Tender for the appointment of an Accountable Body

to manage the Burnley town centre BID on behalf of the board

Document B: Company Information

Organisation Name: [Enter Name]

| 1. **Organisation Details – minimum standards** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Section Number** | **Question Number** | **Question** | | **Possible Answers** | **Answer** |
| **Section 1**  **Organisation Background** | 1.1 | Please provide the Registered Company Name and Address of your organisation. (This should be the full company name as it would appear within the contractual documentation if successful) | | Name Address |  |
| 1.2 | Please provide postal address if different from above | | Address |  |
| 1.3 | Please confirm the key contact for this project on-going including name, email address and direct telephone number. | | Name Email Address Telephone Number |  |
| 1.4 | Please confirm the email address to be used for any communications with regard to this tender offer. | | Email Address |  |
| 1.5 | Are you a Small, Medium or Micro Enterprise (SME)? | | Yes/No |  |
| 1.6 | Is your organisation a: | | PLC Limited Company Sole Trader Partnership Other |  |
| 1.7 | If other, please specify. | | Free Text |  |
| 1.8 | If operating as a Partnership please state the number of Partners. | | Free Text |  |
| 1.9 | If your organisation is a member of a group of companies, please provide further details on the holding company, and details of the organisations which make up your group. (maximum response 250 words) | | Free Text |  |
| 1.10 | Please provide the date your organisation commenced trading. | | Free Text |  |
| 1.11 | Please provide your Company Registration Number. | | Free Text |  |
| 1.12 | Please provide your VAT Registration number. | | Free Text |  |
| 1.13 | Please select either a or b and answer as applicable; a) Your organisation is bidding to provide all the services required b) Your organisation is bidding in the role of Prime Contractor and intends to subcontract some of the services to third parties to deliver the services. | | a or b |  |
| 1.14 | If your answer to above is (b), please give details of legal arrangements between partners and supply the following information for each sub-contractor to be used.  Name;  Registered address  Trading status  Company registration number  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 | | Free Text  (Use separate sheet if required) |  |
| **Section 2**  **Grounds for mandatory exclusion** | 2.1 | 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 below? | | Yes or No |  |
| 1. Participation in a criminal organisation | | Yes or No |  |
| 1. Corruption. | | Yes or No |  |
| 1. Fraud. | | Yes or No |  |
| 1. Terrorist offences or offences linked to terrorist activities | | Yes or No |  |
| 1. Child labour and other forms of trafficking in human beings | | Yes or No |  |
| 1. Money laundering or terrorist financing | | Yes or No |  |
| 2.2 | If you have answered yes to the question 2.1, please provide further details. | |  |  |
| 2.3 | 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 or No |  |
| 2.4 | If you have answered yes to question 2.3, 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. | | Yes or No |  |
| **Section 3**  **Grounds for discretionary exclusion** | 3.1 | 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 | |  |  |
| 1. Breach of environmental obligations? | | Yes or No |  |
| 1. Breach of social obligations? | | Yes or No |  |
| 1. Breach of labour law obligations? | | Yes or No |  |
| 1. 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 or No |  |
| 1. Guilty of grave professional misconduct? | | Yes or No |  |
| 1. Entered into agreements with other economic operators aimed at distorting competition? | | Yes or No |  |
| 1. Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | | Yes or No |  |
| 1. Been involved in the preparation of this procurement procedure? | | Yes or No |  |
| 1. 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, contract variation relating to performance / quality or other comparable sanctions? | | Yes or No |  |
|  | 1. Received a complaint that after investigation was upheld within the last 2 years? | | Yes or No |  |
| 3.2 | If you have answered Yes to any of the above (3.1), explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? | | Free Text |  |
| **Section 4**  **Insurance** | 4.1 | Please confirm if you currently have, or are willing to commit to the £10 million pounds minimum required level of Employers Liability Insurance applicable for each and every occurrence. | | Yes No N/A Willing to Commit to taking out insurance to the required level if awarded the contract |  |
| 4.2 | Please confirm if you currently have, or are willing to commit to the £5 million pounds minimum required level of Public Liability Insurance applicable for each and every occurrence. | | Yes No Willing to Commit to taking out insurance to the required level if awarded the contract |  |
| 4.3 | Please confirm if you currently have, or are willing to commit to the £2 million pounds minimum required level of Professional Indemnity Insurance applicable for each and every occurrence. | | Yes No  Willing to Commit to taking out insurance to the required level if awarded the contract |  |
| **Section 5**  **Economic and Financial Standing** | 5.1 | Please provide one of the following to demonstrate your economic/financial standing;  (a) A copy of the audited accounts for the most recent two years.  (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). | | Please state which option provided  Enclosure Required  (Please note only one copy required) |  |
|  | 6.1 | In the last three years, has your organisation 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?  If you have answered “yes” to one or both of the questions in this module, please provide as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. | | Please indicate your answer with a Yes or No. |  |
| 6.2 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | | Please indicate your answer with a Yes or No. |  |
| 6.3 | What does your organisation do to ensure that equality and diversity is embedded within your organisation? | | Please provide written evidence. (Include a copy of any relevant policies you have in place) |  |
| **Section 7**  **Environmental Management** | 7.1 | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last 3 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. | | Please indicate your answer with a Yes or No. |  |
| 7.2 | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | | Please indicate your answer with a Yes or No. |  |
| 7.3 | Does your organisation have any systems, process and practices in place that aim to reduce your environmental impacts, meet your legal requirements and achieve continual improvement of environmental impacts | | Please indicate your answer with a Yes or No.  Also please provide a copy of your Environmental and Sustainability policies. |  |
| **Section 8**  **Health & Safety** | For Organisations employing less than 5 employees i.e. sole traders/self-employed complete question 8.1 and 8.2 only  For Organisations employing 5 or more employees complete questions 8.1, 8.3 – 8.6 | | | | |
| 8.1 | | Are you an employer with:  [A] Less than 5 employees  [B] 5 or more employees | Please indicate the information that represents your organisation with [A] or [B] |  |
| 8.2 | | For Organisations employing less than 5 people/sole traders/self-employed only.  **PLEASE SELF CERTIFY THAT YOU CAN PROVIDE**  Evidence of procedures and processes in place to ensure that risks are adequately controlled relating to the provision of your services.  Written assurance that the appropriate compliance with Health & Safety legislation will be achieved following any recruitment which increases the size of the firm to 5 or more employees | Please enclose appropriate evidence. |  |
| 8.3 | | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Please indicate your answer with a Yes or No. |  |
| 8.4 | | Please provide the contact details and job title of the person having executive responsibility for Health and Safety within your organisation – (provide details below) | | |
| 8.5 | | 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 three 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. | Please indicate your answer with a Yes or No. |  |
| 8.6 | | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Please indicate your answer with a Yes or No. |  |
| **Section 9**  **Data Management** | 9.1 | | In the last three years has your organisation had contact made with you by the Information Commissioner in relation to any alleged breach of the Data Protection Act 1998, the Freedom of Information Act 2000 or Environmental Information Regulations 2004?  If you have answered Yes, please provide basic information in connection with the nature of the case; findings of the Court; or result of the investigation/notice  If contravention was found, what steps have been taken to prevent a recurrence? Please provide written evidence in a separate Appendix. | Please indicate your answer with a Yes or No. |  |
| 9.2 | | Please confirm your organisation is fully GDPR compliant in all its activities.  Provide a copy of your Privacy Statement, the name of your Data Protection Office (if applicable) and any relevant policies. | Please indicate your answer with a Yes or No.  Provide information requested |  |

**Section 10 – Evidence of Experience and Track Record**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Question Number** |  | **Question** | | **Weighting** | | |
| **10.1 Technical Capability and Experience**  **(Max Word Count 1000 for the whole of 10.1)** | **10.1.1** | Please provide a detailed overview of the services you deliver and your delivery models | | **5%** | | |
|  | | | | | |
| **10.1.2** | Please provide information on your experience of managing, supporting, and implementing BIDs and acting as an accountable body | | **10%** | | |
|  | | | | | |
| **10.1.3** | | Please provide information on your experience of managing BID funds on behalf of BID Boards and other funders | | **5%** | |
|  | | | | | |
| **10.1.4** | Please provide an overview of your performance on any similar contracts in the last three years | | | | **5%** |
|  | | | | | |
| **10.2 Please complete the table below for any relevant contracts held over the past 3 years. (Not included in word Count)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Client** | **Contract Start**  **& End Dates** | **Contract Title** | **Value of Contract** | **Brief synopsis of**  **Contract** | **Performance**  **on Contract** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question Number** | **Question** | | **Weighting** |
| **10.3**  **References** | Please provide details of 2 clients you have worked with in the last 2 years for the provision of services similar to those required by Burnley BID including contact details.  At final award stage, Burnley BID may elect to contact either / both of the referees for a reference and any references received (or declined) will be taken into account during the final evaluation. Your permission for Burnley BID to seek a reference from the contacts provided at any stage during the tender process is assumed  Please provide the following information for each reference | | **For information** |
| Customer Name: | | Customer Name: | |
| Address: | | Address: | |
| Contact Name: | | Contact Name: | |
| Direct Telephone Number: | | Direct Telephone Number: | |
| Email Address : | | Email Address: | |
| Contract Award Date: | | Contract Award Date: | |
| Contract Duration: | | Contract Duration: | |
| Contract Value: | | Contract Value: | |
| Brief Description of Contract (Project): | | Brief Description of Contract (Project): | |
| Is there any Conflict of Interest in using this customer as a reference source?  If YES please detail: | | Is there any Conflict of Interest in using this customer as a reference source?  If YES please detail: | |