

## COMMERCIAL QUESTIONNAIRE

### 1.0 EXPLANATORY NOTES

Please read this document carefully before completing your response, as the information disclosed in this form will be used for evaluation purposes and will be relied upon and taken to be true, complete, accurate and up to date. If it is subsequently determined that any information supplied was inaccurate and was relied upon for evaluation purposes, the Council(s) reserves the right to exclude your offer to supply (if still under evaluation). Alternatively, if the contract has been awarded to you and the information inaccurately supplied had a significant bearing on the award then the Council(s) shall be at liberty to terminate the contract. You may continue on a separate sheet where necessary or refer to supporting documentation but clearly reference your replies and any supporting documentation. Responses not completed in full or not referenced accordingly to assist with evaluation purposes may be excluded from further evaluations or will be scored appropriately.

### 2.0 CONFIDENTIALITY

It is the responsibility of the Applicant to keep the Council(s) informed of any matter that may affect the Applicant's continued qualification. The content of this application and any subsequent submissions shall remain confidential and restricted only to those with a legitimate professional requirement to access this information.

### 3.0 FREEDOM OF INFORMATION

The Freedom of Information Act, which came into effect on 1 January 2005 means that from that date all individuals will have the right to any recorded information held by public authorities unless covered by one of the 23 exemptions, which protect certain information. This right is retrospective regardless of the date the information was generated and must be provided within 20 working days. Any information held by the supplier relating to the Council(s) will be subject to the Act in the same way as information held by the Customer.

### 4.0 ADDITIONAL INFORMATION

Following the pro forma there is a checklist of additional information required. All items / documentation requested must be submitted with your completed return by the specified date and time. Successful tenderers may be requested for additional information prior to contract award.

### 5.0 ADDITIONAL QUESTIONS

If you have any questions relating to any part of this questionnaire or to the procurement process as a whole, please contact the procurement representative detailed in section one. All questions will be logged and collated, and written responses provided to all applicants. The identity of applicants raising any questions will remain confidential.

### 6.0 DUTY TO PROMOTE EQUALITY

The Council(s) have a legal duty to promote equality, and as such all contractors providing goods and services for the Council(s), shall demonstrate their ability to support the services in this duty, through effective management throughout the life of the contract of appropriate equality policies and behaviour.

**COMMERCIAL QUESTIONNAIRE**

Please provide full responses to the commercial questions detailed below.

Ref.	Commercial Question	Compliant Full/partial/no	Response / Attachment Reference												
<b>GENERAL COMPANY INFORMATION</b>															
C1	Organisation trading name														
C2	Correspondence address for this project														
C3a	Main telephone number for this project														
C3b	Main fax number as above														
C4a	Main e-mail contact address as above														
C4b	Internet website address as above														
C5	Registered office address (if different from C2)														
C6	Date established														
C7	Type of Organisation (e.g. Private, Private Limited Company, Partnership, Local Authority, Voluntary Body, Registered Charity, Sole Trader, Other)														
C8	Registered Business Number														
C9	VAT Registration Number														
C10	Please state whether a Small, Small to Medium Enterprise or other: (provide details) <table border="1" data-bbox="257 981 1142 1141"> <thead> <tr> <th>Description</th> <th>Turnover up to</th> <th>Balance Sheet</th> <th>No. employees</th> </tr> </thead> <tbody> <tr> <td>Small</td> <td>&lt;£5.6 million</td> <td>&lt; £2.8 million</td> <td>&lt; 50</td> </tr> <tr> <td>Small-Med</td> <td>&lt;£22.8 million</td> <td>&lt;£11.4 million</td> <td>&lt;250</td> </tr> </tbody> </table>	Description	Turnover up to	Balance Sheet	No. employees	Small	<£5.6 million	< £2.8 million	< 50	Small-Med	<£22.8 million	<£11.4 million	<250		If other provide details
Description	Turnover up to	Balance Sheet	No. employees												
Small	<£5.6 million	< £2.8 million	< 50												
Small-Med	<£22.8 million	<£11.4 million	<250												

## SDDPP Commercial Questionnaire

Ref.	Commercial Question	Compliant Full/partial/no	Response / Attachment Reference
<b>BUSINESS ACTIVITIES</b>			
C11	Main business activities of your organisation		
C12	Mission Statement: What is the mission statement of your business?		
C13	Competitive Advantage: How do you differentiate your business from the competition?		
<b>STAFF DETAILS</b>			
C14	Staff Details: Details of main and deputy contact involved with this project with CV's.		
C15	List numbers by generic job title and whether full or part time basis of persons operating on this contract.		
C16	Provide a full organisation chart.		
C17	Senior Staff: List the Directors and Senior Members of your business involved with this project		
C18	Declarations: have any of the above has ever been declared bankrupt, found guilty of any criminal offence relating to the conduct of their business, any professional misconduct, or have any cases currently outstanding? If YES provide details		Yes / No
C19	Do any potential conflicts of interest exist between this work and any senior members of your business? If YES provide details		Yes / No

Ref.	Commercial Question	Compliant Full/partial/no	Response / Attachment Reference
<b>EQUALITY AND DIVERSITY</b>			
C20	<p>The Council(s) have a legal duty to promote equality. Your policy as an employer is to comply with your statutory obligations under:-</p> <p>(a) Race Relations Act 1976, the Race Relations (Amendment) Act 2000, Race Equality Duty (2000).</p> <p>(b) Sex Discrimination Act 1975, the Equal Pay Act 1970, Gender Equality Duty (2007), Employment Equality (Age) Regulations 2006.</p> <p>(c) Disability Discrimination Act 1995 and Disability Equality Duty (2006).</p> <p>(d) Human Rights Act (1998), Employment Equality Regulations and Sexual Orientation (2003) and Civil Partnership Act (2005).</p> <p>For each section you will need to supply a copy of your business policy, detail if you are able/willing to provide statistics which monitor these ratios and provide evidence and detail if in the last three years there has been any finding of unlawful discrimination or other breach of these laws made against your organisation by any court or industrial tribunal, or whether your organisation has been the subject of formal investigation by the Equality and Human Rights Commission on grounds of alleged unlawful discrimination? Please advise of any conflict with requirements.</p>		Yes / No
C20a	Race Relations Act 1976, the Race Relations (Amendment) Act 2000, Race Equality Duty (2000). Compliant policy attached.		Yes / No
C20b	Willing/Able to provide monitoring information and evidence		Yes / No
C20c	The company proactively considers the impact of the above Acts both in relation to employment and to service delivery		Yes / No

## SDDPP Commercial Questionnaire

<b>Ref.</b>	<b>Commercial Question</b>	<b>Compliant Full/partial/no</b>	<b>Response / Attachment Reference</b>
C20d	No unlawful discrimination / breach / formal investigation, if so detail what steps did you take as a consequence of the findings		Yes / No
C21a	Sex Discrimination Act 1975, the Equal Pay Act 1970, Gender Equality Duty (2007). Compliant policy attached		Yes / No
C21b	Willing/Able to provide monitoring information and evidence		Yes / No
C21c	The company proactively considers the impact of the above Acts both in relation to employment and to service delivery		Yes /No
C21d	No unlawful discrimination / breach / formal investigation, if so detail what steps did you take as a consequence of the findings		Yes / No
C22a	Disability Discrimination Act 1995 and Disability Equality Duty (2006). Compliant Policy attached		Yes / No
C22b	Willing/Able to provide monitoring information and evidence		Yes / No
C22c	The company proactively considers the impact of the above Acts both in relation to employment and to service delivery		Yes / No
C22d	No unlawful discrimination/breach/formal investigation, if so detail what steps did you take as a consequence of the findings		Yes / No
C22e	Human Rights Act (1998), Employment Equality Regulations and Sexual Orientation (2003) and Civil Partnership Act (2005). This tenderer does not discriminate in any way on the basis of religion, belief, race, or sexual orientation.		Yes / No

## SDDPP Commercial Questionnaire

Ref.	Commercial Question	Compliant Full/partial/no	Response / Attachment Reference
<b>ENVIRONMENTAL</b>			
C23a	The Council(s) are seeking service providers to carry out services in an environmentally friendly manner. Please supply a copy of your environmental policy and any accreditation held (i.e. ISO 14001).		
C23b	Environmental Policy Enclosed		Yes / No
C23c	Accreditation held		Yes / No
C24d	Environmental management system with evidence		Yes / No
<b>QUALITY ASSURANCE</b>			
C24a	Quality Management: Does your business have appropriate ISO 9000 accreditation? If so, provide details and evidence.		Yes / No
C24b	Does your business have an in-house quality control system? Please give details, or if no, explain why.		
C25a	Accreditation: Please provide names and addresses of accredited bodies to which your Company belongs, relevant to this contract. Please provide copy certificates.		
C25b	Copy Certificates attached		Yes / No
<b>INFORMATION SECURITY</b>			
C26a	Information Security / Data Management: Do you have an information security policy		Yes / No
C26b	Copy enclosed		Yes / No
C26c	Is your business compliant with ISO/IEC 17799 accreditation		Yes / No
C26d	Please state any steps your business is taking with regard to ISO/IEC 17799 accreditation.		

## SDDPP Commercial Questionnaire

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<b>INSURANCE</b>			
C27a	Insurance Details: The Council(s) require a minimum liability limit of £5,000,000. £10,000,000 for contract values exceeding £2,000,000. Current insurance liability limit and expiry date.		
C27b	Employers indemnity limit and expiry date		
C27c	Third Party indemnity limit and expiry date		
C27d	Professional / Design indemnity limit and expiry date		
C27e	Copy documentation attached		
<b>HEALTH AND SAFETY</b>			
C28a	Health and Safety: Does your organisation have a written Health and Safety Policy conforming to EC and UK National Legislation such as the Health and Safety at Work Act (1974)?		Yes / No
C28b	Copy enclosed (signed and dated)		Yes / No
C28c	How do you ensure compliance/implementation with above in relation to work at your business and customers' sites?		
C28d	Has your organisation had any HSE, Local Authority Improvement, Prohibition Notice, RIDDOR incidents, if so provide details and actions taken as a result.		

Ref.	Commercial Question	Compliant Full/partial/no	Response / Attachment Reference
<b>FINANCIAL SECURITY</b>			
C29a	Provide 3 years of audited financial accounts		
C29b	Do you have any objection to us obtaining a financial check on your organisation?		Yes / No
C30	Checklist of enclosures agreed C16 Staff Declarations C18-22 Equality and Diversity standards C23 Environmental policy and accreditation held C24 Quality Management: Copy of BS5750 or ISO: 9002 certificates or details of in-house quality control system C25 Details of relevant accredited bodies to which your business belongs in compliance with the Local Government and Housing Act 1989 and The Local Authority (Capital Finance) Regulations 1997, SI 319 C26 Copy of insurance certification C28 Health and Safety policy C29 Financial Accounts (3 years)		Yes / No

### COMPLETION OF RESPONSE TO QUESTIONNAIRE

When you have completed your response to this questionnaire you must certify that the information provided in the application is complete, full, accurate and true. I certify that the information is accurate to the best of my knowledge. I understand and accept that false information could result in exclusion from the tender process. I also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement of reward to any servant of a Public Body. I also understand that any such action will empower the Council(s) to cancel any contract currently in place and could result in exclusion from all future authority tenders.

<b>Date:</b>	<b>Full Name:</b>
<b>Capacity/position:</b>	<b>Company Name:</b>

This undertaking is to be signed by the applicant, a Director or authorised representative in his/her own name on behalf of the business.