

# Selection Questionnaire 2016

## Introduction

Welcome to the standard Selection Questionnaire.

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

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

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

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

► Download the Selection Questionnaire questions

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

[Download the Selection Questionnaire](#)

► Creating a Selection Questionnaire template

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

► About the Supplier Registration Service

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

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

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

## Describe your standard Selection Questionnaire

The information you provide in this section will help contracting authorities to identify your application. A contracting authority may request that you provide a specific SQ name and description when applying for a contract opportunity.

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 you are applying for.

Selection Questionnaire Name

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

Selection Questionnaire Description

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

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

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

Selected CPV codes

You haven't selected any CPV codes

# Part 1: About your Organisation

This section gathers information to help understand the nature of your organisation and its legal entity.

4. Please enter your organisation details.

Full name of your company

DUNS number

Address lookup

Search for address

Street

Town or City

County or State

Guidance

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

Postcode

Country

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Registered VAT number

Registered website address

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

Registered company number (8 digits)

Registered charity number

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

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

☐

Yes

☐

No

☐

Not applicable

Full name of the immediate parent company

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a 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

Select a 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



# Part 1: Persons of Significant Control

You have indicated that one or more individuals have significant control over your organisation. If you are successful in a procurement, a criminal record check may be undertaken for each person of significant control.

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

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

Nationality

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

Service Address lookup

Search for address

Street

## 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.

Town or City

County or State

Postcode

Country

Country

Select a country

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

17. How much share capital does PSC 2 own?

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

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

Name

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

Nationality

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

Service Address lookup

Street

Town or City

County or State

Postcode

Country

Country

Select a country

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

18. How much share capital does PSC 3 own?

☐

Not applicable

☐

Over 25% up to (and including) 50%

☐

More than 50% and less than 75%



75% or more

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

Name

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

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

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

## Part 1: Bidding Model

This section gathers information about your approach to this procurement and all relevant parties if you are bidding as part of a group of economic operators.

**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

## Part 1: Sub-Contractors

You have indicated that you intend to use sub-contractors in the delivery of this contract, if successful. This section gathers contact information about the intended sub-contractors, who we may ask to complete a standard Selection Questionnaire.

22. Please provide details for Sub-contractor 1

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

### Guidance

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

Country

Country

Select a country

Company registration number

DUNS number

Registered VAT number

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

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

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

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

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

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

Please specify their trading status.

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

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

- ☐ Yes
- ☐ No

**26.** Please provide details for Sub-contractor 2.

Name

Address lookup

Search for address

Street



Town or City

County or State

Postcode

Country

Country

Select a 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

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

Select a 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

Country

Select a country

Company registration number

DUNS number

Registered VAT number

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

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

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

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

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

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

Please specify their trading status.

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

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

☐ Yes

☐ No

48. Please provide details for Sub-contractor 7.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

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

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

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

Please specify their trading status.

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

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

- ☐ Yes
- ☐ No

**52.** Please provide details for Sub-contractor 8.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a 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

Country

Select a country

Company registration number

DUNS number

Registered VAT number

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

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

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

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

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

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

Please specify their trading status.

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

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

☐ Yes

☐ No

60. Please provide details for Sub-contractor 10.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

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

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

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

Please specify their trading status.

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

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

- ☐ Yes
- ☐ No

**64.** Please provide details for Sub-contractor 11.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a 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

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a country

Company registration number

DUNS number

Registered VAT number

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

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

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

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

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

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

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

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

☐ Yes

☐ No

**76.** Please provide details for Sub-contractor 14.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

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

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

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

Please specify their trading status.

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

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

- ☐ Yes
- ☐ No

**80.** Please provide details for Sub-contractor 15.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a country

Company registration number

DUNS number

Registered VAT number

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

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



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

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

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

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

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

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

☐ Yes

☐ No

**84.** Please provide details for Sub-contractor 16.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

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

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

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

Please specify their trading status.

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

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

- ☐ Yes
- ☐ No

**88.** Please provide details for Sub-contractor 17.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a country

Company registration number

DUNS number

Registered VAT number

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

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

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

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

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

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

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

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

☐ Yes

☐ No

**92.** Please provide details for Sub-contractor 18.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

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



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

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

Please specify their trading status.

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

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

- ☐ Yes
- ☐ No

**96.** Please provide details for Sub-contractor 19.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a country

Company registration number

DUNS number

Registered VAT number

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

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

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

☐ Voluntary, Community and Social Enterprise (VCSE)

☐ Sheltered Workshop

☐ Public service mutual

☐ None of the above

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

☐ Public limited company

☐ Limited company

☐ Limited liability partnership

☐ Other partnership

☐ Sole trader

☐ Third sector

☐ Other

Please specify their trading status.

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

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

☐ Yes

☐ No

**100.** Please provide details for Sub-contractor 20.

Name

Address lookup

Street

Town or City

County or State

Postcode

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

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

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

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

Please specify their trading status.

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

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

- ☐ Yes
- ☐ No

**103.1.** Please provide details for Sub-contractor 21.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a 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

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a 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

Search for address

Street



Town or City

County or State

Postcode

Country

Country

Select a 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

Select a 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

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a 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

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a 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

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a 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

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Select a 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

## Part 1: Your Declaration

You must make a legally-binding declaration in order to submit the information contained in this standard Selection Questionnaire. Provide your contact details below and select 'I Confirm' to make your declaration.

**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

Country

Select a 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

## **Part 2: Grounds for Mandatory Exclusion**

This section contains mandatory legal questions covering evidence of convictions and relevant binding legal decisions. If you are unable to answer 'no' to every question in this section, it is highly likely that you will be excluded from the contract opportunity.

The detailed grounds for mandatory exclusion of an organisation are set out [here](#), which should be referred to before completing these questions.

**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

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

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

Web address

Issuing authority

Precise reference of the documents

**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

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

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



Web address

Issuing authority

Precise reference of the documents

**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

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

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

Web address

Issuing authority

Precise reference of the documents

**108.** Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of: *Terrorist offences or offences linked to terrorist activities*.

► Definition: Terrorist offences or offences linked to terrorist activities

Any offence:

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

☐

Yes

☐

No

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

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

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

Web address

Issuing authority

Precise reference of the documents

**109.** Please indicate if, within the past five years you,  
your organisation or any other person who has powers of  
representation, decision or control in the organisation has  
been convicted anywhere in the world of: *Money  
laundering or terrorist financing*.

- Definition: Money laundering or terrorist financing

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

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

☐

Yes

☐

No

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

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

Web address

Issuing authority

Precise reference of the documents

**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

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

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

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

Web address

Issuing authority

Precise reference of the documents

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

► Self Cleaning

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

Details of any measures

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

► Non-payment of tax and social security contributions

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

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

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

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

☐

Yes

☐

No

Please provide further details.

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

☐

I Confirm



## Part 2: Grounds for Discretionary Exclusion

If any of the discretionary grounds for exclusion detailed in this section apply to your organisation, contracting authorities are entitled to exclude you from a procurement. The contracting authority can use its discretion as to whether you may proceed if these grounds apply, provided you can demonstrate satisfactory remedial action has been taken.

The detailed grounds for discretionary exclusion of an organisation are set out [here](#), which should be referred to before completing these questions.

**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
- ▶ ANNEX X Extract from Public Procurement Directive 2014/24/EU

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.

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:-

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- 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) -

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- 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);
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- 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.

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☐

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

► Definition: Consequences of misrepresentation

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.

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).

## Part 3: Economic and Financial Standing

The relevant contract notice provides instructions on which questions organisations are required to complete within this section.

If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

**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

## Part 3: Relevant Experience

In this section you can provide up to three contract examples from the public or private sector that are relevant to the requirement you are applying for.

Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.

The named contact provided in each case should be able to provide written evidence to confirm the accuracy of the information provided.

Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.

### 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.

**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

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Estimated contract value

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

☐ Yes

☐ No

Name of customer organisation

Point of contact in customer organisation

Position in the organisation

E-mail address

Description of contract

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Estimated contract value



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

☐ Yes

☐ No

Name of customer organisation

Point of contact in customer organisation

Position in the organisation

E-mail address

Description of contract

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Estimated contract value

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

**Evidence**

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

Choose File

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Attachment description

State how you want this file to be described

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

**137.** If you cannot provide at least one example customer contract, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.

## Part 3: Modern Slavery Act

The 'Modern Slavery' section establishes whether your organisation is required to report against section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015.

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

► Modern Slavery Act 2015

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

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

☐

Yes

☐

No

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

► Guidance for Modern Slavery Act

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

☐

Yes

☐

No

Please provide an explanation.

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

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

Please provide a link to your slavery and human trafficking statement

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

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

## Part 3: Insurance

This section gathers information regarding insurance levels needed for your organisation as a legal requirement.

### 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.

**Does Employer's (Compulsory) Liability Insurance cover, or can commit to obtaining it prior to the commencement of the contract?**

**It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.**

☐ Yes ☐ No

Level of Insurance Cover (£)

**141. Public Liability Insurance**

☐ Yes ☐ No

Level of Insurance Cover (£)

**142. Professional Indemnity Insurance**

☐ Yes ☐ No

Level of Insurance Cover (£)

**143. Product Liability Insurance**

☐ Yes ☐ No

Level of Insurance Cover (£)

# Part 3: Skills and Apprentices

The 'Skills and Apprentices' section outlines whether you will be supporting apprenticeships and skills development through this contract.

**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

## Part 3: Steel

This section outlines any supply chain management systems, policies, standards and procedures you currently have in place regarding steel supply or production.

Answer these questions if you will be involved in steel supply or production as part of this procurement.

**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.

## Part 3: Past Performance

The 'Past Performance' section covers details of past performance in relation to competency, management systems, supplier performance and any breaches of health and safety legislation.

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

► Taking account of suppliers' past performance

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No ☐ Not applicable

## Part 3: Cyber Essentials

The 'Cyber Essentials' section outlines whether your organisation has relevant Cyber Essentials certification.



**155.** Does your organisation have Cyber Essentials certification?

☐ Yes

☐ No

Describe the Scope of the certification

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Certification Serial Number

**156.** Does your organisation have Cyber Essentials Plus certification?

☐ Yes

☐ No

Describe the Scope of the certification

Day  
(DD)

Month  
(MM)

Year  
(YYYY)

Certification Serial Number

## Part 3: NHS Requirements

This section gathers information required from organisations applying for NHS and health related contracts in the public sector.

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

☐ Yes    ☐ No

Please provide your IFA reference.

Please provide your IFB reference.

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

☐ Yes    ☐ No

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

☐ Yes    ☐ No

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

☐ Yes    ☐ No

Please provide details.

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

► Guidance for health screening service

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

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

☐ Yes

☐ No

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

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Attachment description

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## Part 3: CESG Cyber Certifications

This section covers which relevant cyber certifications you have or plan to apply for.

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



Certified Cyber Security Consultancy - Risk Assessment

Certificate Reference

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|----------------------|----------------------|----------------------|
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Please upload a copy of the certificate.  
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Certified Cyber Security Consultancy - Risk Management

Certificate Reference

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Certified Cyber Security Consultancy - Security Architecture

Certificate Reference

Day (DD)

Month (MM)

Year (YYYY)

Day (DD)

Month (MM)

Year (YYYY)

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Certified Cyber Security Consultancy - Audit & Review

Certificate Reference

Day (DD)

Month (MM)

Year (YYYY)

Day  
(DD)

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(MM)

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Certified Cyber Security Consultancy - Incident Management

Certificate Reference

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Penetration Testing: CHECK

Certificate Reference

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☐ Cyber Incidents: CIR

Certificate Reference

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

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

|                               |   |                           |
|-------------------------------|---|---------------------------|
| <div>Choose File</div>        | No file selected                                | Attachment<br>description |
| <div>Browse previous...</div> | State how you<br>want this file to be described |                           |
| <input type="text"/>          |   |                           |

☐ Tailored Evaluation: CTAS

Certificate Reference

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

|             |               |                |
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| <div></div> | <div></div>   | <div></div>    |

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

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

# Part 3: CESH Cyber Certifications

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

Certified Cyber Security Consultancy - Risk Assessment

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

Certified Cyber Security Consultancy - Risk Management

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

Certified Cyber Security Consultancy - Security Architecture



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

☐ Certified Cyber Security Consultancy - Audit & Review

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

☐ Certified Cyber Security Consultancy - Incident Management

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

☐ Penetration Testing: CHECK

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

☐ Cyber Incidents: CIR

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

☐ Tailored Evaluation: CTAS

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

# Submission

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.

### Submitting your Selection Questionnaire

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

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

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

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

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

## Submitting your Selection Questionnaire

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

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

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

Your Selection Questionnaire is now complete.

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

## Selection Questionnaire Reference

This is your standard Selection Questionnaire reference.

## Submitting your Selection Questionnaire

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

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

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

---

## 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'.

# SQ Evidence Request

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

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

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

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

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

# SQ Evidence Request

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

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

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

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

☐

Suppliers' Past Performance - a certificate for each principal contract for goods and/or services provided in the last three years

☐

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

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

Select an answer

Select an answer

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

☐

Yes

☐

No

Please provide your message

## SQ Evidence Request

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

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

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

Thank you for completing the SQ Evidence Request stage.

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

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

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

## SQ Evidence Request

What happens next?

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

The supplier can then upload and share the evidence requested.

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

## SQ Evidence Submission

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.

## SQ Evidence Submission

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

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

Choose File

No file selected

Browse previous...

Attachment description

State how you want this file to be described

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

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

Choose File

No file selected

Browse previous...

Attachment description

State how you want this file to be described

Guidance

The maximum file size for each upload is 5MB.

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

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



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

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

|  |  |
|--|--|
| <div>Choose File</div> <div>No file selected</div> | Attachment description                       |
| <div>Browse previous...</div>                      | State how you want this file to be described |
| <div></div>  |  |

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

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

|  |  |
|--|--|
| <div>Choose File</div> <div>No file selected</div> | Attachment description                       |
| <div>Browse previous...</div>                      | State how you want this file to be described |
| <div></div>  |  |

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

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

|  |  |
|--|--|
| <div>Choose File</div> <div>No file selected</div> | Attachment description                       |
| <div>Browse previous...</div>                      | State how you want this file to be described |
| <div></div>  |  |

**171.** Upload documentary evidence for parent company accounts

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

|  |  |
|--|--|
| <div>Choose File</div> <div>No file selected</div> | Attachment description                       |
| <div>Browse previous...</div>                      | State how you want this file to be described |
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**172. Upload documentary evidence for parent company guarantee**

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

|                               |                  |  |
|-------------------------------|------------------|--|
| <div>Choose File</div>        | No file selected | Attachment description                       |
| <div>Browse previous...</div> |                  | State how you want this file to be described |
| <div></div>                   |                  |  |

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

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

|                               |                  |  |
|-------------------------------|------------------|--|
| <div>Choose File</div>        | No file selected | Attachment description                       |
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| <div></div>                   |                  |  |

**174. Upload documentary evidence for public liability insurance**

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

|                               |                  |  |
|-------------------------------|------------------|--|
| <div>Choose File</div>        | No file selected | Attachment description                       |
| <div>Browse previous...</div> |                  | State how you want this file to be described |
| <div></div>                   |                  |  |

**175. Upload documentary evidence for professional indemnity insurance**

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

|                               |                  |  |
|-------------------------------|------------------|--|
| <div>Choose File</div>        | No file selected | Attachment description                       |
| <div>Browse previous...</div> |                  | State how you want this file to be described |
| <div></div>                   |                  |  |

**176. Upload documentary evidence for product liability insurance**

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

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

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

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

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

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

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

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

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

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

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

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

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

|  |  |
|--|--|
| <div>Choose File</div> <div>No file selected</div> | Attachment description                       |
| <div>Browse previous...</div>                      | State how you want this file to be described |
| <div></div>  |  |

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

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

|  |  |
|--|--|
| <div>Choose File</div> <div>No file selected</div> | Attachment description                       |
| <div>Browse previous...</div>                      | State how you want this file to be described |
| <div></div>  |  |

**182.** Upload documentary evidence for a statement of the turnover

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

|  |  |
|--|--|
| <div>Choose File</div> <div>No file selected</div> | Attachment description                       |
| <div>Browse previous...</div>                      | State how you want this file to be described |
| <div></div>  |  |

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

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

|  |  |
|--|--|
| <div>Choose File</div> <div>No file selected</div> | Attachment description                       |
| <div>Browse previous...</div>                      | State how you want this file to be described |
| <div></div>  |  |

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

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

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

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

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

Choose File

No file selected

Attachment description

Browse previous...

State how you want this file to be described

**SQ Evidence Submission**

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.

**SQ Evidence Review**

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

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

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

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

## SQ Evidence Review

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

186. Select the action that you wish to take.

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

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

187. Select the action that you wish to take.

☐ Accept Evidence      ☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

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

188. Select the action that you wish to take.

☐ Accept Evidence      ☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

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

189. Select the action that you wish to take.

☐ Accept Evidence      ☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

190. Select the action that you wish to take.  
by the owners and/or the bank, charity accruals accounts  
or an alternative means of demonstrating financial status

☐

Accept Evidence

☐

Reject Evidence

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

Download and review the evidence for parent company  
accounts

191. Select the action that you wish to take.

☐

Accept Evidence

☐

Reject Evidence

Enter a message for the supplier

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

Download and review the evidence for parent company  
guarantee

192. Select the action that you wish to take.

☐

Accept Evidence

☐

Reject Evidence

Enter a message for the supplier

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



193. Select the action that you wish to take.  
Download and review the evidence for employer's (compulsory) liability insurance

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for public liability insurance

194. Select the action that you wish to take.

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for professional indemnity insurance

195. Select the action that you wish to take.

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

**196.** Select the action that you wish to take.  
Download and review the evidence which demonstrates supplier's commitment to product liability insurance

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

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

**197.** Select the action that you wish to take.

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

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

**198.** Select the action that you wish to take.

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

**199.** Select the action that you wish to take. Download and review the evidence for the list of relevant principal contracts for goods and/or services provided in the last three years

☐ Accept Evidence

☐ Reject Evidence

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

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

**200.** Select the action that you wish to take.

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier

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

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

**201.** Select the action that you wish to take.

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier

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

**202.** Select the action that you wish to take.  
Download and review the evidence for a statement of the turnover

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for profit & loss account

**203.** Select the action that you wish to take.

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

Download and review the evidence for current liabilities and assets

**204.** Select the action that you wish to take.

☐ Accept Evidence

☐ Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements

205 Select the action the evidence will take flow for the most recent year of trading for the organisation

Accept Evidence

Reject Evidence

Enter a message for the supplier  
Request further documentation from the supplier, in order to meet the SQ evidence requirements