

itt_30473 – Recruitment of Members to the Citizens' Assembly of Scotland

Last Name & First Name	Date and Time
Neil Stewart	14/06/2019 10:02:09 – Time Zone: GMT + 0:00

Owner	Contracting Authority	Department
Neil Stewart	Scottish Government	Scottish Procurement & Commercial Directorate

Project information

Project Code	Project Title	Project Reference
project_13816	Recruitment of Members to the Citizens' Assembly of Scotland	CASE/482678

Overview

ITT Code	ITT Title
itt_30473	Recruitment of Members to the Citizens' Assembly of Scotland
ITT Description	
Status	
To be Published	
Type of Supplier Access	
ITT Open to All Suppliers	
Estimated Value of Contract	Hide Value from Suppliers:
GBP	Yes
Event Currency	
GBP	
Test ITT	
No	

ITT Attributes

ITT Type
Single Stage

Category
19400 – Other Consultancy

Date & Time Settings

Options for Viewing Responses	Visibility of Evaluation Group Comments During Evaluation
Sealed (parallel opening)	Blind Behaviour
End Date for Supplier Clarification Messages	End Time for Supplier Clarification Messages
26/06/2019	17:00
Closing Date	Closing Time
08/07/2019	12:00
Number of Hours before Closing Time to block Expressions of Interest	
0	

Date & Time Information

ITT Latest Change–Date	ITT Latest Change–Time (hh:mm)
14/06/2019	09:59:36

Envelopes

Qualification Envelope	Yes
Technical Envelope	Yes
Commercial Envelope	Yes

Awarding Strategy

Supplier Response Ranking	Most Economically Advantageous Tender
Scoring Method	Percentage Weight
Technical Score Weight	70%
Commercial Score Weight	30%
Weights Visible to Suppliers on 'Printable View'	No

Use this area for sharing attachments with Suppliers. Files in this area will be made visible to Suppliers on publication of the ITT. Supplier downloading of individual files may be monitored, allowing you to verify the date & time at which each Supplier has viewed each file.

Path	Description	Folder Size		
Top Level (0)				
The Directory is empty				
Path	Description	Folder Size		
Top Level/Bidder Agreement (0)				
The Directory is empty				
Path	Description	Folder Size		
Top Level/Evaluation and Awarding Criteria (0)				
The Directory is empty				
Path	Description	Folder Size		
Top Level/Specification Documents (0)				
The Directory is empty				
Path	Description	Folder Size		
Top Level/Supplier Response Guide (1)		2,837 KB		
Filename	Downloadable	Last Modification Date	Description	File Size
PCS-Tender Supplier Response Guide v4.1.pdf	Yes	11/06/2019		2,837 KB

Attachments Visible Only to Buyers

Path	Description	Folder Size		
Top Level (0)				
The Directory is empty				
Path	Description	Folder Size		
Top Level/Buyer Guide (2)		2,372 KB		
Filename	Downloadable	Last Modification Date	Description	File Size
PCS-Tender ESPD and Request for Documentation Guide v2.2.pdf	Yes	11/06/2019		2,319 KB
PCS-Tender Instructions to Bidders - Evaluation Guidance v1.4.docx	Yes	11/06/2019		54 KB

Suppliers

No Suppliers Listed

Qualification Questionnaire

General Attachments
Not Allowed

Qualification Envelope
1.1 Acceptance of Documentation (Questions: 2)
1.2 European Single Procurement Document (ESPD) (Questions: 0)

1.3 Part 1: Information about the Procurement Procedure (Questions: 0)
1.4 Part 2A: Information about the bidder (Questions: 18)
1.5 Conditional Section: Other Legal Status (Questions: 1)
1.6 Part 2A: General Information (Questions: 2)
1.7 Conditional Section: Supported Business (Questions: 2)
1.8 Part 2A: Official Lists and Certification (Questions: 1)
1.9 Conditional Section: Official Lists and Certification (Questions: 6)
1.10 Part 2A: Form of participation (Questions: 1)
1.11 Conditional Section: Form of participation (Questions: 4)
1.12 Part 2B: Information about representatives of the bidder (Questions: 14)
1.13 Part 2C: Reliance on the capacities of other entities (Questions: 1)
1.14 Conditional Section: Reliance on the capacities of other entities (Questions: 1)
1.15 Part 2D: Subcontractors on whose capacity the bidder does not rely (Questions: 1)
1.16 Conditional Section: Subcontractors (Questions: 2)
1.17 Part 3A: Grounds relating to criminal convictions (Questions: 0)
1.18 Part 3A: Conspiracy (Questions: 2)
1.19 Conditional Section: Conspiracy (Questions: 6)
1.20 Part 3A: Corruption (Questions: 2)
1.21 Conditional section: Corruption (Questions: 6)
1.22 Part 3A: Fraud (Questions: 2)
1.23 Conditional Section: Fraud (Questions: 6)
1.24 Part 3A: Terrorist offences (Questions: 2)
1.25 Conditional Section: Terrorist offences (Questions: 6)
1.26 Part 3A: Money Laundering (Questions: 2)
1.27 Conditional Section: Money Laundering (Questions: 6)
1.28 Part 3A: Terrorist Financing (Questions: 2)
1.29 Conditional Section: Terrorist Financing (Questions: 6)
1.30 Part 3A: Child Labour or Trafficking in Human Beings (Questions: 2)
1.31 Conditional Section: Child Labour or Trafficking in Human Beings (Questions: 6)
1.32 Part 3A: Drugs trafficking (Questions: 2)
1.33 Conditional Section: Drugs trafficking (Questions: 6)
1.34 Part 3A: Any Other Offence (Questions: 2)
1.35 Conditional Section: Any Other Offence (Questions: 6)
1.36 Part 3B: Payment of taxes (Questions: 1)
1.37 Conditional Section: Payment of taxes (Questions: 9)
1.38 Part 3B: Payment of social security contributions (Questions: 1)
1.39 Conditional Section: Payment of social security contributions (Questions: 9)
1.40 Part 3C: Blacklisting (Questions: 1)
1.41 Conditional Section: Blacklisting (Questions: 5)
1.42 Part 3D: Environmental Law (Questions: 1)
1.43 Conditional Section: Environmental Law (Questions: 4)
1.44 Part 3D: Social Law (Questions: 1)
1.45 Conditional Section: Social Law (Questions: 4)
1.46 Part 3D: Labour Law (Questions: 1)
1.47 Conditional Section: Labour Law (Questions: 4)
1.48 Part 3D: Bankruptcy (Questions: 1)
1.49 Conditional Section: Bankruptcy (Questions: 3)
1.50 Part 3D: Insolvency (Questions: 1)
1.51 Conditional Section: Insolvency (Questions: 3)
1.52 Part 3D: Arrangement with creditors (Questions: 1)
1.53 Conditional Section: Arrangement with creditors (Questions: 3)
1.54 Part 3D: Analogous situation (Questions: 1)
1.55 Conditional Section: Analogous situation (Questions: 3)

1.56 Part 3D: Liquidation (Questions: 1)
1.57 Conditional Section: Liquidation (Questions: 3)
1.58 Part 3D: Suspended business (Questions: 1)
1.59 Conditional Section: Suspended business (Questions: 3)
1.60 Part 3D: Professional misconduct (Questions: 1)
1.61 Conditional Section: Professional misconduct (Questions: 4)
1.62 Part 3D: Distortion (Questions: 1)
1.63 Conditional Section: Distortion (Questions: 3)
1.64 Part 3D: Conflicts of interest (Questions: 1)
1.65 Conditional Section: Conflicts of interest (Questions: 1)
1.66 Part 3D: Preparation of the procurement procedure (Questions: 1)
1.67 Conditional Section: Preparation of the procurement procedure (Questions: 1)
1.68 Part 3D: Early termination (Questions: 1)
1.69 Conditional Section: Early termination (Questions: 3)
1.70 Part 3D: Misrepresentation (Questions: 4)
1.71 Part 4A: Trade Registers (Questions: 2)
1.72 Part 4A: Service Contracts (Questions: 1)
1.73 Conditional Section: Service Contracts (Questions: 3)
1.74 Part 4B: Economic and Financial Standing (Questions: 6)
1.75 Part 6: Concluding statements (Questions: 1)

Qualification Questionnaire: 1.1 Acceptance of Documentation

	Question	Description	
1.1.1	Important	The Bidder is required to answer all of the questions contained in the ESPD. The only exception is where a section/question is marked as "where applicable" e.g. Part 2B: Information about representatives of the bidder.	
1.1.2	BIDDER GUIDANCE	Bidders must navigate to the 'Attachment' area to download and view documents relating to this procurement exercise.	
	Question	Description	Question Type
1.1.3	Supplier Response Guides	* Please confirm that you have read and understood the supplier response guide	Yes/No Value
1.1.4	Confirmation - Date	* Please enter the date in which you have confirmed the above.	Date

Qualification Questionnaire: 1.2 European Single Procurement Document (ESPD)

	Question	Description
1.2.1	ESPD	The European Single Procurement Document (ESPD) is a standard qualification questionnaire supplied by the European Commission for all regulated procurements. The ESPD is used to self-certify for the minimum requirements to tender and is tailored to the buyer's specific project. Information on the selection criteria for participation can be found in the Contract Notice on Public Contracts Scotland. If you have previously submitted an ESPD some of your answers will be pre-populated and these can be viewed in your Supplier Profile. Be aware that not all questions will apply to you or be valid for every tender.
1.2.2	Important	You are able to update your Supplier Profile at any time. Information contained within your Profile is visible to buyers within contracting authorities using PCS-Tender and administrators of the system. It is not visible to other suppliers registered on the system. Submitted responses to standardised questions are automatically updated in your Profile when the buyer opens your response.

Qualification Questionnaire: 1.3 Part 1: Information about the Procurement Procedure

	Question	Description
1.3.1	OJEU Number:	Not applicable
1.3.2	Date:	14/06/2019
1.3.3	File reference number attributed by the public body:	CASE/482678

Qualification Questionnaire: 1.4 Part 2A: Information about the bidder

	Question	Description	
1.4.1	BIDDER GUIDANCE	This section seeks background information about the bidder; this section is not normally evaluated, however the public body may choose not to select bidders that cannot provide basic company information.	
1.4.2	Data Protection	All personal information supplied will be treated as confidential and will be subject to the EU General Data Protection Regulation and Data Protection Act 2018.	
	Question	Description	Question Type

1.4.3	2A.1	* Name:	Text
1.4.4	2A.2	VAT number, if applicable:	Text
1.4.5	2A.3	National identification number, if applicable. (If you are a UK-based company this will be your Companies House number):	Text
1.4.6	2A.4	D.U.N.S, if applicable:	Text
1.4.7	2A.5.1	* Postal Address Line 1:	Text
1.4.8	2A.5.2	Postal Address Line 2:	Text
1.4.9	2A.5.3	* Postal Address Town/City:	Text
1.4.10	2A.5.4	* Postal Address Region:	Option List
1.4.11	2A.5.5	Postal Address Postcode:	Text
1.4.12	2A.5.6	* Postal Address Country:	Text
1.4.13	2A.6	Contact person or persons:	Text
1.4.14	2A.7	* Telephone (including dialling code):	Text
1.4.15	2A.8	Mobile (including dialling code):	Text
1.4.16	2A.9	* Email:	Text
1.4.17	2A.10	Internet Address (web address) (if applicable):	Text
1.4.18	2A.11	Name of parent company (if applicable):	Text
1.4.19	2A.12	Name of ultimate parent company (if applicable):	Text
1.4.20	2A.13	* Bidder legal status:	Option List

Qualification Questionnaire: 1.5 Conditional Section: Other Legal Status

Section conditionally appears if		2A.13 = Other	
Question	Description	Question Type	
1.5.1	2A.13.1 * 2A.13.1 – If you have answered 'Other' to question 2A.13 please provide details here:	Text	

Qualification Questionnaire: 1.6 Part 2A: General Information

Question	Description	Question Type
1.6.1	<p>BIDDER GUIDANCE</p> <p>For question ESPD 2A.14, please refer to the definition of a small or medium enterprise below:</p> <ul style="list-style-type: none"> ● Micro enterprises: enterprise which employs fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million. ● Small enterprises: an enterprise which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million; ● Medium enterprises: enterprises which are neither micro nor small and which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million. 	
Question	Description	Question Type
1.6.2	2A.14 For Micro/Small/Medium Enterprises only: Please confirm the size of your organisation:	Option List
1.6.3	2A.15 * Is the bidder a supported business or will it provide for the performance of the contract in the context of sheltered employment programmes?	Option List

Qualification Questionnaire: 1.7 Conditional Section: Supported Business

Section conditionally appears if		2A.15 = Yes	
Question	Description	Question Type	
1.7.1	2A.15.1 What is the corresponding percentage of disabled or disadvantaged workers?	Text	
1.7.2	2A.15.2 Please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to:	Text	

Qualification Questionnaire: 1.8 Part 2A: Official Lists and Certification

Question	Description	Question Type
1.8.1	2A.16 * If applicable, is the bidder registered on an official list of approved economic operators (applicable to non-UK businesses only), or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?	Option List

Qualification Questionnaire: 1.9 Conditional Section: Official Lists and Certification

Section conditionally appears if		2A.16 = Yes	
Question	Description	Question Type	
1.9.1	2A.16.1 * Please provide the name of the list or certificate and the relevant registration number, if applicable:	Text	

1.9.2	2A.16.2	If the certificate of registration or certification is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text
1.9.3	2A.16.3	* Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list:	Text
1.9.4	2A.16.4	* Does the registration or certification cover all of the required selection criteria?	Option List
	Question	Description	
1.9.5	BIDDER GUIDANCE	If you have answered No to question 2A.16.4: Please also complete the missing information from the Technical and Professional Ability sections.	
	Question	Description	Question Type
1.9.6	2A.16.5	Will the economic operator be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the public body or Contracting Entity to obtain it directly by accessing a national database in any Member State that is available free of charge?	Option List
	Question	Description	
1.9.7	BIDDER GUIDANCE	Only answer question 2A.16.5 if it is required in the Contract notice or procurement documentation.	
	Question	Description	Question Type
1.9.8	2A.16.6	If the certificate of registration or certification is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.10 Part 2A: Form of participation

	Question	Description	
1.10.1	BIDDER GUIDANCE	Notably as part of a group, consortium, joint venture or similar:	
	Question	Description	Question Type
1.10.2	2A.17	* Is the bidder participating in the procurement procedure together with others?	Option List

Qualification Questionnaire: 1.11 Conditional Section: Form of participation

Section conditionally appears if		2A.17 = Yes	
	Question	Description	Question Type
1.11.1	2A.17.1	* Please indicate the role of the bidder in the group (leader, responsible for specific tasks):	Text
1.11.2	2A.17.2	* Please identify the other bidder(s) participating in the procurement procedure together:	Text
1.11.3	2A.17.3	Where applicable, name of the participating group:	Text
1.11.4	2A.17.4	* Please download and complete the ESPD attachment for each of the named participants. Bidders should ensure that any other participants are also registered on PCS-Tender Where you have multiple participants you should attach the completed ESPD responses as a single zip file against this question.	Attachment

Qualification Questionnaire: 1.12 Part 2B: Information about representatives of the bidder

	Question	Description	
1.12.1	BIDDER GUIDANCE	Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the bidder for the purposes of this procurement procedure:	
	Question	Description	Question Type
1.12.2	2B.1	Full name:	Text
1.12.3	2B.2	Date of Birth:	Text
1.12.4	2B.3	Place of Birth:	Text
1.12.5	2B.4	Position/Acting in the capacity of:	Text
1.12.6	2B.5.1	Postal Address Line 1:	Text
1.12.7	2B.5.2	Postal Address Line 2:	Text
1.12.8	2B.5.3	Postal Address Town/City:	Text
1.12.9	2B.5.4	Postal Address Region:	Option List
1.12.10	2B.5.5	Postal Address Postcode:	Text
1.12.11	2B.5.6	Postal Address Country:	Text
1.12.12	2B.6	Telephone:	Text

1.12.13	2B.7	Mobile:	Text
1.12.14	2B.8	Email:	Text
1.12.15	2B.9	If needed, please provide detailed information on the representation (its forms, extent, purpose):	Text

Qualification Questionnaire: 1.13 Part 2C: Reliance on the capacities of other entities

	Question	Description	Question Type
1.13.1	2C.1	* Does the bidder rely on the capacities of other entities in order to meet the selection criteria set out under Part 4 and the criteria and rules (if any) set out under Part 5 (if included)?	Option List

Qualification Questionnaire: 1.14 Conditional Section: Reliance on the capacities of other entities

Section conditionally appears if		2C.1 = Yes	
	Question	Description	Question Type
1.14.1	BIDDER GUIDANCE	<p>Please provide a separate ESPD response for each of the entities concerned.</p> <p>Please note that this should also include any technicians or technical bodies, not belonging directly to the bidder's undertaking, especially those responsible for quality control and, in the case of public works contracts, the technicians or technical bodies upon whom the bidder can call in order to carry out the work.</p> <p>Insofar as it is relevant for the specific capacity or capacities on which the bidder relies, please include the information under Parts 4 and 5 for each of the entities concerned (e.g. for technical bodies involved in quality control).</p>	
1.14.2	BIDDER GUIDANCE	<p>Each entity being relied on must complete the following sections of the ESPD:</p> <ul style="list-style-type: none"> ● Part 2A: Information about the bidder ● Part 2B: Information about representatives of the bidder ● Part 3: Exclusion Grounds ● Part 4: Selection Criteria (only the sections that the entity is being relied upon) ● Part 5: Reduction of the number of qualified candidates (where applicable) 	
	Question	Description	Question Type
1.14.3	2C.1.1	<p>Please download and complete the ESPD attachment for each of the entities.</p> <p>Bidders should ensure that any other entities are also registered on PCS-Tender.</p> <p>Where you have multiple entities you should attach the completed ESPD responses as a single zip file against this question.</p>	Attachment

Qualification Questionnaire: 1.15 Part 2D: Subcontractors on whose capacity the bidder does not rely

	Question	Description	Question Type
1.15.1	2D.1	* Does the bidder intend to subcontract any share of the contract to third parties?	Option List

Qualification Questionnaire: 1.16 Conditional Section: Subcontractors

Section conditionally appears if		2D.1 = Yes	
	Question	Description	Question Type
1.16.1	2D.1.1	In so far as known, please list the proposed subcontractors:	Text
	Question	Description	Question Type
1.16.2	BIDDER GUIDANCE	<p>The ESPD (Scotland) – Subcontractors – Supplier Response has been attached to the following question to allow you to submit an ESPD on behalf of subcontractors.</p> <p>Please ensure each subcontractor fills in the following sections:</p> <ul style="list-style-type: none"> ● Part 2A: Information about the bidder ● Part 2B: Information about representatives of the bidder ● Part 3: Exclusion Grounds 	
	Question	Description	Question Type
1.16.3	2D.1.2	<p>Please download and complete the ESPD attachment for each of the subcontractors concerned.</p> <p>Bidders should ensure that any listed subcontractors are also registered on PCS-Tender.</p> <p>Where you have multiple sub-contractors you should attach the completed ESPD responses as a single zip file against this question.</p>	Attachment

Qualification Questionnaire: 1.17 Part 3A: Grounds relating to criminal convictions

	Question	Description
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1.17.1	BIDDER GUIDANCE	<p>Failure to disclose information relevant to this section or misrepresentation in relation to the information disclosed may result in exclusion of the bidder from this procurement process or the termination of any subsequent contract that is awarded to them.</p> <p>The bidder may be asked to provide the relevant documentation or to state where the extract from the relevant register, for example judicial records, is available electronically to the public body so that it may retrieve this information. By indicating this information, the bidder agrees that the public body may retrieve the documentation subject to the national rules implementing Directive 95/46/EC on the processing of personal data, and in particular of special categories of data such as on offences, criminal convictions or security measure.</p> <p>The bidder uses the ESPD response as a self-declaration that they have not breached any of the mandatory and discretionary exclusion grounds (or, if they have, they can demonstrate to the public bodies satisfaction that they have taken self-cleansing measures) and that they meet the relevant selection criteria.</p>
1.17.2	Exclusion grounds	<p>For procurement exercises above OJEU threshold:</p> <ul style="list-style-type: none"> ● Regulation 58 (1) of The Public Contracts (Scotland) Regulations 2015 sets out the following reasons for exclusion. <p>For procurement exercises below the OJEU threshold:</p> <ul style="list-style-type: none"> ● Regulation 8 of The Procurement (Scotland) Regulations 2016 sets out the following reasons for exclusion. <p>For Part 3A: Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for one of the reasons listed below?</p>

Qualification Questionnaire: 1.18 Part 3A: Conspiracy

	Question	Description	Question Type
1.18.1	3A.1	<p>* The common law offence of conspiracy;</p> <p>Where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010;</p>	Option List (with response causing Supplier exclusion)
1.18.2	3A.1.1	<p>If the relevant documentation is available electronically, please state:</p> <p>The web address The issuing authority or body The precise reference of the documentation</p>	Text

Qualification Questionnaire: 1.19 Conditional Section: Conspiracy

Section conditionally appears if		3A.1 = Yes	
	Question	Description	Question Type
1.19.1	3A.1.2	* Date of conviction:	Text
1.19.2	3A.1.3	* Reason(s) for the conviction:	Text
1.19.3	3A.1.4	* Identify who has been convicted:	Text
1.19.4	3A.1.5	<p>If the relevant documentation is available electronically, please state:</p> <p>The web address The issuing authority or body The precise reference of the documentation</p>	Text
1.19.5	3A.1.6	* In the case of convictions, has the bidder taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ("self-cleansing")?	Option List
1.19.6	3A.1.7	If yes, please describe the measures taken:	Text

Qualification Questionnaire: 1.20 Part 3A: Corruption

	Question	Description	Question Type
1.20.1	3A.2	<p>* Corruption:</p> <p>Within the meaning of: section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active Corruption as defined in Article 3 of the Council Act of 26th May 1997 and Article 3(1) of Council Joint Action 98/742/JHA;</p> <p>Bribery or corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003, where the offence relates to active bribery or corruption;</p> <p>Bribery within the meaning of sections 1 or 6 of the Bribery Act 2010</p>	Option List (with response causing Supplier exclusion)
1.20.2	3A.2.1	<p>If the relevant documentation is available electronically, please state:</p> <p>The web address The issuing authority or body The precise reference of the documentation</p>	Text

Qualification Questionnaire: 1.21 Conditional section: Corruption

Section conditionally appears if		3A.2 = Yes	
	Question	Description	Question Type
1.21.1	3A.2.2	* Date of conviction:	Text
1.21.2	3A.2.3	* Reason(s) for the conviction:	Text
1.21.3	3A.2.4	* Identify who has been convicted;	Text
1.21.4	3A.2.5	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text
1.21.5	3A.2.6	* In the case of convictions, has the bidder taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ("self-cleansing")?	Option List
1.21.6	3A.2.7	If yes, please describe the measures taken:	Text

Qualification Questionnaire: 1.22 Part 3A: Fraud

	Question	Description	Question Type
1.22.1	3A.3	* Fraud: Where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities (a) the offence of cheating the Revenue; (b) the common law offence of fraud; (c) the common law offence of theft or fraud; (d) fraudulent trading within the meaning of section 458 of the Companies Act 1985, or section 993 of the Companies Act 2006; (e) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; (f) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; (g) the common law offence of uttering; or (h) the common law offence of attempting to pervert the course of justice;	Option List (with response causing Supplier exclusion)
1.22.2	3A.3.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.23 Conditional Section: Fraud

Section conditionally appears if		3A.3 = Yes	
	Question	Description	Question Type
1.23.1	3A.3.2	* Date of conviction:	Text
1.23.2	3A.3.3	* Reason(s) for the conviction:	Text
1.23.3	3A.3.4	* Identify who has been convicted:	Text
1.23.4	3A.3.5	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text
1.23.5	3A.3.6	* In the case of convictions, has the bidder taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ("self-cleansing")?	Option List
1.23.6	3A.3.7	If yes, please describe the measures taken:	Text

Qualification Questionnaire: 1.24 Part 3A: Terrorist offences

	Question	Description	Question Type
1.24.1	3A.4	* Terrorist offences or offences linked to terrorist activities: Any offence listed in section 41 of the Counter-Terrorism Act 2008; or Schedule 2 to that Act where the court has determined that there is a terrorist connection.	Option List (with response causing Supplier exclusion)
1.24.2	3A.4.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.25 Conditional Section: Terrorist offences

Section conditionally appears if		3A.4 = Yes	
	Question	Description	Question Type
1.25.1	3A.4.2	* Date of conviction:	Text
1.25.2	3A.4.3	* Reason(s) for the conviction:	Text
1.25.3	3A.4.4	* Identify who has been convicted:	Text
1.25.4	3A.4.5	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text
1.25.5	3A.4.6	* In the case of convictions, has the bidder taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ("self-cleansing")?	Option List
1.25.6	3A.4.7	If yes, please describe the measures taken:	Text

Qualification Questionnaire: 1.26 Part 3A: Money Laundering

	Question	Description	Question Type
1.26.1	3A.5a	* Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;	Option List (with response causing Supplier exclusion)
1.26.2	3A.5a.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.27 Conditional Section: Money Laundering

Section conditionally appears if		3A.5a = Yes	
	Question	Description	Question Type
1.27.1	3A.5a.2	* Date of conviction:	Text
1.27.2	3A.5a.3	* Reason(s) for the conviction:	Text
1.27.3	3A.5a.4	* Identify who has been convicted:	Text
1.27.4	3A.5a.5	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text
1.27.5	3A.5a.6	* In the case of convictions, has the bidder taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ("self-cleansing")?	Option List
1.27.6	3A.5a.7	If yes, please describe the measures taken:	Text

Qualification Questionnaire: 1.28 Part 3A: Terrorist Financing

	Question	Description	Question Type
1.28.1	3A.5b	* Money laundering or Terrorist financing: An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988;	Option List (with response causing Supplier exclusion)
1.28.2	3A.5b.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.29 Conditional Section: Terrorist Financing

Section conditionally appears if		3A.5b = Yes	
	Question	Description	Question Type
1.29.1	3A.5b.2	* Date of conviction:	Text
1.29.2	3A.5b.3	* Reason(s) for the conviction:	Text
1.29.3	3A.5b.4	* Identify who has been convicted:	Text
1.29.4	3A.5b.5	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

1.29.5	3A.5b.6	* In the case of convictions, has the bidder taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ("self-cleansing")?	Option List
1.29.6	3A.5b.7	If yes, please describe the measures taken:	Text

Qualification Questionnaire: 1.30 Part 3A: Child Labour or Trafficking in Human Beings

	Question	Description	Question Type
1.30.1	3A.6	* Child labour and other forms of trafficking in human beings: Any offence under Part 1 of the Human Trafficking and Exploitation (Scotland) Act 2015 or under any provision referred to in the Schedule to that Act;	Option List (with response causing Supplier exclusion)
1.30.2	3A.6.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.31 Conditional Section: Child Labour or Trafficking in Human Beings

Section conditionally appears if		3A.6 = Yes	
	Question	Description	Question Type
1.31.1	3A.6.2	* Date of conviction:	Text
1.31.2	3A.6.3	* Reason(s) for the conviction:	Text
1.31.3	3A.6.4	* Identify who has been convicted:	Text
1.31.4	3A.6.5	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text
1.31.5	3A.6.6	* In the case of convictions, has the bidder taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ("self-cleansing")?	Option List
1.31.6	3A.6.7	If yes, please describe the measures taken:	Text

Qualification Questionnaire: 1.32 Part 3A: Drugs trafficking

	Question	Description	Question Type
1.32.1	3A.7	* Drugs trafficking: an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994:	Option List (with response causing Supplier exclusion)
1.32.2	3A.7.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.33 Conditional Section: Drugs trafficking

Section conditionally appears if		3A.7 = Yes	
	Question	Description	Question Type
1.33.1	3A.7.2	* Date of conviction:	Text
1.33.2	3A.7.3	* Reason(s) for the conviction:	Text
1.33.3	3A.7.4	* Identify who has been convicted:	Text
1.33.4	3A.7.5	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text
1.33.5	3A.7.6	* In the case of convictions, has the bidder taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ("self-cleansing")?	Option List
1.33.6	3A.7.7	If yes, please describe the measures taken:	Text

Qualification Questionnaire: 1.34 Part 3A: Any Other Offence

	Question	Description	Question Type
1.34.1	3A.8	* Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any EEA state or any part thereof:	Option List (with response causing Supplier exclusion)

1.34.2	3A.8.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text
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Qualification Questionnaire: 1.35 Conditional Section: Any Other Offence

Section conditionally appears if		3A.8 = Yes	
Question	Description	Question Type	
1.35.1	3A.8.2	* Date of conviction:	Text
1.35.2	3A.8.3	* Reason(s) for the conviction:	Text
1.35.3	3A.8.4	* Identify who has been convicted:	Text
1.35.4	3A.8.5	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text
1.35.5	3A.8.6	* In the case of convictions, has the bidder taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ("self-cleansing")?	Option List
1.35.6	3A.8.7	If yes, please describe the measures taken:	Text

Qualification Questionnaire: 1.36 Part 3B: Payment of taxes

Question	Description	Question Type
1.36.1	3B.1	* Has the bidder met all its obligations relating to the payment of taxes, both in the UK, and in the country in which it is registered, if that is not the UK?

Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.37 Conditional Section: Payment of taxes

Section conditionally appears if		3B.1 = No	
Question	Description	Question Type	
1.37.1	3B.1.1	* Please indicate: The Country or Member State concerned	Text
1.37.2	3B.1.2	* What is the amount concerned?	Text
1.37.3	3B.1.3	* Has this breach of obligations been established: through a judicial or administrative decision?	Option List
1.37.4	3B.1.4	* Is this decision final and binding?	Option List
1.37.5	3B.1.5	* Please indicate the date of conviction or decision:	Text
1.37.6	3B.1.6	Has this breach of obligations been established by other means? Please specify:	Text
1.37.7	3B.1.7.1	* Has the bidder fulfilled or will it fulfil its obligations by paying or entering into a binding arrangement with a view to paying the taxes due, including, where applicable, any interest accrued or fines?	Option List
1.37.8	3B.1.7.2	If yes, please provide details:	Text
1.37.9	3B.1.8	If the relevant documentation concerning payment of taxes is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.38 Part 3B: Payment of social security contributions

Question	Description	Question Type
1.38.1	3B.2	* Has the bidder met all its obligations relating to the payment of social security contributions, both in the UK, and in the country in which it is registered, if that is not the UK?

Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.39 Conditional Section: Payment of social security contributions

Section conditionally appears if		3B.2 = No	
Question	Description	Question Type	
1.39.1	3B.2.1	* Please indicate: The Country or Member State concerned	Text
1.39.2	3B.2.2	* What is the amount concerned?	Text
1.39.3	3B.2.3	* How has this breach of obligations been established: through a judicial or administrative decision?	Option List

1.39.4	3B.2.4	* Is this decision final and binding?	Option List
1.39.5	3B.2.5	* Please indicate the date of conviction or decision:	Text
1.39.6	3B.2.6	Has this breach of obligations been established by other means? Please specify:	Text
1.39.7	3B.2.7.1	* Has the bidder fulfilled or will it fulfil its obligations by paying or entering into a binding arrangement with a view to paying the social security contributions due, including, where applicable, any interest accrued or fines?	Option List
1.39.8	3B.2.7.2	If yes, please provide details:	Text
1.39.9	3B.2.8	If the relevant documentation concerning payment of social security contributions is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.40 Part 3C: Blacklisting

	Question	Description	Question Type
1.40.1	3C.1	* Has the bidder committed an act prohibited under the Employment Relations Act 1999 (Blacklists) Regulations 2010?	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.41 Conditional Section: Blacklisting

Section conditionally appears if		3C.1 = Yes	
	Question	Description	Question Type
1.41.1	3C.1.1	* When did the breach occur?	Text
1.41.2	3C.1.2	* Please give details about the breach:	Text
1.41.3	3C.1.3	* Has this been established by a judicial decision having final and binding effect?	Option List
1.41.4	3C.1.4	* Has the bidder taken measures to demonstrate its reliability despite the existence of this ground for exclusion ("Self-Cleansing")?	Option List
1.41.5	3C.1.5	Please describe the measures taken:	Text

Qualification Questionnaire: 1.42 Part 3D: Environmental Law

	Question	Description	Question Type
1.42.1	3D.1	* Has the bidder, to its knowledge, breached its obligations in the fields of environmental law?	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.43 Conditional Section: Environmental Law

Section conditionally appears if		3D.1 = Yes	
	Question	Description	Question Type
1.43.1	3D.1.1	* When did the breach occur?	Text
1.43.2	3D.1.2	* Please give details about the breach:	Text
1.43.3	3D.1.3	* Has the bidder taken measures to demonstrate its reliability despite the existence of this ground for exclusion ("Self-cleansing")?	Option List
1.43.4	3D.1.4	Please describe the measures taken:	Text

Qualification Questionnaire: 1.44 Part 3D: Social Law

	Question	Description	Question Type
1.44.1	3D.2	* Has the bidder, to its knowledge, breached its obligations in the fields of social law?	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.45 Conditional Section: Social Law

Section conditionally appears if		3D.2 = Yes	
	Question	Description	Question Type
1.45.1	3D.2.1	* When did the breach occur?	Text
1.45.2	3D.2.2	* Please give details about the breach:	Text
1.45.3	3D.2.3	* Has the bidder taken measures to demonstrate its reliability despite the existence of this ground for exclusion ("Self-cleansing")?	Option List
1.45.4	3D.2.4	Please describe the measures taken:	Text

Qualification Questionnaire: 1.46 Part 3D: Labour Law

	Question	Description	Question Type
1.46.1	3D.3	* Has the bidder, to its knowledge, breached its obligations in the fields of labour law?	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.47 Conditional Section: Labour Law

Section conditionally appears if		3D.3 = Yes	
	Question	Description	Question Type
1.47.1	3D.3.1	* When did the breach occur?	Text
1.47.2	3D.3.2	* Please give details about the breach:	Text
1.47.3	3D.3.3	* Has the bidder taken measures to demonstrate its reliability despite the existence of this ground for exclusion ("Self-cleansing")?	Option List
1.47.4	3D.3.4	Please describe the measures taken:	Text

Qualification Questionnaire: 1.48 Part 3D: Bankruptcy

	Question	Description	
1.48.1	Other grounds for exclusion	Is the bidder in any of the situations listed below?	
	Question	Description	Question Type
1.48.2	3D.4	* Bankrupt:	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.49 Conditional Section: Bankruptcy

Section conditionally appears if		3D.4 = Yes	
	Question	Description	Question Type
1.49.1	3D.4.1	* Please provide details:	Text
1.49.2	3D.4.2	* Please indicate the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances?	Text
1.49.3	3D.4.3	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.50 Part 3D: Insolvency

	Question	Description	Question Type
1.50.1	3D.5	* The subject of insolvency or winding-up proceedings:	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.51 Conditional Section: Insolvency

Section conditionally appears if		3D.5 = Yes	
	Question	Description	Question Type
1.51.1	3D.5.1	* Please provide details:	Text
1.51.2	3D.5.2	* Please indicate the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances?	Text
1.51.3	3D.5.3	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.52 Part 3D: Arrangement with creditors

	Question	Description	Question Type
1.52.1	3D.6	* In an arrangement with creditors:	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.53 Conditional Section: Arrangement with creditors

Section conditionally appears if		3D.6 = Yes	
	Question	Description	Question Type
1.53.1	3D.6.1	* Please provide details:	Text

1.53.2	3D.6.2	* Please indicate the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances?	Text
1.53.3	3D.6.3	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.54 Part 3D: Analogous situation

	Question	Description	Question Type
1.54.1	3D.7	* In any analogous situation arising from a similar procedure under national laws and regulations:	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.55 Conditional Section: Analogous situation

Section conditionally appears if		3D.7 = Yes	
	Question	Description	Question Type
1.55.1	3D.7.1	* Please provide details:	Text
1.55.2	3D.7.2	* Please indicate the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances?	Text
1.55.3	3D.7.3	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.56 Part 3D: Liquidation

	Question	Description	Question Type
1.56.1	3D.8	* That its assets are being administered by a liquidator or by the court:	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.57 Conditional Section: Liquidation

Section conditionally appears if		3D.8 = Yes	
	Question	Description	Question Type
1.57.1	3D.8.1	* Please provide details:	Text
1.57.2	3D.8.2	* Please indicate the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances?	Text
1.57.3	3D.8.3	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.58 Part 3D: Suspended business

	Question	Description	Question Type
1.58.1	3D.9	* That its business activities are suspended:	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.59 Conditional Section: Suspended business

Section conditionally appears if		3D.9 = Yes	
	Question	Description	Question Type
1.59.1	3D.9.1	* Please provide details:	Text
1.59.2	3D.9.2	* Please indicate the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances?	Text
1.59.3	3D.9.3	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.60 Part 3D: Professional misconduct

	Question	Description	Question Type
1.60.1	3D.10	* Is the bidder guilty of grave professional misconduct?	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.61 Conditional Section: Professional misconduct

Section conditionally appears if			3D.10 = Yes
	Question	Description	Question Type
1.61.1	3D.10.1	* Date when it happened:	Text
1.61.2	3D.10.2	* Please provide details:	Text
1.61.3	3D.10.3	* Has the bidder taken self-cleansing measures?	Text
1.61.4	3D.10.4	Please describe the measures taken:	Text

Qualification Questionnaire: 1.62 Part 3D: Distortion

	Question	Description	Question Type
1.62.1	3D.11	* Has the bidder entered into agreements with other bidders aimed at distorting competition?	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.63 Conditional Section: Distortion

Section conditionally appears if			3D.11 = Yes
	Question	Description	Question Type
1.63.1	3D.11.1	* Please provide details:	Text
1.63.2	3D.11.2	* Has the bidder taken self-cleansing measures?	Text
1.63.3	3D.11.3	Please describe the measures taken:	Text

Qualification Questionnaire: 1.64 Part 3D: Conflicts of interest

	Question	Description	Question Type
1.64.1	3D.12	* Is the bidder aware of any conflict of interest due to its participation in the procurement procedure?	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.65 Conditional Section: Conflicts of interest

Section conditionally appears if			3D.12 = Yes
	Question	Description	Question Type
1.65.1	3D.12.1	* Please provide details:	Text

Qualification Questionnaire: 1.66 Part 3D: Preparation of the procurement procedure

	Question	Description	Question Type
1.66.1	3D.13	* Has the bidder or an undertaking related to it advised the public body or otherwise been involved in the preparation of the procurement procedure?	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.67 Conditional Section: Preparation of the procurement procedure

Section conditionally appears if			3D.13 = Yes
	Question	Description	Question Type
1.67.1	3D.13.1	* Please provide details:	Text

Qualification Questionnaire: 1.68 Part 3D: Early termination

	Question	Description	Question Type
1.68.1	3D.14	* Has the bidder experienced that a prior public contract, a prior contract with a public body or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.69 Conditional Section: Early termination

Section conditionally appears if			3D.14 = Yes
	Question	Description	Question Type
1.69.1	3D.14.1	* Please provide details:	Text
1.69.2	3D.14.2	* Has the bidder taken self-cleansing measures?	Text
1.69.3	3D.14.3	If it has, please describe the measures taken:	Text

Qualification Questionnaire: 1.70 Part 3D: Misrepresentation

	Question	Description	
1.70.1	BIDDER GUIDANCE	Can the bidder confirm that:	
	Question	Description	Question Type
1.70.2	ESPD.3D.15.1	* 3D.15.1 – It has not been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria?	Option List (with response causing Supplier exclusion)
1.70.3	ESPD.3D.15.2	* 3D.15.2 – It has not withheld such information?	Option List (with response causing Supplier exclusion)
1.70.4	ESPD.3D.15.3	* 3D.15.3 – It has been able, without delay, to submit the supporting documents required by an organisation or contracting entity?	Option List (with response causing Supplier exclusion)
1.70.5	ESPD.3D.15.4	* 3D.15.4 – It has not undertaken to unduly influence the decision making process of the organisation or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?	Option List (with response causing Supplier exclusion)

Qualification Questionnaire: 1.71 Part 4A: Trade Registers

	Question	Description	Question Type
1.71.1	4A.1	The bidder is enrolled in the relevant professional or trade registers kept in the Member State of its establishment (as described in Schedule 5 of the Public Contracts (Scotland) Regulations 2015):	Text
1.71.2	4A.1.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.72 Part 4A: Service Contracts

	Question	Description	
1.72.1	BIDDER GUIDANCE	For service contracts:	
	Question	Description	Question Type
1.72.2	4A.2	Is it a requirement in the bidder's country of establishment to hold a particular authorisation or membership of a particular organisation needed in order to be able to perform the service in question?	Option List

Qualification Questionnaire: 1.73 Conditional Section: Service Contracts

Section conditionally appears if		4A.2 = Yes	
	Question	Description	Question Type
1.73.1	4A.2.1	Please specify which authorisation or membership is required:	Text
1.73.2	4A.2.2	Please indicate whether the bidder has the required authorisation or membership (as named above):	Text
1.73.3	4A.2.3	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.74 Part 4B: Economic and Financial Standing

	Question	Description	
1.74.1	BIDDER GUIDANCE	The bidder should only provide information where the selection criteria concerned have been specified by the organisation in the relevant Contract Notice. Your financial accounts and supporting information should be in English and in UK Sterling. If the original documents are not in English, please provide copies of the originals and a certified translation into English. If the sums in the accounts are not expressed in UK Sterling then copies of the original accounts, shall be provided together with a UK Sterling rate equivalent copy utilising the pound buys exchange rate applicable on the date of issue of the ESPD.	
1.74.2	Requirement – Financial Ratios	Type of Ratio: Current Ratio Description: latest published accounts Minimum Requirement: 1.0	
	Question	Description	Question Type

1.74.3	4B.4	The bidder confirms the name, value and/or range of the financial ratios specified in the relevant Contract Notice are as follows:	Text
1.74.4	4B.4.1	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text
	Question	Description	
1.74.5	Requirement – Insurance	The bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Professional Risk Indemnity: £1,000,000. Employer's (Compulsory) Liability: in accordance with any legal obligation. Public Liability: £1,000,000.	
	Question	Description	Question Type
1.74.6	4B.5.1a	Professional Risk Indemnity:	Option List
1.74.7	4B.5.1b	Employer's (Compulsory) Liability Insurance:	Option List
1.74.8	4B.5.2	All other types of insurance listed in the Contract Notice	Option List
1.74.9	4B.5.3	If the relevant documentation is available electronically, please state: The web address The issuing authority or body The precise reference of the documentation	Text

Qualification Questionnaire: 1.75 Part 6: Concluding statements

	Question	Description	Question Type
1.75.1	Declaration	The undersigned formally declare that the information stated above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation. The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where the contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge. On condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access. The undersigned formally consent to the above named Public Body, gaining access to documents supporting the information, which has been provided in this European Single Procurement Document response for the purposes of this procurement exercise.	
	Question	Description	Question Type
1.75.2	6.1	* Name, Position, Date, Place:	Text

Technical Questionnaire

General Attachments	
Allowed	

Technical Envelope	
2.1 General Attachments	

Technical Score Weight = 70%

Technical Questionnaire: 2.A Technical Response – Section Weight = 100%

	Question	Description	Question Type	Question Weight
2.A.1	Technical Response	* Tenderers should upload their 'Technical Response' document in response to this question.	Attachment	100%

Commercial Questionnaire

Allow Attachments in Supplier responses	
Allowed	
New TCO Column Header	
TCO Visible to Suppliers	
No	

Commercial Envelope	
3.1 Commercial Response (Items 0)	

3.2 Form of Tender (Items 0)

3.3 General Attachments

Commercial Questionnaire: 3.1 Commercial Response

	Reference	Description
3.1.1	Price Schedule	Tenderers should upload their completed Price Schedule (under the "General Attachments" area)

Commercial Questionnaire: 3.2 Form of Tender

	Reference	Description
3.2.1	Form of Tender	Tenderers should upload their completed Form of Tender (under the "General Attachments" area).