



Portsmouth
CITY COUNCIL

SUPPLIER SELECTION
QUESTIONNAIRE
(SSQ)

NAME OF PROJECT
(same as In-Tend/OJEU Notice)

201X

Project ref: **Insert In-Tend reference**

SECTION 1 - INTRODUCTION

PROJECT SUMMARY

1. Introduction and background information

Portsmouth City Council, "the Authority", is inviting Expressions of Interest from suitably qualified [insert supplier type] to deliver [insert product/service/works details]

Background information

[Insert here a description of the history of the requirement, including values, any information that will assist suppliers to decide if they wish to submit an SSQ]

2. Contract value and term

The Authority is targeting to have awarded the contract by the date detailed within the procurement timetable within this document.

The estimated value [or range of budget] of the contract is £ [insert value] per annum.

Insert details of price cap if required.

Contract Period

The contract is for [xx] weeks/months/years with the possibility of extending the term by a further [xx] weeks/months/years to a maximum total term of [xx] weeks/months/years in increments to be agreed, subject to the agreement and performance of both parties. [Delete if not applicable]

3. Overview Specification

Please provide details that will help the suppliers decide if they will be able to deliver the project should they be successful at being invited to tender. You might like to consider the following areas for your overview specification:

- Key Objectives
- Description of requirements
- Minimum requirements (e.g. accreditations)
- Constraints (e.g. no night works)
- Key Milestones
- Information of any resource and other things PCC will provide (e.g. desk space/utilities)
- Additional Site Information
- Reporting Requirements/Management Information

4. Experience & Qualities required

Please consider the following:

- Accreditations
- Proven track record of...
- Affiliations/Memberships

Minimum Requirement

If there are any specific minimum requirement please list them here:

5. Contractual Arrangements

The form of contract used will be [complete as necessary e.g. The Authority standard terms: Services/Supplies/ Social Care/Consultancy/Purchase orders/Grant Funding/ICT or NEC3/JCT/ICC]

Suppliers should note that by submitting a response to this quotation they are agreeing to abide by this form of contract **and none other**.

6. Procurement Timetable

Set out below is the proposed procurement timetable. This is intended as a guide and, whilst the Council does not intend to depart from the timetable, it reserves the right to do so at any time.

Task	Date
Supplier's Briefing (if applicable)	
Deadline for requests for clarification	
SSQ submission deadline	
Results of evaluation of SSQs issued	
Invitation to tender issued	
Deadline for requests for clarification	
Tender return deadline	
Completion of initial evaluation of tenders	
Clarifications and interviews/site visits (if required)	
Completion of evaluation	
Standstill period (if applicable)	
Contract award	
Contract Commencement	

NOTE: Please be aware that by submitting a response to this SSQ you are confirming that your organisation is able to meet the timescales outlined within this project.

7. SSQ Assessment Criteria

Question Ref	Score / Weighting
Part 1 - Potential Supplier Information	No score – for information only
Part 2 - Exclusion Grounds	Pass/Fail (for criteria please see SSQ Notes for Guidance Section 2)
Part 3 - Selection questions	
Part 3 - Section 4 – Economic & Financial Standing	Pass / Fail (for criteria please see SSQ Notes for Guidance Section 4 'Low/Medium/High [delete as appropriate] Risk' option).
Part 3 - Section 5 – Bidding Model	No score – for information only
Part 3 Section 6 – Technical & Professional Ability	Pass / Fail AND/OR Scored (for criteria please see SSQ Notes for Guidance and Section 6 of this document)
Part 3 Section 7 – Requirements under Modern Slavery Act 2015	No score – for information only
Part 3 Section 8.1 - Insurance	Pass / Fail (for criteria please see SSQ Notes for Guidance and Section 8.1 of this document).
Part 3 Section 8.2 - Skills & Apprentices	Either not applicable Or Pass / Fail (for criteria please see SSQ Notes for Guidance and Section 8.2 of this document).
Add further sections here for project specific questions as required e.g. Health & Safety.	Either not applicable Or Pass / Fail (for criteria please see SSQ Notes for Guidance and Section 8.3 of this document).

SHORTLISTING METHODOLOGY

It is envisaged that the suppliers ranked from 1 to 5 following evaluation of their completed Supplier Selection Questionnaires who meet all of the minimum requirements stated will be invited to tender. Suppliers who achieve a score within 3% of the supplier ranked 5th may also be invited to tender.

If there is a minimum pass mark it should be stated here.

EVALUATION ASSESMENT FOR SCORED ELEMENTS

Suppliers are directed to Guidance Part 3 of the Notes for Guidance document for information on how evaluation scores will be calculated in accordance with the evaluation breakdown set out above.

In assessing the responses to the assessment of scored elements a normalised scoring methodology will be applied, with each response being given a score from 0-3 in line with the criteria set out within the table below. Where assessment of a response falls between the criteria definitions below the Authority may increase or decrease scores by 0.5 accordingly.

0	Unacceptable	The response to this question indicates significant shortcomings with insufficient or missing information available to enable a score to be allocated.
1	Satisfactory	The response generally meets requirements.
2	Good	The response fully meets requirements
3	Excellent	The response fully meets requirements and exceeds some in a manner which will provide additional unforeseen benefits to the Authority

Where a Supplier fails to achieve a minimum score of 1 in relation to any of the criteria, the Authority reserves the right to set the SSQ aside and not assess it any further.

8. Return Requirement

Suppliers are required to complete and return the following SSQ via InTend by the project close time and date.

SECTION 2 - QUESTIONNAIRE

Note to officers - the wording contained in the questionnaire must not be amended in any way. Please contact your Procurement Business Partner if you have any questions.

PART 1: POTENTIAL SUPPLIER INFORMATION

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	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 in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	

1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: ² - Name; - Date of birth; - Nationality; - Country, state 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 (for existing companies the 6 April 2016 should be used); - 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)	
1.1(o)	Details of immediate parent company: - Full name of the 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)	
1.1(p)	Details of ultimate parent company: - Full name of the 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)	

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

² UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](#).

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1		Bidding model				
Question number	Question	Response				
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.				
1.2(a) - (ii)	Name of group of economic operators (if applicable)					
1.2(a) - (iii)	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.					
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.					
	Name					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key					

	deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

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.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

PART 2: EXCLUSION GROUNDS

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	

2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	Regulation 57(3) Has it been established, for your organisation 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 the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		Grounds for discretionary exclusion	
	Question	Response	
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>		
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(d)	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(i)	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If yes please provide details at 3.2	
3.1(j)	Please answer the following statements		
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>3.1(j) - (ii)</p> <p>3.1(j) –(iii)</p> <p>3.1(j)-(iv)</p>	<p>information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.</p> <p>The organisation has withheld such information.</p> <p>The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.</p> <p>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.</p>	<p>If Yes please provide details at 3.2</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at 3.2</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at 3.2</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If Yes please provide details at 3.2</p>
<p>3.2</p>	<p>If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p>	

PART 3: SELECTION QUESTIONS

Section 4 Economic and Financial Standing		
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) 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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 5 Bidding Model		
If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:		
Name of organisation		
Relationship to the Supplier completing these questions		
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6	Technical and Professional Ability
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Technical and Professional Ability will be scored using the criteria below.

0	Unacceptable	The contract examples indicate significant shortcomings.
1	Satisfactory	The contract examples satisfy most objectives.
2	Good	The contract examples satisfy all objectives.
3	Excellent	The contract examples satisfy all objectives and provide added value.

Where a supplier fails to score above a zero this will result in a Fail and company references will not be scored.

6.1 Relevant experience and contract examples

Please provide details of up to three contract case studies, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.

The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.

Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).

Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.

If you have any specific elements that you would like to be shown within the example contracts provided, please provide a list:

- (e.g. Working with Historic England)

If you cannot provide examples see question 6.3

	Contract 1	Contract 2	Contract 3
Name of Contract			
Name of customer organisation			

Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			
6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>		
6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>		

In addition to the above it is your responsibility to ensure the Client Reference Questionnaire is issued to the three organisations you have selected and ensure the completed references are returned from the referees directly to the Council at [\[insert main project contact\]@portsmouthcc.gov.uk](mailto:[insert main project contact]@portsmouthcc.gov.uk) before the SSQ submission deadline.

Section 7		Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	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 <input type="checkbox"/>	N/A <input type="checkbox"/>
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/>	Please provide the relevant url ... No <input type="checkbox"/>

		Please provide an explanation
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8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	Insurance
a.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Employer's (Compulsory) Liability Insurance = £x million</p> <p>Public Liability Insurance = £x million</p> <p>Professional Indemnity Insurance = £x million</p> <p>Product Liability Insurance = £x million</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>

Note to officers - section 8.2 need only be used for contracts where the value over the life of the contract will exceed £10m

8.2	1.1 Skills and Apprentices	
a.	<p>Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.</p> <p>Please confirm if you will be supporting apprenticeships and skills development through this contract.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
b.	<p>If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
c.	<p>Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/1 and can provide evidence if requested?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

Note to officers - this is the section of the tender where you can ask further project-specific questions relating to the potential supplier's technical and professional ability. Any project-specific questions asked must be relevant and proportionate to the contract.

Questions should be inserted along with assessment criteria.

A list of possible topics covering technical and professional ability is set out in Regulations 60 (9) (b) - (k) you must contact your Procurement Business Partner if you are intending to include additional questions.