

ANNEX 1: SELECTION QUESTIONNAIRE (SQ) EVALUATION CRITERIA

OJEU REFERENCE: 2020/S 117-285217

The following questions and evaluation criteria relate to the Selection Envelope included on the Bravo Solution e-tender portal.

Bidders **must** complete and submit the Selection Questionnaire included in the Qualification Envelope on the Bravo Solution e-tender portal.

A Bidder who registers a Fail to any of the questions / requirements in this SQ may be disqualified from the procurement process.

Notes for completion	
1.1.1	USE THE ONLINE 'HELP' FUNCTION – it provides support for both the screen you are in and for key processes, e.g. 'How to Express Interest' (it also has a help function and glossary).
1.1.2	SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for c15 minutes if you do not click "Save" within this time. Failure to do so means you risk losing your work- this is part of strict government requirements to maintain security and tender integrity and cannot be changed. NOTE: typing does not mean you are active on the portal - you MUST CLICK 'SAVE'!
1.1.3	Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for more than 15 minutes, the portal will notify you through a 'pop up'. It is vital that you are able to see this in order to click the 'Refresh' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.
1.1.4	Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.
1.1.5	DO NOT leave your response until the last minutes/hours before the deadline (if you experience connection problems you will miss the deadline and your response may be deemed non-compliant and rejected by the buying team - always upload generic information early to avoid last minute time pressure).
1.1.6	Submit your response when completed. If you do not click the 'Submit Response' button, we will be unable to evaluate your response. The 'Submit Response' button can be found above the application form.
1.1.7	If the Buyer makes any changes to the settings and questions area of a live tender, suppliers MUST re-publish their response – this is to ensure that changes are brought to your attention – you will receive a message prompt from the Buyer – generally this will not mean re-entering information.
1.1.8	Whilst the portal allows for large individual attachment sizes (max 50mb at a time), we recommend that you keep attachments to a manageable size to ensure ease & speed of access. Only attach documents that the Buyer has requested.
1.1.9	When the Buyer has asked for an attachment at Question level, upload the file to the correct Question in order to complete your response.
1.1.10	Use the secure messaging to communicate with the Buyer and seek clarifications – this will give you an audit trail of all discussions/clarifications.
1.1.11	If you have any software queries refer to online help in the first instance. If you still have an issue email or phone the BravoSolution helpdesk, ensure you have the ITT code, the web address of the portal, a clear description of the problem and your contact details (ensure that you leave plenty of time for issues to be resolved prior to any deadlines),
1.1.12	Do not use the 'Back' or 'Forward' buttons on your browser, you could potentially lose your work. Please use the links on the eTendering portal to navigate through the tenders.
1.1.13	Mac users should use a Firefox browser (available free of charge at: http://www.mozilla.com/firefox) as the Safari browser does not support certain Java scripts, if you still experience problems with Firefox please call the BravoSolution Helpdesk.
1.1.14	Use the 'Legend' to understand icons, note text responses are deliberately capped at 2000 characters (± 250 words). If the Buyer requires a larger response they will add an additional text box. Also note that Numeric fields will not accept text, spaces, symbols etc. Note the red asterisk indicates a mandatory field - this must be completed in order to submit your response to the buyer.
1.1.15	Supplier sub-users can be set up on the portal to allow colleagues to be involved with various stages of the tender – see the online help function for details.
1.1.16	If you are delegating your response please ensure that your colleagues are aware of this information and are relatively PC literate (MS Office/Explorer).
1.1.17	Please treat your eTendering portal logins securely - if you believe that you have lost your password - please log onto the website and click onto "Forgotten your password?" and follow the instructions.
1.1.18	In answering the questions in this section, please also give practical examples of the organisation's previous work in this area.
1.1.19	PUBLISH' your response when completed. This will submit your response to the buyer. If you do not click 'Publish', the buyer will not be able to evaluate your response. The 'Publish' link can be found in the 'Actions' box on the left hand side of the ITT
1.1.20	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.

1.1.21	"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.
1.1.22	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 separate document in the Appendix section and clearly identified the document with reference to the question it is provided for.
1.1.23	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 sub-contractors, may be subject to change and may, therefore, not be finalised until a later date. The lead contact should notify the Authority immediately of any change to the proposed arrangements. Bidders should note the requirements regarding Bidder Changes and acceptance of such changes is at the Authority's discretion.
1.1.24	Every Relevant Organisation that is being relied on by the Bidder to meet the selection criteria must complete and submit Part 1, Part 2 and the declaration of the SQ.
1.1.25	At the contracting authority's discretion, all sub-contractors may be required to complete Part 1 and Part 2.
1.1.26	For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.
1.1.27	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.

Reference	Question	Weighting	Grade	Scoring System
1.2 Part 1 – Potential Supplier (Bidder) Information				
1.2.1	Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.			
1.2.2	Full name of the potential supplier (Bidder) submitting the information	For Information	N/A	Compliant Response if all fields completed with requested information
1.2.3	Registered office address (if applicable)			
1.2.4	Registered website address (if applicable)			
1.2.5	Trading status (e.g. public limited company;) limited company; limited liability partnership; other partnership; sole trader; third sector; other (please specify your trading status)")			
1.2.6	If 'other', please specify your trading status			
1.2.7	Date of registration in country of origin			
1.2.8	Company registration number (if applicable)			
1.2.9	Charity registration number (if applicable)			
1.2.10	Head office DUNS number (if applicable)			
1.2.11	Registered VAT number			
1.2.12	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?			
1.2.13	If you responded yes to 1.2.12, please provide the relevant details, including the registration number(s).			
1.2.14	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?			
1.2.15	If you responded yes to 1.2.14, please provide additional details of what is required and confirmation that you have complied with this.			
1.2.16	Trading name(s) that will be used if successful in this procurement			

Reference	Question	Weighting	Grade	Scoring System
1.2.17	Relevant classifications (state whether you fall within one of these, and if so which one) (e.g. Voluntary Community Social Enterprise (VCSE); Sheltered Workshop; Public service mutual; None of the Above)			
1.2.18	Are you a Small, Medium or Micro Enterprise (SME)?			
1.2.19	See EU definition of SME: https://ec.europa.eu/digital-single-market/en/news/new-sme-definition-user-guide-and-model-declaration			
1.2.20	Details of Persons of Significant Control (PSC), where appropriate ¹ <ul style="list-style-type: none"> - 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 (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more². (Please enter N/A if not applicable)			
1.2.21	Details of immediate parent company: <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)			
1.2.22	Details of ultimate parent company: <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)			
1.2.23	Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers (Bidders) and the persons of significant in control of them.			
1.2.24	1. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance.			
1.2.25	2. Central Government contracting authorities should use this information to have the PSC information for the preferred Bidder checked before award.			

¹ UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

² Central Government contracting authorities should use this information to have the PSC information for the preferred Bidder checked before award.

Reference	Question	Weighting	Grade	Scoring System
1.3 Part 1 – Bidding Model				
1.3.1	Please provide the following information about your approach to this procurement:	For Information	N/A	Compliant Response if all fields completed with requested information
1.3.2	Are you bidding as the lead contact for a group of economic operators?			
1.3.3	Name of group of economic operators (if applicable)			
1.3.4	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.			
1.3.5	Please provide as an attachment, the composition of the group of economic operators indicating which member of the group will be responsible for each elements of the Requirement.			
1.3.6	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?			
1.3.7	If you responded yes to 1.3.6 please provide the following details for each subcontractor. For each sub-contractor please provide the following details: 1. Name 2. Registered address 3. Trading status 4. Company registration number 5. Head Office DUNS number (if applicable) 6. Registered VAT number 7. Type of organisation 8. SME (Yes/No) 9. The role each sub- contractor will take in providing the works and /or supplies e.g. key deliverables 10. The approximate % of contractual obligations assigned to each sub- contractor Material Subcontractors (and any other organisation the Bidder will rely on to meet the selection criteria) must complete and submit Part 1, Part 2 and the Declaration of the Selection Questionnaire. The Authority may require any subcontractpor (not just Material Subcontractors) to complete Part 1, Part 2 and the Declaration of the Selection Questionnaire.			
1.4 Part 1 – Contact Details				
1.4.1	Contact name	For Information	N/A	Compliant Response if all fields completed with requested information
1.4.2	Name of organisation			
1.4.3	Role in organisation			
1.4.4	Phone number			
1.4.5	E-mail address			
1.4.6	Postal address			

Reference	Question	Weighting	Grade	Scoring System
1.5 Part 2 – Grounds for mandatory exclusion				
1.5.1	Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.			
1.5.2	The detailed grounds for mandatory exclusion of an organisation are set out on the below web page, which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed at the web page below.			
1.5.3	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf			
1.5.4	Conviction for Participation in a criminal organisation.	Pass/Fail	Pass	Score Pass if the Bidders response is No to SQ-2.1(a).1 through to SQ-2.1(a).6 OR Score Pass where the Bidders response is Yes and the Bidder has demonstrated, to the satisfaction of the Authority, the reliability of the Organisation despite the existence of a relevant ground for exclusion.
1.5.5	Conviction for Corruption.			
1.5.6	Conviction for Fraud.			
1.5.7	Conviction for Terrorist offences or offences linked to terrorist activities			
1.5.8	Conviction for Money laundering or terrorist financing			
1.5.9	Conviction for Child labour and other forms of trafficking in human beings			
1.5.10	If you have answered yes to any of questions 1.5.4 to 1.5.9, please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, 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.		Fail	Score Fail if the Bidders response is Yes and it has not provided further details or explanation OR Score Fail if the Bidders response is Yes and the Bidder has NOT demonstrated, to the satisfaction of the Authority, the reliability of the Organisation despite the existence of a relevant ground for exclusion.
1.5.11	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)			
1.5.12	Regulation 57(3) Has it been established, for your organisation 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 the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Pass/Fail	Pass	Score Pass if the Bidders response is No OR Score Pass where the Bidders response is Yes and the Bidder has demonstrated, to the satisfaction of the Authority, the reliability of the Organisation despite the existence of a relevant ground for exclusion and that it has paid, or has entered into a binding arrangement with a view to pay, any outstanding sum including where applicable any accrued interest and/or fines.
1.5.13	If you have answered yes to question 1.5.12, please provide further details. Please also confirm 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.		Fail	Score Fail if the Bidders response is Yes and the Bidder has NOT demonstrated, to the satisfaction of the Authority, the reliability of the Organisation despite the existence of a relevant ground for exclusion OR that it has NOT paid, or has NOT entered into a binding arrangement with a view to pay, any outstanding sum including where applicable any accrued interest and/or fines.
1.5.14	Please Note: The authority reserves the right to use its discretion to exclude a potential supplier (Bidder) where it can demonstrate by any appropriate means that the potential supplier (Bidder) is in breach of its obligations relating to the non-payment of taxes or social security contributions.			

Reference	Question	Weighting	Grade	Scoring System
1.6 Part 2 - Grounds for discretionary exclusion				
1.6.1	The detailed grounds for discretionary exclusion of an organisation are set out on the below web page, which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.			
1.6.2	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf			
1.6.3	Breach of environmental obligations?		Pass	Score Pass if the Bidders response is No to SQ-3.1(a) through to SQ-3.1(j)-(iv) OR Score Pass where the Bidders response is Yes and the Bidder has demonstrated, to the satisfaction of the Authority, the reliability of the Organisation despite the existence of a relevant ground for exclusion
1.6.4	Breach of social obligations?			
1.6.5	Breach of labour law obligations?			
1.6.6	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?			
1.6.7	Guilty of grave professional misconduct?			
1.6.8	Entered into agreements with other economic operators aimed at distorting competition?			
1.6.9	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?			
1.6.10	Been involved in the preparation of the procurement procedure?			
1.6.11	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?			
1.6.12	The organisation is 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.			
1.6.13	The organisation has withheld such information.	Pass/Fail	Fail	Score Fail if the Bidders response is Yes and it has not provided further details or explanation OR Score Fail if the Bidders response is Yes and the Bidder has NOT demonstrated, to the satisfaction of the Authority, the reliability of the Organisation despite the existence of a relevant ground for exclusion.
1.6.14	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.			
1.6.15	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.			
1.6.16	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)			

Reference	Question	Weighting	Grade	Scoring System
1.7 Part 3: Selection Questions - Economic and Financial Standing				
1.7.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Pass/Fail	Pass	Score Pass if the Bidders response is Yes OR Score Pass where the Bidders response is No but the Bidder can provide alternative means of demonstrating their financial status
1.7.2	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).		Fail	Score Fail if the Bidders response is No OR Score Fail if the Bidders response is NO and the Bidder can NOT provide an alternative means of demonstrating their financial status
1.7.2 1.7.3	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.	Pass/Fail	Pass	Score Pass if the Bidders response is Yes OR Score Pass where the Bidders response is No but the Bidder can provide alternative assurance regarding their financial status to the satisfaction of the Authority
			Fail	Score Fail if the Bidders response is No OR Score Fail if the Bidders response is NO and the Bidder can NOT provide alternative assurance regarding their financial status to the satisfaction of the Authority
1.7.4	Please provide 2 years' audited financial accounts for the most recent two years of completed trading, including: (i) Profit & Loss Account; (ii) Balance Sheet; (iii) Cash Comment Flow Statement; and (iv) all associated notes to the Accounts for each year. . Where a Bidder is unable to provide final or audited accounts for the most recent year's completed trading due to the timing of the bid submission date, then it must provide draft unaudited accounts.			
1.7.5	If audited accounts are unavailable, then unaudited accounts will be evaluated if supported by an accountant’s reference giving assurances that accounts have been maintained in accordance with applicable law and regulations and are therefore expected to represent a true and fair reflection of the Bidder's trading.			
1.7.6	Where an accounting format inhibits a consistent and fair assessment of trading against the published evaluation criteria and scoring methodology, Bidders must disclose details of any Extraordinary Items that are included within the accounts which they believe should be considered to ensure that all accounts are evaluated consistently and on a fair and equitable basis. For these purposes, an Extraordinary Item is an event or transaction that is considered abnormal, not related to ordinary company activities and unlikely to recur in the foreseeable future ("Extraordinary Item"). The Authority reserves the right to make the final decision on whether the disclosure is appropriate.			
1.7.7	Where a Bidder does not have sufficient trading history to be able to provide the required information for two years, it must provide: (i) information for as many years as are available; (ii) forecast information in the same format to provide a consolidated two years’ worth of information; and (iii) an explanation of why the historic information is not available for the full two years. Any forecast information provided will need to be supported by an accountant's reference.			
1.7.8	Where a Bidder has no previous trading history it must supply evidence of financial backing to support start-up costs and initial working capital. Bidders must provide: (i) full details of such financial backing; (ii) a two-year business plan; and (iii) financial projections for two years in the same format as the financial accounts described above, prepared by and supported by an accountant.			
1.7.9	Information from the financial statements will be used to perform the Assessment of Financial Statements - Financial Stability Check. Bidders are advised to note the scoring criteria to be applied for scoring of financial information.			
1.7.10	In addition to the above information, the Authority will obtain credit status checks that are carried out by Dun and Bradstreet (where possible) in relation to all Bidders to assess their creditworthiness.			
1.7.11	Where Dun and Bradstreet credit reports are unavailable for a particular Bidder, Bidders will be required to submit a banker’s reference with their bid response using Appendix 1. Where Bidders have been trading for less than one year, they must submit a banker’s reference which will be scored and in this instance a Dun and Bradstreet credit report will not be scored.			
1.7.12	Failure to provide full details to enable credit checks to be undertaken will result in a fail, leading to disqualification of the submission.			
1.7.13	Bidders are advised to note that credit checks will be undertaken using the bidding company(s) registration number(s).			
1.7.14	The credit information in relation to each Bidder will be scored in accordance with the evaluation criteria.			
1.7.15	During evaluation of the financial statements and credit reports / banker’s reference, the Authority reserves the right to contact bidders for further clarification in respect of information provided but the Authority is under no obligation to do so.			

Reference	Question	Weighting	Grade	Scoring System
1.8 Part 3: Selection Questions - Group				
1.8.1	If you have indicated in the Selection Questionnaire question 1.3.2 that you are part of a wider group, please provide further details below	Pass/Fail	Pass	Score Pass if the Bidders response to SQ-1.2(a) - (i) is No; OR Score Pass if the Bidders response to SQ-5.1 and SQ-5.2 is Yes; Score Pass if the Bidders response to SQ-5.1 and SQ-5.3 is Yes;
1.8.2	Name of organisation			
1.8.3	Relationship to the Supplier (Bidder) completing these questions			
1.8.4	Are you able to provide parent company accounts if requested to at a later stage?		Fail	Score Fail if the Bidders response to SQ-5.1 is yes and response to both SQ-5.2 and SQ-5.3 is No
1.8.5	If yes, would the parent company be willing to provide a guarantee if necessary?			
1.8.6	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?			
1.9 Part 3: Selection Questions - Technical and Professional Ability				
1.9.1	Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)	Pass/Fail	Pass	Score Pass if the Bidder does not intend to sub-contract a portion of the contract OR Score Pass if the Bidders response provides evidence of how they have previously maintained healthy supply chains with sub-contractor(s), to the satisfaction of the Authority.
			Fail	Score Fail if the Bidder does intend to sub-contract a portion of the contract but the Bidders response does NOT provide evidence of how they have previously maintained healthy supply chains with sub-contractor(s), to the satisfaction of the Authority.
1.10 Part 3: Selection Questions - Modern Slavery Act 2015				
1.10.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Pass/Fail	Pass	Score Pass if: <ul style="list-style-type: none">if the Bidders response to SQ-7.1 is No; ORif the Bidders response to SQ-7.1 is Yes AND if the Bidders response to SQ-7.2 is Yes AND the Bidder has provided the URL in response to SQ-7.3; ORif the Bidders response to SQ-7.1 is Yes AND if the Bidders response to SQ-7.2 is No AND the Bidder has provided an explanation to SQ-7.3 to the satisfaction of the Authority.
1.10.2	If you have answered yes to question 1.10.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?			
1.10.3	If you have answered yes to question 1.10.2, please provide the relevant URL			
1.10.4	If you have answered no to question 1.10.2, please provide an explanation		Fail	Score Fail if the if the Bidders response to SQ-7.1 is Yes AND if the Bidders response to SQ-7.2 is No AND the Bidder has NOT provided an explanation to SQ-7.3 to the satisfaction of the Authority
1.11 Part 3: Additional Questions - Insurance				
1.11.1	Suppliers (Bidders) who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.	Pass/Fail	Pass	Score Pass if the Bidders response is Yes
1.11.2	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the greater of the minimum levels of insurance cover per claim indicated below or any sum as required by Law: Employer's (Compulsory) Liability Insurance = £10 million Public Liability Insurance = £10 million Product Liability Insurance = £10 million In addition, if the Bidder will be providing or commissioning services as part of the contract: Professional Negligence Insurance = £10m Clinical Negligence Insurance = £10m *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.		Fail	Score Fail if the Bidders response is not Yes

Reference	Question	Weighting	Grade	Scoring System
1.12 Part 3: Additional Questions – Skills & Apprentices				
1.12.1	Suppliers (Bidders) who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.	Pass/Fail	Pass	Score Pass if the Bidders response is Yes to 8.2.1 and 8.2.2
1.12.2	Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15. Please confirm if you will be supporting apprenticeships and skills development through this contract			Score Fail if the Bidders response is not Yes
1.12.3	If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?		Fail	
1.12.4	Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested?	Pass/Fail	Pass	Score Pass if the Bidders response is Yes
			Fail	Score Fail if the Bidders response is not Yes
1.13 Part 3: Additional Questions – Data Security / Information Governance				
1.13.1	Suppliers (Bidders) who self-certify that they meet the requirements for these additional sections modules will be required to provide evidence of this if they are successful at contract award stage.			
1.13.2	Data Security Protection Toolkit - Has your organisation completed the current version of the Data Security Protection Toolkit - https://www.igt.hscic.gov.uk and demonstrated appropriate data protection is in place? Please provide the organisation Data Protection Registration Number If your organisation's Data Security Protection assurance is provided by your Parent/Holding company please provide evidence to demonstrate appropriate data protection is in place.	Pass/Fail	Pass	Score Pass if the Bidders has completed the toolkit and demonstrated appropriate data protection is in place; or has provided evidence that data security equivalent to that required by Data Security Protection Toolkit is in place; or can provide an action plan to demonstrate that data security equivalent to that required by Data Security Protection Toolkit will be in place by service commencement.
			Fail	Score Fail if the Bidders response does not demonstrated appropriate data protection is in place or will be in place by service commencement.
1.13.3	Data Protection Registration - Please enter your Data Protection Registration number.	For Information	N/A	Not Evaluated
1.13.4	NHSmail - Applicants who do not have secure NHSmail accounts (@nhs.net) may be required to use NHSmail for the delivery of this contract. Access will be by arrangement with the Commissioners. Applicants who already have NHSmail accounts should provide at least one secure NHS email address (*.*@nhs.net).	For Information	N/A	Not Evaluated
1.13.5	SIRO - Please provide the contact details for your Senior Information Risk Owner (SIRO) (Board level accountable Director / Senior Manager) who is responsible for owning all information risks?	Pass/Fail	Pass	Score Pass if the Bidders has provided correct contact details for their SIRO.
			Fail	Score Fail if the Bidders has not provided or not provided correct contact details for their SIRO.
1.13.6	Data Security - Please provide contact details for the senior person within your organisation who has specific responsibility for protecting personal confidential data (PCD) and enabling appropriate information sharing. Please confirm if they are a registered Caldicott Guardian or not in your response.	Pass/Fail	Pass	Score Pass if the Bidders has provided correct contact details for the senior person who has specific responsibility for protecting PCD and confirming whether or not they are a registered Caldicott Guardian.
			Fail	Score Fail if the Bidders has not provided details or not provided correct contact details for the senior person who has specific responsibility for protecting PCD or has not confirmed whether or not they are a registered Caldicott Guardian.
1.13.7	Offshore data processing or storage - Will you or any of your partners/subcontractors/3rd Parties be processing or storing PCD, in relation to this contract, outside of the UK shores? If yes, please provide details of the arrangement and an overview of any outsourcing contracts regarding this.	Pass/Fail	Pass	Score Pass if the Bidders response is No OR Score Pass where the Bidders response is Yes but the Bidder has provided assurance that the outsourcing will not compromise the safe delivery of the contract.
			Fail	Score Fail if the Bidders response is Yes and the Bidder has failed to provide assurance that the outsourcing will not compromise the safe delivery of the contract.

Reference	Question	Weighting	Grade	Scoring System
1.13.8	Data Processing Agreements - Are appropriate and robust Service Level Agreements (SLAs)/ Data Processing Agreements (DPAs)/Memorandums of Understanding (MoUs)/Information Sharing Agreements (ISAs), containing information governance contractual clauses in place with all your partners, subcontractors and/or third party providers? If yes, please provide a copy or template. If no, please explain why and/or advise when these documents will be in place in a Word document. Single Bidders with no partners or subcontractors may answer with N/A.	Pass/Fail	Pass	Score Pass if the Bidders response is N/A (because they are bidding as a single bidder with no partner or subcontractors) OR Score Pass where the Bidders response is Yes and the Bidder has provided assurance that the use of partners, subcontractors and/or third parties does not compromise the safe delivery of the contract.
			Fail	Score Fail if the Bidders response is Yes and the Bidder has failed to provide assurance that the use of partners, subcontractors and/or third parties does not compromise the safe delivery of the contract.
1.13.9	N3 link - Does your organisation have your own N3 link or access to one through a third party? Please answer either: - Yes we have our own N3 link - Yes we access N3 through (organisations name)'s N3 link - No.	For Information	N/A	Not Evaluated
1.13.10	ISO/IEC 27001 certification - If your organisation has achieved ISO/IEC 27001 certification please attach a copy of your current certificate and the scope of your ISMS.	For Information	N/A	Not Evaluated
1.14 Part 3: Additional Questions – Licensing & Registration				
1.14.1	Suppliers (Bidders) who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.			
1.14.2	Registration with a professional body If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).	Pass/Fail	Pass	Score Pass if the Bidders response is Yes to 8.4.1 and provides the registration number in response to 8.4.2 OR Score Pass if the Bidders response to 8.4.1 is N/A
1.14.3	If Yes, please provide the registration number here:		Fail	Score Fail if the Bidders response is Yes to 8.4.1 and the Bidder does not provide the registration number in response to 8.4.2
1.14.4	Is it a legal requirement for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?	Pass/Fail	Pass	Score Pass if the Bidders response is Yes to 8.4.3 and provides the additional details of what is required and confirmation that this has been complied with in response to 8.4.4 OR Score Pass if the Bidders response is No
1.14.5	If Yes, please provide additional details of what is required and confirmation that you have complied with this.		Fail	Score Fail if the Bidders response is Yes to 8.4.3 and does not provides the additional details of what is required and/or does not confirm that this has been complied with in response to 8.4.4
1.15 Part 3: Incidents and Disputes				
1.15.1	Is there any material pending or threatened litigation or other legal proceedings connected with similar projects against the Bidder and/or any of its named consortium members (sub-contractors) that may materially affect delivery of the Requirement	Pass/Fail	Pass	Score Pass if the Bidders response is No to 8.5.1 and 8.5.2.
1.15.2	Has there been any material litigation or other legal proceedings connected with similar contracts against the Bidder and/or any of its named consortium members (sub-contractors) in the last three years that will materially affect delivery of the Requirement?		Fail	Score Fail if the Bidders response is Yes to either 8.5.1 or 8.5.2.
1.16 Part 3: Additional Questions – Minimum Criteria for Existing Antimicrobials				
1.16.1	Suppliers (Bidders) who self-certify (where applicable to do so) that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.			
1.16.2	(a) Please list each antimicrobial that you wish to offer for consideration within this procurement process. (b) For each antimicrobial offered for consideration please provide the following information: <ul style="list-style-type: none">Name of Antimicrobial and the exact wording of the marketing authorisationDate of first LicenseDate of EU/UK License	For Information	N/A	Bidder MUST submit ALL requested information. Failure to submit ALL requested information may render the Bidder's SQ response non-compliant resulting in exclusion from the procurement process

Reference	Question	Weighting	Grade	Scoring System
	<ul style="list-style-type: none">• Date antimicrobial launched in EU• Date antimicrobial launched in UK• Patent number and expiry dates of all patents relevant to the antimicrobial			
1.16.3	<p>For each existing antimicrobial listed in response to 1.16.1:</p> <p>a) Confirm the antimicrobial has an EU licence; and</p> <p>b) Confirm the antimicrobial had a UK launch dated on or between 1 January 2017 and 31 December 2019; and</p> <p>c) Identify all the pathogen(s) on the WHO priority pathogen list against which your antimicrobial is (are) active, and which is (are) covered by the Licensed Indication(s)</p> <p>“Indication” for a antimicrobial refers to the use of that antimicrobial for treating a particular disease</p> <p>“Licensed Indication” means the indications included within the antimicrobial’s Marketing Authorisation</p> <p>“Launched in the UK means” an NHS indicative price has been agreed and the product is listed in the British National Formulary (BNF).</p> <p>Where a product has multiple antimicrobial indications with different license and/or launch dates, then if any of the antimicrobial indication launch dates are before 31 December 2019, then the product will only be considered for the existing product tender.</p>	Pass/Fail	Pass	Bidder: a) Confirms the antimicrobial has an EU licence; and b) Confirms the antimicrobial has a UK launch dated on or between 1 January 2017 and 31 December 2019; and c) Identifies the pathogen(s) on the WHO priority pathogen list against which the antimicrobial is active, and which are covered by the Licensed Indication(s).
			Fail	Bidder: a) Does not confirm the antimicrobial has an EU license; or b) Does not confirm the antimicrobial has a UK launch dated on or between 1 January 2017 and 31 December 2019; or c) Does not identify the pathogen(s) on the WHO priority pathogen list against which the antimicrobial is active, and which are covered by the Licensed Indication(s)
1.16.4	<p>Please confirm and provide evidence of your organisations previous commitment to:</p> <p>a) antimicrobial access and stewardship;</p> <p>b) high manufacturing standards;</p> <p>c) high environmental standards; and</p> <p>d) reinforce appropriate organisational behaviours (e.g. delinking individual incentives from antimicrobial sales, monitoring / surveillance of resistance)</p> <p>The above criteria were informed by the Access to Medicines AMR Benchmark Suppliers (Bidders) are encouraged to provide public and verified evidence where possible. Public and verified evidence will provide greater assurance to the Authority in comparison to evidence that is not public and/or verified.</p>	Pass/Fail	Pass	Response confirms and evidences* previous commitment to: a) antimicrobial access and stewardship; and b) high manufacturing standards; c) high environmental standards; and d) reinforce appropriate organisational behaviours (e.g. delinking individual incentives from antimicrobial sales, monitoring / surveillance of resistance) *Evidence is sufficient in qualitative terms, convincing, and credible
			Fail	Response does not confirm or evidence* previous commitment to: a) antimicrobial access and stewardship; or b) high manufacturing standards; c) high environmental standards; and d) reinforce appropriate organisational behaviours (e.g. delinking individual incentives from antimicrobial sales, monitoring / surveillance of resistance) *Evidence is either not provided; or evidence has gaps, is unconvincing in many respects, lacks credibility, or largely irrelevant to the question
1.17 Part 3: Additional Questions – Appendices				
1.17.1	If you need to submit any additional information to complete your response to the above questions, please include it here as part of a single, zip file attachment. Please ensure each appendix is clearly marked to indicate the SQ question number it relates to.	For Information	N/A	Not Evaluated
Declaration				

Reference	Question	Weighting	Grade	Scoring System
1.18.1	<p>I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of the organisation.</p> <p>I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.</p> <p>I also declare that there is no conflict of interest in relation to the Authority's requirement.</p> <p>I also declare that the information supplied in the questionnaire is accurate to the best of my knowledge and belief and accords with the basic criteria of eligibility as set out in the Procurement Selection Questionnaire and that we have not colluded with other Bidders in the completion of this questionnaire.</p> <p>I also understand it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body, therefore I hereby certify and undertake and bind and oblige ourselves and our Connected Persons (as defined below) that we and our Connected Persons have not canvassed or solicited nor will in the future canvass or solicit any officer or employee of the Authority or any person acting as an adviser for the Authority in connection with the selection of Bidders and/or the selection of any submissions, proposals or bids in relation to this Procurement and that our Connected Persons have not nor will so canvass or solicit.</p> <p>For the purposes of this declaration "Connected Persons" means any person connected with us within the meaning given by sections 1122 and 1123 Corporation Tax Act 2010 and any of the respective directors, officers, employees, solicitors, accountants, bankers or other financial or professional advisers of us and/or of our Connected Persons. Other expressions used in this declaration shall, unless otherwise stated, have the meanings assigned to them in the SQ issued by the Authority.</p> <p>I agree that we shall be responsible for any failure on the part of Connected Persons to abide by such terms to the same extent as if such failure had been our own action or omission.</p> <p>I hereby declare that I am authorised to supply the information given above and that, at the date of signing, the information given is a true and accurate record.</p>	Pass/Fail	Pass	Score Pass if the Bidders response is Yes
			Fail	Score Fail if the Bidders response is not Yes

MINIMUM ECONOMIC AND FINANCIAL STANDING (SEE QUESTION 1.7.3)

SECTION 1: EVALUATION OF FINANCIAL STATEMENTS (FINANCIAL STABILITY CHECK)

The information contained in the financial statements provided will be used to perform the following ratios and calculations (ratios used will be dependent on the organisation type where specified). The results of the ratios and calculations for each Bidder will be scored in accordance with Section 3 below.

Question No	Financial Metric
1.7.3.1	<p>Liquidity</p> <p>The following ratios are calculated in order to test liquidity</p> <p>a) Current Ratio: Expressed as a company's ability to repay short - term creditors out of its total current assets $\text{Current Assets (including Inventories) / Current Liabilities}$</p> <p>b) Acid Test Ratio: (aka Quick Ratio): Adjusts the Current Ratio to eliminate certain current assets that are not already in cash (or "near cash" form) $(\text{Current Assets} - \text{Inventory}) / \text{Current Liabilities}$</p>
1.7.3.2	<p>Debt</p> <p>help to identify the level of long-term debt in the capital structure.</p> <p>a) Capital Gearing: Measures the percentage of capital employed that is financed by debt and long-term financing. $\text{Long Term Liabilities} / (\text{Shareholders Funds} + \text{Long Term Liabilities})$ (expressed as a %)</p> <p>b) Debt Ratio: Measures the extent of a company's leverage. $\text{Total Debt (Liabilities)} / \text{Total Assets}$</p>
1.7.3.3	<p>Profitability</p> <p>The following calculations are used to test profitability.</p> <p>Non - NHS Organisations only:</p> <p>a) Return on Capital Employed (ROCE): indication of efficiency & profitability of a company's capital investment (excluding Foundation Trusts and NHS Trusts). $\text{Operating Profit} / (\text{Shareholders Funds} + \text{Long Term Liabilities})$ (expressed as a %)</p> <p>b) Net Profit/Surplus Margin: Expressed as a company's ability to make a profit/surplus on turnover (excluding Foundation Trusts and NHS Trusts). $\text{Net Profit before Taxation} / \text{Turnover}$ (expressed as a %)</p> <p>NHS Organisations only:</p> <p>a) Return on Assets (ROA): Measure of ability to turn assets into profit. $\text{Surplus (less PDC Dividend)} / \text{Average total assets} + \text{Loans}$ (expressed as a %)</p> <p>b) I&E Surplus Margin: Expressed as an organisation 's ability to make a profit on turnover. $\text{Retained Surplus for year (+ any exceptional items*)} / \text{Total Income}$ (expressed as a %)</p> <p>*exceptional items in this instance will be impairments, transfers by absorption, gains/losses on asset disposal and restructuring costs</p>

SECTION 2: EVALUATION OF CONTRACT VALUE AND TURNOVER

Question No	Financial Metric
1.7.3.4	<p>Contract Value and Turnover</p> <p>NHS England will assess how the weighted annual turnover of the Bidder compares to the average annual affordability envelope at stake (i.e. the annual contract value - £10m). The average annual affordability envelope available for a contract will be expressed as a percentage of the Bidder's weighted* annual turnover. The average annual affordability envelope at stake will exclude any non - recurrent year 1 transitional funds, if available.</p> <p>(*60% weighting applied to most recent year's turnover and 40% to the previous year's turnover)</p>

SECTION 3: SCORING METHODOLOGY

3.1 SCORING OF FINANCIAL STATEMENTS

Each of the calculations in Sections 2 and 3 above will be scored using a scale of 0 to 5 for each financial year in accordance with the relevant scoring matrix below. The maximum overall score available in this category will be 30 (18 awarded for the most recent year and 12 for the previous year).

Please note that where a Bidder does not have sufficient trading history or has no previous trading history, it **must provide** financial projections in the same format as the financial accounts, which **must** be supported by an accountant's reference. The projections will be scored in accordance with the scoring matrix below.

Scoring Matrix						
	Ratio / Measure					
Score	Current Ratio	Quick Ratio	Capital Gearing	Debt	ROCE	Net Profit Margin
5	>3:1	>2:1	<10%	< 25%	> 15%	> 4%
4	2:1<3:1	1.5:1<2:1	10% < 25%	25% < 50%	10% < 15%	3% < 4%
3	1.5:1<2:1	1:1<1.5:1	25% < 50%	50% < 75%	5% < 10%	2% < 3%
2	1:1<1.5:1	0.8:1<1:1	50% < 75%	75% < 100%	2% < 5%	1% < 2%
1	0.8:1<1:1	0.5:1,0.8:1	75% < 100%	100% < 125%	0% < 2%	0% < 1%
0	<0.8:1	<0.5:1	> 100%	> 125%	< 0%	< 0%

3.2 SCORING OF CONTRACT VALUE / TURNOVER

The maximum score available for this ratio is 5, scored as follows:

Score	Contract Value / Turnover
5	< 25%
4	25% ≥ 50%
3	50% ≥ 75%
2	75% ≥ 100%
1	100% ≥ 125%
0	> 125%

3.3 SCORING OF CREDIT CHECKS

If a credit check shows an individual or organisation has been subject to a County Court Judgement (CCJ), they will be asked to provide full details to enable NHS England to determine if this would be a risk of business failure. If it is deemed that there would be a risk of business failure then the submission will fail.

a) All Organisations

For all organisations credit checks will be carried out using Dun and Bradstreet credit reports where available and scored as follows: (the maximum score available at this stage will be 5).

D&B Risk	Points Available
1	5
2	4
3	3
4	0
-	-

b) Organisations in relation to whom Dun and Bradstreet Credit Reports cannot be obtained or who have less than one year's trading history

The Banker's Reference will be scored 1 point for each category below where in the opinion of NHS England a favorable opinion has been provided by a Bidder's bank. (The maximum score available at this stage will be 5).

Bankers reference: Confirms positive opinions on the categories below:	Points Available
Length and standing of relationship that the Bidder has had with the bank	1
Financial respectability of the Bidder	1
Trustworthiness of the Bidder	1
Consideration of figures and purpose (i.e. in terms of risk of taking in new business and proposed contract value)	1
Working Capital (i.e. in terms of utilization)	1
Total Score Available	5

3.4 FINANCIAL STABILITY CHECKS

Scores taken from Section 4 above will be reviewed to assess the overall financial stability of the Bidder ("**Financial Stability Check**"). The maximum scores available for each section are as follows:

Category	Section	Maximum Score Available
Financial Statements	Section 3.1	30 points
Contract Value / Turnover	Section 3.2	5 points
Credit Checks	Section 3.3	5 points
Total		40 points

The results from the Financial Stability Check will be used by NHS England to allocate a pass or fail in accordance with the pass/fail criteria identified in Section 3.5 below.

3.5 PASS / FAIL CRITERIA

A maximum of 40 points are achievable overall.

The Pass mark for this section, Financial Stability, is 22 points (= 55% of the total points available)

If any transitional non-recurrent funds are available in year 1, these would be excluded from all of these total average annual contract value calculations listed above. Bidders who achieve less than the pass mark stated above will register a Fail at this stage for not having demonstrated acceptable economic and financial standing. A Fail will result in the Bidder, including those individual organisations coming together as a single Bidder, taking no further part in the procurement process.