

**Carmarthenshire County Council**

**\*\*ENTER WELSH TRANSLATION\*\* XXXXX**

 **QUOTATION FOR XXXXX**

**xx/xx/xx to xx/xx/xx
(with an option to extend by up to xx months)**

Enw’r Tendrwr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Enter head of dept in here\*\*

\*\*Enter title\*\*

\*\*Enter address\*\*

|  |
| --- |
| **Executive Summary*** Details of requirement
* Duration of contract
* Value
* Funding implications (if applicable)
* Procurement procedure and award Criteria
* Dates – deadline for submissions and start date
 |

**1.** **Quotation Instructions**

1. Carmarthenshire County Council is inviting quotes for the \*\*Please enter name of contract here\*\* for the period \*\*Enter start date\*\* to \*\*Enter end date\*\*. There will be a possible extension for a period of x, subject to agreement by both parties.\*\*Delete if not applicable\*\*
2. The Council does not bind itself to accept the lowest or any quotation.
3. Quotes, to be received no later than 14:00 (BST/GMT), \*\*Enter date the Quote is due back to the Tender Submission Postbox Facility within the Sell2Wales website

**Quotes received after this time and date will be retained un-opened until the Quotation exercise is complete.**

1. Quotes may be submitted in Welsh. A quote submitted in Welsh will be treated no less favourably than a quote submitted in English.
2. The evaluation will follow a single stage procedure. Your response will be evaluated against the quality and price/cost criteria detailed in Section 5. The Quality Questions within section 5 require a **minimum score threshold of 3** to be achieved in order to meet the minimum standards (please see scoring matrix provided in Section 5.3). Please ensure that you adhere to the maximum page limit for each question. We will only evaluate the page limits set for each response.
3. The information for the Self Declaration Questions (Section 4.2) will only be requested if you are selected to be the preferred organisation for this Quotation exercise. If you are successful, this information will be requested and must be provided without delay / (within **10 days)**. The contract will not be awarded unless the information is provided. The information you provide will be evaluated on a PASS/FAIL basis. If you **Fail** any element of the evaluation no contract will be awarded and the next highest scoring tenderer will be asked to provide the required information (and so on if the next bidder also fails, until a bidder passes this evaluation and at which point an award is made).

Until we have entirely completed the procurement exercise, we would ask you to treat the above information and request as confidential. This is until the required information has been provided and the necessary assessments have been undertaken.

1. Bidders must ensure that all necessary documents are completed and signed. Bidders are required to complete and return the information contained in Section 3, 4, 5 and 6 (please see Section 1.1 Checklist for Bidders).
2. The Quotation Schedule (Section 6) must be signed. Any signatures must be made by a person who is authorised to commit the Quotation to the Contract.
3. To constitute a bona fide offer, it is essential that the Quotation Schedule is completed and signed and returned with the rest of the document. Failure to comply with the requirement may result in the quotation being rejected.
4. All enquiries and correspondence **prior** to submission of Quotation must be addressed in writing via the Tender Submission Postbox Facility within the Sell2Wales website by 17:00 (BST/GMT) on XX/XX/XX.
5. All written questions and answers will be distributed anonymously to all bidders. Telephone enquiries will not be accepted. The Council will attempt to answer any queries or provide any information deemed reasonable in the time available.
6. Quotes must be submitted for the complete core services unless stated otherwise in the advert.
7. The Council will require compliance with its policies. Bidders are advised to satisfy themselves that they understand all the requirements of the Contract before submitting their quotation. \*\*INSERT POLICIES EXTRACTS DOUCUMENT\*\*
8. The Bidder shall be deemed to have checked for and removed all errors from the quote prior to submission. If the Council suspects that there has been an error in the pricing of the Schedules, the Council reserves the right to seek such clarification as it considers necessary from that bidder only.
9. All Bidders shall keep their respective official quotation documents valid and open for acceptance by Carmarthenshire County Council for a period of 90 days from the closing date.
10. All costs associated with the preparation of the response to this quotation document shall be borne in full by the supplier. Carmarthenshire County Council will not be liable, under any circumstance, for any costs or charges incurred by the supplier in response to any aspect of this quotation process.
11. All goods and/or services supplied under the Contract shall conform strictly to all the relevant statutory requirements including European Union law governing the sale and/or delivery of such goods and for provision of services in the United Kingdom and the European Union.
12. Any resulting Contract will consist of the Standard Terms and Conditions and to any Special Terms and Conditions and will be subject to the laws of England and Wales.
13. The Council reserves the right to cancel the quotation process at any point. The Council is not liable for any costs resulting from any cancellation of this quotation process.
14. The Council reserves the right to issue supplementary documentation at any time during the quotation process to clarify any issue or amend any aspect of the quotation document. All such further documentation that may be issued shall be deemed to form part of the quotation and shall supplement and/or supersede any part of the quotation to the extent indicated.

**1.1 Checklist for Bidders**

Failure to respond to **all** the items in the checklist may cause your quotation to be non-complaint and not considered.

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION** | **ACTION REQUIRED** | **ASSESSMENT** | **TICK HERE(For Bidders use)** |
| Executive Summary | For information | n/a |  |
| 1. Quotation Instructions1.1 Checklist1.2 Timetable | Confirm this document has been read and understood  | n/a |  |
| 2. Specification  | For information | n/a |  |
| 3. Organisation Details | To be completed | n/a |  |
| 4. Selection Requirements | 4.1 Supplier Acceptability Questions to be completed | **Pass/Fail** |  |
| 4.2 Self Declaration Questions to be completed | **Pass/Fail** |  |
| 5. Evaluation Criteria | Quality Questions and Price/Cost Schedule to be completed as part of your quotation | **Quality questions** are weighted in accordance to their importance and will be scored using the scoring matrix (Section 5.3).The questions require a **minimum score threshold of 3** to be achieved in order to meet the minimum standards (please see scoring matrix provided in Section 5.3).**Price/Cost criteria** will be assessed the most competitive tender scoring 100% with all other tenders weighted accordingly and achieving a comparative percentage. |  |
| 6. Quotation Schedule | Confirm these statements have been read, understood and signed as part of your quotation return | **Pass/Fail** |  |
| Appendix 1 | Further information regarding Self Declaration Section 4.2 | **n/a** |  |

**1.2 Timetable**

This timetable is indicative only. The Council reserves the right to change it at its discretion.

| **STAGE** | **DATE(S)** |
| --- | --- |
| Advertising of requirement on Sell2Wales | [insert date] |
| Deadline for quotation submission | [insert date] |
| Evaluation of quotations | [insert date] |
| Bidder interviews | [insert date] |
| Notification of result of evaluation | [insert date] |
| Expected date of award of Contract(s) | [insert date] |
| Contract commencement | [insert date] |

**2.Specification**

|  |
| --- |
|  |
| **To include:**1. **Introduction**
2. **Background Information**
3. **Description of the Goods/Service**
4. **Invoicing**
5. **Contract Management & Review Meetings**
6. **Price/Cost**
 |

**3. Details of your Organisation**

The questions in this Section are for information purposes only and will not form part of the scored evaluation.

|  |
| --- |
| **Name of your Organisation:** |
|  |

|  |
| --- |
| **Address for correspondence:** |
|  Post Code:  |

|  |
| --- |
| **Contact name for correspondence:**  |
| **Name:** |  |
| **Position:** |  |

|  |
| --- |
| **Contact Details** |
| **Tel No:** |  |
| **Email:** |  |
| **Website:** |  |

**4. Selection Requirements**

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| **4. 1 Supplier Acceptability** **GUIDANCE****THE QUESTIONS BELOW MUST BE ANSWERED, AND THE RESPONSE PROVIDED WILL BE USED TO DETERMINE WHETHER YOUR SUBMISSION WILL PROCEED TO THE EVALUATION PROCESS** |
| **Regulation 57 - Mandatory grounds for exclusion** |
| The buyer will not select you to tender if any of the mandatory grounds for exclusion apply, unless you have included an adequate explanation and/or mitigating factors in the supporting question. You should check the full text of Regulation 57 of the Public Contracts Regulations 2015 and take legal advice where appropriate. The buyer may make its own checks and will require you to provide a record of convictions. [**http://www.legislation.gov.uk/uksi/2015/102/contents/made**](http://www.legislation.gov.uk/uksi/2015/102/contents/made)If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion apply. Select “Yes” if these grounds apply to any consortium member.NB: If any of the mandatory grounds for exclusion become applicable after data has been submitted for a contract, you must inform the buyer. Failure to do so may cause any contract awarded to be terminated.  |
|  | **Answer** |
| **Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the offences in Regulation 57?** **If you answered “yes” to this question provide details and attach separately that will enable the buyer to determine whether or not it is required to exclude you under the mandatory grounds for exclusion laid out in Regulation 57 of the Public Contracts Regulations 2015.** *These details will be used to decide whether the conviction disclosed is one of the types listed in Regulation 57 which requires you to be excluded. If such a conviction exists, your organisation will be automatically excluded unless you can demonstrate evidence of your acceptability despite the existence of these grounds for exclusion. This would include adequate evidence of ‘self-cleaning’ (see Regulation 57 (13)- (17))**The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.* | Yes/ No**(Pass/Fail)** |
| **Within the past five years has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?****If you have answered “yes” to this question, please provide further details and attach separately. Please confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?***The buyer will use this information to determine whether the mandatory grounds for exclusion apply to your organisation. If such grounds apply, your organisation will be automatically excluded unless you can demonstrate evidence of your acceptability despite the existence of these grounds for exclusion. This would include adequate evidence of ‘self-cleaning’ (see Regulation 57 (13)- (17))**The measures you have taken will also be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.**If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion apply. Select “Yes” if these grounds apply to any consortium member.*  | **Yes/No****(Pass/Fail)** |
| **Regulation 57(8) - Discretionary grounds for exclusion**  |
| Regulation 57 (8) of the Public Contracts Regulations 2015 sets out discretionary grounds on which a bidding organisation may be deemed ineligible to tender for, or be awarded, a public contract. [**http://www.legislation.gov.uk/uksi/2015/102/contents/made**](http://www.legislation.gov.uk/uksi/2015/102/contents/made)Should it become apparent to the buying organisation that any of the following situations has applied to your organisation within the past 3 years, or currently applies to your organisation, you may be excluded from the procurement. Select “Yes” if you wish to discuss any of these matters with the buying organisation.The buyer may exclude you from participation in a procurement procedure if, having investigated the circumstances, any of these grounds for exclusion is found to apply. If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion might apply.  |
|  |  |
| **Within the past three years, have any of the situations in Regulation 57(8) applied or currently apply to your organisation?****If you answered “yes” to this question provide details and attach separately that will enable the buyer to determine whether or not the discretionary grounds for exclusion apply to your organisation** | **Yes/ No****(Pass/Fail)** |
| **Conflict of Interest** |
| The buyer may not evaluate your Tender Response without first having taken steps to avoid or mitigate any conflicts of interest.NOTE: In the event that you fail to declare a potential conflict of interest the buyer may cancel any Framework awarded.If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether any conflicts of interests apply. Select "Yes" if this applies to any consortium member.If you answer 'yes' the Employer may require further information from you as to how the conflict may be avoided or mitigated. If the Employer is not satisfied with the response and considers that there is a risk that the conflict may affect your performance of the Framework (if successful), or will prevent the Employer from running a fair and non-discriminatory tender process, the Employer may exclude you from the process. |
| **Are you (if an individual) or any of your directors, partners, shareholders, owners, officers, employees, agents or associates (if an organisation) related or connected to any elected officials of the buyer or any officers of the buyer involved in the procurement?** | **Yes/ No****(Pass/Fail)** |

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| --- |
| **4.2 Self Declaration Questions**  |
| * Please see Section 1 point 6 for guidance on this section.
* Please confirm that you will provide the information by ticking to agree to each point in the table below.
* Please do not submit a quotation unless you are prepared to tick yes to all the points below.
* If you do not tick to agree to **each** point in the table below your response will be deemed non-compliant and will be rejected by the Authority.

**(Pass/Fail)** |
| **Questions** | **Tick to Agree** |
| **\*\*OPTIONAL­- Safety Audit – Confirm willingness to sign up to Third Party Audit Inspections** |  |
| **\*\*OPTIONAL- DBS Checks - Confirm willingness to undertake DBS checks on all staff involved in delivery of the goods/service** |  |
| **\*\*OPTIONAL- Membership of Trade Association or Institute -** It is essential that your Organisation is a member of (Insert Trade Assoc or Institute) or equivalent. |  |
| **\*\*OPTIONAL – Welsh Language question – Compliance with Welsh Language Standards** |  |
| **Economic and Financial Standing Assessment (see Appendix 1 for further information)** |  |
| **Insurance Information** Your firm must carry current:* **Employer’s Liability Insurance** £x million
* **Public Liability Insurance** £x million
* **Professional Indemnity Insurance** £x million
* **Product Liability Insurance** £x million.

**(See Appendix 1 for further information. If you currently do not have the level of cover required by the Authority, you must meet the required level if you are selected to be the preferred organisation for this Quotation.)** |  |
| **Equalities**The buyer will not select you to bid if you have been found to have unlawfully discriminated in the last 3 years, unless you have provided adequate evidence that you have taken appropriate action to stop it happening again. **(See Appendix 1 for further information which will be required if you are selected to be the preferred organisation for this Quotation).** |  |
| **Health & Safety Assessment (see Appendix 1 for further information)** |  |
| **Terms and Conditions -** This Quotation and contract subsequently awarded is in accordance with Carmarthenshire County Council’s General Conditions of Contract together with Appendix A - Standard General Conditions Relating to the supply of Goods and/or Appendix B - Standard General Conditions Relating to the Provisions of a Service and Appendix C - Special Conditions of Contract (if applicable) which can be viewed and /or downloaded from: <https://www.carmarthenshire.gov.wales/home/business/tenders-contracts/> |  |
| **Data Processing Agreement:**This Quotation and contract subsequently awarded is in accordance with Carmarthenshire County Council’s Data Protection Agreement which is attached to this question.Please confirm you have read, understood and agree. |  |
| **Policies -** This Quotation and contract subsequently awarded is in accordance with Carmarthenshire County Council’s Policies (attachment x) |  |

**5. Evaluation Criteria**

The criteria by which the most economically advantageous Quote will be determined are detailed below:

|  |  |
| --- | --- |
| **CRITERIA** | **WEIGHTING (%)** |
| Quality | 30% |
| Price/Cost | 70% |

**5.1 Quality Criteria (30%)**

* We will assess the quality element by evaluating your response to the questions below. We will use the scoring matrix (Section 5.3) to evaluate the submissions.
* Please note that the following questions require a minimum score threshold of 3 (please see scoring matrix provided in Section 5.3) to be achieved in order to meet the minimum standards.
* FAILURE TO MEET THE MINIMUM STANDARD IN ANY QUESTION WILL RESULT IN YOUR SUBMISSION BEING EXCLUDED FROM THE EVALUATION PROCESS
* Bidders will be required to satisfy all aspects of the Quality Criteria.
* Please note that all questions have been weighted according to their importance. Therefore please ensure that your response has taken this into consideration.
* Please ensure that you adhere to the maximum page limit for each question. We will only evaluate the page limits set for each response.

|  |
| --- |
| **Please insert Key Criteria from Specification**Please note that the response to this question must be no more than xx words in total.**(X% weighting)**(A minimum score of 3 out of 5 is required) |

|  |
| --- |
| **Please insert Key Criteria from Specification**Please note that the response to this question must be no more than xx words in total.**(X% weighting)**(A minimum score of 3 out of 5 is required) |

|  |
| --- |
| **Please insert Key Criteria from Specification**Please note that the response to this question must be no more than xx words in total.**(X% weighting)**(A minimum score of 3 out of 5 is required) |

5.2 Price/Cost Criteria (70%)

* We will assess the price/cost criteria by evaluating the price/cost you submit in the table below.
* You must complete the price/cost schedule below. In the event of any omission, the Council may deem that the price of the omitted item, where applicable, is aggregated within other rates.

Please detail below your Price/Cost:

|  |
| --- |
| **PRICE/COST** |
| £\_\_\_\_\_\_\***(70% Weighting)** |

**\*\*All fees to exclude VAT**

**\*\* Above fees must be all inclusive including Management Costs, administration, travel, subsistence, training, reporting and all other specification requirements.**

**5.3 Scoring Matrix**

The Evaluation Panel will use the Scoring Matrix below to evaluate the submissions.

**MATRIX \*\*NOTE – Remove the one Table below not being used\*\***

|  |  |
| --- | --- |
| **Description**  | **Score**  |
| **Exceptional** – The submission fully meets requirements and exceeds requirements in some or all respects in a manner that is considered advantageous.  | 5 |
| **Good** – The submission fully meets requirements; and provides full confidence as to the ability, understanding, expertise, skills and/or resources of the Tenderer to deliver the requirements. | 4 |
| **Satisfactory** – The submission mostly meets requirements but there are minor reservations or weaknesses. | 3 |
| **Poor** – The submission meets requirements only to a limited extent as there are significant reservations or weaknesses. | 2 |
| **Very Poor** – The submission fails to meet requirements to a substantial extent as there are very significant reservations or weaknesses. | 1 |
| **Unacceptable** – There is no response, or the submission fails to meet requirements to a very substantial extent. | 0 |

**OR**

|  |  |
| --- | --- |
| **Description**  | **Score**  |
| **Exceptional** – The submission fully meets requirements and exceeds requirements in some or all respects in a manner that is considered advantageous.  | 5 |
| **Good** – The submission fully meets requirements; and provides full confidence as to the ability, understanding, expertise, skills and/or resources of the Tenderer to deliver the requirements. | 4 |
| **Satisfactory** – The submission mostly meets requirements but there are minor reservations or weaknesses. | 3 |
| **Please note that the quality criteria questions require a minimum score threshold of 3 to be achieved in order to meet the minimum standards.** |
| **FAILURE TO MEET THE MINIMUM STANDARD IN ANY QUESTION WILL RESULT IN YOUR SUBMISSION BEING EXCLUDED FROM THE EVALUATION PROCESS** |
| **Poor** – The submission meets requirements only to a limited extent as there are significant reservations or weaknesses. | 2 |
| **Very Poor** – The submission fails to meet requirements to a substantial extent as there are very significant reservations or weaknesses. | 1 |
| **Unacceptable** – There is no response, or the submission fails to meet requirements to a very substantial extent. | 0 |

**6. Quotation Schedule**

**I/We**

**of**

hereby confirm that I/we have read and understood the contents of this Schedule (6) and agree to be bound by the terms herein. I/We hereby submit an offer in respect of this Quotation, and offer to perform, fulfil and keep all the obligations of the Contractor in accordance with the Conditions and Specification, all for the sums properly due under the Contract as calculated in accordance with the prices submitted. I/we confirm that I/we are fully conversant with all Quotation Documents, and that this Quotation bid is submitted strictly in accordance with such Documents and the Quotation Instructions and is without any conditions or qualifications whatsoever. I/we certify that the information supplied by myself/us is accurate to the best of my knowledge.

Date ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company name

Address

Status ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6.1 THE QUOTATION DECLARATION**

Having examined the Documents and being fully satisfied as to my/our abilities and experience in all respects to satisfy the requirements of the Form of Agreement, We hereby offer, to provide upon the terms of the Agreement the service therein specified.

We undertake in consideration of having been supplied with the particulars and permitted to tender that this quotation shall not be withdrawn or modified for and during ninety days from the closing date but shall remain binding upon us during that period.

If our Quote is accepted, We undertake forthwith to enter into a written agreement in the form provided herewith.

Unless and until the formal written agreement referred to above is prepared and signed, this Quote together with your written acceptance thereof, will form a binding agreement between us.

We understand and agree that the Council is not obliged to accept the lowest or any Quote.

**6.2 FORM OF AGREEMENT**

I/We, DO HEREBY

(a) AGREE THAT THE Agreement shall be subject to the Conditions set out in the Council’s Conditions of Contract, Environmental Policy and Welsh Language Policy, together with the Special Conditions of Contract, copies of which I/We hold in my/our possession.

1. UNDERTAKE on the acceptance either in whole or in part of this Agreement by the Council, to supply goods of the exact quality or sort on such terms and conditions and in accordance with such specification as herein described, in such quantities (or to such extent) and at such time or times as the Council may order and direct and the respective rates or prices entered by me/us herein.

|  |
| --- |
| (It must be clearly shown whether the Bidder is a limited company,a statutory corporation, partnership or single individual trading under his own or another name and, if the person signing is not the actualBidder, the authority by which he does so must be stated). |

**6.3 COLLUSIVE TENDERING STATEMENT**

We certify that this is a bona fide Quote and that we have not:-

a. entered into any agreement with any other person with the aim of preventing quotes being made or as to the amount of any quote or the conditions on which any quote is made;

b. informed any other person other than the person calling for these quotes of the amount or approximate amount of the quote, except where the disclosure, in confidence, of the amount of the quote was necessary for insurance quotation or parental guarantee purposes required for the preparation of the quote;

c. caused or induced any person to enter into such an agreement as is mentioned in paragraph (a) above or to inform me/us of the amount or approximate amount of any rival tender for the Contract.

We also undertake that we will not do any of the acts mentioned in paragraphs (a), (b) and (c) above before the notification to us of the result of the quote.

In this certificate “person” includes any person or any body of persons corporate or unincorporated and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

**6.4 STATEMENT AS TO CANVASSING**

We certify that we have not canvassed or solicited any member, officer or employee of the Council in connection with the award of this quote or proposed quote for the service and that no person employed by us or acting on our behalf has done any such act.

We further undertake that we will not in future canvass or solicit any member, officer or employee of the Council in connection with the award of this quote or any other quote or proposed quote for the goods and/or services and that no person employed by us or acting on our behalf will do any such act.

**6.5. THE STATEMENT AS TO INDUCEMENTS**

The Council requires that a clause is inserted in every written contract empowering the Council to cancel the contract and to recover any resulting costs from the Contractor if it offers, gives, or agrees to give any person any gift or consideration of any kind as an inducement or reward in relation to this or any other contract with the Council. The same clause will apply if the contractor or any employee or person acting on its behalf commits any offence under the Prevention of Corruption Acts 1889-1996; or give any fee or reward the receipt of which is an offence under sub-section (2) of Section 117 of the Local Government Act 1972.

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**Appendix 1**

**Self-Declaration Questions (Section 4.2) – Supporting Information**

Below is a detailed breakdown of the information you will be asked for only if you are selected as the preferred organisation for this Quotation exercise.

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| **ECONOMIC AND FINANCIAL STANDING QUESTIONS PASS/FAIL** |
| The financial information you provide below will be used to assess your organisation's financial position.A financial appraisal will be carried out by a suitably qualified officer to assess the risk and impact of a supplier failure. This will result in a Pass or Fail decision.We will contact you should we need supplementary information to be able to undertake the assessment. This does not exclude the necessity to provide the information requested in this questionnaire. |
|  | **Guidance** |
| **1. Are you registered for VAT?** **If so, please provide registration number** | **Note: This information is for verification only but the buyer may exclude you if you provide incorrect information.****If you are not registered for VAT this will not necessarily preclude you from bidding.** **If you are bidding as, or on behalf of, a consortium, you should either provide the lead member's details here, or state that, if selected, the body will register and comply with relevant VAT legislation.** |
| **2. Is your organisation (please indicate the option that applies):** **i)a public limited company****ii) a limited company** **iii) a limited liability partnership (LLP)****iv) other partnership****v) a sole trader** **vi) a consortium****vii) other (please specify).****If your organisation is a consortium please provide the following information (if not please state Not Applicable):** **i) Company names and registration numbers (if applicable), of all consortium members****ii) The lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created)****iii) If the consortium is not proposing to form a legal entity please give details of the proposed arrangements.** | **This information will be used for identification purposes only but the buyer may exclude you if you provide incorrect information. If you are bidding as, or on behalf of, a consortium, please select this option and describe your organisation as requested.** |
| **3. Provide your company or LLP registration number (if applicable).** | **This information will be used for identification purposes only but the buyer may exclude you if you provide incorrect information. If you are bidding as, or on behalf of, a consortium, please select this option and describe your organisation as requested.** |
| **4. Provide your Dun & Bradstreet (DUNS) registration number. If you are not currently registered you must obtain a free DUNS number for your business by visiting** [**http://www.dnb.co.uk/Forms/DUNS\_Request.asp**](http://www.dnb.co.uk/Forms/DUNS_Request.asp)**.****If you do not have a DUNS number already, please confirm that you have requested one** | **You must either have a DUNS number, or have requested a DUNS number in order to bid.** **The Council will use this supplementary information alongside the rest of the financial information provided to determine your organisation's financial position.****If you are bidding as, or on behalf of a consortium you must provide the registration details for all consortium members.** |
| **5. Is your organisation (please specify all that apply):i) a Voluntary, Community and Social Enterprise****ii) a Small or Medium Enterprise (SME)****iii) a Sheltered Workshop****iv) a Public Service Mutual** | **See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/****Sheltered workshops can also be known as Supported Businesses.** |
| **6. Provide the name and contact details of the person you would like the Buyer to liaise with regarding any queries about the financial position of the bidding organisation.** | **This question is for information only. If you are bidding as, or on behalf of, a consortium, you must provide all relevant contact details, or ensure that you know who to contact in the event of financial queries about other consortium members.** |
| **7. Provide accounts for the most recently completed two financial years. If possible, submit audited accounts. Provide this information for all members of a consortium where you are bidding as a consortium.If you are unable to submit audited accounts, please explain why audited accounts are not available.****If available, provide any quarter or half-year accounts, results or management reports for the period since the end of the most recently completed financial year. Provide this information for all members of a consortium where you are bidding as a consortium.** | **This information may be used by the Council or a third party in order to analyse your financial strength.****The Council will calculate your organisation's Acid-Test Ratio, based on the accounts you submit. The buyer may only award a Contract, if you have an acceptable Acid-Test Ratio.****The Council will not award a Contract if the Acid-Test Ratio has been a value below 0.5 in either of the last two financial years unless the supplier has provided appropriate reasons why these ratios should not be seen as representing a significant risk to the financial stability of the supplier.****We reserve the right to review parent company accounts or any other information submitted in analysing financial strength.****If your organisation is a charity or third sector organisation where funds are divided into Restricted and Unrestricted categories you may need to omit Restricted assets from your calculation.****If possible, please submit audited accounts or those verified by an appropriately qualified, independent third party.****Accounts should be provided in English or Welsh. Please ZIP documents together where necessary.** |
| **8. If your organisation is a wholly-owned subsidiary or a larger trading or holding company provide the registration number of the parent company. Provide this information for all members of a consortium where you are bidding as a consortium.** |  |
| **9. If your organisation is a wholly-owned subsidiary or a larger trading or holding company provide accounts for the parent company for the two most recently-completed financial years. If possible, submit audited accounts. Provide this information for all members of a consortium where you are bidding as a consortium.****If you are unable to submit audited accounts for your parent company, please explain why audited accounts are not available.** |  |
| **10. Is there any financial information you are able to provide which you feel is relevant to explain your financial position?** |  |
| **11.If your organisation was not profitable in either of the last two financial years, please explain why and provide evidence of how your organisation will be able to continue trading.** |  |
| **12. If you are a new company without a trading history, please provide the following information as a minimum:****• A draft business plan to include projected cashflow, profit and loss and balance sheet, for a minimum of 3 years.** **• Evidence of Professional / Support mechanisms to be engaged to support the financial operation of the business going forward (e.g. Payroll, Accountancy, HR etc.).** **Please ZIP documents together where necessary.** |  |

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| **INSURANCE QUESTIONS PASS/FAIL****\*\*\*\*\*CONTACT JULIE STANDEVEN RISK EXT 6219 TO CHECK WHAT LEVELS OF INSURANCE TO REQUEST FOR THE REQUIREMENT\*\*\*\*\*** |
| **Please provide evidence of relevant insurance policies and provide copies of the relevant cover notes, schedules or supporting letters from your insurance broker/company. You must have the level of cover required by the Council from an authorised provider with appropriate financial strength and provide us with evidence of this to award the contract to your organisation.**  | **It is a condition of the Contract that you must have insurance at the following levels:****• Public Liability - £xxm (each and every claim)** **• Employer's Liability - £xxm (each and every claim)** **• Professional Indemnity - £xm (each and every claim)****• Product Liability Insurance £xm (each and every claim)****The Council requires the insurance to meet the following minimum ratings:****• A M Best - A- (A minus)****• Standard & Poor’s - BBB****Failure to meet these minimum ratings will result in rejection of your Response.****In addition, failure to evidence that these insurances are in place at the point of award of the Contract to you will result in the Contract not being awarded to you. Failure to maintain the required insurance through the life of the Contract will result in immediate termination of the Contract.**  |

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| **EQUALITIES QUESTION PASS/FAIL** |
| **Have any of the following circumstances applied to your organisation in the last 3 years?*** **a finding of unlawful discrimination by an Employment Tribunal, an Employment Appeal Tribunal or any other court or tribunal (or in comparable proceedings in jurisdiction other than the UK).**
* **following formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in a jurisdiction other than the UK), a complaint of unlawful discrimination has been upheld**
* **a finding of unlawful discrimination against anyone with protected characteristics has been made against your organisation by any civil or criminal court (or a comparable body in a jurisdiction other than the UK).**
 | **The buyer will not award the contract to your organisation if you have been found to have unlawfully discriminated in the last 3 years, unless you have provided adequate evidence that you have taken appropriate action to stop it happening again.****If you are bidding on behalf of a consortium, please include data from all consortium members.** |
| If your answer is 'yes', please summarize the finding or judgment and explain what steps you have taken to prevent a recurrence of similar circumstances. |  |

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| **HEALTH & SAFETY QUESTIONS PASS/FAIL\*\*CONTACT OCCUPATIONAL HEALTH TO CHECK WHICH QUESTIONS TO INCLUDE IN THE HEALTH AND SAFETY ASSESSMENT\*\*** |
| **All questions in this section must be answered by ALL tenderers. All tenderers must achieve the minimum standards, a 'PASS'.****Based on your response to the questions in this Section, a suitably qualified officer of the authority will carry out an appraisal to assess your Health and Safety procedures. The Health and Safety appraisal will result in a Pass or Fail decision. The Council will contact you should we require supplementary information to be able to undertake the assessment. This does not exclude the necessity to provide the information requested in this Questionnaire.****All companies with more than five employees must have a Health and Safety Policy. The Council requires you to include a copy of your Health and Safety policy to ensure that you adequately cover your statutory obligations.****However, if your company has fewer than five employees the Council maintains that you must give due regard for your Health and Safety responsibilities and your company is therefore still required to have and enclose a Health and Safety Policy.** **Further information and a completed example and template, can be obtained from the Health & Safety Executive's (HSE) website at:*** [**http://www.hse.gov.uk/toolbox/managing/writing.htm**](http://www.hse.gov.uk/toolbox/managing/writing.htm)**.**

**Details on Risk Assessments can also be obtained from the HSE's website at:*** [**http://www.hse.gov.uk/toolbox/managing/managingtherisks.htm**](http://www.hse.gov.uk/toolbox/managing/managingtherisks.htm)**.**
* [**www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc**](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc)**The Council will require you to confirm that you have reviewed your Health and Safety Policy within the past three years and ensure that the Policy date reflects the date of the last review undertaken.**

**Failure to provide the adequate information may result in you not being selected to tender.****If you are bidding on behalf of a consortium please include data from all consortium members. Only select “Yes” if this applies to all consortium members. Please ZIP documents together if necessary.** |
| 1. **HEALTH AND SAFETY MANAGEMENT**
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| **a) Please attach your Health and Safety Policy which must include the following:-****• Policy Statement - signed and dated.****• The Organisation and Responsibilities - how Health and Safety requirements are implemented.****• The Arrangements – standards and procedures adopted in practice.** | **Please ensure that the H&S policy is signed and dated and ALL of the above sections are included.**  |
| **b) When was your policy last reviewed?**  | **Please ensure the policy date reflects the date of the last review undertaken.** |
| **c) What arrangements does your organisation have in place to identify, manage and communicate risks involved with your activities? Please provide an example of a completed risk assessment and safe system of work / procedure relevant to this contract.** | **Please attach a risk assessment for your organisation that is dated and relevant to the contract** |
| 1. **ENFORCEMENT**
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| **Has your organisation or any of its Directors or Executive Officers been in receipt of any enforcement action e.g. improvement notice, prohibition notice and prosecution in the last 3 years?****If “yes”, please provide details of the convictions or notice(s) served and give details of any remedial action or changes to procedures you have made as a result of the action.** |  |
| 1. **HEALTH AND SAFETY LEADERSHIP AND CULTURE**
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| **What have you done to promote a positive health and safety leadership style and culture within your organisation? (Please provide details / evidence)** | **Please include details on how you feel this was achieved e.g. communication, promotion of near miss / incident reporting, engagement etc.** |
| 1. **CO-OPERATION AND CO-ORDINATION**
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| **What key health and safety information does your organisation share with stakeholders and what methods do you use for co-operation and co-ordination with stakeholders? Please provide details and attach evidence.** | **Please include details on how health, safety and wellbeing information is communicated, how and who you have co-operated with on health, safety and wellbeing matters.** |
| 1. **COMPETENCE**
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| **What training do you provide to employees to maintain competency? (Please provide details and attach evidence to support)** | **Please demonstrate that employees have the appropriate skills, knowledge and experience in health, safety and wellbeing.** |
| 1. **SUBCONTRACTORS**
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| **Will you be using subcontractors during any part of this contract? (Yes or No)If yes, please describe the process used to evaluate subcontractors training, competence, health and safety arrangements and performance. Please provide evidence to support the above.** **What procedures do you have in place to cease subcontractor works if deemed unsafe/defective?****Do you have processes in place to check if subcontractors have been in receipt of any enforcement action e.g. improvement notice, prohibition notice and prosecution in the last 3 years?** |  |
| 1. **HEALTH AND SAFETY PERFORMANCE**
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| **What proactive monitoring does your organisation undertake to ensure compliance with legal requirements and organisational rules? Please provide details/evidence.** | **Please provide current and relevant documents to your procurement application.** |
| 1. **ADDITIONAL QUESTIONS \*\*OPTIONAL\*\***
 |  |
| **CONSTRUCTION DESIGN AND MANAGEMENT (CDM2015)****How does your organisation meet the roles and responsibilities outlined in the CDM Regulations?**  | **Please provide evidence of the documentation and communication flows used to support the management arrangements required by the CDM Regulations.** |