

Tender Response Document

ROCB 026 – Provision of Gas Installation Safety Inspection & Tightness Testing

Name of TENDERING ORGANISATION (please insert)



Shropshire Council Tender Response Document

Contract Description/Specification:

The work consists of carrying out a gas installation safety inspection and tightness testing, to ensure that any gas appliance, installation pipework and flue installed on Council controlled premises, are maintained in a safe condition so as to prevent risk of injury to any person.

of injury to any person.
The objective of the contract is for the Contractor to provide a comprehensive and accurate record of the safety and integrity of the gas installation pipework, flues and gas appliances. The contractor shall record compliance or non-compliance in accordance with the relevant statutory provisions, standards and industry guidance such that the Client may assess condition, minimise and manage risks and discharge its duty under the law. Membership with SSIP (Safety Schemes in Procurement) and Gas Safe registered along with DBS enhanced checks are all essential requirements for this contract.
Fixed price tenders are being invited to the period 1st October 2023 – 31st March 2027. Thereafter, the contract may be extended for a further two years (up to 31st March 2029) subject to satisfactory performance during the contract year and the agreement of the costs for the ensuing 12 months.

Instructions for the completion of this document

- This document must be completed in its entirety with responses being given to <u>all</u> questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
- 2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
 - a) Where the tenderer is an individual, by that individual;
 - b) Where the tenderer is a partnership, by two duly authorised partners;
 - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
- 3. All questions require specific responses from you relating to the organisation named in Section B Part 1 Question 1.1 (a). All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
- 4. Where copies of certificates and other details are requested **a copy must** accompany your tender response.

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Evaluation Criteria

Tenders will be evaluated on the answers provided in this 'Tender Response Document'. The following criteria is made up of 'pass/fail' (selection criteria) questions and 'weighted marked' (award criteria) questions and shows how each section is to be marked.

Selection Criteria Pass/Fail Questions (Section B)

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competency, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B Part 1	Supplier Information – For information only
Section B Part 2	Grounds for Mandatory Exclusion
Section 2	·
Section 2 Q 2.2	Gas Safe Registered
Section 2 Q 2.3	Engineers Gas Safe Commercial qualification
Section 2 Q 2.4	CHAS Accreditation
Section 2 Q 2.5	DBS
Section B Part 2	Grounds for Discretionary Exclusion
Section 3 - 8	

In relation to discretionary exclusion grounds (section B part 3):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

Award Criteria – Weighted Marked Questions

Tenders will be evaluated on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Price' and shows how each criteria is to be weighted against each other.

Section / Question No.	Award Criteria	Weighting / Max Marks Available	
	Price 40% (200 marks)		
Section C / Q 1.1	Price - Maintenance Rates	170 max marks	
Section C / Q 1.2	Price - Day Work Rates	30 max marks	
	Quality 50% (250 marks)		
Section C / Q2.1	General Operation of Contract	2 / 20 max marks	
Section C / Q2.2	Global Pandemic	2 / 20 max marks	
Section C / Q3.1	Service Report	4 / 40 max marks	
Section C / Q3.2	Breakdown/Repair Report	3 / 30 max marks	
Section C / Q3.3	Sample Quotation report	3 / 30 max marks	
Section C / Q4.1	Qualifications	2 / 20 max marks	
Section C / Q5.1	Risk Assessment	3 / 30 max marks	
Section C / Q6.1	Method Statement	3 / 30 max marks	
Section C / Q8.1	Quality Assurance	1 / 10 max marks	
Section C / Q9.1	Contract Resources	2 / 20 max marks	
Social Value 5% (25 marks)			
Section C / Q 10.1	Social Value Fund contribution	25 max marks	
Carbon Neutrality 5% (25 marks)			
Section C / Q 11.1	Carbon Emissions	25 max marks	

Shropshire Council is committed to securing Social Value through all its procurement activity. By requiring contractors to deliver Social Value we will improve social, economic and environmental outcomes for Shropshire and beyond. Our Social Value Framework sets how the Council's priorities can be met by a range of Social Value measures https://www.shropshire.gov.uk/social-value/

Quality Questions/ Scoring Scheme

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
Excellent Excellent Exceptional demonstration by the Tenderer of meet this requirement by their allocation of sunderstanding, resources and quality measures.		Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence
	9	

Good	8	Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.	
	7		
Acceptable	6	Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.	
	5		
Minor Reservations	4	Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.	
	3		
Reservations 2 meet this requirement by their allocation of skills and understanding, resources and quality measures, with little		Considerable reservations regarding how the Tenderer will	
	1		
Unacceptable	0	Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.	

The use of odd numbers indicates an answer's allocated mark lies between definitions.

The tender receiving the highest initial mark for Quality Criteria overall will receive the full 250 marks available for Quality. Other tenders will receive a final mark that reflects the final % difference in the initial marks between those tenders and the tender receiving the highest initial mark for Quality overall.

Price Evaluation and scoring

Cost – Maintenance Rates:

The cost tendered for each site in Schedule 2 – Schedule of Properties will be added together to give an overall basket cost

The most competitively priced tender will receive the maximum mark of 170. Less competitive tenders will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender.

Cost - Day Works Rates:

The most competitively priced tender will receive the maximum mark of 30. Less competitive tenders will receive a % of the maximum mark that represents the difference in cost between that tender and the most competitively priced tender.

The costs will be evaluated as follows:

10 separate call outs which each take 3 hours on site time to complete with £75 trade price worth of materials to which the declared percentage mark-up will be applied.

5 of these calls will be during normal working hours.

2 of these calls will be 'outside normal hours (Monday – Friday).

- 1 of these calls will be on a Saturday.
- 1 of these calls will be on a Sunday.
- 1 of these calls will be on a bank holiday.

The following sites will be used to for evaluation purposes:

- Shirehall Post Code SY2 6ND
- Ludlow Library Post Code SY8 2PG
- Whitchurch Library Post Code SY13 1AX
- Albrighton Library Post Code WV7 3QH
- Oswestry Library Post Code SY11 1JN

An average mileage will be calculated based on the above sites and applied to the 10 callouts.

Bid-rigging dangers – be clear on competition rules

Bid-Rigging is an illegal anti-competitive business practice where rivals discuss bids for a contract tender, it can involve:

- agreeing with your competitors how much you'll bid for a contract or share information about your bid
- taking turns to win contracts
- asking other businesses to bid when they do not want the contract (called 'cover bids')
- paying other businesses not to bid or when you win a tender
- agreeing with other businesses not to bid or to withdrawing your bid

We are alert to the signs of bid-rigging.

If you think you may have been involved in bid-rigging then it's better to be safe, not sorry and report it to the CMA first, as you may benefit from immunity from fines and prosecution if you report before others do. By reporting to the CMA, you can also avoid the risk of director disqualification. Always seek independent legal advice if you think you may have broken the law.

If you think you've witnessed others breaking the law, report it to the CMA in confidence, you may benefit from a financial reward.

For more information on what cartels and anti-competitive business behaviours look like, and how best to report concerns, visit Gov.uk/cheating-or-competing

Social Value and Carbon Neutrality Evaluation and Scoring

We are requesting a cash contribution to a Social Value Fund which will be distributed according to the Council's priorities. The most competitive cash commitment will receive the maximum mark for Social Value Fund Contribution being 25. Less competitive tenders will receive a % of the maximum mark that represents the difference in cash commitment between that tender and the most competitive tender.

Proposals for Carbon Neutrality will be scored using the scoring scheme applied to responses in the 'Quality' section of this tender response.

The text below includes details of documents that should be sent for each quality question

Pandemic Response – Section C Q2.2

Please provide details of how your company will continue to operate the contract in the event of

Sample Servicing Report – Section C Q3.1

Please provide a sample fully populated service report.

Sample Breakdown Report- Section C Q3.2

Please provide a sample fully populated breakdown report.

Sample Quotation – Section C Q3.3

Please provide a sample fully populated itemised quotation report.

Risk Assessments - Section C Q5.1

Please provide detailed risk assessments for carrying out the service routines for all elements of the contract.

Method Statement – Section C Q6.1

Please provide detailed method statements for carrying out service routine for all elements of the contract.

Quality and Environmental Assurance – Section C Q8.1

Please provide any formal Quality and Environmental Assurance systems relevant to this contract.

Experience and Resources – Section C Q9.1

Please set out as a company why you are able to carry out the works required by this particular contract. Please include and relevant manufacturer training and qualifications. Please detail how you will operate this contract and provide details of your general systems of operation and work practice and examples of previous or existing contracts you have sufficiently carried out.

Details of Resources - Section C Q9.2

Please provide details of the resources available for this contract for information use only.

Social Values - Section C Q10.1

Please provide details of the cash contribution your company will make to a Social Value Fund which Shropshire Council administers and uses to support community projects according to the Council's Social Value Fund priorities if you are awarded the contract

a global pandemic.

Carbon Neutrality - Section C Q11.1

Please provide an estimate of the carbon emissions which will be generated by the delivery of the contract along with any measures which will be applied to reduce carbon emissions from the work concerned

Section A: 1. Form of Tender

Form of Tender

Shropshire Council

Tender for ROCB 026 - Tender for Provision of Gas Installation Safety Inspection & Tightness Testing

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the Tender for Provision of Gas Installation Safety Inspection & Tightness Testing the prices and terms agreed and subject to the terms of the invitation to tender documentation and the Terms and Conditions, copies of which we have received.



Section A: 2. Non – Canvassing Certificate

Non-Canvassing Certificate

To: Shropshire Council (hereinafter called "the Council")

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender of any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.



Non-collusive Tendering Certificate

To: Shropshire Council (hereinafter called "the Council")

The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the Services any act or omission.

SECTION B

Standard Selection Questionnaire

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

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion (there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

For the list of exclusion please see

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_ Mandatory_and_Discretionary_Exclusions.pdf

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

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

Supplier Selection Questions: Part 3

This document provides instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

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

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

Notes for completion

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

- **exclusion grounds from subcontractors.** All subcontractors are required to complete their own part 1 and part 2¹.
- 10. Note for Contracting Authorities: Para 7 may be amended so separate part 3 answers are requested from each member of the group. This may be required for example for frameworks.
- 11. For answers to part 3 If you are bidding on behalf of a group, for example, a consortium, or you intend to use subcontractors, you should complete all of the questions on behalf of the consortium and/ or any subcontractors, providing one composite response and declaration.
- 12. The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.
- 13. The Public Procurement Review Service allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as listed in Schedule 1 of the Public Contracts Regulations 2015. To use the Public Procurement Review Service, read the terms and email publicprocurementreview@cabinetoffice.gov.uk or phone 0345 010 3503.

Part 1: Your information and the bidding model.

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

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



Section 1	Your information			
Question number	Question	Response		
1.1(a)	Name (if registered, please give the registered name)			
1.1(b) – (i)	Registered address (if applicable) or head office address			
1.1(b) - (ii)	Registered website address (if applicable)			
1.1(c)	Trading status a) - public limited company b) - private limited company c) - limited liability partnership d) - other partnership e) - sole trader f) - third sector g) - other (please specify your trading status)			
1.1(d)	Date of registration (if applicable) or date of formation.			
1.1(e)	Registration number (company, partnership, charity, etc if applicable).			
1.1(f)	Registered VAT number.			
1.1(g) - (i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established?			
1.1(g) - (ii)	If you responded yes to 1.1(h) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide - the website address, - issuing body - reference number.			

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1.1(h) - (i)	For procurements for services only, is it a legal requirement in the country where you are established for you to:	
	a) possess a particular authorisation, or b) be a member of a particular organisation,	
	to provide the requirements specified in this procurement?	
1.1(h) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number.	
1.1(i)	Relevant classifications (state whether you fall within one of these, and if so which one)	
	a) Voluntary Community Social Enterprise (VCSE).	
	b) Sheltered Workshop.	
	c) Public service mutual.	
1.1(j)	Are you a Small, Medium or Micro Enterprise (SME)2?	
1.1 (k)	Details of Persons with Significant Control (PSC) ³ , where appropriate ⁴ :	
	- Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives - Service address	
	- The date he or she became a PSC in relation to the company; - Which conditions for being a PSC are met: - Over 25% up to (and including) 50% - More than 50% and less than 75% - 75% or more	
1.1(l)	(Please enter N/A if not applicable) Details of your immediate parent company: - Full name of immediate parent company, - Registered or head office address, - Registration number (if applicable), - VAT number (if applicable),	

²See definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition en

³UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance. Overseas bidders are required to provide equivalent information.

⁴Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only.

	Please enter N/A if not applicable)	
1.1(m)	Details of ultimate parent company: - Full name of ultimate parent company,	
	 Registered or head office address, Registration number (if applicable), 	
	 VAT number (if applicable), (Please enter N/A if not applicable) 	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above).

Please provide the following information about your approach to this procurement:			
Section (cont.)	Bidding model		
Question number	Question	Response	
1.2	Please indicate if you are bidding as a single supplier or as part of a group or consortium?		
	If you are bidding as a single supplier please go to Q 1.3.		
	If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:		
	a) The name of the group/consortium.		
	b) The proposed structure of the group/consortium, including the legal structure where applicable.		
	c) The name of the lead member in the group/consortium.		
	d) Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).		
	e) If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for		
1.3	If you are proposing to use subcontractors please provide the details for each subcontractor ⁵ .		

⁵This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18.

- Name - Registration number - Registered or head office address, - Trading status a. Public limited company b. Private limited company c. Limited liability partnership d. Other partnership e. Sole trader f. Third sector g. Other (please specify your trading status) - Registered VAT number - SME (Yes/No) - The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known - The approximate % of contractual obligations assigned to each subcontractor, if known - Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for?

Part 2: Exclusion Grounds

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

Section 2	Grounds for mandatory exclusion		
Question number	Question	Declaration	
2.1 (a)	 Within the past five years, anywhere in the world, have you or any person who: is a member of the supplier's administrative, management or supervisory body or has powers of representation, decision or control in the supplier⁶, 		

⁶see Notes for Completion

	been convicted of any of the offences within the summary below and listed in full on the webpage?
	Participation in a criminal organisation.
	Corruption.
	Terrorist offences or offences linked to terrorist activities.
	Money laundering or terrorist financing.
	Child labour and other forms of trafficking in human beings.
	Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales or Northern Ireland.
	Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland.
2.1(b)	If you have answered yes to any part of question 2.1(a), please provide further details, including:
	 date of conviction and the jurisdiction, which of the grounds listed the conviction was for, the reasons for conviction, the identity of who has been convicted.
	If the relevant documentation is available electronically please provide:
	 the web address, issuing authority, precise reference of the documents.
2.1(c)	If you have answered yes to any part of the question above please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self cleaning).

2.2 Are you currently **Gas Safe** Registered?

If YES please supply the following details as well as a copy of any certificates.

Please tick here if a copy of certificates attached		
This is a mandatory requirement		
2.3 Please provide evidence of Engineers Gas Safe Commercial qualification		
Please tick box to confirm copy is enclosed		
This is a mandatory requirement		
2.4 Do you currently have CHAS Accreditation, and external health and safety accreditation, (Contractors Health and Safety Assessment Scheme) OR and equivalent as mutually recognised under SSIP (Safety Schemes in Procurement)? Accepted certificates:- NHBC, EXOR, SAFE Contractor, SMAS Worksafe, Altius VA, Eurosafe UK, BSI OHSAS – 18001, Safe-T-Cert, FSG-Facilities Services Group & CHAS Accreditation		

(please provide certificate)

This is a mandatory requirement

2.5 Have all of your employees at your Company (that visit sites) been through the Enhanced DBS (Disclosure and Barring Service) checking processing including child and/or adult barred list check?

Under the terms of GDPR, Home Office Code of Practice for DBS and Data Protection Act 1998, we will supply details of employee name, Enhanced DBS (including barring) number and date of same along with any relevant information upon successful award of tender and *prior to any employee visiting any site*.

It should be noted that all this information is currently held by PSG and records maintained / updated by us at regular intervals

This is a mandatory requirement



Section 3 Mandatory and discretionary grounds relating to the payment of taxes and social security contributions

The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out on this <u>webpage</u>,⁷ and should be referred to before completing these questions.

Question number	Question	Declaration
3.2(a)	Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.	
	If documentation is available electronically please provide:	
	the web address,issuing authority,precise reference of the documents	
3.2(b)	If you have answered no to 3.2(a) please provide further details including the following:	
	 Country concerned, what is the amount concerned how the breach was established, i.e. through a judicial or administrative decision or by other means. if the breach has been established through a judicial or administrative decision please provide the date of the decision, if the breach has been established by other means please specify the means. 	
3.3	Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.	

Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions

⁷https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/55113

Section 4 Grounds for Discretionary Exclusion

The detailed grounds for discretionary exclusion of an organisation are set out on this <u>webpage</u>,⁸ and should be referred to before completing these questions.

Question number	Question	Declaration
4.1	Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full on the webpage applied to you?	
4.1(a)	Breach of environmental obligations? To note that environmental law obligations include Health and Safety obligations. See webpage.	
4.1(b)	Breach of social law obligations?	
4.1(c)	Breach of labour law obligations?	
4.1(d)	Bankruptcy or subject of insolvency?	
4.1(e)	Guilty of grave professional misconduct?	
4.1(f)	Distortion of competition?	
4.1(g)	Conflict of interest?	
4.1(h)	Been involved in the preparation of the procurement procedure?	
4.1(i)	Prior performance issues?	
4.1(j)	Do any of the following statements apply to you?	
4.1(j) - (i)	You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	
4.1(j) - (ii)	You have withheld such information.	

8https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attac Mandatory and Discretionary Exclusions.pdf

4.1(j) –(iii) You are not able, without delay, to submit documents if/when required. You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnous of at least \$250 million.	
decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. 4.2 You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual	
subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual	
turnover of at least £36 million.	
If you are a relevant commercial organisation please -	
confirm that you have published a statement as required by Section 54 of the Modern Slavery Act.	
confirm that the statement complies with the requirements of Section 54 and any guidance issued under Section 54.	
 4.3 If your latest published statement is available electronically please provide: the web address, precise reference of the documents. 	
4.4 If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self cleaning)	

Part 3: Selection Questions		
Section 5	Economic and Financial Standing	
Question number	Question	Response
5.1	If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide: • the web address • issuing authority • precise reference of the documents	
5.2	If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).	
	Also, for any other person or entity on whom you are relying to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).	
5.3	If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.	
5.3(a)	A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.	
5.3(b)	Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
5.4	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	

Section 6	Technical and Professional Ability	
Question number	Question	
Humber	Relevant experience and contract examples	
Please provide details of up to three contracts, to meet the technical a professional ability criteria set out in the procurement documents in a combination from either the public or private sectors; voluntary, charit enterprise (VCSE) that are relevant to our requirement. VCSEs may i samples of grant-funded work. Where this procurement is for supplies the examples must be from the past three years. Where this procurement works, the examples may be from the past five years.		
	The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.	
	For consortium bids, or where you have indicated that you are relying on a subcontractor in order to meet the technical and professional ability, you should provide relevant examples of where the consortium/subcontractors have delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or members of the Special Purpose Vehicle or subcontractors (three examples are not required from each member).	
	Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.	
	For each contract please provide the following information	
	If you cannot provide examples see question 7.2	

6.2	If you cannot provide at least one example for questions 7.1, in no more than 500 words please provide an explanation for this and how you meet the selection criteria relating to technical and professional ability e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.
6.3	Where you intend to subcontract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your subcontractor(s).
	The description should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment and whether you are a signatory of the UK Prompt Payment Code (or have given commitments under other equivalent schemes).

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Section 7	Additional Questions including Project Specific Questions	
Question number	Question	Response
7.1	Insurance Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:	
	Employer's (Compulsory) Liability Insurance = £5 million	
	Public Liability Insurance = £5 million	
	*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website for more information: http://www.hse.gov.uk/pubns/hse39.pdf	

7.2	Data protection – (Contracting Authorities: please refer to supplier selection guidance before using these questions)
7.2(a).	Please confirm that you have in place, or that you will have in place by contract award, the human and technical resources to perform the contract to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects.
7.2(b).	Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures: • to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; • to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data; • to ensure that any consent based processing meets standards of active, informed consent, and that such consents are recorded and auditable; • to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place); • to maintain records of personal data processing activities; and • to regularly test, assess and evaluate the effectiveness of the above measures.
	Health and Safety - (Contracting Authorities: please refer to supplier selection
7.3	Health and Safety - (Contracting Authorities: please refer to supplier selection guidance before using these questions)
7.3 (a)	Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than 500 words

from the use of contractors, where relevant). Please use no more than 500 words.

	ECTOR CONTRACTS ONLY – Requirement under the Public Contracts	
7.5	Please confirm that for public sector contracts awarded under the Public Contract Regulations 2015 you have systems in place to include (as a minimum) 30 day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.	
PUBLIC AN	ND PRIVATE SECTOR CONTRACTS	
7.6 (a)	(a) Please provide the percentage of invoices ⁹ paid by you to those in your immediate supply chain on all contracts for each of the two previous six month reporting periods ¹⁰ . This should include the percentage of invoices paid within	
	It is acceptable to cross refer to information that has previously been submitted to Government or other bodies or is publicly available (provided it covers the required reporting periods), including data published in accordance with the Reporting on Payment Practices and Performance Regulations 2017. If you do wish to cross refer, please provide details and/or insert link(s). (b) If you are unable to demonstrate that all invoices have been paid within the agreed contractual terms, please explain why.	
7.6 (b)	(c) 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 six months reporting periods please provide an action plan for improvement which includes (as a minimum) the following:	
(5)		

⁹This should include all situations where payments are due; not all payments involve an invoice (see FAQs). You should explain this in the tender documents

 $^{10\}mbox{You}$ should explain in the tender documents what a reporting period is by referring to the BEIS Guidance:

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

Note: if you are required to submit an action plan under question 6.4(c), this action plan must also set out steps to address your payment within agreed terms, in order to achieve a pass for question 6.4 (c).

7.7 <u>Tackling Modern Slavery in Supply Chains – NOT APPLICABLE</u>

Where the supplier is a commercial organisation subject to Section 54 of the Modern Slavery Act 2015, (with a turnover of £36 million)

Please confirm that you have:

- complied with the requirements contained within Section 54 of the Modern Slavery Act 2015 and associated guidance including information relating to:
 - a. the organisation's structure, its business and its supply chains;
 - b. its policies in relation to slavery and human trafficking;
 - c. its due diligence processes in relation to slavery and human trafficking in its business and supply chains;
 - d.the parts of its business and supply chains where there is a risk of slavery and human trafficking taking place, and the steps it has taken to assess and manage that risk;
 - e. its effectiveness in ensuring that slavery and human trafficking is not taking place in its business or supply chains, measured against such performance indicators as it considers appropriate;
 - f. the training and capacity building about slavery and human trafficking available to its staff; or
- where the bidder is a non-UK supplier, the bidder must have provided a link to an equivalent statement or document which demonstrates information relating to a-f above. Yes/No

Alternatively, if neither of the above are met, but the bidder provides a satisfactory explanation and assurances that either requirement will be met before contract award, this will be sufficient to pass the selection criterion but will be verified prior to contract award.

8. Safeguarding of adults and children

Why do we need to know this?

The safeguarding duties placed on public authorities require the Council and its partners to work to the following guidance:

"Working together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (March 2015)" http://www.safeguardingshropshireschildren.org.uk/scb/

"West Midlands Adult Safeguarding Policy & Procedures" https://www.shropshire.gov.uk/media/1462593/wm-adult-safeguarding-policy-and-procedures-working-draft.pdf

We need to ensure all companies that work with Shropshire Council are clear about our safeguarding expectations and are committed to meet our expectations.

The Council also needs to ensure that your organisation has a good record for safeguarding children and adults

	For information: our requests for references will include a question relating to your organisation's record for safeguarding.
8.1	Do you have a Safeguarding Policy or statement for safeguarding children?
8.2	Do you have a Safeguarding Policy or statement for safeguarding adults?
8.3	As a contractor providing a public service on behalf of a Shropshire Council, we expect that you will be familiar and committed to the local safeguarding procedures as prescribed by Shropshire's Safeguarding Children Board (SSCB) and http://www.safeguardingshropshireschildren.org.uk/scb/index.html Shropshire Council's approach to adult protection http://www.shropshire.gov.uk/adultcarer.nsf/open/F54 E8A80CF1343BC80257AAF0058F760 I/We certify that I/We are familiar with and committed to deliver our service in compliance with local

Contact details and declaration

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

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

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

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

I am aware of the consequences of serious misrepresentation.



Contact details of those making the declaration

	Response
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	











