



5. Supplier Questionnaire

5. Supplier Information		
5.1 Supplier Details	Answer	
Full name of the Supplier completing the Selection Questionnaire		
Registered company address		
Registered company number		
Date of Incorporation		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status.	i. a public limited company	
	ii. a limited company	
	iii. a limited liability partnership	
	iv. other partnership	
	v. sole trader	
	vi. other (please specify)	

5.2 Detailed description

Provide a detailed description of your skatepark design including images, layout plans, works to be undertaken, details of materials used and equipment to be installed including product specifications.

5.3 Design methodology

Explain your methodology for contract implementation and why this approach is feasible and effective based on your previous experience.

Your response must include:

- **How your design will achieve our desired outcomes**
 - **Staff resources**
 - **A detailed project plan demonstrating your ability to meet timescales.**
-

5.4 Construction methodology

Provide a method statement showing:

- a. Construction process**
 - b. Drainage proposal and rationale**
 - c. Risk Assessment for the works**
-

5.5 Quality and technical skills

Demonstrate the quality and technical skills of the team members including managerial staff who you propose will undertake this contract, if successful, and explain how those members will have the skills and availability to provide the service to a high standard.

Your response should outline your reporting structure.

5.6 Environment

Millbrook Parish Council strives to improve the environment and quality of life in Millbrook. You should attempt to demonstrate that you can and will seek to make a positive contribution to the Council's energy and environmental aspirations.

5.7 Consultation

Outline your approach to consultation, detailing how you will:

- a. Gain support for the project**
- b. Gather useful data to inform a final design**
- c. Develop community interest in the project**

5.8 Case studies

Outline your previous relevant experience of providing skate parks including the following information in respect of each example:

- **Name of organisation**
- **Contact details**
- **Value of contract**
- **Project design details**
- **Relevant links to project outcomes**

5.9 Project costs

An itemised breakdown of costs for each item in design and associated costs to be included in 'Price schedule'

5.10 Grounds for Mandatory Exclusion

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).

Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
a. 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;		
b. 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;		
c. the common law offence of bribery;		
d. 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;		
e. 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; or		
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;		
f. any offence listed	Yes	No
i. in section 1 of the Counter Terrorism Act 2008		
ii. in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		
g. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		
h. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
i. 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;		
j. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; or any offence involving Racial Discrimination		
k. an offence under section 59A of the Sexual Offences Act 2003; or any offence involving Sexual Harrassment		
l. an offence under section 71 of the Coroners and Justice Act 2009		
m. 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; or		

n. any other offence within the meaning of Article 57(1) of the Public Contracts Directive -	Yes	No
i. as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		
ii. created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		

o. <u>Non-payment of taxes</u> Please indicate your answer by marking 'X' in the relevant box.	Yes	No
Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?		
<p>If you have answered “yes” to question 5.10 ‘o’ on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate appendix. You may contact the authority for advice before completing this form</p> <p>If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>		

p. Health and Safety		
Please indicate by marking an x in the relevant box	Yes	No
Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.		
Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 5 years?		
If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.		
The Council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches		

q. Environmental Management		
Please indicate your answer by marking 'X' in the relevant box):	Yes	No
Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last five years by any environmental regulator or authority (including local authority)?		
If your answer to this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.		
The Council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 5 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.		

r. Quality	
Please self-certify that your organisation holds a quality certificate such as ISO9001 (or equivalent) or a policy that attests to your organisations' approach to quality management.	
If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	

6. Tender submission

Please ensure that you have attached all documentation requested in this form and any other relevant supporting documents.

The deadline for submission of designs and details of final costs is **mid-day on 20th March 2023**. Please ensure that your tender and any information is submitted to:

tenders@millbrook-pc.gov.uk

Address:
Millbrook Parish Council,
Village Hall,
The Parade,
Millbrook,
Cornwall
PL10 1AX

Tender Evaluation

Tenders will be evaluated on the basis of 100% quality. The Council reserves the right at its absolute discretion to accept or not accept any quotation submitted. The Council shall not be under any liability in respect of any expenses or loss that may be suffered or incurred by the consultation in the preparation of its quotation.

The overall tender assessment will be carried out using the scoring criteria in appendix 'A'.

7. Declaration

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 Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the Authority's requirements.

Signed..... Full name.....Date.....

Appendix B: Additional information

Title		Reference	