**Annexe 3 Supplier Qualification Questionnaire**

**Potential Supplier Information**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

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A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in this document.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Notes for completion**

1. The “authority” means the British Council, or anyone acting on behalf of the British Council, that is seeking to invite suitable candidates to participate in this procurement process (as defined in the authority’s RFQ or ITT). This QQ forms part of the authority’s RFQ or ITT.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex. For ease of reference, any field marked with a turquoise highlight are completed by the supplier.
4. The British Council recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

TheBritish Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Verification of Information Provided**

The authority will only obtain evidence in relation to any self-certification sections and sub-sections after the final tender evaluation decision i.e. in relation to the provisional winning supplier only. If you are the provisional winning supplier and you do not supply any evidence requested at this stage in accordance with any timescales specified by the authority and/or any evidence reviewed by the authority (whose decision shall be final) is inadequate to demonstrate compliance with any self-certified requirement forming part of this QQ, the authority may reject your tender response in full at that point and disqualify you from the Procurement Process. Suppliers should also note that the authority (as part of its own due diligence processes) may, at any point in the Procurement Process, also carry out searches of relevant third party databases to corroborate any information provided by you and by participating in this Procurement Process you grant your consent to the authority carrying out such searches.

**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.

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| **Part 1 - Section 1.1 Supplier details** | | |
| **Question** | **Response** | |
| 1.1 (a) Full name of the potential supplier submitting the information | Mandatory Response | |
| 1.1 (b) - (i) Registered office address *(if applicable)* | Mandatory Response | |
| 1.1 (b) - (ii) Registered website address *(if applicable)* |  | |
| 1.1 (c) Please check the relevant box to indicate your trading status | i) a public limited company | Yes |
| ii) a limited company | Yes |
| iii) a limited liability partnership | Yes |
| iv) other partnership | Yes |
| v) sole trader | Yes |
| vi) third sector | Yes |
| vii) other (please specify) | Yes |
| 1.1 (d) Date of registration in country of origin | Mandatory Response | |
| 1.1 (e) Company registration number *(if applicable)* | Mandatory Response | |
| 1.1 (f) Charity registration number *(if applicable)* | Mandatory Response | |
| 1.1 (g) Registered VAT number |  | |
| 1.1 (h) Trading name(s) that will be used if successful in this procurement |  | |
| 1.1 (k) Are you a Small, Medium or Micro Enterprise (SME)? | Yes  No | |
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| 1.1 (m)Details of immediate parent company:  - Full name of the immediate parent company  - Registered office address *(if applicable)* | Not Applicable | |
| 1.1 (n) Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address *(if applicable)* | Not Applicable | |
| 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. | | |
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| **Part 1 - Section 1.2 Bidding model** | | |  |
| **Please check the relevant box to indicate whether you are;** | | |  |
| 1.2 (a) - (i) Are you bidding as the lead contact for a group of economic operators? | Yes  No  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 structures 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  No | |  |
| 1.2 (b) - (ii) If you responded “Yes” in 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 supplies e.g. key deliverables  The approximate % of contractual obligations assigned to each sub-contractor | | |  |

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| **Part 1 - Section 1.3 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. | |
| 1.3 (a) Contact Name | Mandatory Response |
| 1.3 (b) Name of Organisation | Mandatory Response |
| 1.3 (c) Role in Organisation | Mandatory Response |
| 1.3 (d) Phone Number | Mandatory Response |
| 1.3 (e) E-mail Address | Mandatory Response |
| 1.3 (f) Postal Address | Mandatory Response |
| 1.3 (g) Signature (electronic is acceptable) | Mandatory Response |
| 1.3 (h) Date | Mandatory Response |

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| **Part 2 - Technical and Professional Ability** | | | | |
| **Relevant experience and contract examples**  Please provide details of up to three contracts, 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. | | | | |
|  | | **Contract 1** | **Contract 2** | **Contract 3** |
| 6.1 (a) | Name of customer organisation | Mandatory Response | Mandatory Response | Mandatory Response |
| 6.1 (b) | Point of contact in customer organisation  Position in the organisation  E-mail address | Mandatory Response | Mandatory Response | Mandatory Response |
| 6.1 (c) | Contract start date  Contract completion date  Estimated Contract Value | Mandatory Response | Mandatory Response | Mandatory Response |