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| Single Procurement Document(SPD) |
| Version 1.3 |
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**Single Procurement Document (SPD)**

Part I: Information concerning the procurement procedure and public body

 Information about the procurement procedure

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|  **Details of public body** | **Answer** |
| Name: |  |
| **Which procurement is concerned?** | **Answer** |
| Title or short description of the procurement: |  |
| File reference number attributed by the public body: |  |

Part II: Information concerning the bidder

A: Information about the bidder

**Instructions for Bidders**

This section seeks background information about the bidder; this section is not normally evaluated, however the public body may choose not to select bidders that cannot provide basic company information.

**All personal information supplied will be treated as confidential and will be subject to the UK General Data Protection Regulation and Data Protection Act 2018.**

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| **Question Reference** | **Identification** | **Answer** |
| 2A.1 | Name: | [text] |
| 2A.2 | VAT-number, if applicable: | [number] |
| 2A.3 | National identification number, if applicable. (If you are a UK-based company, this will be your Companies House number) | [text] |
| 2A.4 | D.U.N.S. number, if applicable: | [number] |
| 2A.5.1 | Postal address Line 1: | [text] |
| 2A.5.2 | Postal address Line 2: | [text] |
| 2A.5.3 | Postal address Town/City: | [text] |
| 2A.5.4 | Postal address Region: | [text] |
| 2A.5.5 | Postal address Postcode: | [text] |
| 2A.5.6 | Postal address Country: | [text] |
| 2A.6 | Contact person or persons: | [text] |
| 2A.7 | Telephone (including dialling code): | [number] |
| 2A.8 | Mobile (including dialling code): | [number] |
| 2A.9 | Email: | [number] |
| 2A.10 | Internet address (web address) (if applicable): | [text] |
| 2A.11 | Name of parent company (if applicable): | [text] |
| 2A.12 | Name of ultimate parent company (if applicable): | [text] |
| 2A.13 | Bidder Legal Status: | [] Sole Trader[] Private Limited Company[] Public Limited Company[] Partnership[] Other |
| 2A.13.1 | If you have answered 'Other' to question 2A.13 please provide details here: | [text] |
|  |  |  |
| **Question Reference** | **Identification** | **Answer** |
| 2A.14 | **For Small to Medium Sized Enterprises (SMEs) only**, please confirm the size of your organisation: | [] Micro[] Small[] Medium  |
| 2A.15 | Is your organisation a supported business or will it provide for the performance of the contract in the context of supported employment programmes? | [] Yes [] No |
| 2A.15.1 | **If you have answered yes** to the previous question**,**what is the corresponding percentage of disabled or disadvantaged workers? | [number] |
| 2A.15.2 | **If you have answered yes** to question 2A.15, please specify which category or categories of disabled or disadvantaged workers the employees concerned belong to: | [text] |
|  |  |  |
| **Question Reference** | **Identification** | **Answer** |
| 2A.16 | Is the bidder registered on an official list of approved contractors, suppliers or service providers, or does it have an equivalent certificate issued by a certification body, e.g. under a national prequalification system? If you’re a UK business, please select ‘Not applicable – I am a UK business’ from the response options.**If yes**:**Please answer the remaining parts of this Section, Sections B and, where relevant, C and D of this Part, complete Part V, where applicable, and, in any case, fill in and sign Part VI.**  | [] Yes[] No[] Not applicable - I am a UK business |
| 2A.16.1 | Please provide the name of the list or certificate and the relevant registration or certification number, if applicable: | [text] |
| 2A.16.2 | If the certificate of registration or certification is available electronically, please state: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
| 2A.16.3 | Please state the references on which the registration or certification is based, and, where applicable, the classification obtained in the official list: | [text] |
| 2A.16.4 | Does the registration or certification cover all of the required selection criteria?**If no:****In addition, please complete the missing information in Part IV, Sections A, B, C or D as the case may be** | [] Yes [] No |
| 2A.16.5 | **ONLY if this is required in the relevant Contract Notice or procurement documentation:**Will the bidder be able to provide a certificate with regard to the payment of social security contributions and taxes or provide information enabling the public body or contracting entity to obtaining it directly by accessing a national database in the bidder’s country of establishment that is available available free of charge? | [] Yes [] No |
| 2A.16.6 | If the relevant documentation is available electronically, please state: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
|  |  |  |
| **Question Reference** | **Form of participation**(Notably as part of a group, consortium, joint venture or similar) | **Answer** |
| 2A.17 | Is the bidder participating in the procurement procedure together with others? | [] Yes [] No |
| 2A.17.1 | **If yes**:Please indicate the role of the bidder(s) in the group (leader, responsible for specific tasks): | [text] |
| 2A.17.2 | Please identify the other bidder(s) participating in the procurement procedure together: | [text] |
| 2A.17.3 | Where applicable, name of the participating group: | [text] |
| **2A.17.4 IF YOU HAVE ANSWERED YES TO QUESTION 2A.17, PLEASE ENSURE THAT EACH PARTICIPANT LISTED ABOVE PROVIDES A SEPARATE SPD RESPONSE.** |

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| **Question Reference** | **Lots** | **Answer** |
| 2A.18 | Where applicable, please indicate the lot(s) for which the bidder wishes to tender: | [text] |

**B: Information about representatives of the bidder**

**Instructions for Bidders**

Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the bidder for the purposes of this procurement procedure. This includes legal representatives such as a solicitor; consultant legal partner, etc.

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| **Question Reference** | **Representation, if any** | **Answer** |
| 2B.1 | Full name;  | [text] |
| 2B.2 | Date of birth: | [text] |
| 2B.3 | Place of birth: | [text] |
| 2B.4 | Position/Acting in the capacity of: | [text] |
| 2B.5.1 | Postal address Line 1: | [text] |
| 2B.5.2 | Postal address Line 2: | [text] |
| 2B.5.3 | Postal address Town/City: | [text] |
| 2B.5.4 | Postal address Region: | [text] |
| 2B.5.5 | Postal address Postcode: | [text] |
| 2B.5.6 | Postal address Country: | [text] |
| 2B.6 | Telephone: | [number] |
| 2B.7 | Mobile: | [number] |
| 2B.8 | Email: | [text] |
| 2B.9 | If needed, please provide detailed information on the representation (its forms, extent, purpose etc.: | [text] |

C: Information about reliance on the capacities of other entities\*

**2C.1 Instructions for Bidders**

**\*** meaning of reliance on the capacities of other entities – If the main bidder does not meet the required selection criteria described in Part IV Selection Criteria and Part V Reduction of the number of qualified candidates for this contract on their own, the main bidder can rely on another entity or entities to do so. **This is not the same as using a subcontractor to deliver / perform elements of the contract.**

A bidder can rely upon the capacities of another entity or entities in respect of:

- SPD Part IV section B - Economic and Financial Standing;

- SPD Part IV section C - Technical and Professional Ability;

- SPD Part IV section D - Quality Assurance Schemes and Environmental Management Standards; or

- SPD Part V - Reduction of the Number of Qualified Candidates (if applicable).

**If the response to question 2C.1 is ‘yes’**, the bidder must provide a separate SPD response setting out the information required under **SPD (Scotland): Part II (sections A and B); Part III exclusion grounds; the relevant part of Section IV selection criteria; and Part V (if applicable)** for each of the entities concerned. All parts must be duly filled in and signed by all of the entities. This includes a situation where, in order to meet any specific technical and professional requirements of the selection criteria, a bidder needs to rely on *technicians or technical bodies from another entity, e.g., those who do not belong directly to the bidder’s organisation.*

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| **Question Reference** | **Reliance** | **Answer** |
| 2C.1 | Does the bidder rely on the capacities of other entities in order to meet the selection criteria set out under Part IV Selection Criteria, and the criteria and rules (if any) set out under Part V Reduction of the number of qualified candidates, below?  | []Yes []No |

D: Information concerning subcontractors who are not being relied on to meet selection criteria

Instructions for Bidders

Section to be filled-in only if this information is required by the public body.

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| **Question Reference** | **Subcontracting** | **Answer** |
| 2D.1 | Does the bidder intend to subcontract any share of the contract to third parties? | []Yes []No |
| 2D.1.1 | **If yes and in so far as known**, please list the proposed subcontractors: | [text] |

2D.1.2 If the public body explicitly requests this information, please provide a separate SPD response (Sections A and B of this Part and Part III) for each subcontractor.

Part III: Exclusion grounds

Instructions for Bidders

Failure to disclose information relevant to this section or misrepresentation in relation to the information disclosed may result in exclusion of the bidder from this procurement process or the termination of any subsequent contract that is be awarded to them.

The bidder may be asked to provide the relevant documentation or to state where the extract from the relevant register, for example judicial records, is available electronically to the public body so that it may retrieve this information. By indicating this information, the bidder agrees that the public body may retrieve the documentation subject to the Data Protection Act 2018 national rules on the processing of personal data.

The bidder uses the SPD response as a self-declaration that they have not breached any of the mandatory and discretionary exclusion grounds (or, if they have, they can demonstrate to the public bodies satisfaction that they have taken self-cleansing measures) and that they meet the relevant selection criteria.

For further information regarding regulated procurements of GPA threshold and above, please refer to [Regulations 58 and 59 of The Public Contracts (Scotland) Regulations 2015](http://www.legislation.gov.uk/ssi/2015/446/pdfs/ssi_20150446_en.pdf), Regulation 78 of [the Utilities Contracts (Scotland) Regulations 2016](http://www.legislation.gov.uk/ssi/2016/49/contents/made).

Regarding regulated procurements which are between £50k and GPA threshold, please refer to Regulations 8, 9 and 10 of [The Procurement (Scotland) Regulations 2016](http://legislation.data.gov.uk/sdsi/2016/9780111030868/data.html).

A: Grounds relating to criminal convictions

[Regulation 58 (1) of The Public Contracts (Scotland) Regulations](http://www.legislation.gov.uk/ssi/2015/446/pdfs/ssi_20150446_en.pdf) sets out reasons for exclusion relating to criminal convictions for above GPA threshold procurements. These also apply to utilities contracts (see Regulation 78 of the Utilities Contracts (Scotland) Regulations 2016).

[Regulation 8(1) of The Procurement (Scotland) Regulations 2016](http://legislation.data.gov.uk/sdsi/2016/9780111030868/data.html) sets out reasons for exclusion relating to criminal convictions for below GPA threshold procurements.

1. The common law offence of conspiracy; 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 or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010;

2. 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, where the offence relates to active corruption as defined in Article 3 of the Council Act of 26th May 1997 and Article 3(1) of Council Joint Action 98/742/JHA;
 b) Bribery or Corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003, where the offence relates to active bribery or corruption
 c) Bribery within the meaning of sections 1 or 6 of the Bribery Act 2010;

3. Terrorist offences or offences linked to terrorist activities; listed in section 41 of the Counter-Terrorism Act 2008; or Schedule 2 to that Act where the court has determined that there is a terrorist connection.

4a) Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;

4b) Money Laundering or Terrorist financing; 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;

5. Child labour and other forms of trafficking in human beings; any offence under Part 1 of the Human Trafficking and Exploitation (Scotland) Act 2015 or under any provision referred to in the Schedule to that Act;

6. Drugs trafficking, 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;

7. Any other offence within the meaning of Article 57(1) sections a,b,d,e and f of the Directive as defined by the law of any EEA state or any part thereof.

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| **Question Reference** | Grounds relating to criminal convictions under national provisions implementing the grounds set out in [Regulation 58(1) of The Public Contracts (Scotland) Regulations](http://www.legislation.gov.uk/ssi/2015/446/pdfs/ssi_20150446_en.pdf) for above GPA threshold and grounds relating to criminal convictions under national provisions implementing the grounds set out in [Regulation 8(1) of The Procurement (Scotland) Regulations 2016](http://legislation.data.gov.uk/sdsi/2016/9780111030868/data.html) for below GPA threshold. | **Answer** |
| 3.A | Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment within the last five years for one of the reasons listed above? | [] Yes [] No, I have not |
| 3A.1 | If the relevant documentation is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
| 3A.2 | **If yes**, please indicate:Date of conviction, specify which of points 1 to 8 is concerned and the reason(s) for the conviction, | Date of Conviction:[date] |
| Point(s): [number] |
| Reason(s) for the conviction:[text] |
| 3A.3 | Identify who has been convicted; | [text] |
| 3A.4 | If the relevant documentation is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
| 3A.5 | In case of convictions, has the bidder taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion (“Self-Cleansing”)? | [] Yes [] No |
| 3A.6 | **If yes,** please describe the measures taken: | [text] |

B: Grounds relating to the payment of taxes or social security contributions

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| **Question Reference** | **Payment of taxes or social security contributions** | **Answer** |
| 3B.1 | Has the bidder met all its obligations relating to the payment of taxes or social security contributions, both in the UK, and in the country in which it is registered, if that is not the UK? | **Taxes** | **Social Security contributions** |
| [] Yes, I have met all my obligations [] No | [] Yes, I have met all my obligations [] No |
| 3B.1.1 | **If not**, please indicate:Country concerned: | **Taxes** | **Social Security contributions** |
| [text] | [text] |
| 3B1.2 | What is the amount concerned? | [number] | [number] |
| 3B.1.3 | How has this breach of obligations been established:Through a judicial or administrative decision: | [] Yes [] No | [] Yes [] No |
| 3B.1.4 |  Is this decision final and binding? | [] Yes [] No | [] Yes [] No |
| 3B.1.5 | Please indicate the date of conviction or decision. | [date] | [date] |
| 3B.1.6 | By other means? Please specify: | [text] | [text] |
| 3B.1.7 | Has the bidder fulfilled or will it fulfil its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines? | [] Yes , I have[] No**If yes**, please provide details: [text] | [] Yes [] No**If yes**, please provide details: [text] |
| 3B.1.8 | If the relevant documentation concerning payment of taxes or social contributions is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |

C: Blacklisting

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| **Question Reference** | **Information concerning possible blacklisting** | **Answer** |
| 3C.1 | Has the bidder committed an act prohibited under the Employment Relations Act 1999 (Blacklists) Regulations 2010? | [] Yes [] No, I have not |
| 3C.1.1 | **If yes**, when did the breach occur? | [text] |
| 3C.1.2 | **If yes**, please give details about the breach: | [text] |
| 3C.1.3 | **If yes,** has this been established by a judicial decision having final and binding effect? | [text] |
| 3C.1.4 | **If yes**, has the bidder taken measures to demonstrate its reliability despite the existence of this ground for exclusion (“Self-Cleansing”)? | [] Yes [] No |
| 3C.1.5 | **If yes**, please describe the measures taken: | [text] |

D: Grounds relating to insolvency, conflicts of interests or professional misconduct

**Instructions for Bidders**

Please note that, for the purpose of this procurement, some of the following exclusion grounds may have been defined more precisely, in national law, in the relevant Contract Notice.

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| **Question Reference** | **Information concerning environmental, social and labour law** | **Answer** |
| 3D.1 | Has the bidder,to its knowledge, breached its obligations in the fields of environmental law? | [] Yes [] No, I have not breached |
| 3D.1.1 | **If** **yes**, when did the breach occur? | [text] |
| 3D.1.2 | I**f yes**, please give details about the breach: | [text] |
| 3D.1.3 | **If yes**, has the bidder taken measures to demonstrate its reliability despite the existence of this ground for exclusion (“Self-Cleansing”)? | [] Yes [] No |
| 3D.1.4 | **If it has**, please describe the measures taken: | [text] |
|  |  |  |
| 3D.2 | Has the bidder, to its knowledge, breached its obligations in the fields of social law? | [] Yes [] No, I have not breached   |
| 3D.2.1 | **If yes**, when did the breach occur? | [text] |
| 3D.2.2 | **If yes**, please give details about the breach: | [text] |
| 3D.2.3 | **If yes**, has the bidder taken measures to demonstrate its reliability despite the existence of this ground for exclusion (“Self-Cleansing”)? | [] Yes [] No |
| 3D.2.4 | **If it has**, please describe the measures taken: | [text] |
|  |  |  |
| 3D.3 | Has the bidder, to its knowledge, breached its obligations in the fields of labour law? | [] Yes [] No, I have not breached |
| 3D.3.1 | **If yes**, when did the breach occur? | [text] |
| 3D.3.2 | **If yes,** please give details about the breach: | [text] |
| 3D.3.3 | **If yes**, has the bidder taken measures to demonstrate its reliability despite the existence of this ground for exclusion (“Self-Cleansing”)? | [] Yes [] No |
| 3D.3.4 | If it has, please describe the measures taken: | [text] |
|  |  |  |
| **Question Reference** | **Information concerning insolvency** | **Answer** |
| 3D.4 | Is the bidder in any of the following situations:Bankrupt, or | [] Yes [] No |
| 3D.5 | The subject of insolvency or winding-up proceedings, or | [] Yes [] No |
| 3D.6 | In an arrangement with creditors, or | [] Yes [] No |
| 3D.7 | In any analogous situation arising from a similar procedure under national laws and regulations, or | [] Yes [] No |
| 3D.8 | That its assets are being administered by a liquidator or by the court, or | [] Yes [] No |
| 3D.9 | That its business activities are suspended? | [] Yes [] No |
| 3D.a | **If yes,** please provide details: | [text] |
| 3D.b | **If yes,** please indicate the reasons for being able nevertheless to perform the contract, taking into account the applicable national rules and measures on the continuation of business in those circumstances? | [text] |
| 3D.c | If the relevant documentation is available electronically, please indicate: | The web address: [text], |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
|  |  |  |
| **Question Reference** | **Grave professional misconduct and conflicts of interest** | **Answer** |
| 3D.10 | Is the bidder guilty of grave professional misconduct? | [] Yes [] No |
| 3D.10.1 | **If yes,** date when it happened: | [text] |
| 3D.10.2 | **If yes**, please provide details: | [text] |
| 3D.10.3 | **If yes**, has the bidder taken self-cleansing measures? | [] Yes [] No |
| 3D.10.4 | **If it has,** please describe the measures taken: | [text] |
| 3D.11 | Agreements with others aimed at distorting competitionHas the bidder entered into agreements with any other person, organisation or group of persons aimed at distorting competition? | [] Yes [] No |
| 3D.11.1 | **If yes**, please provide details: | [text] |
| 3D.11.2 | **If yes**, has the bidder taken self-cleansing measures?  | [] Yes [] No |
| 3D.11.3 | **If it has,** please describe the measures taken: | [text] |
| 3D.12 | Is the bidder aware of any conflict of interest due to its participation in the procurement procedure? | [] Yes [] No |
| 3D.12.1 | **If yes**, please provide details: | [text] |
| 3D.13 | Has the bidder or an undertaking related to it advised the organisation or contracting entity or otherwise been involved in the preparation of the procurement procedure? | [] Yes [] No, I nor others have been involved in this way |
| 3D.13.1 | **If yes**, please provide details: | [text] |
|  |  |  |
| **Question Reference** | **Early termination** | **Answer** |
| 3D.14 | Has the bidder experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract? | [] Yes[] No, I have not had this experience with a previous contract |
| 3D.14.1 | **If yes**, please provide details: | [text] |
| 3D.14.2 | **If yes**, has the bidder taken self-cleansing measures?  | [] Yes [] No |
| 3D.14.3 | **If it has,** please describe the measures taken:  | [text] |
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| **Question Reference** | **Misrepresentation** | **Answer** |
| 3D.15.1 | Has the bidder:a) Been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,b) Withheld such information,c) Been unable, without delay, to submit the supporting documents required by an organisation or contracting entity,d) Undertaken to unduly influence the decision making process of the organisation or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award? | [] Yes[] No |

Part IV: Selection criteria

**Concerning the selection criteria (Sections A to D of this part), the bidder declares that:**

A: Suitability

**Instructions for Bidders**

The bidder should **only** provide information where the selection criteria concerned have been required by the public body in the relevant Contract Notice.

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| **Question Reference** | **Suitability** |  **Answer** |
| 4A.1 | **1) The bidder is enrolled in the relevant professional or trade registers kept in its country of establishment:** | [text] |
| 4A.1.1 | If the relevant documentation is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
| 4A.2 | **2) For service contracts:**Is it a requirement in the bidder’s country of establishment to hold a particular **authorisation or membership** of a particular organisation needed in order to be able to perform the service in question: | [] Yes [] No |
| 4A.2.1 | **If yes**, please specify which authorisation or membership is required:  | [text]  |
| 4A.2.2 | Please indicate whether the bidder has the required authorisation or membership (as named above): | [] Yes [] No |
| 4A.2.3 | If the relevant documentation is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text]  |

B: economic and financial standing

**Instructions for Bidders**

The bidder should **only** provide information where the selection criteria concerned have been specified by the organisation in the relevant Contract Notice.

Your financial accounts and supporting information should be in English and in UK Sterling. If the original documents are not in English, please provide copies of the originals and a certified translation into English. If the sums in the accounts are not expressed in UK Sterling then copies of the original accounts, shall be provided together with a UK Sterling rate equivalent copy utilising the pound buys exchange rate applicable on the date of issue of the SPD.

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| **Question Reference** | **Economic and financial standing** | **Answer** |
| 4B.1.1 | The bidder should provide its (“general”) yearly turnover for the number of financial years specified in the relevant Contract Notice: | Year: [number] Turnover: [number]  |
| Year: [number] Turnover: [number]  |
| Year: [number] Turnover: [number]  |
| 4B.1.2 | **Or**,The bidder should provide its average yearly turnoverfor the number of years specified in the relevant Contract Notice: | Number of years**:** [number]  |
| Average turnover: [text] |
| 4B.1.3 | If the relevant documentation is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
| 4B.2.1 | The bidder should provide its yearly (“specific”) turnover in the business area(s) covered by the contract and specified in the relevant Contract Notice: | Year: [number] turnover[number]  |
| Year: [number] Turnover[number] [ |
| Year: [number] Turnover[number]  |
| 4B.2.2 | **Or,**The bidder should provide its average yearly turnover in the area andfor the number of years specified in the relevant Contract Notice: | Number of years**:** [number] |
| Average turnover: [text], currency |
| 4B.2.3 | If the relevant documentation is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
| 4B.3 | In case the information concerning turnover (general or specific) is not available for the entire period required, please state the date on which the bidder was set up or started trading: | [date] |
| 4B.4 | The bidder confirms the name, value and/or range of the financial ratiosspecified in the relevant Contract Notice are as follows: | Confirm ratio name, range and value: [text] |
| 4B.4.1 | If the relevant documentation is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
| 4B.5.1a | The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the relevant Contract Notice. |

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| Professional Risk Indemnity Insurance | **[ ]  Yes, I already have this** **[ ]  No, but I commit to obtain it** **[ ]  No, and I cannot commit to obtain it** |

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| 4B.5.1b | The Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the relevant Contract Notice. |

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| Employer’s (Compulsory) Liability Insurance | **[ ]  Yes, I already have this** **[ ]  No, but I commit to obtain it** **[ ]  No, and I cannot commit to obtain it****[ ]  Not applicable – my business is exempt** |

 |
| 4B.5.2 | All other types of insurance listed in the Contract Notice   |

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| All other types of insurance listed in the Contract Notice   | **[ ]  Yes, I already have this** **[ ]  No, but I commit** **to obtain it****[ ]  No, and I cannot** **commit to obtain it** |

 |
| 4B.5.3 | If this information is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
| 4B.6 | Concerning any other economic or financial requirements, that may have been specified in the relevant Contract Notice, the bidder declares that: | [text] |
| 4B.6.1 | If the relevant documentation that may have been specified in the relevant Contract Notice, is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |

C: technical and professional ability

**Instructions for Bidders**

Bidders are required to provide evidence of having the necessary capacity and capability to deliver the requirement.

In order to ensure that newer or start-up companies have a chance to demonstrate any experience relevant to the current requirement, examples may be provided from:

* Within their organisation (bidders may rely on the experience of personnel that they intend to use to carry out the current requirement, even if that experience was gained whilst working for a different organisation)
* Other consortium members (where a consortium bid is being proposed)
* Named subcontractors upon whose capacity and capability the bidder is relying in order to meet the selection criteria (where subcontractors are being used and their identity is known at the selection stage)

Bidders should be aware that they may be asked to confirm at the Invitation to Tender stage that there has been no material change to the skills, experience and resources available to them since submitting their SPD response.

The bidder should **only** provide information where the selection criteria have been specified by the public body in the relevant Contract Notice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question Reference** | **Technical and professional ability** | **Answer** | **Question Weighting** |
| 4C.1 | **For** **public works contracts only**, please provide relevant examples of works carried out in the past five years as specified in the Contract Notice:  | Please provide your answer in the table below: |  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Amounts | Dates | Customer/Client |
| [text] | [text] | [date] | [text] |
|  |  |  |  |

 |
| 4C.1.1 | If the relevant documentation concerning satisfactory execution and outcome for the most important works is available electronically, please indicate: | The web address: [text] |  |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
| 4C.1.2 | **For public supply and public service contracts only,** please provide relevant examples of supplies and/or services carried out during the last three years as specified in the Contract Notice:(Examples from both public and/or private sector customers and clients may be provided): | Please provide your answer in the table below: |  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Amounts | Dates | Customer/Client |
| [text] | [text] | [date] | [text] |
|  |  |  |  |

 |
| 4C.2 | Please provide details of the technicians or technical bodies the bidder can call upon, especially those responsible for quality control in relation to this procurement exercise: | [text] |  |
| 4C.2.1 | **In the case of public works contracts**, the bidder will be able to call on the following technicians or technical bodies to carry out the work: | [text] |  |
| 4C.3 | Please provide details of the technical facilities and measures for ensuring quality and the study and research facilities used: | [text] |  |
| 4C.4 | Please provide a statement of the relevant supply chain management and/or tracking systems used: | [text] |  |
| 4C.5 | **For complex products or services to be supplied or, exceptionally, for products or services which are required for a special purpose:** Will the bidder allow checks by the public body or any competent official body from their country, to be conducted on the production capacities or the technical capacity of the bidder and, where necessary, on the means of study and research which are available to it and on the quality control measures? | [] Yes [] No |  |
| 4C.6 | The following educational and professional qualifications are held by the service provider or the contractor itself: | [text] |  |
| 4C.6.1 | The following educational and professional qualifications are held by Its managerial staff: | [text] |  |
| 4C.7 | Please provide details of the environmental management measures which the bidder will be able to use when performing the contract: | [text] |  |
| 4C.8.1 | Please provide details of the average annual manpower for the last three years: | Year, average annual manpower:Year 1: [Year],[number],Year 2: [Year],[number],Year 3: [Year],[number]. |  |
| 4C.8.2 | Please provide details of the number of managerial staff for the last three years: | Year, number of managerial staff:Year 1: [Year],[number],Year 2: [Year],[number],Year 3: [Year],[number]. |  |
| 4C.9 | Please provide details of relevant tools, plant or technical equipment available to you in relation to this procurement exercise: | [text] |  |
| 4C.10 | Please provide details of the proportion (i.e. percentage) of the contract that you intend to subcontract: | [text] |  |
| 4C.11 | **For** **public supply contracts** the bidder will supply the required samples, descriptions or photographs of the products to be supplied, which do not need to be accompanied by certifications of authenticity: | [] Yes [] No |  |
| 4C.11.1 | Where applicable, the bidder furthermore declares that it will provide the required certificates of authenticity. | [] Yes [] No |  |
| 4C.11.2 | If the relevant documentation is available electronically, please indicate: | The web address: [text] |  |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
| 4C.12 | 12) **For public supply contracts:** Can the bidder provide the required certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to the technical specifications or standards, which are set out in the relevant Contract Notice? | [] Yes [] No |  |
| 4C.12.1 | **If not**, please explain why and state which other means of proof can be provided: | [text] |  |
| 4C.12.2 | If the relevant documentation is available electronically, please indicate: | The web address: [text] |  |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |

D: Quality assurance schemes and environmental management standards

**Instructions for Bidders**

The bidder should **only** provide information where quality assurance schemes and/or environmental management standards have been required by the public body in the relevant Contract Notice.

|  |  |  |
| --- | --- | --- |
| **Question Reference** | **Quality Assurance Schemes and Environmental Management Standards** | **Answer** |
| 4D.1 | Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required quality assurance standards, including accessibility for disabled persons? | [] Yes [] No |
| 4D.1.1 | **If not**, please explain why and specify which other means of proof concerning the quality assurance scheme can be provided: | [text] |
| 4D.1.2 | If the relevant documentation is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |
| 4D.2 | Will the bidder be able to produce certificates drawn up by independent bodies attesting that the bidder complies with the required environmental management systems or standards? | [] Yes [] No |
| 4D.2.1 | **If not**, please explain why and specify which other means of proof concerning the environmental management systems or standards can be provided: | [text] |
| 4D2.2 | If the relevant documentation is available electronically, please indicate: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |

**E. Global Question for all selection criteria**

**Instructions for Bidders**

The bidder must **only** answer ‘yes’ to this question if they are confident that they meet **ALL** selection criteria as detailed in the relevant Contract Notice.

Please note that you may be required to provide certificates/supporting evidence to prove you meet the selection criteria at a later date.

|  |  |  |
| --- | --- | --- |
| **Question Reference** | **Meeting all required selection criteria** | **Answer:** |
| 4 | It satisfies the required selection criteria: | [] Yes [] No |

Part V Reduction of the number of qualified candidates

**Instructions for Bidders**

The bidder should **only** provide information where the public body has specified the Objective and Non‑discriminatory criteria or rules to be applied in order to limit the number of candidates that will be invited to tender or to conduct a dialogue. This information, which can be accompanied by requirements concerning the (types of) certificates or forms of documentary evidence, **if any**, to be produced, is set out in the relevant Contract Notice.

|  |  |  |
| --- | --- | --- |
| **Question Reference** | **Reduction the numbers of candidates** | **Answer** |
| 5.1 | **The bidder declares that:** It meets the objective and non‑discriminatory criteria or rules to be applied in order to limit the number of candidates in the following way: | [text] |
| 5.2 | **The bidder declares that:** It has all relevant certificates or other forms of documentary evidence as required in the relevant Contract Notice: | [] Yes [] No |
| 5.3 | If some of these certificates or forms of documentary evidence are available electronically, please indicate for each: | The web address: [text] |
| The issuing authority or body: [text] |
| The precise reference of the documentation: [text] |

Part VI: Concluding statements

**Instructions for Bidders**

The bidder must fill in the grey coloured sections in the brackets below with the relevant information before submitting the contract to the public body or before uploading it to the relevant online sites.

\*Signature(s) are only required if a paper copy of this document is used. If the SPD (Scotland) document is sent through PCS or PCS-Tender, the document does not need a signature.

The undersigned formally declare that the information stated under Parts II – V above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, except where the contracting authority or contracting entity has the possibility of obtaining the supporting documentation concerned directly by accessing a national database that is available free of charge. On condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access.

The undersigned formally consent to [NAME OF PUBLIC BODY], gaining access to documents supporting the information, which has been provided in this Single Procurement Document response for the purposes of [NAME OF PROCUREMENT PROCEDURE: (SUMMARY DESCRIPTION, PUBLICATION REFERENCE NUMBER FROM THE FIND A TENDER SERVICE (FTS)].

Signature(s)\*(where required or necessary): [text]

Name: [text]

Position: [text]

Date: [date]

Place: [text]