questionnaire

Thank you for completing the Insurance Services 3 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 Insurance Services 3 DPS questionnaire, please click "**Continue**" below.

# Insurance Services 3

You are **78%** through this questionnaire

Please review and confirm your agreement to the following DPS Appointment Form information, before proceeding with your application for the RM6138 Insurance Services 3 DPS.

## **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 provide insurance solutions and associated services for Buyer organisations (or Brokers appointed to RM6020 and acting as their Agents) that shall include but not be limited to the following:

- Wide range of classes of insurance
- Insurance Associated services
- Claims handling

This opportunity is advertised in the Contract Notice in the Official Journal of the European Union (OJEU Notice).

## **Deliverables**

Classes of insurance and support services detailed in the DPS Schedule 1 (Specification).

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 (07/01/2020) your DPS agreement start date will be 06/02/2020.

**Dynamic Purchasing System Expiry Date**

**DPS Optional Extension Period**



# Insurance Services 3

You are **80%** through this questionnaire

Please review the following DPS Incorporated Terms, before proceeding with your application for the RM6138 Insurance Services 3 DPS.

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 this DPS Appointment Form)
3. Joint Schedule 1 (Definitions) RM6138
4. Joint Schedule 11 (Processing Data) RM6138
5. The following Schedules for RM6138 (in equal order of precedence):
  - DPS Schedule 1 (Specification)
  - DPS Schedule 2 (DPS Application)
  - DPS Schedule 3 (DPS Pricing)
  - 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 7 (Key Supplier Staff)
    - Order Schedule 8 (Business Continuity and Disaster Recovery)
    - Order Schedule 9 (Security)
    - Order Schedule 10 (Exit Management)
    - Order Schedule 12 (Clustering)
    - Order Schedule 13 (Implementation Plan & Testing)
    - Order Schedule 14 (Service Levels)
    - Order Schedule 15 (Order Contract Management)
    - Order Schedule 16 (Benchmarking)
    - 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)
  - DPS Schedule 7 (Order Procedure)
  - DPS Schedule 8 (Self Audit Certificate)

- DPS Schedule 9 (Cyber Essentials Scheme)
- Joint Schedule 1 (Definitions)
- 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)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 12 (Supply Chain Visibility)

6. CCS Core Terms - DPS (version 1)
7. Joint Schedule 5 (Corporate Social Responsibility) RM6138
8. DPS Schedule 2 (Application)

# Insurance Services 3

You are **83%** through this questionnaire

Please review the following information, before proceeding with your application for the RM6138 Insurance Services 3 DPS.

**DPS Special Terms**  
NOT USED

**DPS Pricing**  
Details regarding Pricing requirements are detailed in the DPS Schedule 3 (DPS Pricing)

**Insurance**  
Details in Annex of Joint Schedule 3 (Insurance Requirements)

**Cyber Essentials Certification**  
Cyber Essentials Scheme Certificate (or equivalent). Details in DPS Schedule 9 (Cyber Essentials Scheme) and as selected as part of your DPS submission.

**Management Levy**  
The Supplier will pay, excluding VAT, 0.45 % of all the Charges for the Deliverables invoiced to the Buyer relating to ongoing services when invoicing CCS directly.

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**

# Insurance Services 3

You are **85%** through this questionnaire

You have successfully completed the SQ for Insurance Services 3 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 and documentation, which you should download and retain:

- [DPS Appointment Form](#) (which includes Payment of management Levy)
- [Privacy Notice & CCS DPS Terms of Use](#)
- Answer Link
- Answer Link
- [DPS Bid Pack](#) (which includes the Terms and Conditions, DPS Needs and Buyer Needs documents)

If you are electronically signing the DPS Appointment Form for the RM6138 Insurance Services 3 DPS 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 Insurance Services 3.

Failure to tick that you agree at this stage will prevent you from securing your appointment on to the DPS for Insurance Services 3, as there will be no legally binding DPS Appointment Form between CCS and you.

I Agree

# Insurance Services 3

You are **88%** through this questionnaire

Welcome to the Supplier Evidence Submission stage of the Insurance Services 3 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.

# Insurance Services 3

You are **90%** through this questionnaire

**101.** A copy of your standard payment terms for all of your supply chain contracts

Evidence (pdf, image, max file size 5MB)

Attachment description

File

Choose File

No file selected

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

**102.** Details of the systems which are in place to ensure that suppliers are paid Promptly.

Evidence (pdf, image, max file size 5MB)

Attachment description

File

Choose File

No file selected

Save attachment

Saved attachments

| Attachment description              | File name |
|-------------------------------------|-----------|
| © 2020 NQC Ltd All Rights Reserved. |           |

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| Attachment description | File name |
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**103.** A copy of your procedures for resolving disputed invoices promptly and Effectively.

Evidence (pdf, image, max file size 5MB)

Attachment description

File

Choose File

No file selected

Save attachment

Saved attachments

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| Attachment description | File name |
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You haven't added any attachments

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**104.** 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)

Attachment description

File

Choose File

No file selected

Save attachment

Saved attachments



| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

**105.** Details of any code or standard on payment practices to which you are a Signatory.

Evidence (pdf, image, max file size 5MB)

Attachment description

File

Choose File

No file selected

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

**106.** If you are a signatory to a code or standard on prompt payment, details of what steps you have taken to ensure that you meet the requirements of the code or standard.

Evidence (pdf, image, max file size 5MB)

Attachment description

File

Choose File

No file selected

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

**107.** 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)

Attachment description

File

Choose File

No file selected

Save attachment

Saved attachments

| Attachment description            | File name |
|-----------------------------------|-----------|
| You haven't added any attachments |           |

# Insurance Services 3

You are **93%** through this questionnaire

Thank you for completing the Evidence Submission stage of Insurance Services 3 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 Insurance Services 3 DPS questionnaire, please click "**Submit Evidence**" below.