

Pre-Qualification Questionnaire



Contract for

Please return the completed questionnaire to:

Oxfordshire County Council

Closing Date for Return of Document

Contents of the Pre-Qualification Questionnaire (PQQ)

1. **Background to the Procurement**
2. **Purpose of this Questionnaire**
3. **Contract Term**
4. **Instructions for completion**
5. **Consortia Applications**
6. **Return of the Questionnaire**

PART A – Commercial Information	Page
• Company/Organisation Identity	10
• Legal/Organisational Status	11
• Areas of Business	13
• Business Probity	14
• Organisation and Management	15
• Insurance	16
• Health and Safety	17
• Equality and Diversity	19
• Environmental / Sustainability	20
• Sub-contracting	24
• Security within Oxfordshire County Council	25
PART B – Financial Information	
• Turnover	26
• Banking Details	27
PART C – Technical Capability	
• Previous Experience	28
• Quality Assurance and Standards	29
• Staff Numbers	29
• Staff Training and Development	30
• References	30
• Professional Organisations	31
• Business Continuity	31
PART D – Invoicing	
• Invoicing and Payment	32
• Electronic Catalogues	32
PART E – Expression of Interest	

PART F – STATEMENT RELATING TO GOOD STANDING

PART G - DECLARATION

Appendix 1 Summary of Ineligibility Conditions Provided by Regulation 23 of the Public Contracts Regulations 2006/18/EC

Annex A Reply Sheet for Queries to the Questionnaire

1. Background to the Procurement

Oxfordshire County Council (OCC)

2. Purpose of this Questionnaire

- 2.1 The purpose of this Questionnaire is to provide a structured format for the return of information required by Oxfordshire County Council (to be referred as 'the Council') in order to assess the suitability of those expressing an interest in tendering for this contract. It is therefore important that information you provide about your capabilities is accurate, and can be verified at a later stage if necessary.
- 2.2 Following completion of this exercise, the Council will create a shortlist of providers who will be invited to submit tenders for some or all of the products required, against published specifications.
- 2.3 The questionnaire comprises a number of sections that focus on technical, organisational, and commercial capacity.
- 2.4 It encourages you to indicate the areas in which you might be interested in tendering from the list of sites and services detailed at Annex B
- 2.5 You should note that details of our requirements are still subject to confirmation and are not intended to imply a definite requirement by the Council. Likewise, the details provided by you in response to the Questionnaire will not be construed as creating a commitment to supply on your part. The secondary purpose is to assess the level of market interest in providing products or services.
- 2.6 **Each Questionnaire returned will be evaluated against a range of criteria including the following:-**

Weighted Selection Criteria (out of a possible 100 marks):

- **Tenderers experience of providing similar contracts to the public sector for example the NHS; in particular to local government and to large diverse multi site organisations.- Score 50% (answer to section C1.1)**
- **Tenderers experience of delivering and/or developing innovative solutions which have lead to efficiencies within strict time and delivery constraints within the supply chain. – Score 30% (answer to section C1.2)**
- **Tenderers business continuity plan in case of a major incident or pandemic – Score 10% (answer to section C7.1)**
- **The strength of at least two references from major existing clients of the tenderer – Score 10% (answer to section C5.1)**

Pass/Fail Criteria:

- **The supply of your company portfolio as a PDF attachment (answers to section A.3.1)**
- **Compatibility with the following packages:**
- **Equality & Diversity Policy and Legislation Adherence (answers to section A.8)**
- **Financial stability (answers to section B.1)**

2.7 All information provided will remain confidential and will not be disclosed to any other party except where required for official audit purposes and subject to the Freedom of Information Act 2000.

2.8 You will not be entitled to claim from the Council any costs or expenses, which you may incur in completing this pre-qualification questionnaire whether or not, your questionnaire is successful.

3. Contract Term

3.1.1 The Contract shall be for three years with an aggregated twelve month option to extend.

3.2 The Contract term isplus the above option to extend

3.3 The Contract shall be required to be fully operational to allow for a contract mobilisation period.

4. Instructions for Completion

- 4.1 Please ensure you read all parts of this questionnaire to ensure you are capable of fulfilling all of the requirements.
- 4.2 Should you be in any doubt as to the interpretation of either the content of this document or any instructions contained within it, please forward details of your enquiry, in writing, to the contact shown at the end of this document using the form enclosed at Annex A.
- 4.3 Both hard copy and electronic questionnaires must be fully completed, in black typeface (ink if completing by hand), providing all the supplementary information requested.
- 4.4 Submissions that do not contain all requested information may be discounted. If separate sheets are needed, these should be clearly marked on the top right hand corner with the number of the question to which it relates and the name of the Applicant. In addition, please indicate under the relevant question that this has been done. Answers to the questions and any accompanying documentation must be in English.
- 4.5 If the Applicant reproduces the Questionnaire, the paragraph numbering, content or wording of the questions must not be changed in any way.
- 4.6 Applicants must answer all questions. Where a question is not relevant to your organisation, Applicants should write/type "Not Applicable" clearly in the appropriate place.
- 4.6 Applicants are asked **not** to supply general marketing, promotional or similar material in answer to a question, unless such information is specifically requested or the material supplied is particularly relevant to the question. If such material is specifically requested it should be marked clearly to show the Applicant's name, the number of the question to which it relates and, if appropriate, the page number of the section of the material which is relevant.
- 4.7 The Council may require you to clarify your answers in the Questionnaire or to supply additional information if it considers this appropriate.
- 4.8 A Partner or other authorised representative of the Company/Organisation must sign the Questionnaire on behalf of the Applicant.
- 4.9 Where this Questionnaire refers to UK legislation, qualifications, codes or similar matters, the Applicant, if established outside the UK, should base his answers on the equivalent legislation, qualifications or codes that apply in the relevant domestic jurisdiction.
- 4.10 Please note this questionnaire contains links to the internet denoted by '[Click here](#)'. These links provide additional information that the applicant may find helpful. The Council shall not be responsible for the validity of information supplied by these links and applicants shall be responsible for satisfying themselves of their eligibility and

conditions for participating in this competition.

- 4.11 If the Applicant is a member of a group of companies (e.g. sister organisation, subsidiary etc), the Questionnaire should be completed on behalf of the individual Applicant and not on behalf of the group as a whole (except where Group information is specifically requested by the question)
- 4.12 Any assumptions made when answering any question should be stated
- 4.13 Tenderers will ensure that there is in place an effective whistle blowing procedure whereby Staff may raise in confidence concerns about possible malpractice without fear of victimisation, subsequent discrimination or disadvantage.

5. Consortia Applications

- 5.1 Bids from multi-disciplinary organisations and/or specially formed consortia may tender for any of the requirements.
- 5.2 **The council's approach will be in circumstances where two or more organisations form a consortia or a joint venture that it would expect to either:**
- (a) enter into the contract with one of the organisations (who acts as a lead partner); or
 - (b) enter into a contract with all of the organisations on condition that each organisation is jointly and severally liable for the performance of the contract; or,
 - (c) if the organisations have formed a legal entity such as a limited company, to enter into the contract with that legal entity.
- 5.3 **During the competition should the make-up, roles or responsibilities of the group / consortia change the lead or newly nominated lead must notify the council of the changes. The Council shall be required to re-assess the suitability including open and fair competition considerations of whether the group / consortia shall continue to be included in the competition.**

6. Return of the Questionnaire

Please return your completed questionnaire via an electronic copy uploaded to the same portal that the original was downloaded from by following the same links as detailed in the PQQ attention e-mail.

“PRE QUALIFICATION QUESTIONNAIRE FOR

- 6.3 Failure to comply with these instructions may affect your eligibility for the competition.

**PRE-QUALIFICATION QUESTIONNAIRE
FOR THE CONTRACT FOR THE PROVISION OF**

PART A – COMMERCIAL INFORMATION

A.1. COMPANY/ORGANISATION IDENTITY

A.1.1. Name of the company/organisation in whose name the tender will be submitted:

A.1.2. Contact name and position in company/organisation:

A.1.3. Address:

Telephone No:

Fax No:

E-mail Address:

Web Site Address:

A.1.4. Registered Address if different from above:

A.2.LEGAL/ORGANISATIONAL STATUS

A.2.1. Is your company/organisation: Double click relevant box

- i) a public limited company
- ii) a limited company
- iii) a sole trader
- iv) a partnership
- v) voluntary / charitable organisation
- vi) other Please State: _____

A.2.2. Date of formation of your company/organisation, and brief history (max 200 words). This should include dates/details of any changes (i.e. in ownership) since formation:

A.2.3. Date of incorporation in U.K. if different from A.2.2:

A.2.4. Country and date of incorporation/registration (or equivalent) if other than in the U.K.:

A.2.5. Company Registration Number

A.2.6. Date of Registration

A.2.7. VAT registration number:

A.2.8. Charity Number (if applicable)

A.2.9. Is your company/organisation registered under the Data Protection Act 1998? If so, what is your DPA registration number:

A.2.10. Is your company/organisation a subsidiary (as understood by the Inland Revenue) of another company? If 'yes', please provide the name and registered office address of the holding or parent company and the ultimate parent (if applicable):

Yes No

A.2.11. Please give the number and locations of the premises which your company / organisation envisages to use should it be awarded the contract. (Continue on a separate sheet if necessary)

Number of Premises:

Address:

Address:

Address:

Address:

A.3. AREAS OF BUSINESS

A.3.1. Please indicate below the principal areas of business activity of your company/organisation: **(please include with your response a PDF file of your company portfolio and a statement of your compatibility with**

A.3.2. Is your company/organisation affiliated or associated with any other company / organisation that would be capable of tendering for these Services? If so, please provide the name and registered office address.

A.4. BUSINESS PROBITY

A.4.1. If applicable please state how many times your organisation has been required to pay compensation / damages as required by the courts / arbitration panels over the value of £2Million in relation to the services being tendered for.

Not applicable

Number of times:

A.4.2. Do any of the circumstances as set out in Public Contracts Regulations 2006/18/EC Regulation 23 (see appendix 3) apply to your company? If yes, please give details below. At a later date the Council may ask for evidence to confirm your answer.

Yes No

(A summary of the circumstances in Regulation 23 is at Appendix 3. [Click here](#) for the full text).

A.5. ORGANISATION AND MANAGEMENT

A.5.1. Please enclose details of your company/organisation’s structure, e.g. Organisation chart that is relevant to the services being tendered for.

A.5.2. Please give the names and responsibilities of the Executive Directors/Partners of your company/organisation. Please indicate if any of the Executive Directors/Partners have been involved with an organisation that has been declared Bankrupt.

Name:	Responsibility:	Been involved with an organisation declared bankrupt	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

A.5.3. Please state whether your company/organisation, or any of your key staff are represented on any QUANGOs, Non Departmental Public Bodies, or are connected with the Council that could create a conflict of interest. If yes, please provide details.

Yes No

A.6.INSURANCE

A.6.1. Please provide a copy of your organisation's insurance certificates and provide the required information regarding your company/organisation's insurance cover:

Policy Type	Insurer	Indemnity Value (£)	Expiry Date
Professional Indemnity <i>The Council's Minimum £1m</i>			
Public Liability <i>The Council's Minimum £5m</i>			
Employers Liability <i>The Council's Minimum £10m</i>			

A.6.2. Would you be willing to increase the value of cover if your current level is considered to be insufficient for the contract?

Yes No

A.6.3. If applicable please state how many times your organisation has been required to make insurance claims in the last three years in respect of the above insurances for sums over £500,000 in regard to the services you are tendering for.

Not applicable

Number of times:

A.7.HEALTH & SAFETY

NOTES TO ORGANISATION:

1. We will seek evidence relating to the questions below, if required

A.7.1. Please enclose a copy of your current health and safety policy. (For organisations not subject to UK Legislation please provide evidence of compliance with equivalent legislation of your registered country.)

A.7.2. How often do you review your safety policy? When was it last reviewed?

A.7.3. How are the safety responsibilities of staff identified?

A.7.4. Has your company / organisation ever been prosecuted for a breach of Health and Safety Act or been served with an improvement / prohibition notice by the Health and Safety Executive (HSE) during the last 3 years in relation to the services being tendered for?

Yes No

If 'Yes' please provide details

A.7.5. Please provide the past 3 years statistics of any employee/person under your control who has suffered an HSE reportable (RIDDOR) type injury and or work related ill health, at work in relation to the services being tendered for?

Year	Total number of RIDDOR incidents	Number of major RIDDOR incidents	Total number of first aid incidents	Total number of man hours worked

A.7.6 Do you have a documented system in place for recording and investigating Health & Safety Incidents (accidents, incidents, near misses and potential health issues) and a process to analyse data to identify trends?

Yes No

If 'Yes' please provide details

A.7.7 Control of Substances Hazardous to Health COSHH – Does your company / organisation;

A.7.7.1 Evaluate the hazards and risks to health arising from work involving substances hazardous to health?

Yes No

A.7.7.2 Retain copies of COSHH assessments for inspection purposes and available at work sites?

Yes No

A.8. EQUALITY AND DIVERSITY

NOTES TO ORGANISATION:

- 1. This section will be evaluated on a pass/fail basis**
- 2. We will seek evidence relating to the questions below, if required**

A.8.1 Does your organisation comply with its legal obligations relating to the following?

Race	YES/NO <i>(delete as appropriate)</i>
Sexual Orientation	YES/NO <i>(delete as appropriate)</i>
Disability	YES/NO <i>(delete as appropriate)</i>
Age	YES/NO <i>(delete as appropriate)</i>
Religion or Belief	YES/NO <i>(delete as appropriate)</i>
Gender	YES/NO <i>(delete as appropriate)</i>
Human Rights	YES/NO <i>(delete as appropriate)</i>

NOTE TO ORGANISATION:

You must keep up to date with relevant changes in legislation.

A.8.2 In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?

Yes No

A.8.3 In the last three years has your organisation been the subject of a formal investigation on grounds of alleged unlawful discrimination by, for example, the Commission for Racial Equality (CRE), Disability Rights Commission (DRC), Equal Opportunities Commission (EOC) or Equality and Human Rights Commission (EHRC)?

Yes No

If the outcome of either of the last two questions (above) was yes, what actions were you required to take as a result of that finding or investigation?

If you were required to take action, what action did you take?

If you were required to take action and no action was taken, please explain why not?

If you were required to take action, did the action taken satisfy the relevant organisation?

Yes No

A.9 ENVIRONMENTAL/SUSTAINABILITY

A.9.1 Please detail the environmental management measures that you are able to apply when performing the contract by providing either:

- A certificate attesting to conformity to environmental management standards based on the Community Eco-management and Audit Scheme or a relevant European or international standard or from an independent body conforming to EU Law or standards on certification; or
- Any other evidence of environmental management measures equivalent to those above.

A.9.2 During the last three years have any prosecutions been taken, cautions given, notices served or other action taken against your organisation or against any of your directors/management for contraventions of environmental legislation (including town and country planning legislation) in relation to activities similar to those covered by this contract?

Yes No

A.9.2.1 If the answer to the above question is **yes**, please provide details (including, in the case of prosecutions, details of charges, dates and venues of hearings, verdicts of the court and penalties, if found guilty) and any steps you have taken as a result of this:

A.9.3 Has your organisation ever failed to fulfil the environmental requirements of a previous contract?

Yes No

A.9.3.1 If the answer to the above question is **yes**, what steps has your organisation taken to ensure this does not happen when performing contracts in the future?

A.9.4 Please read the following statement:

"Our organisation recognises and shares the Authority's commitment to promoting sustainability within the goods, services and works it procures. Our organisation will seek to ensure the contract is performed in such a manner as to facilitate the Authority's commitment to sustainability within this contract.

Our organisation will also seek this commitment from any sub-contractors appointed to deliver this contract."

If your organisation is awarded a contract with the Authority will you abide by the above statement? Yes No

The Council is committed to protecting the environment and ensuring a better quality of life for everyone now and for future generations. Organisations are required to complete the Environmental Questionnaire below.

A.9.5 Responsibility

Please provide the name of your Environmental Contact Officer.

A.9.6 Environmental Policy

Does your organisation have an environmental policy? Yes No
If the answer to this question is **yes** please enclose of copy

A.9.6.1 When was the policy last reviewed?

A.9.6.2 Is your environmental policy publicly available? Yes No

If the answer to the above question is **yes**, please state where.

A.9.7 Objectives and Impacts

A.9.7.1 Does your organisation set environmental objectives? Yes No

A.9.7.2 If the answer to the above question is **yes**, please state your organisation's top 3 environmental objectives and their relevance to your industry.

A.9.7.3 Please state what your organisation considers to be its main environmental impacts.

A.9.8 Environmental Management System

A.9.8.1 Does your organisation have an environmental management system? Yes No

A.9.8.2 Is your system externally validated? Yes No

If the answer to this question is **yes**, please tick the box to confirm a copy of the certificate confirming the certificate number and date of last validation is enclosed:

A.9.8.3 Has your organisation been accredited with any of the following?

ISO 14001	YES/NO (<i>delete as appropriate</i>)
EMAS	YES/NO (<i>delete as appropriate</i>)
Other – Please specify	

A.9.9 Audits and Performance

A.9.9.1 Does your organisation carry out regular environmental audits on the impact its activities have on the environment? Yes No

If the answer to this question is **yes**, please tick the box to confirm a copy of your last audit is enclosed:

A.9.9.2 Are the audits publicly available? Yes No

If the answer to the above question is **yes**, please state where.

A.9.9.3 Is the environmental performance of the organisation reported in the Organisation's Annual Report? Yes No

If the answer to this question is **yes**, please tick the box to confirm a copy of the most recent report is enclosed:

A.9.9.4 Does the organisation undertake life cycle analysis of the manufacture, use and disposal of its products? Yes No

A.9.9.5 Does your organisation participate in any schemes for the collection and recovery of packaging waste for recycling? Yes No

If the answer to above question is **yes**, please provide details.

A.9.10 Environmental Regulation

The Environment Agency have established the 'NetRegs' website specifically to help small to medium sized businesses identify their legal obligation under environmental law. (<http://www.environment-agency.gov.uk/netregs>)

Please list the environmental legislation which applies to your organisation and its operations.

Waste

Pollution Control/Hazardous Substances

Other – Please specify

A.9.10.1 Have any prosecutions been taken, cautions given, notices served or other action against your organisation or any of your Directors by any enforcement body responsible for protecting the environment (including a planning authority for breach of planning control)? Yes No

If the answer to the above question is **yes**, please provide details (including in the case of prosecutions details of charges, dates and venues of hearings, verdicts of the Court and penalties, if found guilty).

A.9.11 Supporting more environmentally – friendly and ethical products

A.9.11.1 Does the organisation support Environmental Research or Environmental Initiatives? Yes No

If the answer to the above question is **yes**, please provide details.

A.9.11.2 Do any of the products you manufacture/supply have accreditation for Environmental or sustainable performance, e.g., forestry stewardship Council, EU Eco label or fair trade mark. Yes No

If the answer to the above question is **yes**, please provide details.

A.10 SUB-CONTRACTING

A.10.1 Please give a brief outline of your policy regarding the use of sub-contractors and, if applicable, the extent to which you might envisage using them for the proposed contract. Please detail in percentage terms how much of the requirement may be subcontracted out. Max 200 words

A.10.2 What process does your company / organisation use to select sub contractors to ensure they are capable of delivering to the required standards? Max 200 words

A.11 TRANSFER OF UNDERTAKINGS (PROTECTION OF EMPLOYMENT)

A.11.1 In the event of the Transfer of Undertakings (Protection of Employment) Regulations 1981 (TUPE) applying to this Contract, would you be willing to submit a tender? The submission of a tender and acceptance by Oxfordshire County Council's of an offer in these circumstances could mean that you may have to employ the personnel of the current contractor (s) who are currently engaged in this work, on their existing terms.

For further information regarding the application of TUPE please [click here](#).

We confirm that we would in principle be willing to submit a tender.

We Would* We Would Not*
(*Delete as appropriate)

A.11.2 Please indicate if you have experience of managing the transfer of staff from an incumbent to your own company / organisation under TUPE legislation.

Yes No

If 'YES', how many staff and on how many occasions in the last 5 years?

--

A.12 SECURITY WITHIN OXFORDSHIRE COUNTY COUNCIL

A.112.1 Providers should note that the Council shall require (where appropriate) all staff employed in the delivery of the services to be subject to criminal record checks and to comply with any security arrangements which may be issued from time to time.

A.12.2 The Council shall have the right, at its absolute discretion, to require any Contractor to remove, or permanently exclude, any person from its premises and will observe its obligations under the Data Protection Act which prohibits disclosure of details that might inform any such decision.

A.12.3 Please confirm that you are willing to contract under these terms.

We Would*	We Would Not*
-----------	---------------

(* Delete as appropriate)

PART B – FINANCIAL INFORMATION

B.1. TURNOVER

B.1.1. Please complete the tables below detailing turnover for the last three financial years.

B.1.2. Company/Organisation

Financial Year	Total Annual Turnover (£)	Profitability (as % of turnover before tax)	Total Annual Turnover (£)	Total Annual Turnover Attributable to the Council (£) (if applicable)

B.1.3. Group (if applicable)

Financial Year	Total Consolidated Annual Turnover (£)	Profitability

B.2.BANKING DETAILS

B.2.1. Please give details of your Bankers:

Name:

Branch
Address:

Account Name:

Account
Number:

Sort Code:

May bankers be approached Yes
for a reference

No

B.2.2. If applicable please provide a brief outline of how your company/organisation would obtain any major additional funding for this contract. (e.g. third party finance).

Tick if not applicable

PART C – TECHNICAL CAPABILITY

C.1. PREVIOUS EXPERIENCE

- C.1.1 **Tenderers experience of providing similar contracts to the public sector including the NHS, in particular to local government and to large diverse multi site organisations.- 50%**

- C.1.2 **Tenderers experience of delivering and/or developing innovative solutions within the industry which have lead to efficiencies within strict time and delivery constraints within the supply chain. – 30%. Max 600 words**

Please include;

1. The name of the customer
2. A description of the services provided under the contract
3. The duration of the contract
4. The value of the contract

- C.1.3 **If your company / organisation has no experience of delivering the services similar to the requirement please detail how your organisation would ensure that it is capable of delivering the requirement.**

C.2.QUALITY ASSURANCE AND STANDARDS

C.2.1. Please provide an outline of your quality assurance policy / procedures regarding the operation of your organisation and relevant to the Services being supplied. Please include details of any accredited systems both in place and applied for e.g. BS EN ISO 9001. Please provide copies of any current certificates held.

Pass/Fail Selection Criteria

Pass/Fail Criteria:

- The supply of your company portfolio as a PDF attachment
- Compatibility with the following packages:

Yes No
- Equality & Diversity Policy and Legislation Adherence (answers to section A.8)

C.3.STAFF NUMBERS

C.3.1. Please complete the table below:

Grade/Function	Total Number of Staff (FTE)	Average length of service	% Turnover in Last 12 Months	Number (FTE) Delivering Service	% Turnover in Last 12 Months
Directors					
Permanent					
Agency					
Other					
Operational					
Permanent					
Agency					
Other					
Support Services					
Permanent					
Agency					
Other					
GRAND TOTALS					

C.4. STAFF TRAINING AND DEVELOPMENT

C.4.1. Please provide details of your current training policy/procedures, and describe how you ensure that skills are maintained. Max 400 words

--

C.4.2. How many training days do you provide for staff including staff induction?

	Days
--	------

C.5. REFERENCES

C.5.1. The strength of at least two references from major existing clients of the tenderer. – **10%**

1. Company Name		Contact Name:	
Telephone		E-mail	
Address			
Description of Service			
Status – current, expired, terminated)		Contract Period:	
If applicable Sub contractor/s used			

2. Company Name		Name:	
Telephone:		E-mail:	
Address:			
Description of Service:			
Status – current, expired, terminated)		Contract Period:	
If applicable Sub contractor/s used			

- C.5.2. The Council may elect to contact any of the above companies or organisations for a reference. Your permission to do so will be assumed unless you state any objections here.

C.6. PROFESSIONAL ORGANISATIONS

- C.6.1. Please indicate which relevant professional or trade bodies your organisation belongs to or any awards won especially those in relation to the services being tendered for:

C.7. DISASTER RECOVERY/BUSINESS CONTINUITY

- C.7.1 Please outline what disaster recovery or business continuity plans your organisation has established. Use this section to outline how you would keep the service/contract in full operation in the event of a pandemic and/or major incident which may have an impact on your business and/or service you provide. Max 400 words. – **10%**

PART D – INVOICING

D.1. INVOICING AND PAYMENT

D.1.1. Is your organisation able to: [Double click relevant box](#)

- i) accept payment by
BACS transfer
Visa (Government Procurement Card)
- ii) provide priced delivery notes if required
- iii) copy invoices to additional addresses
- iv) provide flexibility re invoice layout
and issue
- v) consolidate invoices

D.1.2 Does your organisation use a factoring agency to collect payment

Yes No

If yes please detail the name and address of the agency

D.2. ELECTRONIC CATALOGUES

D.2.1. An “Electronic Catalogue” is, in its simplest form, a list of products/services and associated prices that enables the Council Buyers to identify and place orders electronically.

D.2.2. The format used may be Word, PDF, Acrobat or other application that will be agreed during the tender/award process.

D.2.3. Would your organisation be willing / able to produce an Electronic Catalogue of products/services that it has been contracted to provide?

Yes No

PART E – EXPRESSION OF INTEREST

E.1. COMPLETION, SIGN OFF AND EXPRESSION OF INTEREST

E.1.1. Form completed by:

Name: _____ Telephone: _____
Signature: _____ Date: _____
Position: _____

Thank you for completing this Questionnaire. The information it contains will be held in confidence and used for the purpose of determining your suitability for meeting our general requirements for the provision of the Services. Further assessment and short-listing may be required before any indication can be given as to the success of your application for inclusion on our tender list.

Should you have any questions about the completion of the Questionnaire please submit in writing on the pro-forma Annex A and downloading onto the portal site.

E.1.2. Please insert any general comments you wish to make:

Please now complete the declaration overleaf and return the form with your enclosures.

(In the interests of economy you need only send those documents specifically requested in the questionnaire. Glossy brochures and other company sales materials are not required and will not be viewed)

PART F – STATEMENT RELATING TO GOOD STANDING

Oxfordshire County Council - Provision of

We confirm that, to the best of our knowledge:

The Applicant and any Applicant named below (and its directors and partners where relevant) have not breached the Public Contract Regulations 2006 Regulation 23 including but not limited to:

- In a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings;
- Convicted of a criminal offence relating to business or professional conduct;
- Committed an act of grave misconduct in the course of its business or profession;
- Failed to fulfil its obligations relating to the payment of social security contributions;
- Failed to fulfil obligations relating to the payment of taxes;
- Been guilty of serious misrepresentation in providing information required as set out in the preceding requirements and/or information required to be provided in response to the pre qualification questionnaire.

And further confirms that, where applicable:

- Where licensing and/or membership of a specified organisation is required in order to provide the Services then it holds the relevant licence and/or membership;
- It is registered with the appropriate trade or professional register.

Signed:.....

Name:.....

Position:.....

Name of Applicant / Applicant:.....

The undertaking should be signed:

- (a) *Where the Applicant is an individual, by that individual;*
- (b) *Where the Applicant is a partnership, by two duly authorised partners; and*
- (c) *In the case of a company, by two directors or a director and the secretary of the company (or in the case of a consortium, of each company in the consortium).*

N.B. This statement must be signed and included when returning your PQQ submission

DECLARATION

I certify that the information supplied is accurate to the best of my knowledge and belief.

I understand that Oxfordshire County Council may contact anyone to verify this information, and that false or misleading information could result in my/our exclusion from the select tender list.

I also understand that it is a criminal offence, punishable by imprisonment to give or offer to give any gift or consideration whatsoever as an inducement or reward to any servant or member of a public body. In addition your specific attention will be drawn to the clause in the proposed contract empowering the Authority to cancel the contract and to recover any loss from the contractor if the contractor has offered any gift or inducement of any kind in relation to obtaining the contract.

I specifically authorise Oxfordshire County Council to obtain information from Customs & Excise and the Inland Revenue.

Signed _____

Position held _____

For and on behalf of _____

Date _____

Before returning this application form, please ensure that you have: -

- Answered all questions.
- Enclosed all relevant documents.
- Completed the above declaration.

N.B. APPLICATIONS MAY NOT BE CONSIDERED UNLESS ALL THE ABOVE HAS BEEN PROVIDED.

SUMMARY OF INELIGIBILITY CONDITIONS PROVIDED BY REGULATION 23 OF THE PUBLIC CONTRACTS REGULATIONS 2006/18/EC

Regulation 23 sets out the grounds on which providers may be deemed ineligible to tender for, or be awarded a public contract. Rejection is permissible when a provider:

Criteria for the rejection of economic operators

A contracting authority shall treat as ineligible and shall not select an economic operator in accordance with these Regulations if the contracting authority has actual knowledge that the economic operator or its directors or any other person who has powers of representation, decision or control of the economic operator has been convicted of any of the following offences—

(a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977[26] where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA[27];

(b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889[28] or section 1 of the Prevention of Corruption Act 1906[29];

(c) the offence of bribery;

(d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of—

(i) the offence of cheating the Revenue;

(ii) the offence of conspiracy to defraud;

(iii) fraud or theft within the meaning of the Theft Act 1968[30] and the Theft Act 1978[31];

(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985[32];

(v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979[33] and the Value Added Tax Act 1994[34];

(vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993[35]; or

(vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;

(e) money laundering within the meaning of the Money Laundering Regulations 2003[36];
or

(f) any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant State.

Applicants must refer to the full text of Regulation 23 on:

<http://www.opsi.gov.uk/si/si2006/20060005.htm#23>

ANNEX A - QUESTION PRO-FORMA

Provision of

All questions relating to completion of the Questionnaire should be submitted in writing using the pro-forma below and sent via an electronic copy uploaded to the same portal that the PQQ was downloaded from by following the same links as detailed in the PQQ attention e-mail.

Please note that to ensure open/fair competition questions & answers will be circulated to all applicants.

Name:			
Name of Organisation:			
Organisation Name:			
Telephone:		E-mail:	

QUESTION NO:	QUESTION