

## **Selection Questionnaire**

### **Open Tender**

For the Provision of Maintenance Services Issued by

**University Hospitals of Morecambe Bay NHS Foundation Trust**

Tender Reference Number: 2023/S 000-037442

Reference: LGM36926

Maintenance Contract

**Verification of Critical Ventilation Systems in accordance with HTM 03-01, HSG 258  
and COSHH - in particular Regulation 9, regarding LEV**

## Contents:

Standard Selection Questionnaire .....	2
Part 1: Your information and the bidding model.....	5
Part 2: Exclusion grounds.....	8
Section 3 – Mandatory and discretionary grounds.....	10
Section 4 – Grounds for Discretionary Exclusion .....	11
Part 3: Selection Questions.....	13
Section 5 – Economic and financial standing.....	13
Section 6 – Technical and Professional Ability.....	14
Section 7 – Additional Questions Including Project Specific Questions .....	16
Section 7.1 - Insurance.....	16
Section 8.1 - Financial Capacity.....	16
Section 8.2 - Quality Assurance .....	16
Section 8.3 - Business Continuity.....	17
Section 8.4 - SEC <sup>3</sup> URE.....	17
Section 8.5 - Additional costs – recording .....	18
Section 8.6 - Disclosure and Barring Service.....	18
Contact details and declaration .....	19

## Standard Selection Questionnaire

### Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The SQ template includes a self-declaration, made by you (the potential supplier), that none of the grounds for exclusion apply<sup>1</sup>. If any of the grounds for exclusion do apply, there is an opportunity to explain any measures you have taken to demonstrate your reliability notwithstanding the existence of a ground for exclusion (we call this self-cleaning).

We require all the organisations that form part of your bidding group/consortium and each subcontractor that you are relying on to meet the selection criteria to provide a completed part 1 and part 2. This means that where you are joining a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Subcontractors that you rely on to meet the selection criteria, must also complete a self-declaration (although subcontractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

### Supplier Selection Questions: Part 3

The procurement documents will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group/consortium or you intend to use subcontractors, you should complete all of the selection questions on behalf of the group/consortium and/or any subcontractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to exclude you from the procurement process, including where an award decision has already been notified, and award to another supplier.

### Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. 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 must be excluded from further procurements for five years.

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<sup>1</sup>For the list of exclusions please see [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Disccretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Disccretionary_Exclusions.pdf)

Verification of Critical Ventilation Systems in accordance with HTM 03-01, HSG 258  
and COSHH - in particular Regulation 9, regarding LEV

[LGM36926 and 2023/S 000-037442]

**Open Procedure**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of subcontractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed part 1 and part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For part 1 and part 2 every member of your bidding group/consortium, and any subcontractor that is being relied on to meet the selection criteria, must complete and submit the self-declaration.
6. For the mandatory exclusion grounds only (Q2.1(a)), you must complete the declaration for all relevant persons and entities. There are two categories of persons and entities:
  - members of your administrative, management or supervisory board; secondly, entities and persons who have powers of representation, decision or control. You must decide, depending on the nature and structure of the entity or person who is bidding, which entities and persons this applies to in your particular circumstances. Clearly, members of your administrative, management or supervisory board should be easily identifiable and will cover company directors (or equivalent for other types of corporate entities) and members of an executive board.
  - the second category of those with powers of representation, decision or control, is likely to be more complicated. As an illustration, entities or persons with 25% or more shareholding (or equivalent for other types of corporate entities) are likely to have powers or representation, decision or control, although those with a lower shareholding may still have the relevant powers depending on their particular rights. Similarly, your ultimate parent company (or equivalent for other types of corporate entities) is likely to have powers of representation, decision or control. Depending on your particular structure, intermediate parent companies who do not have a direct shareholding, directors or members of an executive board of your immediate parent company (for example in the case of an SPV set up specifically to bid for a particular contract), and holders of mortgages or liens may be covered. It isn’t necessary to identify which entities and persons you think are covered but you must be satisfied that your declaration is made in respect of all of those that are covered.

7. *All subcontractors are required to complete their own part 1 and part 2<sup>2</sup>*

8. *For answers to part 3 – If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, providing one composite response and declaration.*

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

9. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in [Schedule 1](#) of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, [read the terms](#) and email [publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk) or phone 0345 010 3503.

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<sup>2</sup>See [PCR 2015 regulations 71 \(8\)-\(9\)](#) ([http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi\\_20150102\\_en.pdf](http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf))

## Part 1: Your information and the bidding model

You must answer all questions in parts 1 and 2. If you are the supplier, you must answer all questions in part 3 as well. **[Contracting Authorities to change this instruction if all members of the group or required to submit a completed part 3]**

Bidders must ensure that every organisation on which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2.

Yes  
No  
N/A

Section 1	Your information	
Question number	Question	Response
1.1(a)	Name (if registered, please give the registered name)	
1.1(b) – (i)	Registered address (if applicable) or head office address	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) - public limited company b) - private limited company c) - limited liability partnership d) - other partnership e) - sole trader f) - third sector g) - other (please specify your trading status)	
1.1(d)	Date of registration (if applicable) or date of formation.	
1.1(e)	Registration number (company, partnership, charity, etc if applicable).	
1.1(f)	Registered VAT number.	
1.1(g) - (i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established?	Yes No N/A
1.1(g) - (ii)	If you responded yes to 1.1(h) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide - the website address, - issuing body - reference number.	
1.1(h) - (i)	For procurements for services only, is it a legal requirement in the country where you are established for you to: a) possess a particular authorisation, or b) be a member of a particular organisation,	Yes No

	to provide the requirements specified in this procurement?	
1.1(h) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number.	
1.1(i)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE). b) Sheltered Workshop. c) Public service mutual.	
1.1(j)	Are you a Small, Medium or Micro Enterprise (SME) <sup>3</sup> ?	Yes No
1.1 (k)	Details of Persons with Significant Control (PSC) <sup>4</sup> , where appropriate <sup>5</sup> :  - Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives - Service address - The date he or she became a PSC in relation to the company; - Which conditions for being a PSC are met: - Over 25% up to (and including) 50% - More than 50% and less than 75% - 75% or more (Please enter N/A if not applicable)	
1.1(l)	Details of your immediate parent company: - Full name of immediate parent company, - Registered or head office address, - Registration number (if applicable), - VAT number (if applicable), Please enter N/A if not applicable)	
1.1(m)	Details of ultimate parent company: - Full name of ultimate parent company, - Registered or head office address,	

<sup>3</sup> See definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

<sup>4</sup> UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance. Overseas bidders are required to provide equivalent information.

<sup>5</sup> Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only.

	- Registration number (if applicable), - VAT number (if applicable), (Please enter N/A if not applicable)	
Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above).		

Please provide the following information about your approach to this procurement:

Section 1 (cont.)	Bidding model	
Question number	Question	Response
1.2	<p>Please indicate if you are bidding as a single supplier or as part of a group or consortium?</p> <p>If you are bidding as a single supplier, please go to Q 1.3.</p> <p>If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:</p> <p>a) The name of the group/consortium.</p> <p>b) The proposed structure of the group/consortium, including the legal structure where applicable.</p> <p>c) The name of the lead member in the group/consortium.</p> <p>d) Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).</p> <p>e) If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for</p>	
1.3	<p>If you are proposing to use subcontractors please provide the details for each subcontractor<sup>6</sup>.</p> <p>- Name</p> <p>- Registration number</p> <p>- Registered or head office address,</p> <p>- Trading status</p> <p>a. Public limited company</p>	

<sup>6</sup> This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18.



	<ul style="list-style-type: none"> <li>b. Private limited company</li> <li>c. Limited liability partnership</li> <li>d. Other partnership</li> <li>e. Sole trader</li> <li>f. Third sector</li> <li>g. Other (please specify your trading status)</li> </ul> <ul style="list-style-type: none"> <li>- Registered VAT number</li> <li>- SME (Yes/No)</li> <li>- The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known</li> <li>- The approximate % of contractual obligations assigned to each subcontractor, if known</li> <li>- Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for?</li> </ul>	
1.4	<b>Lots</b> Where applicable, please tell us which lot(s) you wish to bid for?	

## Part 2: Exclusion grounds

Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Declaration
2.1 (a)	<p>Within the past five years, anywhere in the world, have you or any person who:</p> <ul style="list-style-type: none"> <li>• is a member of the supplier's administrative, management or supervisory body or</li> <li>• has powers of representation, decision or control in the supplier<sup>7</sup>,</li> <li>• been convicted of any of the offences within the summary below and listed in full on the webpage?</li> </ul>	
2.1(a) - (i)	Participation in a criminal organisation.	Yes No

<sup>7</sup> see Notes for Completion

2.1(a) - (ii)	Corruption.	Yes No
2.1(a) - (iii)	Terrorist offences or offences linked to terrorist activities.	Yes No
2.1(a) - (iv)	Money laundering or terrorist financing.	Yes No
2.1(a) - (v)	Child labour and other forms of trafficking in human beings.	Yes No
2.1(a) - (vi)	Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland.	Yes No
2.1(a) - (vii)	Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.	Yes No
2.1(b)	<p><b>If you have answered yes to any part of question 2.1(a), please provide further details, including:</b></p> <ul style="list-style-type: none"> <li>• date of conviction and the jurisdiction,</li> <li>• which of the grounds listed the conviction was for,</li> <li>• the reasons for conviction,</li> <li>• the identity of who has been convicted.</li> </ul> <p>If the relevant documentation is available electronically please provide:</p> <ul style="list-style-type: none"> <li>• the web address,</li> <li>• issuing authority,</li> <li>• precise reference of the documents.</li> </ul>	
2.1(c)	If you have answered yes to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self cleaning).	

### Section 3 – Mandatory and discretionary grounds

Section 3	Mandatory and discretionary grounds relating to the payment of taxes and social security contributions	
<p>The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out on this <a href="#">webpage</a>,<sup>8</sup> and should be referred to before completing these questions.</p>		
Question number	Question	Declaration
3.2(a)	<p>Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.</p> <p>If documentation is available electronically, please provide:</p> <ul style="list-style-type: none"> <li>• the web address,</li> <li>• issuing authority,</li> <li>• precise reference of the documents</li> </ul>	<p>Yes No</p>
3.2(b)	<p>If you have answered no to 3.2(a) please provide further details including the following:</p> <ul style="list-style-type: none"> <li>• Country concerned,</li> <li>• what is the amount concerned</li> <li>• how the breach was established, i.e. through a judicial or administrative decision or by other means.</li> <li>• if the breach has been established through a judicial or administrative decision please provide the date of the decision,</li> <li>• if the breach has been established by other means please specify the means.</li> </ul>	
3.3	<p>Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.</p>	<p>Yes No</p>
<p>Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions</p>		

<sup>8</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

## Section 4 – Grounds for Discretionary Exclusion

Section 4	Grounds for Discretionary Exclusion	
The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a> , <sup>9</sup> and should be referred to before completing these questions.		
Question number	Question	Declaration
4.1	Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on the webpage applied to you?	
4.1(a)	Breach of environmental obligations? To note that environmental law obligations include Health and Safety obligations. See webpage.	Yes No
4.1(b)	Breach of social law obligations?	Yes No
4.1(c)	Breach of labour law obligations?	Yes No
4.1(d)	Bankruptcy or subject of insolvency?	Yes No
4.1(e)	Guilty of grave professional misconduct?	Yes No
4.1(f)	Distortion of competition?	Yes No
4.1(g)	Conflict of interest?	Yes No
4.1(h)	Been involved in the preparation of the procurement procedure?	Yes No
4.1(i)	Prior performance issues?	Yes No
4.1(j)	Do any of the following statements apply to you?	
4.1(j) - (i)	You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes No

<sup>9</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

4.1(j) - (ii)	You have withheld such information.	Yes No
4.1(j) –(iii)	You are not able, without delay, to submit documents if/when required.	Yes No
4.1(j)-(iv)	You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you 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.	Yes No
4.2	<p>You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.</p> <p>If you are a relevant commercial organisation please -</p> <ul style="list-style-type: none"> <li>confirm that you have published a statement as required by Section 54 of the Modern Slavery Act.</li> <li>confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54.</li> </ul>	Yes No  Yes No
4.3	<p>If your latest published statement is available electronically please provide:</p> <ul style="list-style-type: none"> <li>the web address,</li> <li>precise reference of the documents.</li> </ul>	
4.4	If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self cleaning)	

## Part 3: Selection Questions

### Section 5 – Economic and financial standing

Question number	Question	Response
5.1	<p>If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:</p> <ul style="list-style-type: none"> <li>• the web address</li> <li>• issuing authority</li> <li>• precise reference of the documents</li> </ul>	
5.2	<p>If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).</p> <p>Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).</p>	
5.3	<p>If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.</p>	
5.3(a)	<p>A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.</p>	
5.3(b)	<p>Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p>	
5.4	<p>Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.</p>	<p>Yes</p> <p>No</p>

## Section 6 – Technical and Professional Ability

Section 6	Technical and Professional Ability		
6.1	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to three contracts, to meet the technical and professional ability criteria set out in the procurement documents in any combination from either the public or private sectors; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Where this procurement is for supplies or services, the examples must be from the past three years. Where this procurement is for works, the examples may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/subcontractors have 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 members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).</p> <p>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 subcontractor(s) who will deliver the contract.</p> <p><b>For each contract please provide the following information</b></p> <p>If you cannot provide examples see question 6.2</p>		
	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
Name of customer organisation who signed the contract			
Name of supplier who signed the contract			
Point of contact in the customer's organisation.			

Position in the customer's organisation			
E-mail address			
Description of contract.			
Contract Start date.			
Contract completion date.			
Estimated contract value			
6.2	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>		
6.3	<p>Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).</p> <p>The description 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 and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes).</p>		



## Section 7 – Additional Questions Including Project Specific Questions

### Section 7.1 - Insurance

Section 7.1	Insurance	
7.1	<p>Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5 million</p> <p>Public Liability Insurance = £5 million</p> <p>Professional Indemnity Insurance = £1 million</p> <p>*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information:</p> <p><a href="http://www.hse.gov.uk/pubns/hse39.pdf">http://www.hse.gov.uk/pubns/hse39.pdf</a></p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p>

### Section 8.1 - Financial Capacity

8.1	Financial capacity
8.1	Potential Bidders are asked to provide their organisation's registration number so that a Credit Report (from Company Searches Made Simple) can be obtained.
Your Response	

### Section 8.2 - Quality Assurance

8.2	Quality Assurance
8.2 (a)	Does your organisation have ISO9001 accreditation? If so, please attach a copy of your current certificate.
Your Response	INSERT YOUR DOCUMENT HERE
8.2 (b)	If your organisation does not have ISO9001 accreditation, do you have an internal quality management system. If so, please provide details of your quality management system. This should include an explanation of how your organisation ensures customer requirements are determined and met, how you set objectives to achieve results, how these are measured, how you establish procedures and ensure these are being followed, what your procedure is for when things go wrong, and how you ensure staff are competent to deliver your service. If your organisation has them please provide copies of your quality manual or policy, an example of a set of objectives and an example of a quality procedure.
Your Response	INSERT YOUR DOCUMENT HERE

### Section 8.3 - Business Continuity

8.3	Business Continuity
8.3 (a)	<p>The Authority requires that the bidder shall maintain a detailed and current plan (which shall include a disaster recovery plan and recovery time objectives), which shall be updated annually or before any issues arise which is likely to impact business continuity. Any such plan MUST be demonstrable and contain evidence of regular updates.</p> <p>Please confirm you have a business continuity plan.</p>
Your Response	<p>Yes</p> <p>No</p>
8.3 (b)	<p>The Business continuity plan must detail what provisions will be in place to ensure consistency of supply in the event of:</p> <p>Adverse weather conditions  Vehicle and/or equipment failure  Industrial dispute/staffing shortages  Receivership  Major road disruptions and fuel shortages  Loss of premises  Loss of information technology</p> <p>Please provide details:</p>
Your Response	
8.3 (c)	<p>The contingency plan should include, but not be limited to, details of:</p> <p>Safeguarding arrangements  When and how the plan will be implemented  Fallback contact details  Fallback relocation plans  Temporary arrangements  Arrangements for reviewing and modifying the contingency plan</p> <p>Please provide a summary. Demonstrable written business plans will be required</p>
Your Response	

### Section 8.4 - SEC<sup>3</sup>URE

8.4	SEC <sup>3</sup> URE
8.4	<p>Please state whether you are already registered with the SEC<sup>3</sup>URE Visitor Scheme. If you are, please provide evidence. If you are not, please confirm that you will obtain registration prior to commencement of the contract.</p>
Your Response	

### Section 8.5 - Additional costs – recording

8.5	Additional costs recording
8.5	<p>Please confirm that you will keep updated records of ad-hoc additional spend which includes:</p> <p>Total amount invoiced including breakdown of costs</p> <p>Number of hours, whether in or out of normal working hours</p> <p>Parts supplied including type and number</p> <p>Details of technician attending</p>
Your Response	

### Section 8.6 - Disclosure and Barring Service

8.6	Disclosure and Barring Service
8.6 (a)	Do you have or will you have DBS certificates for all potential staff performing any of services under this contract?
Your Response	
8.6 (b)	If you are the winning bidder, please confirm you will be able to provide the 12-digit reference number, full name and date of birth of all staff performing the contract.
Your Response	

## Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this complete document are correct and accurate, including parts 1, 2 and part 3.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

<b>Signature (electronic is acceptable)</b>	
<b>Date</b>	

Contact details of those making the declaration	
Question	Response
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	