

Selection Questionnaire (SQ) – Single Procurement Document

Form for use in the event that the bidder does not have an ESPD or equivalent

Company name:

Based on the UK Government Standard Form – Supplier Response

Part 1 – Supplier Information

Full name of the organisation:

Registered address:

Company registration number:

Country of registration:

VAT number:

Website:

Type of organisation:

Name of immediate parent company, if any:

Name of ultimate parent company, if any:

Contact details for procurement process:

Contact (name):

(email)

(tel no.)

Position:

Contact details for authorised signatory:

Contact (name):

(email)

(tel no.)

Position:

Part 2 – Grounds for Mandatory Exclusion

[Company] confirms that, within the past five years, anywhere in the world, the company and its directors have not been convicted of any mandatory exclusion grounds under the UK Public Contracts Regulations 2015 (or equivalent national legislation), including:

-	Participation in a criminal organisation.	Yes	☐
		No	☐
-	Corruption.	Yes	☐
		No	☐
-	Terrorist offences or offences linked to terrorist activities.	Yes	☐
		No	☐
-	Money laundering or terrorist financing.	Yes	☐
		No	☐
-	Child labour and other forms of trafficking in human beings.	Yes	☐
		No	☐
	[Company] confirms it is tax compliant and holds a valid [country] Revenue Tax Clearance Certificate.	Yes	☐
		No	☐
	[Company] confirms there are no outstanding social security or tax obligations.	Yes	☐
		No	☐

Part 3 – Grounds for Discretionary Exclusion

[Company] declares that:

- It has not been subject to bankruptcy, insolvency, or professional misconduct proceedings.
- It has not entered into any agreements with other bidders to distort competition.
- The company maintains a strong record of reliability and professional integrity.

Part 4 – Economic and Financial Standing

Annual turnover for the most recent financial year: ????

Please advise availability and value of insurance below

Employer's Liability Insurance: ????

Public Liability Insurance: ????

Professional Indemnity Insurance: ????

Accounts available on request: ????

Part 5 – Technical and Professional Ability

This should be included as part of the tender

Part 6 – Modern Slavery Act 2015 (or relevant national legislation)

If there's no requirement to provide a Modern Slavery Statement due to turnover and national threshold, companies should confirm their commitment to ethical conduct and fair labour practices below

[Company] is committed to ethical conduct and fair labour practices in all operations and supply chains.

Part 7 – Additional Information

Years in operation: ????

Number of employees: ????

Nature of services: ?????

Quality Management: ?????

Health & Safety Policy in place: ?????

Part 8 – Declaration

I declare that to the best of my knowledge the information provided is accurate and complete, and I understand that any misrepresentation may result in exclusion from the procurement process.

Signed:

Name:

Date: