Selection Questionnaire

You are **0%** through this questionnaire

Welcome to the standard Selection Questionnaire.

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

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

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

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

► Download the Selection Questionnaire questions

> 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.

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Selection Questionnaire

You are **5%** through this questionnaire

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

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

Selection Questionnaire Name

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

Selection Questionnaire Description

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

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

Quick CPV code search

Selected CPV codes

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Selection Questionnaire

You are **10%** through this questionnaire

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

Postcode

Country

Country

Guidance

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

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Date of registration in country of origin

Day Month Year

Registered VAT number

Registered website address

5. Confirm any registered numbers against your organisation.

Registered company number

Registered charity number

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

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

Yes No Not applicable

Full name of the immediate parent company

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Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

DUNS number

Registration number

VAT number

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

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The top most responsible company in your corporate family.

- ◯ Yes
- ◯ No
- ◯ Not applicable

Full name of the ultimate parent company

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

DUNS number

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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

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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

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- [ ] 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

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Selection Questionnaire

You are **14%** through this questionnaire

15. How much share capital does PSC 1 own?

- ○ Over 25% up to (and including) 50%
- ○ More than 50% and less than 75%
- ○ 75% or more

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

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

Name

Date of birth

Day Month Year

Nationality

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

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.

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Service Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

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

Day Month Year

17. How much share capital does PSC 2 own?

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

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○ 75% or more

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

Name

Date of birth

Day Month Year

Nationality

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

Service Address lookup

Search for address

Street

Town or City

County or State

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Postcode

Country

Country

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

Day Month Year

18. How much share capital does PSC 3 own?

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

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

Name

Date of birth

Day Month Year

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Nationality

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

Service Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

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

Day Month Year

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Selection Questionnaire

You are **19%** through this questionnaire

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

◯ Yes ◯ No

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

Please provide the proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded.

If you do not propose to form a single legal entity, please explain the legal structure.

20. Are you a supporting bidder?

◯ Yes ◯ No

Name of the lead bidder

SQ Reference of the lead bidder

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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

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Selection Questionnaire

You are **24%** through this questionnaire

22. Please provide details for Sub-contractor 1

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

Guidance

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

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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

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- ◯ 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

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Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

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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)?

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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

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

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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

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- ◯ 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

Search for address

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Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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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

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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

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Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

- ○ Voluntary, Community and Social Enterprise (VCSE)
- ○ Sheltered Workshop

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- ◯ 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.

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Name

Address lookup

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Street

Town or City

County or State

Postcode

Country

Country

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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

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- ◯ 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

Search for address

Street

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County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

49. Please confirm the organisation type of Sub-contractor

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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)?

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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

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Street

Town or City

County or State

Postcode

Country

Country

Company registration number

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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

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- ◯ 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

Search for address

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Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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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

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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

Search for address

Street

Town or City

County or State

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Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

- ○ Voluntary, Community and Social Enterprise (VCSE)
- ○ Sheltered Workshop

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- ◯ 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.

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Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

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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

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- ◯ 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

Search for address

Street

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Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

69. Please confirm the organisation type of Sub-contractor

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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)?

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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

Company registration number

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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

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- ◯ 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

Search for address

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Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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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

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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

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Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

- ○ Voluntary, Community and Social Enterprise (VCSE)
- ○ Sheltered Workshop

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- ◯ 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.

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Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

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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

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- ◯ 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

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Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

89. Please confirm the organisation type of Sub-contractor

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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)?

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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

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

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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

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- ◯ 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

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Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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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

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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

Search for address

Street

Town or City

County or State

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Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

- ○ Voluntary, Community and Social Enterprise (VCSE)
- ○ Sheltered Workshop

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- ◯ 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

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103.1. Please provide details for Sub-contractor 21.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

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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

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- ◯ 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

Search for address

Street

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Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

103.6. Please confirm the organisation type of Sub-

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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)?

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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

Company registration number

© 2021 NQC Ltd All Rights Reserved.

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

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- ◯ 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

Search for address

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Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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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

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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

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Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

- ○ Voluntary, Community and Social Enterprise (VCSE)
- ○ Sheltered Workshop

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- ◯ 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

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103.21. Please provide details for Sub-contractor 26.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

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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

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- ◯ 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

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Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

103.26. Please confirm the organisation type of Sub-

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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)?

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

Yes No

103.29. Please provide details for Sub-contractor 28.

Name

Address lookup

Search for address

Street

Town or City

County or State

Postcode

Country

Country

Company registration number

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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

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- ◯ 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

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Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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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

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Please specify their trading status.

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

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

Yes No

103.37. Please provide details for Sub-contractor 30.

Name

Address lookup

Search for address

Street

Town or City

County or State

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Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

- ○ Voluntary, Community and Social Enterprise (VCSE)
- ○ Sheltered Workshop

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- ◯ 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

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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

Company registration number

DUNS number

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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

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- ◯ 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

Search for address

Street

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Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

103.46. Please confirm the organisation type of Sub-

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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)?

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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

Company registration number

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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

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- ◯ 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

Search for address

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Street

Town or City

County or State

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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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

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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

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Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

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

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

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

- ○ Voluntary, Community and Social Enterprise (VCSE)
- ○ Sheltered Workshop

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- ◯ 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

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Selection Questionnaire

You are **29%** through this questionnaire

104. Please provide your contact details and declaration.

► Consequences of misrepresentation

> You may face significant consequences if you seriously misrepresent any factual information in the Selection Questionnaire, and so induce an authority to enter into a contract. You may be excluded from the procurement procedure, and from bidding for other contracts for three years.
>
> If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud or fraudulent intent can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you will be excluded from further procurements for five years.
>
> If the relevant documentary evidence referred to in the standard Selection Questionnaire is not provided upon request and without delay, a contracting authority reserves the right to amend the contract award decision and award to the next compliant bidder.

Contact name

Name of organisation

Role in organisation

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Telephone number

E-mail address

Street

Town

County

Postcode

Country

Country

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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

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Selection Questionnaire

You are **33%** through this questionnaire

105. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of: Participation in a criminal organisation.

► Definition: Participation in a criminal organisation

> Participation offence as defined by section 45 of the Serious Crime Act 2015. Conspiracy within the meaning of
> - section 1 or 1A of the Criminal Law Act 1977 or
> - article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983
>
> where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

◯ Yes ◯ No

Date of conviction

Day Month Year

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

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

Web address

Issuing authority

Precise reference of the documents

106. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of: Corruption.

► Definition: Corruption

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

The common law offence of bribery;

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

◯ Yes ◯ No

Date of conviction

Day Month Year

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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

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

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

◯ Yes ◯ No

Date of conviction

Day Month Year

Reasons for conviction

Length of period of exclusion

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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

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Date of conviction

Day | Month | Year

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

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

Web address

Issuing authority

Precise reference of the documents

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

► Definition: Money laundering or terrorist financing

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

◯ Yes ◯ No

Date of conviction

Day Month Year

Reasons for conviction

Length of period of exclusion

Identity of who has been convicted

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

Web address

Issuing authority

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Precise reference of the documents

110. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of: Child labour and other forms of trafficking in human beings.

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

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

◯ Yes ◯ No

Date of conviction

Day Month Year

Reasons for conviction

Length of period of exclusion

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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

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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)?

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☐ I Confirm

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Selection Questionnaire

You are **38%** through this questionnaire

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

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

> Where an organisation has violated applicable obligations in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Directive (see below) as amended from time to time; including the following:-
>
> - Where the organisation or any of its Directors or Executive Officers has been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years.
> - In the last three years, where the organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination.
> - In the last three years, where any finding of unlawful discrimination has been made against the organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or incomparable proceedings in any jurisdiction other than the UK).
> - Where the organisation has been in breach of section 15 of the Immigration, Asylum, and Nationality Act 2006;
> - Where the organisation has a conviction under section 21 of the Immigration, Asylum, and Nationality Act 2006;
> - Where the organisation has been in breach of the National Minimum Wage Act 1998.

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

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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

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

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

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

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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);
- ILO Convention 100 on Equal Remuneration;
- ILO Convention 182 on Worst Forms of Child Labour;
- Vienna Convention for the protection of the Ozone Layer and its Montreal Protocol on substances that deplete the Ozone Layer;
- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (Basel Convention);
- Stockholm Convention on Persistent Organic Pollutants (Stockholm POPs Convention)
- Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) (The PIC Convention) Rotterdam, 10 September 1998, and its 3 regional Protocol.

◯ Yes ◯ No

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

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

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

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

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

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

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

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

◯ Yes ◯ No

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

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

► Definition: Bankruptcy, insolvency

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> 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

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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?

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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).

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

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The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.

► Definition: Consequences of misrepresentation

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

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

◯ Yes ◯ No

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

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

◯ Yes ◯ No

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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).

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Selection Questionnaire

You are **43%** through this questionnaire

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

☐ Yes ☐ No

128. Please indicate which of the following you can provide

☐ A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for your organisation.

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

☐ Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

129. Do you meet the minimum level of economic and financial standing and/or minimum financial threshold

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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

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Selection Questionnaire

You are **48%** through this questionnaire

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

☐ Yes ☐ No

Name of customer organisation

Point of contact in customer organisation

Position in the organisation

E-mail address

Description of contract

Contract start date

Day Month Year

Contract completion date

Day Month Year

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.

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Estimated contract value

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

☐ Yes ☐ No

Name of customer organisation

Point of contact in customer organisation

Position in the organisation

E-mail address

Description of contract

Contract start date

Day Month Year

Contract completion date

Day Month Year

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Estimated contract value

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

☐ Yes ☐ No

Name of customer organisation

Point of contact in customer organisation

Position in the organisation

E-mail address

Description of contract

Contract start date

Day Month Year

Contract completion date

Day Month Year

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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

Choose File No file selected

Attachment description

Browse previous...

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.

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Selection Questionnaire

You are **52%** through this questionnaire

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

► Modern Slavery Act 2015

> Since 1 October 2015, commercial organisations that carry out business or are part of a business in the UK, supply goods or services and have an annual turnover of £36 million or more ("relevant commercial organisations") have been required under Section 54 of the Act to prepare a slavery and human trafficking statement, as defined by section 54 of the Act.
>
> Procurement Policy Note 9/16 Modern Slavery Act 2015

☐ Yes ☐ No

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

► Guidance for Modern Slavery Act

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

☐ Yes ☐ No

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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.

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Selection Questionnaire

You are **57%** through this questionnaire

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

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.

140. Employer's (Compulsory) Liability Insurance

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

☐ Yes ☐ No

Level of Insurance Cover (£)

141. Public Liability Insurance

☐ Yes ☐ No

Level of Insurance Cover (£)

142. Professional Indemnity Insurance

☐ Yes ☐ No

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Level of Insurance Cover (£)

143. Product Liability Insurance

☐ Yes ☐ No

Level of Insurance Cover (£)

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Selection Questionnaire

You are **62%** through this questionnaire

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

► Guidance for supporting apprenticeships

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

► Procurement Policy Note 14/15

> Procurement Policy Note 14/15- Supporting Apprenticeships and Skills Through Public Procurement

☐ Yes ☐ No

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Selection Questionnaire

You are **67%** through this questionnaire

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

► Procurement Policy Note 16/15

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

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

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

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Your company.

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

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Selection Questionnaire

You are **71%** through this questionnaire

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

► Taking account of suppliers' past performance

> Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.
>
> Procurement Policy Note 04/15 Taking Account of Suppliers' Past Performance

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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☐ 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

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Selection Questionnaire

You are **76%** through this questionnaire

155. Does your organisation have Cyber Essentials certification?

Yes No

Describe the Scope of the certification

Date of certification

Day Month Year

Certification Serial Number

156. Does your organisation have Cyber Essentials Plus certification?

Yes No

Describe the Scope of the certification

Date of certification

Day Month Year

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Certification Serial Number

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Selection Questionnaire

You are **95%** through this questionnaire

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'.

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Selection Questionnaire

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

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

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

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

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

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Selection Questionnaire

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

Choose File No file selected

Attachment description

Browse previous...

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

Choose File No file selected

Attachment description

Browse previous...

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

Choose File No file selected

Attachment description

Browse previous...

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.

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

Choose File No file selected

Attachment description

Browse previous...

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

Choose File No file selected

Attachment description

Browse previous...

171. Upload documentary evidence for parent company accounts

Choose File No file selected

Attachment description

Browse previous...

172. Upload documentary evidence for parent company

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guarantee

Choose File No file selected

Attachment description

Browse previous...

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

Choose File No file selected

Attachment description

Browse previous...

174. Upload documentary evidence for public liability insurance

Choose File No file selected

Attachment description

Browse previous...

175. Upload documentary evidence for professional indemnity insurance

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Choose File No file selected

Attachment description

Browse previous...

176. Upload documentary evidence for product liability insurance

Choose File No file selected

Attachment description

Browse previous...

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

Choose File No file selected

Attachment description

Browse previous...

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

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Choose File No file selected

Attachment description

Browse previous...

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

Choose File No file selected

Attachment description

Browse previous...

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

Choose File No file selected

Attachment description

Browse previous...

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

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Choose File No file selected

Attachment description

Browse previous...

182. Upload documentary evidence for a statement of the turnover

Choose File No file selected

Attachment description

Browse previous...

183. Upload documentary evidence for profit & loss account

Choose File No file selected

Attachment description

Browse previous...

184. Upload documentary evidence for current liabilities and assets

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Choose File No file selected

Attachment description

Browse previous...

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

Choose File No file selected

Attachment description

Browse previous...

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Selection Questionnaire

What happens next?

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

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.

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Research & Insights

Welcome to the Research & Insights Dynamic Purchasing System (DPS) Registration questionnaire.

You will only have to complete this questionnaire once to register on Research & Insights DPS; this allows you to register your social, market and economic research services with Crown Commercial Service (CCS).

As part of this process, you will be asked to provide information about the types of research services you can offer. This allows buyers to invite you to bid for contract opportunities that are relevant to you.
You can update your service offering as often as you wish and at any time, so we encourage you to amend this questionnaire if you undergo any business changes. It is also your responsibility to keep the contact details updated throughout the life of the agreement to ensure opportunities are sent to the right recipient at your organisation.

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Research & Insights

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

► Guidance on non compliant criteria

> This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6126 DPS.

- ○ Yes
- ○ No

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Research & Insights

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

► Guidance on non compliant criteria

> This section is evaluated PASS/FAIL. If you answer Yes, your organisation will be deemed as non compliant and will therefore be rejected from the RM6126 DPS.

◯ Yes

Please provide details

◯ No

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

Supplier Code of Conduct February 2019

► Guidance on non compliant criteria

> This is a PASS or FAIL question. If you select 'No' to this question, your organisation will be deemed as non compliant and will therefore be rejected from the RM6126 DPS.

- ○ Yes
- ○ No

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

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

- [ ] Employer's (Compulsory) Liability Insurance = £5m
- [ ] Public Liability Insurance = £1m
- [ ] Professional Indemnity Insurance = £1m

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

We require confirmation that your organisation has Cyber Essentials certification or ISO27001, or can commit to obtaining it prior to the commencement of the contract.

► Guidance on non compliant criteria

> This section is evaluated as PASS/FAIL. If you answer Yes, your organisation will be deemed as non compliant and will therefore be rejected from the RM6126 DPS.

- ◯ Yes
- ◯ Not Applicable - I have Cyber Essentials
- ◯ Not Applicable - I have Cyber Essentials Plus
- ◯ Not applicable - I have ISO27001

6. If you have confirmed that you have Cyber Essentials at Q.155 of the Selection Questionnaire and/or at question 5. above, please confirm that you are able to provide a copy of your Cyber Essentials certificate following appointment to this DPS.

► Guidance on non compliant criteria

> This section is evaluated as PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6126 DPS.

- ◯ Yes
- ◯ No
- ◯ Not applicable - I have ISO27001

Choose File No file selected

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

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

► Guidance on non compliant criteria

> This section is evaluated as PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6126 DPS.

- ◯ Yes
- ◯ No
- ◯ Not Applicable - I have Cyber Essentials
- ◯ Not applicable - I have ISO27001

8. Do the members of your Group of Economic Operators and/or proposed Sub-Contractors agree to have Cyber Essentials certification and/or ISO27001 on or before appointment to the DPS, in line with DPS Schedule 9 (Cyber Essentials Scheme) of the Terms and Conditions.

► Guidance on non compliant criteria

> If you are not bidding as a Group of Economic Operators and you are not proposing to use any Sub-Contractors please select Not applicable. This section is evaluated as PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6126 DPS.

- ◯ Yes
- ◯ No
- ◯ Not Applicable
- ◯ Not applicable - I have ISO27001

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

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

Number of Group of Economic Operator members

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

Name of Group of Economic Operator member 1

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

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Registered VAT number

Role in Organisation

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

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

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

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

Please specify trading status

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

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

- ◯ Yes
- ◯ No

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

Name of Group of Economic Operator member 2

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

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DUNS number

Registered VAT number

Role in Organisation

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

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

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

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

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Please specify trading status

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

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

- ◯ Yes
- ◯ No

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

Name of Group of Economic Operator member 3

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Country

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Company registration number

DUNS number

Registered VAT number

Role in Organisation

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

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

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

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

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Other

Please specify trading status

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

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

Yes

No

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

Name of Group of Economic Operator member 4

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

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Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

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

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

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

- ◯ Public limited company
- ◯ Limited company
- ◯ Limited liability partnership
- ◯ Other partnership

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- ◯ Sole trader
- ◯ Third sector
- ◯ Other

Please specify trading status

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

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

- ◯ Yes
- ◯ No

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

Name of Group of Economic Operator member 5

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

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Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

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

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

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

- ◯ Public limited company
- ◯ Limited company
- ◯ Limited liability partnership

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- ◯ Other partnership
- ◯ Sole trader
- ◯ Third sector
- ◯ Other

Please specify trading status

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

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

- ◯ Yes
- ◯ No

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

Name of Group of Economic Operator member 6

► Search for your location details

Address lookup

Search for address

Street

Town or City

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County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

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

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

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

- ◯ Public limited company

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

Please specify trading status

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

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

- ◯ Yes
- ◯ No

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

Name of Group of Economic Operator member 7

► Search for your location details

Address lookup

Search for address

Street

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Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

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

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

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

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

Please specify trading status

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

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

- ◯ Yes
- ◯ No

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

Name of Group of Economic Operator member 8

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Address lookup

Search for address

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Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

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

- ◯ Voluntary, Community and Social Enterprise (VCSE)
- ◯ Sheltered Workshop
- ◯ Public service mutual

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- ◯ None of the above

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

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

Please specify trading status

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

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

- ◯ Yes
- ◯ No

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

Name of Group of Economic Operator member 9

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► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

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

◯ Voluntary, Community and Social Enterprise (VCSE)

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- ◯ Sheltered Workshop
- ◯ Public service mutual
- ◯ None of the above

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

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

Please specify trading status

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

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

- ◯ Yes
- ◯ No

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

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Name of Group of Economic Operator member 10

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Country

Company registration number

DUNS number

Registered VAT number

Role in Organisation

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

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

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

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

Please specify trading status

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

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

- ◯ Yes
- ◯ No

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

- ◯ Yes
- ◯ No

Please confirm the date your contract was terminated.

Day Month Year

Please provide details of the reason for your contract termination.

Guidance

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

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Research & Insights

51. Please confirm that you have detailed your environmental management measures by completing and publishing a Carbon Reduction Plan which meets the required reporting standard.

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

- ◯ Yes

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

- ◯ No

Please confirm why you can not provide your Carbon Reduction Plan

52. Please confirm that your organisation is taking steps to reduce your GHG Emissions over time and is publicly committed to achieving Net Zero by 2050.

- ◯ Yes
- ◯ No

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Research & Insights

53. Please provide your Companies House registered company number.

Registered company number

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

> Please note, you are unable to change responses in previous sections: Equality and Diversity, Data Protection, Supplier Code of Conduct, Insurances, Cyber Security, Group of Economic Operators, Contract Termination, Carbon Net Zero, and Companies House Data. Once you have selected the tick box to confirm the responses provided are correct and you select 'Save and Continue'.

☐ I Confirm

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Research & Insights

55. Please confirm you are able to provide details of your contract example for RM6126.

If a contract example is not provided your organisation will be deemed as non compliant and will therefore be rejected from the RM6126 DPS.

☐ I Confirm

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 one example should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (One example is 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.

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56. Please provide the following information for your contract example for RM6126.

You must provide one (1) example of research works undertaken. Your response must include:
a) A summary of the works/contract, demonstrating your technical capability and capacity to deliver a research project, detailing:
- project name and research topic
- research participants (where applicable)
- methodology and approach

b) The objectives and/or key performance indicators, set by the customer at the start of the contract, and how you were able to meet them (including targets and the results you achieved).

► Compliance Criteria

- Example can be from public or private sector
- Example provided must relate to services delivered during the past three (3) years, prior to publication of the contract notice to be valid as evidence for this procurement (i.e. not started before October 2018)
- The customer contact provided must be notified by you that they may be contacted by the Authority (the Authority reserves the right to validate the accuracy of details provided)
- Example must clearly and unambiguously fall within the scope of the research services
- Example of a contract awarded under Framework/DPS Agreements via call off contracts will be considered valid, but Framework Agreements themselves will NOT be considered valid
- Customer contact provided must not have been employed or appointed by your organisation, or from within your associated group of companies, within the past three (3) years prior to the publication of the contract notice for RM6126 Research & Insights Marketplace DPS (i.e. October 2018)
- Example may cover situations where your organisation was acting as prime contractor, key sub-contractor or part of a Group of Economic Operators
- The signature must be a wet signature where possible and not a printed name of the customer contact, if obtaining a wet signature is not possible then customer contact details will be used to validate the accuracy of details provided

Name of client organisation

Point of contact in client organisation

Position in the organisation

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Email address

Contract Name

Contract start date

Day Month Year

Contract completion date

Day Month Year

Estimated contract value

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57. Please describe the contract and how its performance demonstrates Research & Insights services for clients:

58. You have provided contract example information. Please download Attachment 1a (Letter of Confirmation of Works - Contract Example). Once you have completed the highlighted fields, upload Attachment 1a (Letter of Confirmation of Works - Contract Example) to certify the contract example you have provided in questions 56 and 57.

You must ensure Attachment 1a (Letter of Confirmation of Works - Contract Example) has been duly signed by both parties, both from your organisation and the Client organisation.

Please be aware that CCS will only accept Client references submitted using Attachment 1a (Letter of Confirmation of Works - Contract Example).

Please upload Letter of Confirmation of Works - Contract Example 1

Choose File No file selected

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

- ◯ Yes
- ◯ No

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

- ◯ Yes
- ◯ No

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61. Please confirm you are able to provide your Companies House number, to verify your response at question 60.

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

◯ Yes

Please confirm your Company Registration number as applicable.
Please note CCS will use your Companies Registration number, to undertake a compliance check via Companies House to verify your response at question 60.

[ ]

◯ No

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

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

◯ Yes

Please confirm the date your SPV (Special Purpose Vehicle), JV (Joint Venture) or Sole Trader status was set up.
Please note, if the date provided is not within the last 12 months you will be required to provide a response to questions 63-71 of this section as applicable.

Day [ ] Month [ ] Year [ ]

◯ No

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

► Guidance on non compliant criteria

> This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6126 DPS.

- ○ Yes
- ○ No

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

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

► Guidance on non compliant criteria

> This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6126 DPS.

- ○ Yes
- ○ No

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

► Guidance on non compliant criteria

> This section is evaluated PASS/FAIL. If you answer No, your organisation will be deemed as non compliant and will therefore be rejected from the RM6126 DPS.

- ○ Yes
- ○ No

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

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

- ○ 95% or above of all supply chain invoices are paid in 60 days
- ○ 85% - 95% of all supply chain invoices are paid in 60 days
- ○ 85% or less of all supply chain invoices are paid in 60 days

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67. Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts within 60 days of the receipt of the invoice in each of the last two six month periods. This should include the percentage of invoices paid within each of the following categories. Please include the total volume of invoices in each category which should total 95% or above.

Within 30 days

In 31 to 60 days

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Research & Insights

68. Please provide the percentage of invoices paid by you to those in your immediate supply chain on all contracts within 60 days of the receipt of the invoice in each of the last two six month periods. This should include the percentage of invoices paid within each of the following categories. Please include the total volume of invoices in each category.

Within 30 days

In 31 to 60 days

In 61 days or more

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

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

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

If you are required to submit an action plan under question 70, this action plan must also set out steps to address your payment within agreed terms, in order to achieve a pass for question 70.

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

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

1. Identification of the primary causes of failure to pay:
   a. 95% of all supply chain invoices within 60 days; and
   b. If relevant under question 65, all invoices within agreed terms
2. Actions to address each of these causes
3. A mechanism for and commitment to regular reporting on progress to the bidder's audit committee (or equivalent).
4. Plan signed off by Director
5. Plan published on its website (this can be shorter, summary plan).

Choose File No file selected

71. If you are bidding as a Group of Economic Operators (GoEO), please confirm that all members of your GoEO comply with the responses you have provided in questions 65-70 of the DPSQ as applicable.

- ○ Yes
- ○ No

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

- ○ Not Applicable

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72. Please select the subject area(s) in which your organisation is able to provide. Tick all that apply.

- [ ] Agriculture, Fishing and Food
- [ ] Business, Finance and the Economy
- [ ] Crime and Justice
- [ ] Culture, Media and Sport
- [ ] Education, Training and Employment
- [ ] Environment and Infrastructure
- [ ] Government and International
- [ ] Health, Public Services and Society
- [ ] Science, Technology, Engineering and Manufacturing

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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73. Please select the **Agriculture, Fishing and Food** services in which your organisation is able to provide. Tick all that apply.

- [ ] Agriculture
- [ ] Animal welfare
- [ ] Farming
- [ ] Fishing
- [ ] Food labelling
- [ ] Food standards and safety
- [ ] Horticulture
- [ ] Seafood and aquatic animal health
- [ ] Wildlife and habitat conservation

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

74. Please select the **Business, Finance and the Economy** services in which your organisation is able to provide. Tick all that apply.

- [ ] Business transformation and change
- [ ] Competition, markets and mergers
- [ ] Digital economy
- [ ] Emerging markets
- [ ] Financial services
- [ ] Gig economy
- [ ] Internal markets
- [ ] Regeneration
- [ ] Regulated industries / markets / services
- [ ] Retail
- [ ] State aid
- [ ] Supply chains
- [ ] Tariffs
- [ ] Trade
- [ ] Economics (appraisal and behavioural economics)
- [ ] Benefits / credits / welfare

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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- [ ] Financial advice and guidance
- [ ] Insurance
- [ ] Pensions
- [ ] Taxation - business
- [ ] Taxation - personal

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75. Please select the **Crime and Justice** services in which your organisation is able to provide. Tick all that apply.

- [ ] Access to justice
- [ ] Courts, tribunals and legal services
- [ ] Crime and policing
- [ ] Offender management and rehabilitation
- [ ] Extremism / terrorism
- [ ] Trafficking and slavery

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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76. Please select the **Culture, Media and Sport** services in which your organisation is able to provide. Tick all that apply.

- [ ] Arts, culture and music
- [ ] Entertainment
- [ ] Heritage
- [ ] Hospitality
- [ ] Tourism
- [ ] Travel
- [ ] Gambling
- [ ] Gaming
- [ ] Sport, leisure and recreation
- [ ] Broadcast media
- [ ] Digital media
- [ ] Print media
- [ ] Social media

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

77. Please select the **Education, Training and Employment** services in which your organisation is able to provide. Tick all that apply.

- [ ] Childcare
- [ ] Early years
- [ ] Primary
- [ ] Secondary
- [ ] Further Education
- [ ] Higher Education
- [ ] Special Needs / SEN (Special Educational Needs)
- [ ] Apprenticeships
- [ ] Workplace training / skills development
- [ ] Adult education / life-long learning
- [ ] Employment
- [ ] Self-employment
- [ ] Unemployment
- [ ] Retirement
- [ ] Careers advice and guidance
- [ ] Human resources

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Recruitment

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Research & Insights

78. Please select the **Environment and Infrastructure** services in which your organisation is able to provide. Tick all that apply.

- [ ] Biodiversity and ecosystems
- [ ] Built environment
- [ ] Climate change
- [ ] Decarbonisation, emissions and net zero
- [ ] Energy (renewables and fossil-based)
- [ ] Forestry
- [ ] Flooding
- [ ] Geology
- [ ] Heavy industries (chemical production, metal production / refining, mining, quarrying etc.)
- [ ] Land use planning / spatial planning
- [ ] Natural environment
- [ ] Ocean and coastal processes
- [ ] Plastics and litter
- [ ] Pollution
- [ ] Recycling
- [ ] Sustainability

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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- [ ] Waste
- [ ] Water quality
- [ ] Construction
- [ ] Freight and logistics
- [ ] Infrastructure
- [ ] Property
- [ ] Transport
- [ ] Utilities

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Research & Insights

79. Please select the **Government and International** services in which your organisation is able to provide. Tick all that apply.

- [ ] Local Government
- [ ] Central Government
- [ ] EU Exit
- [ ] International conventions
- [ ] International law
- [ ] International relations
- [ ] Emergency and disaster response
- [ ] Military and defence
- [ ] Asylum / Immigration / Migration
- [ ] Community cohesion
- [ ] Diversity, equality and protected characteristics
- [ ] Human rights
- [ ] Civil service / Government / Parliamentary reform
- [ ] Devolution
- [ ] Electoral reform
- [ ] Policy analysis and development

Guidance

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- [ ] Charities and community / social enterprise / voluntary organisations
- [ ] Grants and grant funding

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Research & Insights

80. Please select the **Health, Public Services and Society** services in which your organisation is able to provide. Tick all that apply.

- [ ] Disability
- [ ] Emergency services (ambulance, coastguard, fire and rescue)
- [ ] Fire safety policy
- [ ] Health and safety
- [ ] Long-term illness
- [ ] Mental health
- [ ] Nutrition
- [ ] Physical health / fitness
- [ ] Public health
- [ ] Substance misuse
- [ ] Vaccination programmes
- [ ] Adult social care
- [ ] Children's social care
- [ ] Homelessness
- [ ] Housing
- [ ] Social exclusion

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

81. Please select the **Science, Technology, Engineering and Manufacturing** services in which your organisation is able to provide. Tick all that apply.

- [ ] AI (Artificial Intelligence) and automation
- [ ] Cyber security
- [ ] Data privacy
- [ ] Digital design, delivery and implementation
- [ ] Digital markets and platforms
- [ ] IT
- [ ] Tech giants
- [ ] Telecoms
- [ ] Engineering (chemical, electrical, mechanical, structural)
- [ ] Aerospace
- [ ] Astronomy / space science
- [ ] Automotive
- [ ] Fashion
- [ ] Manufacturing
- [ ] Optical, technical and medical apparatus

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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- [ ] Petrochemicals
- [ ] Pharmaceuticals

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Research & Insights

82. Please select the research method(s) in which your organisation is able to provide. Tick all that apply.

- [ ] Analysis and Modelling
- [ ] Data Collection (general)
- [ ] Data Collection (quantitative specific)
- [ ] Data Collection (qualitative specific)
- [ ] Evaluation and Evidence Synthesis
- [ ] Experiments and Trials
- [ ] Physical Sampling / Surveys
- [ ] Research Specialisms
- [ ] Sample Design / Source

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

83. Please select the **Analysis and Modelling** services in which your organisation is able to provide. Tick all that apply.

- [ ] Conjoint / discrete choice / MAXDIFF / stated preference / trade-off
- [ ] Content analysis
- [ ] Data mining
- [ ] Econometric analysis
- [ ] Financial analysis (incl. cost-benefit analysis, return on investment analysis)
- [ ] Framework analysis
- [ ] GIS (Geographic Information System) / Spatial analysis
- [ ] Grounded theory analysis
- [ ] Impact assessment
- [ ] Implicit reaction time / Implicit response analysis
- [ ] Linguistic analysis
- [ ] Mobile / app data analysis
- [ ] Multivariate analysis
- [ ] Performance analysis
- [ ] Regression analysis

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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- [ ] Risk analysis
- [ ] Segmentation analysis
- [ ] Social media analysis
- [ ] Thematic analysis
- [ ] Time-series analysis / forecasting
- [ ] Climate change modelling
- [ ] Demographic modelling
- [ ] Distribution modelling
- [ ] Geo-physical modelling
- [ ] Spatial modelling
- [ ] Multivariate modelling
- [ ] Predictive modelling
- [ ] Risk modelling
- [ ] Simulation modelling
- [ ] Soft systems modelling

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Research & Insights

84. Please select the **Data Collection (general)** services in which your organisation is able to provide. Tick all that apply.

- [ ] Quantitative
- [ ] Qualitative
- [ ] Mixed method (qualitative and quantitative)
- [ ] Face-to-face
- [ ] Online
- [ ] Postal
- [ ] Telephone
- [ ] Diary
- [ ] Hall tests
- [ ] Mystery shopping

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

85. Please select the **Data Collection (quantitative specific)** services in which your organisation is able to provide. Tick all that apply.

- [ ] CAPI (computer assisted personal interview)
- [ ] CATI (computer assisted telephone interview)
- [ ] Omnibus

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

86. Please select the **Data Collection (qualitative specific)** services in which your organisation is able to provide. Tick all that apply.

- [ ] Case studies
- [ ] Co-creation / co-design
- [ ] Cognitive interviewing / testing
- [ ] Deliberative research
- [ ] Depth interviews
- [ ] Ethnography
- [ ] Focus group discussions
- [ ] Narrative inquiry / narrative analysis
- [ ] Observation
- [ ] Workshop

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

87. Please select the **Evaluation and Evidence Synthesis** services in which your organisation is able to provide. Tick all that apply.

- [ ] Impact evaluation
- [ ] Experimental / quasi-experimental impact evaluation
- [ ] Theory-based impact evaluation (incl. Theories of Change (ToC) and Logic Modelling)
- [ ] Realist evaluation
- [ ] Synthesis evaluation
- [ ] Process evaluation
- [ ] Value-for-money evaluation
- [ ] Evaluation scoping / evaluability assessment
- [ ] Evaluation training / coaching
- [ ] Feasibility study
- [ ] Systematic review (SR)
- [ ] Rapid Evidence Assessment (REA)
- [ ] Scoping Review
- [ ] Literature Review / Narrative Review / Narrative Literature Review
- [ ] Meta-analysis

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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- [ ] Horizon scanning
- [ ] Open Source Intelligence (OSINT) research

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Research & Insights

88. Please select the **Experiments and Trials** services in which your organisation is able to provide. Tick all that apply.

- [ ] A/B testing (comparing two versions of a single variable / split testing)
- [ ] Clinical trials
- [ ] Natural experiments
- [ ] Online experiments
- [ ] Quasi-experimental trials
- [ ] Randomised control trials
- [ ] Trial design and implementation
- [ ] Sensitivity testing
- [ ] Simulated tests

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

89. Please select the **Physical Sampling** / **Surveys** services in which your organisation is able to provide. Tick all that apply.

- [ ] Aerial and LIDAR (Light Detection and Ranging) surveys
- [ ] Aquatic / water sampling
- [ ] Biological sampling
- [ ] Geological surveys
- [ ] Habitat surveys
- [ ] Met ocean surveys
- [ ] Sanitary surveys
- [ ] Sediment sampling
- [ ] Stock assessments
- [ ] Structural surveys
- [ ] Topographical surveys
- [ ] Wastewater sampling
- [ ] Proficiency testing

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

90. Please select the **Research Specialisms** services in which your organisation is able to provide. Tick all that apply.

- [ ] Audience measurement research
- [ ] Behaviour change
- [ ] Behavioural insights research
- [ ] Behavioural economics research
- [ ] Brand awareness research
- [ ] Business-to-Business (B2B) research
- [ ] Communications testing research
- [ ] Concept testing research
- [ ] Customer journey research
- [ ] Customer satisfaction research
- [ ] Employee / staff engagement and satisfaction research
- [ ] Longitudinal research
- [ ] Political polling
- [ ] Reputation research
- [ ] Stakeholder research
- [ ] Tracking research

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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- [ ] User Experience (UX) research
- [ ] Misinformation / disinformation
- [ ] Behavioural science
- [ ] Public polling
- [ ] Red teaming

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Research & Insights

91. Please select the **Sample Design** / **Source** services in which your organisation is able to provide. Tick all that apply.

- [ ] Random / stratified random sample
- [ ] Probability-based sample
- [ ] Quota-based sample
- [ ] Cluster sampling
- [ ] Address-based online sampling (ABOS)
- [ ] Convenience sampling
- [ ] Customer List
- [ ] Free-found
- [ ] Knock-to-nudge
- [ ] Mixed-mode
- [ ] Online Community
- [ ] Panel
- [ ] Postal Address File (PAF)
- [ ] Purposive sampling
- [ ] Push-to-web
- [ ] Random Digit Dialling (RDD)

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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- [ ] River sampling
- [ ] Snowball sampling
- [ ] Two-stage sampling

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Research & Insights

92. Please select the target participant sector(s) which relate to your organisation. Tick all that apply.

- [ ] Business and the Economy
- [ ] Education, Training and Employment
- [ ] Place of Residence / Tenure
- [ ] Professionals
- [ ] Socio-economic
- [ ] Specialist Groups
- [ ] Transport Users

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

93. Please select the **Business and the Economy** participants in which your organisation is able to provide. Tick all that apply.

- [ ] Micro businesses
- [ ] Small businesses
- [ ] Medium businesses
- [ ] Large businesses
- [ ] Sole traders / sole proprietorships
- [ ] Ordinary partnerships
- [ ] Companies
- [ ] Business leaders
- [ ] Employers
- [ ] Senior executives ("C-suite")
- [ ] Consumers
- [ ] Tax-evaders
- [ ] Tax-payers
- [ ] Registered for VAT or PAYE
- [ ] Not registered for VAT or PAYE

Guidance

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Research & Insights

94. Please select the **Education, Training and Employment** participants in which your organisation is able to provide. Tick all that apply.

- [ ] Pre-school age children
- [ ] School-age children / young people
- [ ] Students (further education)
- [ ] Students (higher education)
- [ ] Apprentices
- [ ] NEETs (not in education, employment or training)
- [ ] Adult learners
- [ ] Digitally excluded
- [ ] Low digital skills
- [ ] Low literacy skills
- [ ] Low numeracy skills
- [ ] Private sector employees
- [ ] Public sector employees
- [ ] Self-employed
- [ ] Economically inactive
- [ ] Under-employed

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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- [ ] Unemployed

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Research & Insights

95. Please select the **Place of Residence** / **Tenure** participants in which your organisation is able to provide. Tick all that apply.

- [ ] Home Buyers / homeowners
- [ ] Homeless
- [ ] Private rented housing / private tenants
- [ ] Social rented housing / council tenants / housing association tenants / social tenants
- [ ] Shared ownership
- [ ] Freeholders
- [ ] Leaseholders
- [ ] Private landlords
- [ ] Social landlords
- [ ] Coastal or seaside dwellers / communities
- [ ] Rural dwellers / communities
- [ ] Urban dwellers / communities
- [ ] Deprived communities
- [ ] Sheltered housing / care home / nursing home

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

96. Please select the **Professionals** participants in which your organisation is able to provide. Tick all that apply.

- [ ] Academics
- [ ] Accountants
- [ ] Civil servants
- [ ] Dentists
- [ ] Emergency services
- [ ] Financial advisors
- [ ] Healthcare
- [ ] Journalists / media
- [ ] Legal
- [ ] Military
- [ ] NGOs (non-governmental organisations)
- [ ] Police / law enforcement
- [ ] School support staff
- [ ] Social workers
- [ ] Tax agents and intermediaries
- [ ] Teaching

Guidance

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- [ ] Professional body / union members
- [ ] Regulated professions
- [ ] Vets

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Research & Insights

97. Please select the **Socio-economic** participants in which your organisation is able to provide. Tick all that apply.

- [ ] Adopted Children and Young People (CYP)
- [ ] Fostered Children and Young People (CYP)
- [ ] Looked-after Children and Young People (CYP in residential care settings)
- [ ] Care leavers
- [ ] Parents (incl. foster parents and adopted parents)
- [ ] Single parents
- [ ] Teenage parents
- [ ] Protected characteristic of marriage / civil partnership
- [ ] Protected characteristic of pregnancy / maternity
- [ ] Carers / care givers (unpaid)
- [ ] Protected characteristic of gender reassignment
- [ ] LGBTQ+
- [ ] Benefits / credits / welfare recipients
- [ ] People in debt
- [ ] Low income

Guidance

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- [ ] High income
- [ ] People paying into a personal / private pension
- [ ] People paying into a workplace pension
- [ ] State pension recipients
- [ ] Personal / private pension recipients
- [ ] Workplace pension recipients
- [ ] Retired people
- [ ] Asian / Asian British
- [ ] Bangladeshi
- [ ] Chinese
- [ ] Indian
- [ ] Pakistani
- [ ] Black African / Black Caribbean / Black British
- [ ] African
- [ ] Caribbean
- [ ] Mixed ethnic background
- [ ] Arab
- [ ] Gypsy
- [ ] Irish traveller

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- [ ] Roma
- [ ] White English / Welsh / Scottish / Northern Irish / British
- [ ] Other ethnic group(s)
- [ ] Protected characteristic of religion / belief

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Research & Insights

98. Please select the **Specialist Groups** participants in which your organisation is able to provide. Tick all that apply.

- [ ] Asylum seekers / refugees
- [ ] Hidden / hard to reach / socially excluded / vulnerable populations
- [ ] Offenders / young offenders / ex-offenders
- [ ] Victims of crime
- [ ] People with disabilities
- [ ] People with physical health issues / long term illness
- [ ] People with mental health issues
- [ ] People with substance misuse issues / addictions

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

99. Please select the **Transport Users** participants in which your organisation is able to provide. Tick all that apply.

- [ ] Company car drivers / private motorists
- [ ] Cyclists
- [ ] Motorcyclists
- [ ] Taxi drivers
- [ ] Van / lorry drivers
- [ ] Commuters / regular travellers
- [ ] Leisure travellers

Guidance

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Research & Insights

100. Please select the location(s) in which your organisation is able to provide services. Tick all that apply.

- [ ] United Kingdom
- [ ] British Overseas Territories
- [ ] European Union
- [ ] Commonwealth
- [ ] Crown Dependencies
- [ ] International

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

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

- [ ] England
- [ ] Wales
- [ ] Scotland
- [ ] Northern Ireland

Guidance

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Research & Insights

102. Please select the location(s) within the **Crown Dependencies** in which your organisation is able to provide services. Tick all that apply.

- [ ] Jersey
- [ ] Guernsey
- [ ] Isle of Man

Guidance

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Research & Insights

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

- [ ] Africa
- [ ] Middle East
- [ ] Asia
- [ ] Oceania
- [ ] North America
- [ ] South America
- [ ] Central America and the Caribbean
- [ ] Europe excluding EU / UK

Guidance

You are advised to select only the relevant criteria to your organisation. Buyers using the RM6126 Marketplace will assess your credentials for specific contract opportunities during call for competitions.

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Research & Insights

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

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

- ◯ Yes
- ◯ No

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Research & Insights

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

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6126 Research & Insights DPSQ.

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Postcode

Country

Country

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

Full name of headquarters

► Search for your location details

Address lookup

Search for address

Street

Town or City

County or state

Postcode

Country

Country

DUNS number

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Research & Insights

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

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Town

County

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6126 Research & Insights DPSQ.

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Postcode

Country

Country

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Research & Insights

108. Please provide details of your **Authorised Representative** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Town

County

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6126 Research & Insights DPSQ.

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Postcode

Country

Country

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Research & Insights

109. Please provide details of your **Compliance Officer** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Town

County

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6126 Research & Insights DPSQ.

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Postcode

Country

Country

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Research & Insights

110. Please provide details of your **Data Protection Officer** and update any fields if required, before continuing to the next page.

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Town

County

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6126 Research & Insights DPSQ.

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Postcode

Country

Country

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Research & Insights

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

Contact name

Name of organisation

Role in organisation

Telephone number

E-mail address

► Search for your location details

Address lookup

Search for address

Street

Town

County

Guidance

You can update your contact details at any point during the lifetime of the DPS, by updating your RM6126 Research & Insights DPSQ.

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Postcode

Country

Country

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Research & Insights

Thank you for completing the Research & Insights DPS questionnaire.

By providing this information you confirm that you are an authorised representative of the organisation for which you have responded. In addition, this confirms that the information you have provided for the questionnaire represents a true and honest account of your organisations performance and that no information has been omitted which should reasonably have been shared.

To review your answers and make any final amendments prior to sending, please click **"Save and view answers"** below.

To submit your Research & Insights DPS questionnaire, please click **"Continue"** below.

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Research & Insights

Please review and confirm your agreement to the following DPS Appointment Form information, before proceeding with your application for the RM6126 Research & Insights.

Crown Commercial Service
The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS).
Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP.

Supplier
The name, address, and registration number of the Supplier will be captured as part of the selection questionnaire during the DPS Registration process.

Dynamic Purchasing System Contract
This dynamic purchasing system access agreement between CCS and the Supplier allows the Supplier to be considered for Order Contracts to supply the Deliverables as listed in the Service Filter Matrix at DPS Schedule 1 and as Attachment 2 of the RM6126 Research & Insights bid pack. You cannot deliver in any other Filter Categories under this contract. Any references made to other Filter Categories in this contract do not apply.
This opportunity is advertised in the Contract Notice in the Find a Tender Service reference RM6126 (FTS Contract Notice).

Deliverables
Crown Commercial Services (CCS) key priorities are to support visibility and control of research services whole life costs and to influence efficiencies through:

- Offering valued research solutions to meet customers individual requirements
- Build and increase capacity of high quality research and insights services outputs
- Develop a dynamic commercial model for access to research and insights services

See DPS Schedule 1 (Specification) for further details.

Dynamic Purchasing System Start Date

The date in which you agree to the Terms and Conditions; and become 'Appointed' to the DPS as detailed in paragraph 6.7 of this DPS Needs document, is the start date of your DPS Agreement. If you become appointed in the first thirty (30) days from the date of the FTS submission (03/11/2021) your DPS agreement start date will be 03/12/2021.

Dynamic Purchasing System Expiry Date

DPS Optional Extension Period

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Research & Insights

Please review the following DPS Incorporated Terms, before proceeding with your application for the RM6126 Research & Insights.

The following documents are incorporated into the DPS Contract. Where numbers are missing we are not using these schedules. If the documents conflict, the following order of precedence applies:

1. This DPS Appointment Form
2. Any DPS Special Terms (see Section 9 'DPS Special Terms' in the DPS Appointment Form)
3. Joint Schedule 1 (Definitions) RM6126
4. Joint Schedule 11 (Processing Data) RM6126
5. The following Schedules for RM6126 (in equal order of precedence):
    - DPS Schedule 1 (Specification)
    - DPS Schedule 3 (DPS Pricing) **NOT USED**
    - DPS Schedule 4 (DPS Management)
    - DPS Schedule 5 (Management Levy and Information)
    - DPS Schedule 6 (Order Form Template and Order Schedules) including the following template Order Schedules:
        - Order Schedule 1 (Transparency Reports)
        - Order Schedule 2 (Staff Transfer)
        - Order Schedule 3 (Continuous Improvement)
        - Order Schedule 4 (Order Tender)
        - Order Schedule 5 (Pricing Details)
        - Order Schedule 7 (Key Supplier Staff)
        - Order Schedule 8 (Business Continuity and Disaster Recovery)
        - Order Schedule 9 (Security)
        - Order Schedule 10 (Exit Management)
        - Order Schedule 12 (Clustering)
        - Order Schedule 14 (Service Levels)
        - Order Schedule 15 (Order Contract Management)
        - Order Schedule 16 (Benchmarking)
        - Order Schedule 17 (MOD Terms)
        - Order Schedule 18 (Background Checks)
        - Order Schedule 19 (Scottish Law)
        - Order Schedule 20 (Order Specification)
        - Order Schedule 21 (Northern Ireland Law)
        - Order Schedule 23 (HMRC Terms)
    - DPS Schedule 7 (Order Procedure)
    - DPS Schedule 8 (Self Audit Certificate)
    - DPS Schedule 9 (Cyber Essentials Scheme)
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 12 (Supply Chain Visibility)
6. CCS Core Terms - DPS (version 1.0.3)
7. Joint Schedule 5 (Corporate Social Responsibility) RM6126
8. DPS Schedule 2 (DPS Application) RM6126 as long as any part of the DPS Application that offers a better commercial position for CCS or Buyers (as decided by CCS) take precedence over the documents above

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Research & Insights

Please review the following information, before proceeding with your application for the RM6126 Research & Insights.

DPS Pricing
N/A

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

Cyber Essentials
Cyber Essentials Scheme Basic Certificate **OR** ISO 27001. Details of Cyber Essentials Scheme in DPS Schedule 9 (Cyber Essentials Scheme)

Management Levy
The Supplier will pay, excluding VAT, 1 % of all the Charges for the Deliverables invoiced to the Buyer under all Order Contracts.

Supplier DPS Agreement Manager

Supplier Authorised Representative

Supplier Compliance Officer

Supplier Data Protection Officer

Supplier Marketing Contact

Key Subcontractors

Details of subcontractors where applicable have been registered and provided where applicable as part of your SQ DPS Submission.

CCS Authorised Representative

Name

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Job Title

Email Address

Telephone

By selecting **"I Confirm"** you confirm that you comply with the above DPS Appointment Form statements and requirements. Once you have selected the tick box to confirm your compliance and acknowledgement of the above, select **'Save and continue'** to be presented with your non watermarked DPS Appointment Form.

I Confirm

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Research & Insights

You have successfully completed the SQ for Research & Insights DPS. The DPS Appointment Form will be electronically signed and managed by Crown Commercial Service (CCS) and you.

Final sign off to ensure a legally binding DPS Appointment Form between CCS and you is completed by you ticking your acceptance in the below box.

By ticking, you are confirming that you comply with the following agreements and documentation, which you should download and retain:

- DPS Agreement (which includes Payment of management Levy)
- Privacy Notice & CCS DPS Terms of Use
- Answer Link
- DPS Bid Pack (which includes the Terms and Conditions, DPS Needs and Customer Needs documents)

If you are electronically signing the DPS Appointment Form for the RM6126 Research & Insights as the lead contact for a Group of Economic Operators (consortia) your electronic signature will be the signature that represents all members of the consortia as detailed within your submission for this DPS.

Once you have ticked that you agree to the covenants above you will be formally 'Appointed' to the DPS for Research & Insights

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

☐ I Agree

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Research & Insights

Welcome to the Supplier Evidence Submission stage of the Research & Insights DPS questionnaire.

The Supplier Evidence Submission stage allows you to upload the relevant documentation and evidence that you previously indicated you could provide.

Not all evidence will be applicable to all suppliers. Applicable evidence will be requested at Call for Competition stage by the customer prior to award of a contract.

Please be advised that there is currently no evidence submission required.

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Research & Insights

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

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

Choose File No file selected

Browse previous...

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

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

Choose File No file selected

Browse previous...

A copy of your procedures for resolving disputed invoices promptly and Effectively.

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

Choose File No file selected

Browse previous...

Details of any payments of interest for late payments you have paid in the past 12 months or which became due during the past 12 months and remain payable (contractually or under late payment legislation) and, if any such payment has been made (or arose), an explanation as to why this occurred and an outline of what remedial steps have been taken to ensure this does not occur again.

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

Choose File No file selected

Browse previous...

A copy of your standard payment terms used with sub-contractors on public sector contracts subject to PCR 2015.

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

Choose File No file selected

Browse previous...

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Research & Insights

Thank you for completing the Evidence Submission stage of Research & Insights DPS questionnaire.

To review your answers and make any final amendments prior to submit your evidence, please click "**Save and view answers**" below.

To submit your evidence to your Research & Insights DPS questionnaire, please click "**Submit Evidence**" below.

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