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INVITATION TO TENDER

Volume 2: Selection Questionnaire

EN-ICT-1022-P3

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**Notes for completion**

1. The “Authority” means the framework sponsors, Academies Enterprise Trust and The Elliot Foundation Trust or anyone acting on their behalf, their contracting agent enFrame CIC, and any other public sector contracting authority, that is seeking to invite suitable suppliers to participate in this procurement process.
2. “You”/ “Your”, “Supplier”, “Provider”, “Bidder” or “Tenderer” means the body completing these questions, i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided. The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. The ITT Questionnaire (“the Questionnaire”) means the Selection Questionnaire (Volume 2) and the Award Questionnaire (Volume 3) to be completed in response to the Invitation to Tender and has been designed to assess the suitability of a supplier to deliver the authority’s contract requirement(s).
4. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

**Verification of Information Provided**

1. Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the supplier to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence that the supplier can meet the specified requirements the Authority may only obtain such evidence after the final tender evaluation decision and standstill period.

**Consortia Arrangements\***

1. If the supplier completing this questionnaire is doing so as part of a proposed consortium, the following information must be provided:

* Names of all consortium members.
* The lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created).
* Full details of proposed arrangements within a separate appendix if the consortium is not proposing to form a legal entity.

1. Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the contract.
2. Volume 2 parts 1 - 3, and Appendix 2a of this questionnaire must be completed by each member of the consortium including the lead party. The lead party, on behalf of the consortium, must complete Volume 3 parts 3 and 4, Appendix 1b, and the relevant lot/s of Volume 3.
3. Where you are proposing to create a separate legal entity, such as a special purpose vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate appendix.
4. You must make it clear in your responses if your consortium is relying on one or more of its members to provide the services. For example, relying on their technical or professional ability. In your response, you must explain the consortium member’s role, capability, and experience in the context of the question.
5. The Authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond based on the arrangements as currently envisaged. Suppliers are reminded that the authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The authority reserves the right to deselect the supplier prior to any award of contract, based on an assessment of the updated information.

\* See government website for guidelines on how to bid as a consortium: <https://www.gov.uk/guidance/how-to-bid-for-government-contracts-as-a-consortium>

**Confidentiality**

1. 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.
2. The authority reserves the right to contact the named customer contact regarding the contracts included in [Section 6.1](#references). The named customer contact does not owe the authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

**Award Criteria**

1. Suppliers are advised that all relevant questions must be answered. Failure to respond to all questions or to provide incomplete or inadequate evidence, supporting documentation, or details where requested may result in your submission not being considered. If a question is believed to be not applicable to your organisation, this should be clearly stated, and an explanation provided.
2. Parts 2 – 4 of the selection questionnaire are subject to a pass/fail assessment. Suppliers must pass all the sections and questions to satisfy the award criteria.
3. Suppliers who self-certify that they meet the requirements outlined in parts 1 to 4 will be required to provide evidence of this if they are successful at contract award stage.

**Important**: If you are already a Panel Member on this framework for any of the lots/sub-lots procured in Phase 1 and 2, you do not need to complete Parts 1 – 4 unless any of the information has changed since your last submission. You are only required to complete and sign the declarations in Part 5. You will also not be required to sign a new Framework Agreement, as any additional awarded lots will be added to your existing Framework Agreement to be resigned.

# Part 1: Potential Supplier Information

## Section 1 - Supplier Information

Please answer the following questions in full.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1.1. Supplier Details | Answer | | | | | |
| Full name of the supplier completing the questionnaire |  | | | | | |
| Registered office address |  | | | | | |
| Registered website address |  | | | | | |
| Date of registration |  | | | | | |
| Registered company number |  | | | | | |
| Registered charity number |  | | | | | |
| Registered VAT number |  | | | | | |
| **Details of immediate parent company:**  Full name of 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) |  | | | | | |
| **Details of ultimate parent company:**  Full name of 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) |  | | | | | |
| If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?  If you responded “yes” please provide relevant details, including registration number(s) | | | | Yes |  | |
| No |  | |
| N/A |  | |
| **Registration Number**: | | | | | | |
| 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 to provide the services specified in this procurement?  If you responded “yes” please provide relevant details, including registration number(s) | | | | Yes |  | |
| No |  | |
| N/A |  | |
| **Registration Number**: | | | | | | |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) | A public limited company | Yes | | |  |
| ii) | A limited company | Yes | | |  |
| iii) | A limited liability partnership | Yes | | |  |
| iv) | Other partnership | Yes | | |  |
| v) | Sole trader | Yes | | |  |
| vi) | Other (please specify) | Yes | | |  |
|  | | | | | |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i) | Voluntary, community and social enterprise (VCSE) | Yes | | |  |
| ii) | Small or medium enterprise SME)\* | Yes | | |  |
| iii) | Sheltered workshop | Yes | | |  |
| iv) | Public service mutual | Yes | | |  |
| **Details of Persons of Significant Control (PSC), where appropriate: \*\***  Name: |  | | | | | |
| Date of birth: |  | | | | | |
| Nationality: |  | | | | | |
| Country, county, 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: |  | | | | | |
| Which conditions for being a PSC are met:  Over 25% up to (and including) 50%,  More than 50% and less than 75%,  75% or more.  (Please enter N/A if not applicable) |  | | | | | |

\* See the government’s definition of small businesses (Section 382 of the Companies Act 2006 - <https://www.legislation.gov.uk/ukpga/2006/46/section/382>) and medium businesses (Section 465 of the Companies Act 2006 - <https://www.legislation.gov.uk/ukpga/2006/46/section/465>), and the EU definition of SME: <https://ec.europa.eu/growth/smes_en>

\*\* Companies and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company (Persons of Significant Control or PSCs), maintain a PSC register, and file the PSC information with the Central Public Register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships).

**Please note:** A criminal record check for relevant convictions may be undertaken for the preferred suppliers and their Persons of Significant Control.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.2. Bidding Model | | | Answers | |
| (a) | Are you bidding as the Lead Party for a group of economic operators?  If you selected “no”, please continue to **Contact details and declaration** | | Yes |  |
| No |  |
| (b) | Name of group of economic operators (if applicable) |  | | |
| (c) | 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. | | | |
|  |  | | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

I declare that, upon request and without, delay I will provide the certificates or documentary evidence referred to in this document.

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.

I understand that the Authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| 1.3. Contact Details | |
| Supplier Contact Details for enquiries about this questionnaire | |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Postal address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| Email |  |
| Signature (electronic is acceptable) |  |
| Date |  |

If you are part of a consortium, the Lead Party should complete this section. Non-lead Parties should complete [Appendix 2a](#_Appendix_2a_Consortium) and [Appendix 2b](#_Appendix_2b_Consortium).

# Part 2: Exclusion Grounds

## Section 2 - Grounds for Mandatory Exclusion (Pass/Fail)

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud, and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate, e.g. only minor amounts involved).

**Regulations 57(1) and (2)**

The detailed grounds for mandatory exclusion of an organisation are set out on by the government on this [website](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2. Grounds for Mandatory Exclusion | | | Yes | No |
| Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), directors or partners or any other person who has powers of representation, decision or control been convicted of any of the offences listed below or on this government [website](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)? Please indicate your answer by marking ‘X’ in the relevant ‘Yes/No’ box | | | | |
| **2.1** | **Participation in a criminal organisation** | | | |
| (a) | Participation in an offence as defined by Section 45 of the Serious Crime Act 2015 | |  |  |
| (b) | Conspiracy within the meaning of Section 1 or 1A of the Criminal Law Act 1977 or Article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 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 | |  |  |
| **2.2** | **Corruption** | | | |
| (a) | Corruption 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 | |  |  |
| (b) | The common law offence of bribery | |  |  |
| (c) | Bribery within the meaning of Sections 1, 2 or 6 of the Bribery Act 2010; or Section 113 of the Representation of the People Act 1983 | |  |  |
| **2.3** | **Terrorist offences or offences linked to terrorist activities** | | | |
| (a) | Any offence listed in Section 41 of the Counter Terrorism Act 2008 | |  |  |
| (b) | Any offence listed in Schedule 2 to that act where the court has determined that there is a terrorist connection | |  |  |
| (c) | Any offence under Sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points | |  |  |
| **2.4** | **Money laundering or terrorist financing** | | | |
| (a) | Money laundering within the meaning of Sections 340(11) and 415 of the Proceeds of Crime Act 2002 | |  |  |
| (b) | 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 or Article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996 | |  |  |
| **2.5** | **Child labour and other forms of trafficking human beings** | | | |
| (a) | An offence under Section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004 | |  |  |
| (b) | An offence under Section 59A of the Sexual Offences Act 2003 | |  |  |
| (c) | An offence under Section 71 of the Coroners and Justice Act 2009 | |  |  |
| (d) | 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 | |  |  |
| (e) | An offence under Section 2 or Section 4 of the Modern Slavery Act 2015 | |  |  |
| **2.6** | **Non-payment of tax and social security contributions** | | | |
| (a) | Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision | |  |  |
| (b) | Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect because of: | | | |
| (i) | | HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle |  |  |
| (ii) | | A tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or like the GAAR or “Halifax” abuse principle |  |  |
| (iii) | | A failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established |  |  |
| **2.7** | **Other offences** | | | |
| (a) | Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales, and Northern Ireland | |  |  |
| (b) | Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales, or Northern Ireland | |  |  |
| **2.8** | **Fraud** | | | |
| (a) | Any of the following offences, 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: | | | |
| (i) | | The offence of cheating the Revenue |  |  |
| (ii) | | The offence of conspiracy to defraud |  |  |
| (iii) | | Fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978 |  |  |
| (iv) | | Fraudulent trading within the meaning of Section 458 of the Companies Act 1985, Article 451 of the Companies (Northern Ireland) Order 1986 or Section 993 of the Companies Act 2006 |  |  |
| (v) | | 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 |  |  |
| (vi) | | An offence in connection with taxation in the European Union within the meaning of Section 71 of the Criminal Justice Act 1993 |  |  |
| (vii) | | Destroying, defacing, or concealing of documents or procuring the execution of a valuable security within the meaning of Section 20 of the Theft Act 1968 or Section 19 of the Theft Act (Northern Ireland) 1969 |  |  |
| (viii) | | Fraud within the meaning of Section 2, 3 or 4 of the Fraud Act 2006 |  |  |
| (ix) | | The possession of articles for use in frauds within the meaning of Section 6 of the Fraud Act 2006, or the making, adapting, supplying, or offering to supply articles for use in frauds within the meaning of Section 7 of that Act |  |  |

If you have answered ‘Yes’ to any part of Section 2, please provide details using a separate appendix, that will enable the Authority to determine whether it is required to exclude you under the mandatory grounds for exclusion laid out in Regulation 57 of the Public Contracts Regulations 2015.

## Section 3 - Grounds for Discretionary Exclusion – Part 1 (Pass/Fail)

**Regulation 57 (8)**

The detailed grounds for discretionary exclusion of an organisation are set out on this [website](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.

|  |  |  |  |
| --- | --- | --- | --- |
| 3. Grounds for Discretionary Exclusion | | Yes | No |
| Within the past three years, please indicate if anywhere in the world, any of the situations listed below and or on this [website](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), have applied, or currently apply, to your organisation (please indicate your answer by marking ‘X’ in the relevant ‘Yes/No’ box) | | | |
| **3.1** | **Obligations in the field of environment, social and labour law** | | |
| (a) | Your organisation or any of its directors or executive officers have been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body). |  |  |
| (b) | Your organisation has had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination. |  |  |
| (c) | Any finding of unlawful discrimination has been made against your organisation by an employment tribunal, an employment appeal tribunal, or any other court (or incomparable proceedings in any jurisdiction other than the UK) |  |  |
| (d) | Your organisation has been in breach of Section 15 of the Immigration, Asylum, and Nationality Act 2006 |  |  |
| (e) | Your organisation has a conviction under Section 21 of the Immigration, Asylum, and Nationality Act 2006 |  |  |
| (f) | Your organisation has been in breach of the National Minimum Wage Act 1998 |  |  |
| **3.2** | **Bankruptcy, insolvency** | | |
| (a) | Your organisation is 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 |  |  |
| **3.3** | **Grave professional misconduct** | | |
| (a) | Your organisation is/was guilty of grave professional misconduct |  |  |
| **3.4** | **Distortion of competition** | | |
| (a) | Your organisation has entered into agreements with other economic operators aimed at distorting competition |  |  |
| **3.5** | **Conflict of interest** | | |
| (a) | You are aware of any conflict of interest within the meaning of Regulation 24 due to the participation in the procurement procedure |  |  |
| **3.6** | **Been involved in the preparation of the procurement procedure** | | |
| (a) | Your organisation has advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure​ |  |  |
| **3.7** | **Prior performance issues** | | |
| (a) | Your organisation has 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 |  |  |
| **3.8** | **Misrepresentation and undue influence** | | |
| (a) | 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 |  |  |
| **3.9** | **Breach of obligations relating to the payment of taxes or social security contributions** | | |
| (a) | Your organisation is in breach of its obligations relating to the non-payment of taxes or social security contributions |  |  |

**Conflicts of Interest**

In accordance with Question 3.5, the Authority may exclude the supplier if there is a conflict of interest which may present an issue and cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic, or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. Tenderers must complete the [Declaration of Conflict / No Conflict of Interest](#conflict).

**Taking account of bidders’ past performance**

In accordance with Question 3.7, the Authority may assess the past performance of a supplier (through a Certificate of Performance provided by a customer or other means of evidence). The Authority may consider any failure to discharge obligations under the previous principal relevant contracts of the supplier completing this questionnaire. The Authority may also assess whether specified minimum standards for reliability for such contracts are met. In addition, the Authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

**‘Self-cleaning’**

Any Supplier that answers “yes” to the questions in Sections 2 & 3 should provide sufficient evidence, in a separate appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently, and effectively ‘self-cleans’ the situation referred to in that question. The supplier must demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case. If such evidence is considered by the Authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process. For the evidence referred to above to be sufficient, the supplier must, as a minimum, prove that it has:

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct,
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities, and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the supplier shall be evaluated considering the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the supplier shall be given a statement of the reasons for that decision.

## Section 4 - Grounds for Discretionary Exclusion – Part 2 (Pass/Fail)

The Authority reserves the right to use its discretion to exclude a supplier where it can demonstrate the supplier’s non-payment of taxes/social security contributions where no binding legal decision has been taken. Section 2.6 relating to tax compliance only applies where the Authority has indicated that the contract is over £5 million in value, and the Authority is a central government department (including their executive agencies and non-departmental public bodies).

“Occasion of tax non-compliance” means:

1. any tax return of the supplier submitted to a relevant tax authority on or after 1 October 2012 is found to be incorrect because of:
   * a relevant tax authority successfully challenging the supplier under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or like the General Anti-Abuse Rule or the “Halifax” abuse principle,
   * the failure of an avoidance scheme which the supplier was involved in, and which was, or should have been, notified to a relevant tax authority under the DOTAS or any equivalent or similar regime, and/or
2. the supplier’s tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the effective date or to a penalty for civil fraud or evasion.

|  |  |  |  |
| --- | --- | --- | --- |
| 4. Grounds for Discretionary Exclusion – Part 2 | | Yes | No |
| From 1st April 2013 onwards, have any of your company’s tax returns submitted on or after 1st October 2012; (please indicate your answer by marking ‘X’ in the relevant ‘Yes/No’ box) | | | |
| 4.1 | Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion |  |  |
| 4.2 | Been found to be incorrect because of: | | |
| (a) | HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the “Halifax” abuse principle |  |  |
| (b) | A tax authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or like the GAAR or the "Halifax" abuse principle |  |  |
| (c) | The failure of an avoidance scheme which the supplier was involved in, and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established |  |  |

If answering “yes” to either 4.1 or 4.2 above, the supplier may provide details of any mitigating factors that it considers relevant and that it wishes the Authority to take into consideration. This could include, for example:

* Corrective action undertaken by the supplier to date.
* Planned corrective action to be taken.
* Changes in personnel or ownership since the Occasion of Non-Compliance (OONC).
* Changes in financial, accounting, audit, or management procedures since the OONC.

In order that the Authority can consider any factors raised by the supplier, the following information should be provided:

* A brief description of the occasion, the tax to which it applied, and the type of “non-compliance” e.g. whether HMRC or the foreign Tax Authority has challenged pursuant to the GAAR, the “Halifax” abuse principle etc.
* Where the OONC relates to a DOTAS, the number of the relevant scheme.
* The date of the original “non-compliance” and the date of any judgement against the supplier, or date when the return was amended.
* The level of any penalty or criminal conviction applied.

# Part 3: Selection Questions

## Section 5 - Economic and Financial Standing

Successful suppliers will be required to annually provide updated financial information, including their audited accounts, which will be made available to customers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5. Financial Information | | | PASS | FAIL | |
| 5.1 | Please provide a copy of your audited accounts for the most recent two years or if you are unable to provide these please explain why and provide one of the following to demonstrate your economic/financial standing.  Please indicate which of the following you have provided with an ‘X’ in the relevant box | | | |
| (a) | A copy of the audited accounts for the most recent two years | |  |
|  | If you are unable to provide your audited account for the most recent two years, please provide an explanation here: | | |
|  |  | | |
| (b) | A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation | |  |
| (c) | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position | |  |
| (d) | 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). | |  |
| 5.2 | Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?  If yes, please provide the name below, provide ultimate/parent company accounts if available: | | Yes |  |
| No |  |
| **Name of the organisation**:  **Relationship to the supplier completing the questionnaire**: | | | |
| If yes, would the ultimate/parent company be willing to provide a guarantee if necessary? | | Yes |  |
| No |  |
| If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?) | | Yes |  |
| No |  |
| 5.3 | Liquidity – using your latest balance sheet please provide the values of your current assets and your current liabilities below:  Ideally your assets must be equal to or more than your liabilities, if they are not the Authority reserves the right to request further information and possible guarantees. | | | |
| (a) | Date figures recorded |  | |
| (b) | Currency used |  | |
| (c) | Assets - (stock + debtors + prepayments + cash in bank) |  | |
| (d) | Liabilities - (creditors + bank overdraft + VAT owed + tax owed + accruals) |  | |

## Section 6 – Technical and Professional Ability

|  |  |  |  |
| --- | --- | --- | --- |
| 6.1. Technical and Professional Ability, Experience and References | | | PASS | FAIL |
| 6.1 (a) | Please provide details of three similar contracts (with at least one contract example from the public sector), that are relevant to the requirement for the sponsors and their contracting agent to determine your suitability for delivering the required services. Contracts for supplies or services should have been performed during the past **five** years.  The named customer contact provided should be prepared to provide written evidence to the sponsors and their contracting agent to confirm the accuracy of the information provided below.  For clarity, to achieve a pass in this section, tenderers should have either completed 6.1 (a) or (b). | | |
| **Contract 1** | | | |
|  | Name of customer organisation |  | |
| Point of contact in customer organisation  Position in the organisation  E-mail address |  | |
| Contract start date  Contract completion date  Estimated contract value |  | |
| Description of contract |  | |
| **Contract 2** | | | |
|  | Name of customer organisation |  | |
| Point of contact in customer organisation  Position in the organisation  E-mail address |  | |
| Contract start date  Contract completion date  Estimated contract value |  | |
| Description of contract |  | |
| **Contract 3** | | | |
|  | Name of customer organisation |  | |
| Point of contact in customer organisation  Position in the organisation  E-mail address |  | |
| Contract start date  Contract completion date  Estimated contract value |  | |
| Description of contract |  | |
| 6.1 (b) | If you cannot provide examples for question 6.1, in no more than 500 words, please provide an explanation for this, e.g. your organisation is a new start-up. | | |
|  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6.2. Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 | | PASS | FAIL |N/A | | |
| Tenderers must answer ‘N/A’ to (a) or answer ‘Yes’ to (a), (b) and (c) to achieve a ‘Pass’ for this section. | | | | |
| (a) | Are you a relevant commercial organisation as defined by Section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | | Yes |  |
| N/A |  |
| (b) | If you have answered ‘Yes’ to question 6.2 (a), are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | | Yes |  |
| No |  |
| (c) | If you have answered ‘Yes’ to question 6.2 (b) will you provide your most recent Modern Slavery report, as defined in Section 54 of the Modern Slavery Act 2015 if you are successfully awarded as a panel member on this framework? | | Yes |  |
| No |  |

# Part 4: Additional Questions

|  |  |  |
| --- | --- | --- |
| 7. Insurance | PASS | FAIL | |
| Tenderers must answer ‘Yes’ to achieve a ‘Pass’ for this section. | | |
| Please self-certify whether you already have, or will obtain (on notification of the award of framework or your first successful further competition), the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance = £5,000,000  Public Liability Insurance = £5,000,000  Product Liability insurance = £5,000,000  Professional Indemnity = £2,000,000 | Yes |  |
| No |  |

If you have Employers Liability, Public Liability, Product Liability or Professional Indemnity Insurance in place, you may wish to attach/upload your insurance certificates as part of your submission, as you will be asked to provide your insurance certificates on successful award of a framework agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| 8. Business Continuity | | PASS | FAIL | |
| The Civil Contingencies Act 2004 requires Public Sector Bodies to ensure through their procurement activities that all suppliers have business continuity plans in place to enable them to deliver essential and critical services and products in the event of an emergency or business continuity incident.  In the case of a consortium/partnership, the supplier must also describe, in separate appendix, the procedure for ensuring business continuity across the membership.  Details of how the consortium/partnership will manage changes to the membership to fulfil their contractual obligations should be provided.  Tenderers must answer ‘Yes’ to achieve a ‘Pass’ for this section. | | | |
| (a) | Please self-certify that your organisation has a Business Continuity Plan | Yes |  |
| No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 9. DBS Clearance, Right to Work and Safeguarding Processes | | PASS | FAIL | N/A | |
| If there is a requirement for tenderers’ staff members to carry out duties at sites unsupervised with children present or to deal directly with children, they must answer ‘Yes’ to (a), (b), and (c) to achieve a ‘Pass’ for this section.  If there is no requirement for tenderers to interact with children, they should answer ‘N/A’ to (a) to achieve a ‘Pass’ for this section. | | | |
| (a) | Will your staff interact directly with children or visit sites where there are children present (unsupervised)? | Yes |  |
| N/A |  |
| (b) | If you answered ‘Yes’ to 9 (a) do you have a process to ensure that staff who will be carrying out duties on site will have enhanced DBS clearance, that Right to Work checks have been completed and, where applicable, a Certificate of Good Conduct is provided, before commencement of their duties? | Yes |  |
| No |  |
| (c) | If you answered ‘Yes’ to 9 (a) do you have a process to ensure that all staff who will be carrying out duties on site are made aware of the Child Protection and Safeguarding Policy requirements when on site? | Yes |  |
| No |  |

If you have answered ‘Yes’ to (b) you may wish to attach/upload your process as part of your submission, as you will be asked to provide your Safeguarding Process on successful award of a framework agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| 10. Compliance with the Data Protection Act 2018 | | PASS | FAIL | |
| Tenderers must answer ‘Yes’ to achieve a ‘Pass’ for this section. | |  | |
| (a) | Please confirm that your organisation complies with the UK Data Protection Act 2018 and all other applicable legislation with respect to the processing of personal data | Yes |  |
| No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 11. Social Value | | PASS | FAIL | | |
| The Social Value Act requires public bodies to consider how the services they commission and procure might improve the economic, social, and environmental well-being of the area, which means that AET, TEFAT, and all public bodies using the framework will consider the benefit to the community from a commissioning and/or procurement process over and above the direct purchasing of goods, services, and outcomes.  Tenderers must answer ‘Yes’ to achieve a ‘Pass’ for this section. | | | | |
| (a) | The Contracting Authority is likely to specify Social Value criteria during the further competition stage. Is your organisation willing to participate in further competitions with these criteria? | | Yes |  |
| No |  |

**Section 12: Net Zero Commitment and Carbon Reduction Reporting**

AET, TEFAT and enFrame are keen to demonstrate leadership in fighting Climate Change and the adoption of Net Zero strategies to reduce the Carbon Footprint across organisations, the education sector, and the wider public sector.

We are therefore adopting the principles detailed in the government’s [Procurement Policy Note (PPN) 06/21](https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts) that sets out how to take account of suppliers’ Net Zero Carbon Reduction Plans in the procurement of major Government contracts. We are applying these same principles (excluding qualifying Project Cost Threshold) to the Framework qualification process and require Panel Members on the framework to produce a Carbon Reduction Plan.

The government has provided a template that suppliers should use to create Carbon Reduction Plans, which is split into the following sections:

* **Commitment to achieving Net Zero:** Director level (or equivalent senior leadership) commitment for your organisation to reduce its emissions to achieve Net Zero by 2050 consistent with the UK Government’s commitment under the [Climate Change Act](http://www.legislation.gov.uk/ukpga/2008/27/contents).
* **Baseline Emissions Footprint:** A record of the organisation’s Scope 1, 2 and 3\* carbon emissions and their total emissions prior to the introduction of any strategies to reduce emissions. This footprint will serve as a baseline against which emissions reductions can be measured.
* **Current Emissions Reporting:** A record of the organisation’s Scope 1, 2 and 3\* carbon emissions and their total emissions for the previous year, which must be updated at the end of each year.
* **Emissions reduction targets:** A record of the organisation’s agreed carbon reduction targets, e.g. “We project that carbon emissions will decrease over the next five years to xx tCO2e by 20xx. This is a reduction of x%”.
* **Carbon Reduction Projects:** A record of completed and proposed initiatives to reduce carbon emissions within the organisation.
* **Declaration and Sign-off:** The Carbon Reduction Plan must be reviewed and signed-off by the organisation’s Board of Directors or equivalent management body.

\* *Information on carbon emissions scopes is available in Chapter 4: Setting Operational Boundaries in* [*The Greenhouse Gas Protocol document*](https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf)*.*

*\*\* The Department for Business, Energy & Industrial Strategy provides a range of tools for use by UK and international organisations to report on greenhouse gas emissions that Panel Members should use.*

*To report the greenhouse gas emissions associated with an organisation’s activities, the carbon emissions need to be converted into ‘activity data’ such as:*

* *distance travelled*
* *litres of fuel used*
* *tonnes of waste disposed*

*The tools and guidance provided on the following website includes the government conversion factor spreadsheet, that provides the values to be used for such conversions, and step by step guidance on how to use them.*

*https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting*

We appreciate that many tenderers (especially SMEs) have never had to provide a Carbon Reduction Plan or report on their carbon emissions previously, so we are implementing a 2-phased approach for the creation of Carbon Reduction Plans.

* **Phase 1:** Within 18 months of the commencement of the framework, Panel Members should produce a Carbon Reduction Plan and provide baseline emissions for all Scope 1 & 2 emissions.
* **Phase 2:** Within 36 months of the commencement of the framework, the Carbon Reduction Plan created for phase 1 should include baseline emissions for some Scope 3 emissions and report on the current emissions for the Scope 1 and 2 emissions baselined in the phase 1 plan. Panel members should update their Carbon Reduction Plans annually and make them available on their public website.

We will provide support and links to resources that will help bidders comply with this requirement.

Instructions and guidelines for the completion of a Carbon Reduction Plan is available in [Appendix 1](#_Appendix_1:_Net).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 12. Carbon Reduction Plan | | PASS | FAIL | | |
| Tenderers must answer ‘Yes’ to 13.1, 13.2 and 13.3 to achieve a ‘Pass’ for this section. | | | | |
| 12.1 | **Phase 1: Carbon Reduction Plan**  Within **18 months** of the commencement of the framework, Panel Members must provide phase 1 of a Carbon Reduction Plan with the following information:   * **Commitment to achieving Net Zero.** * **Baseline emissions reporting** for all Scope 1\* & 2\* measures. * If your organisation already has a Carbon Reduction Plan which includes **Baseline Emissions Reporting**, please provide **Current Emissions** for the last year. * **Emissions reduction targets.** * **Declaration and Sign-off.**   *\*Please see Chapter 4: Setting Operational Boundaries in* [*The Greenhouse Gas Protocol document*](https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf) *for more a description of the emissions scopes and the government’s* [*Procurement Policy Note (PPN) 06/21*](https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts) *for more information and the Carbon Reduction Plan template* and the BEIS reporting tools *https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting* | | | |
| My organisation will provide a Phase 1 Carbon Reduction Plan as specified in 13.1 within **18 months** of the commencement date of the framework. | | Yes |  |
| No |  |
| 12.2 | **Phase 2: Carbon Reduction Plan**  Within **36 months** of the commencement of the framework, Panel Members must provide Phase 2 of the Carbon Reduction Plan with the following updated or additional information:   * **Baseline emissions reporting** for the following Scope 3\* measures:   + **Business travel:** Transportation of employees for business - Related activities during the reporting year (in vehicles not owned or operated by the reporting company).   + **Employee commuting**: Transportation of employees between their homes and their worksites during the reporting year (in vehicles not owned or operated by the reporting company). * **Current emissions for the last year**. * **Emissions reduction targets.** * **Carbon Reduction Projects.**   *\*Please see Chapter 4: Setting Operational Boundaries in* [*The Greenhouse Gas Protocol document*](https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf) *for more a description of the emissions scopes and the government’s* [*Procurement Policy Note (PPN) 06/21*](https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts) *for more information and the Carbon Reduction Plan template.* | | | |
| My organisation will provide a Phase 2 Carbon Reduction Plan as specified in 13.2 within **36 months** of the commencement date of the framework. | | Yes |  |
| No |  |
| 12.3 | My organisation will update their Carbon Reduction Plan annually for the period of the framework and will make the document available on their public website. | | Yes |  |
| No |  |

# Part 5: Declarations to be signed

|  |  |  |
| --- | --- | --- |
| 13. Declaration of Compliance | | PASS | FAIL |
| This section must be completed and signed to achieve a ‘Pass’. | | |
| 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:  ............................................................................. (**Insert name of Supplier**).  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.  **Certificate as to Bona Fide Tender / Collusive Tendering**  The essence of selective competition is that the Authority shall receive bona fide competitive offers from all persons biding for the contract. In recognition of this principle:  Suppliers certify that this is a bona fide bid, intended to be competitive and that they have not fixed or adjusted the amount of the bid, or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.  I also certify that I have not done and undertake that I will not do at any time any of the following acts:   1. communicate to a person other than the Authority the amount or approximate amount of my proposed tender (other than in confidence to obtain quotations necessary for the preparation of the tender for insurance); 2. enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted;   (c) offer or agree to pay or give any sum of money, inducement, or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the service any act or omission. | | |
| Name: |  | |
| Role in Organisation: |  | |
| Date : |  | |
| Signature: |  | |

|  |  |
| --- | --- |
| 14. Declaration of Conflict/No Conflict of Interest | PASS | FAIL |
| This section must be completed and signed to achieve a ‘Pass’. | |
| I / We warrant that:   1. There would be no conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.  |  |  | | --- | --- | | Signed: |  | | Position/Status: |  | | Company Name: |  | | Address: |  | | Date Signed: |  |   I / We warrant that:   1. There could be a possible conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.   Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract   |  |  | | --- | --- | |  | | | Signed: |  | | Position/Status: |  | | Company Name: |  | | Address: |  | | Date Signed: |  | | |

# Appendix 1: Guidelines for completing Section 12

In 2019 the UK Government amended the [Climate Change Act 2008](https://www.legislation.gov.uk/ukpga/2008/27/contents) by introducing a target of at least a 100% reduction of greenhouse gas emissions (compared to 1990 levels) in the UK by 2050, known as the ‘Net Zero’ target.

We have fully adopted the government’s Net Zero target and their guidelines and principles documented in the [Procurement Policy Note (PPN) 06/21](https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts), which sets out how suppliers’ Carbon Reduction Plans and commitment to Net Zero should be taken into account in the procurement of central government contracts (subject to the Public Contracts Regulations 2015 and contracts in excess of £5 million per annum (excluding VAT) which are subject to the Public Contracts Regulations 2015).

Whilst the government’s guidelines only apply to contracts with a value above £5 million per annum, we seek to adopt and support the government’s Net Zero and Carbon Reduction principles for all Panel Members and all transactions on this framework by introducing them in a measured and incremental way over framework’s lifecycle.

We appreciate that for many tenderers (especially SMEs) this will be the first time you have been requested to provide this level of Carbon Reduction planning and reporting and that it might feel quite daunting, and we are keen to provide all bidders with the time, support, tools, and contacts to be able to comply without making this an onerous exercise. We believe that this will be a commercial advantage to you, as we know that more and more customers will be asking for this level of commitment and information from their supply chain partners either as part of a value add or explicitly as part of their Social Value/Procurement evaluation requirements.

The government’s [Procurement Policy Note (PPN) 06/21](https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts) requires all in-scope organisations to create a Carbon Reduction Plan that meets the required standard defined in the Procurement Policy note (PPN) and using the template provided in that PPN and available here: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/994928/PPN-0621-Carbon-Reduction-Plan-Template.docx>

This Carbon Reduction Plan should include (but not be limited to):

* Director level (or equivalent senior leadership) confirmation of the supplier’s commitment to achieving Net Zero by 2050 for their UK operations.
* Provision of the supplier’s current emissions for the sources included in Scope 1 and 2 of the Greenhouse Gas (GHG) Protocol, and a defined subset of Scope 3 emissions\*.
* Provision of emissions reporting in CO2e (Carbon Dioxide Equivalent) for the six greenhouse gases covered by the Kyoto Protocol4:
  + Carbon Dioxide (CO2)
  + Hydrofluorocarbons (HFCs)
  + Methane (CH4)
  + Nitrous Oxide (N2O)
  + Nitrogen Trifluoride (NF3)
  + Perfluorocarbons (PCFs)
  + Sulphur Hexafluoride (SF6)
* Definition of the environmental management measures in effect, including adopted certification schemes or specific carbon reduction measures that will be applied when performing the contract and that support achieving Net Zero by 2050.

The Carbon Reduction plan must be updated annually and must be made available on the supplier’s website.

\**A definition of the scopes is available in Chapter 4: Setting Operational Boundaries in The Greenhouse Gas Protocol document available here:* [*https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf*](https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf)

**Emissions Reporting**

As part of the Carbon Reduction Plan, suppliers will be required to calculate a baseline carbon footprint (or baseline emissions footprint) and define their carbon reduction targets (i.e. We project that carbon emissions will decrease over the next five years to xx tCO2e by 20xx. This is a reduction of xx%). Suppliers will also be required to calculate their emissions annually to demonstrate emissions reductions against their specified carbon reduction targets.

Please note that where a call off is being made from the framework, the contracting authority may verify that the supplier continues to meet the Carbon Reduction Plan requirements prior to entering a contract.

Your carbon footprint should be completed in accordance with industry best practice, using the best and latest data you have available, should adhere to the Greenhouse Gas Protocol’s Corporate Accounting and Reporting Standard, and should be conducted to a reasonable level of assurance. ISO 14064-3 and ISAE 3410 are widely used standards for the verification of GHG emissions reports, however it should be noted that there is no requirement to have your carbon footprint audited.

There are numerous websites and tools to assist bidders with the creation of a Carbon Reduction Plan and to assist with baseline carbon footprint calculations, including:

* BEIS: *https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting*
* Greenhouse Gas Protocol: <https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf>
* UK Government’s guidelines for Carbon Reduction Plans: [Procurement Policy Note (PPN) 06/21](https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts)
* Carbon Trust: <https://www.carbontrust.com/resources>
* Carbon Trust: SME Carbon Footprint Calculator: <https://www.carbontrust.com/resources/sme-carbon-footprint-calculator>
* BEIS: <https://www.gov.uk/government/news/calling-all-small-businesses-to-lead-the-charge-to-net-zero>

Additionally, there are organisations within the carbon accounting sector that can provide professional advice and guidance as a paid for service.

enFrame will also run a webinar session during the bidding period to introduce the Net Zero requirements, answer any questions, and provide guidance where needed. We will also provide successful bidders/panel members with additional training and support over the first 6 months of the framework and provide a programme of on-going support and training to support the future incremental requirements.

# Appendix 2a Consortium Acknowledgment Form

This acknowledgement form must be completed where the applicant expresses interest as a consortium. The form must be signed and completed by an authorised representative of the Lead Party and each consortium member.

**Declaration**

We the undersigned confirm that we are the actual/proposed members of the Consortium arrangement referred to in the Application.

We confirm that the Lead Party referred to below is authorised to act as our representative in all matters relating to this pre-qualification process and as such can provide undertakings and enter into legally binding obligations on our behalf.

|  |  |
| --- | --- |
| 2.a. Consortium Details | |
| Consortium name |  |
| **Lead Party of the consortium** | |
| Name of organisation |  |
| Signed by |  |
| Position |  |
| Signature (electronic is acceptable) |  |
| Date |  |
| **Non-lead Party of the consortium** | |
| Name of organisation |  |
| Signed by |  |
| Position |  |
| Signature (electronic is acceptable) |  |
| Date |  |
| **Non-lead Party of the consortium** | |
| Name of organisation |  |
| Signed by |  |
| Position |  |
| Signature (electronic is acceptable) |  |
| Date |  |
| **Non-lead Party of the consortium** | |
| Name of organisation |  |
| Signed by |  |
| Position |  |
| Signature (electronic is acceptable) |  |
| Date |  |
| **Non-lead Party of the consortium** | |
| Name of organisation |  |
| Signed by |  |
| Position |  |
| Signature (electronic is acceptable) |  |
| Date |  |

Please complete for each member of the consortium.

# Appendix 2b Consortium Arrangements

|  |  |
| --- | --- |
| 2.b. Consortium Arrangements | Answers |
| **Lead Party** | |
| Name of organisation |  |
| Obligations within consortium |  |
| % of obligations assigned |  |
| **Non-lead Party of the consortium** | |
| Name of organisation |  |
| Address |  |
| Main contact – Name |  |
| Main Contact – Role |  |
| Main Contact – Email |  |
| Main Contact – Phone |  |
| Obligations within consortium |  |
| % of obligations assigned |  |
| **Non-lead Party of the consortium** | |
| Name of organisation |  |
| Address |  |
| Main contact – Name |  |
| Main Contact – Role |  |
| Main Contact – Email |  |
| Main Contact – Phone |  |
| Obligations within consortium |  |
| % of obligations assigned |  |
| **Non-lead Party of the consortium** | |
| Name of organisation |  |
| Address |  |
| Main contact – Name |  |
| Main Contact – Role |  |
| Main Contact – Email |  |
| Main Contact – Phone |  |
| Obligations within consortium |  |
| % of obligations assigned |  |
| **Non-lead Party of the consortium** | |
| Name of organisation |  |
| Address |  |
| Main contact – Name |  |
| Main Contact – Role |  |
| Main Contact – Email |  |
| Main Contact – Phone |  |
| Obligations within consortium |  |
| % of obligations assigned |  |
| **Non-lead Party of the consortium** | |
| Name of organisation |  |
| Address |  |
| Main contact – Name |  |
| Main Contact – Role |  |
| Main Contact – Email |  |
| Main Contact – Phone |  |
| Obligations within consortium |  |
| % of obligations assigned |  |