

## Appendix X: TENDER QUESTIONNAIRE

### PEAK DISTRICT NATIONAL PARK AUTHORITY SOUTH WEST PEAK PLP FUTURE CUSTODIANS PROJECT INVITATION TO TENDER (ITT) OPEN PROCEDURE

#### Standard Selection Questionnaire Suitability assessment questions

##### **Potential Supplier Information: Part 1 and Part 2**

*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 ITT. This section is not scored but is required information*

##### **Supplier Selection Questions: Part 3**

*If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.*

##### **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 If a contract has been entered into you may be sued for damages and the contract may be rescinded.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.*

##### **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. For Part 1 every organisation that is being relied on to meet the selection must complete and submit the self-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.*

## Part 1: Potential supplier information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 self-declaration.

Section 1 is not scored but is required information.

Section 1	Potential supplier information
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Question no.	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) 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)	Trading name(s) that will be used if successful in this procurement	
1.1(e)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Public service mutual	
1.1(f)	Are you a Small, Medium or Micro Enterprise (SME) <sup>1</sup> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

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

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

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

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.2(a)	Contact name	
1.2(b)	Name of organisation	
1.2(c)	Role in organisation	
1.2(d)	Phone number	

<sup>1</sup> See EU 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)

1.2(e)	E-mail address	
1.2(f)	Postal address	
1.2(g)	Signature	
1.2(h)	Date	

## Part 2: Selection Questions

Section 1 Economic and Financial Standing		
	Question	Response
1.1	Are you able to provide a copy of your audited accounts for the last two years, if requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2	Have you the economic and financial resources to deliver the Contract requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2 Technical and Professional Ability			
2.1	<p><b>Relevant experience and contract examples</b></p> <p>Please provide details of up to <b>three contracts</b>, 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. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. If you cannot provide examples see question 2.2</p>		
	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
<b>Name of customer organisation</b>			
<b>Point of contact in the organisation</b>			
<b>Position in the organisation</b>			
<b>E-mail address</b>			
<b>Description of contract</b>			
<b>Contract Start date</b>			
<b>Contract completion date</b>			
<b>Estimated contract value</b>			
2.2	<p>If you cannot provide at least one example for questions 2.1, 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.</p>		

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### 3. Additional Questions

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.

Section 4		Additional Questions	
4.1		Technical Capabilities	
a.	<p>Has the Bidder suffered from any of the following:</p> <ul style="list-style-type: none"> <li>• failed to complete a contract on time, there has been a successful</li> <li>• claim for damages, damages have been deducted or recovered or</li> <li>• where the contract has been terminated?</li> </ul> <p>(If yes, please provide details as a separate appendix including name, address, description, reason for the claim and remedies taken).</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	
b.	<p>Has the Bidder received any court action against it (or where court action is outstanding) in the <b>last three years</b>?</p> <p>(If yes, please provide details as a separate appendix, including name, address, description, reason for the action and remedies taken).</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	
4.2		Compliance with Equalities Legislation	
a.	<p>In the <b>last three years</b>, has any finding of unlawful discrimination been made against your organisation by an;</p> <ul style="list-style-type: none"> <li>• Employment Tribunal,</li> <li>• An Employment Appeal Tribunal; or</li> <li>• Any other court (or in comparable proceedings in any jurisdiction other than the UK)?</li> </ul>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	

b.	<p>In the <b>last three years</b>, has your organisation 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 or alleged unlawful discrimination?</p> <p>If you have answered “<b>yes</b>” to one or both of the questions in this section 8.3, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
4.3	Health and Safety	
a.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
b.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the <b>last three years</b>?</p> <p>The Authority <b>will exclude</b> bidder(s) that have been in receipt of enforcement/remedial action orders unless the Bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
c.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No
4.4	General Data Protection Regulations	
	<p>The General Data Protection Regulations which intend to strengthen and unify data protection for individuals are expected to come into force on 25 May 2018. Please confirm if you are aware of the obligations and how they will apply to your organisation.</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No