

## SCHEDULE 4 – QUALITY QUESTIONS (inc Section 1 – Mandatory Questions)

### Section 1: Mandatory Questions

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 be awarded to them.

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.

**All following sections of the ESPD (Scotland) should be filled in by the bidder, as detailed within the QUALIFICATION ENVELOPE in PCS-T**

### Part II: Information concerning the bidder

#### A: INFORMATION ABOUT THE BIDDER

##### Instructions for Bidders

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.

**All personal information supplied will be treated as confidential and will be subject to the General Data Protection Regulation and Data Protection Act 2018.**

Question Reference	Identification	Answer
2A.1	Name:	BMG Research Limited
2A.2	VAT-number, if applicable:	580 6606 32
2A.3	National identification number, if applicable. (If you are a UK-based company, this will be your Companies House number)	02841970
2A.4	D.U.N.S. number, if applicable:	569488612
2A.5.1	Postal address Line 1:	1a Greenfield Crescent
2A.5.2	Postal address Line 2:	Edgbaston

2A.5.3	Postal address Town/City:	Birmingham
2A.5.4	Postal address Region:	West Midlands
2A.5.5	Postal address Postcode:	B15 3BE
2A.5.6	Postal address Country:	England, United Kingdom
2A.6	Contact person or persons:	██████████
2A.7	Telephone (including dialling code):	██████████
2A.8	Mobile (including dialling code):	██████████
2A.9	Email:	██████████ <a href="mailto:██████████@bmgresearch.co.uk">bmgresearch.co.uk</a>
2A.10	Internet address (web address) (if applicable):	<a href="http://www.bmgresearch.co.uk">www.bmgresearch.co.uk</a>
2A.11	Name of parent company (if applicable):	Not applicable
2A.12	Name of ultimate parent company (if applicable):	Not applicable
2A.13	Bidder Legal Status:	<input type="checkbox"/> Sole Trader <input checked="" type="checkbox"/> Private Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Other
2A.13.1	If you have answered 'Other' to question 2A.13 please provide details here:	[text]

Question Reference	Identification	Answer
2A.14	<b>For Small to Medium Sized Enterprises (SMEs) only</b> , please confirm the size of your organisation:	<input type="checkbox"/> Micro <input type="checkbox"/> Small <input checked="" type="checkbox"/> Medium
2A.15	Is your organisation a supported business or will it provide for the performance of the contract in the context of supported employment programmes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2A.15.1	<b>If you have answered yes</b> to the previous question, what is the corresponding percentage of disabled or disadvantaged workers?	[number]
2A.15.2	<b>If you have answered yes</b> to question 2A.15, please specify which category or	[text]

	categories of disabled or disadvantaged workers the employees concerned belong to:	
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2A.16.5	<b>ONLY if this is required in the relevant Contract Notice or procurement documentation:</b> 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 obtaining it directly by accessing a national database in any Member State that is available free of charge?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2A.16.6	If the relevant documentation is available electronically, please state:	The web address: [text] The issuing authority or body: [text] The precise reference of the documentation: [text]

Question Reference	Form of participation (Notably as part of a group, consortium, joint venture or similar)	Answer
2A.17	Is the bidder participating in the procurement procedure together with others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2A.17.1	<b>If yes:</b> Please indicate the role of the bidder(s) in the group (leader, responsible for specific tasks):	[text]
2A.17.2	Please identify the other bidder(s) participating in the procurement procedure together:	[text]
2A.17.3	Where applicable, name of the participating group:	[text]
<b>2A.17.4 IF YOU HAVE ANSWERED <u>YES</u> TO QUESTION 2A.17, PLEASE ENSURE THAT EACH PARTICIPANT LISTED ABOVE PROVIDES A SEPARATE ESPD RESPONSE.</b>		

## B: Information about representatives of the bidder

### Instructions for Bidders

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 Reference	Representation, if any	Answer
2B.1	Full name:	██████████
2B.2	Date of birth:	██████████
2B.3	Place of birth:	██████████
2B.4	Position/Acting in the capacity of:	██████████
2B.5.1	Postal address Line 1:	Strathclyde Business Park New Alderston House
2B.5.2	Postal address Line 2:	3 Dove Wynd, Bellshill
2B.5.3	Postal address Town/City:	Lanarkshire
2B.5.4	Postal address Region:	Glasgow & Strathclyde
2B.5.5	Postal address Postcode:	ML4 3FB
2B.5.6	Postal address Country:	United Kingdom
2B.6	Telephone:	██████████
2B.7	Mobile:	██████████
2B.8	Email:	██████████@bmgresearch.com
2B.9	If needed, please provide detailed information on the representation (its forms, extent, purpose etc.):	[text]

## C: INFORMATION ABOUT RELIANCE ON THE CAPACITIES OF OTHER ENTITIES\*

### 2C.1 Instructions for Bidders

\* meaning of reliance on the capacities of other entities – If the main bidder does not meet the required selection criteria described in Part IV and V for this contract on their own, the main bidder can rely on another entity or entities to do so. **This is not the same as using a subcontractor to deliver / perform elements of the contract.**

A bidder can rely upon the capacities of another entity or entities in respect of:

- ESPD Part IV section B - Economic and Financial Standing;
  - ESPD Part IV section C - Technical and Professional Ability;
  - ESPD Part IV section D - Quality Assurance Schemes and Environmental Management Standards;
- or
- ESPD Part V - Reduction of the Number of Qualified Candidates (if applicable).

**If the response to question 2C.1 is 'yes', the bidder must provide a separate ESPD response setting out the information required under ESPD (Scotland): Part II (sections A and B); Part III exclusion grounds; the relevant part of Section IV selection criteria; and Part V (if applicable) for each of the entities concerned. All Parts must be duly filled in and signed by all of the entities.**

This includes a situation where, in order to meet any specific technical and professional requirements of the selection criteria, a bidder needs to rely on *technicians or technical bodies from another entity, e.g., those who do not belong directly to the bidder's organisation.*

Question Reference	Reliance	Answer
2C.1	Does the bidder rely on the capacities of other entities in order to meet the selection criteria set out under Part IV and the criteria and rules (if any) set out under Part V below?	<input type="checkbox"/> Yes [ <input checked="" type="checkbox"/> ]No

**D: INFORMATION CONCERNING SUBCONTRACTORS WHO ARE NOT BEING RELIED ON TO MEET SELECTION CRITERIA**

**Instructions for Bidders**  
Section to be filled-in only if this information is required by the public body.

Question Reference	Subcontracting	Answer
2D.1	Does the bidder intend to subcontract any share of the contract to third parties?	<input type="checkbox"/> Yes [ <input checked="" type="checkbox"/> ]No
2D.1.1	<b>If yes and in so far as known</b> , please list the proposed subcontractors:	[text]

**Part III: Exclusion grounds**

**Instructions for Bidders**

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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.

Regarding regulated procurements which are between £50k and OJEU threshold, please refer to Regulations 8, 9 and 10 of [The Procurement \(Scotland\) Regulations 2016](#).

## A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

[Regulation 8\(1\) of The Procurement \(Scotland\) Regulations 2016](#) sets out reasons for exclusion relating to criminal convictions for below OJEU procurements.

Question Reference	Grounds relating to criminal convictions under national provisions implementing the grounds set out in <a href="#">Regulation 8(1) of The Procurement (Scotland) Regulations 2016</a> for below OJEU threshold.	Answer
3.A	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 above?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, I have not
3A.1	If the relevant documentation is available electronically, please indicate:	The web address: [text]
		The issuing authority or body: [text]
		The precise reference of the documentation: [text]
3A.2	If yes, please indicate: Date of conviction, specify which of points 1 to 8 is concerned and the reason(s) for the conviction,	Date of Conviction:[date]
		Point(s): [number]
		Reason(s) for the conviction:[text]
3A.3	Identify who has been convicted;	[text]
3A.4	If the relevant documentation is available electronically, please indicate:	The web address: [text]
		The issuing authority or body: [text]
		The precise reference of the documentation: [text]
3A.5	In case of convictions, has the bidder taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (“Self-Cleansing”)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3A.6	If yes, please describe the measures taken:	[text]

## B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS

Question Reference	Payment of taxes or social security contributions	Answer	
3B.1	Has the bidder met all its obligations relating to the payment of taxes or social security contributions, both in the UK, and in the country in which it is registered, if that is not the UK?	<b>Taxes</b>	<b>Social Security contributions</b>
		<input checked="" type="checkbox"/> Yes, I have met all my obligations	<input checked="" type="checkbox"/> Yes, I have met all my obligations

		<input type="checkbox"/> No	<input type="checkbox"/> No
3B.1.1	<b>If not</b> , please indicate:  Country or Member State concerned	<b>Taxes</b>	<b>Social Security contributions</b>
		[text]	[text]
3B.1.2	What is the amount concerned?	[number]	[number]
3B.1.3	How has this breach of obligations been established:  Through a judicial or administrative decision:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3B.1.4	Is this decision final and binding?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3B.1.5	Please indicate the date of conviction or decision.	[date]	[date]
3B.1.6	By other means? Please specify:	[text]	[text]
3B.1.7	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 or social security contributions due, including, where applicable, any interest accrued or fines?	<input type="checkbox"/> Yes , I have <input type="checkbox"/> No  If yes, please provide details: [text]	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please provide details: [text]
3B.1.8	If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate:	The web address: [text]	
		The issuing authority or body: [text]	
		The precise reference of the documentation: [text]	

## SUITABILITY

### Economic and Financial Standing

#### Instructions for Bidders

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.

Question Reference	Economic and financial standing		Answer
4B.4	The bidder confirms the name, value and/or range of the financial ratios specified in the relevant Contract Notice are as follows:		Confirm ratio name, range and value: [text]  N/A
4B.4.1	If the relevant documentation is available electronically, please indicate:		The web address: [text] The issuing authority or body: [text] The precise reference of the documentation: [text]
4B.5.1a	The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the relevant Contract Notice.	Professional Risk Indemnity Insurance	<input checked="" type="checkbox"/> <b>Yes, I already have this</b> <input type="checkbox"/> <b>No, but I commit to obtain it</b> <input type="checkbox"/> <b>No, and I cannot commit to obtain it</b>
4B.5.1b	The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the relevant Contract Notice.	Employer's (Compulsory) Liability Insurance	<input checked="" type="checkbox"/> <b>Yes, I already have this</b> <input type="checkbox"/> <b>No, but I commit to obtain it</b> <input type="checkbox"/> <b>No, and I cannot commit to obtain it</b> <input type="checkbox"/> <b>Not applicable – my business is exempt</b>



4B.5.2	All other types of insurance listed in the Contract Notice	All other types of insurance listed in the Contract Notice	<input checked="" type="checkbox"/> <b>Yes, I already have this</b> <input type="checkbox"/> <b>No, but I commit to obtain it</b> <input type="checkbox"/> <b>No, and I cannot commit to obtain it</b>
4B.5.3	If this information is available electronically, please indicate:		The web address: [text]
4B.6			The issuing authority or body: [text]
4B.6.1			The precise reference of the documentation: [text]
4B.6			[text]
4B.6.1			The web address: [text]
4B.6.1			The issuing authority or body: [text]
4B.6.1			The precise reference of the documentation: [text]

## Part VI: Concluding statements

### Instructions for Bidders

The bidder must fill in the grey coloured sections in the brackets below with the relevant information before submitting the contract to the public body or before uploading it to the relevant online sites.

\*Signature(s) are only required if a paper copy of this document is used. If the ESPD (Scotland) document is sent through PCS or PCS-Tender, the document does not need a signature.

The undersigned formally declare that the information stated under Parts II – V 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 Scottish Government, gaining access to documents supporting the information, which has been provided in this European Single Procurement Document response for the purposes of Scottish Employer Skills Survey (ESS) 2020.

Signature(s)\*(where required or necessary)

[Redacted]

[Redacted]

[Redacted] 07/2020

Place: Glasgow

[Redacted]