Tender Questionnaire

Please respond to the questionnaire below and attach to your tender documents.

|  |  |  |
| --- | --- | --- |
| **Potential Supplier Information** | | |
| 1.1 | Full name of the potential supplier submitting the information |  |
| 1.2 | Registered office address (if applicable) |  |
| 1.3 | Registered website address (if applicable) |  |
| 1.4 | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector   other (please specify your trading status) |  |
| 1.5 | Date of registration in country of origin |  |
| 1.6 | Company/Charity registration number (if applicable) |  |
| 1.7 | Registered VAT number |  |
| 1.8 | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.9 | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.10 | Do any of your Directors, Trustees, Senior Managers or Persons of Significant Control, or such persons of any parent company, have any relationship with any Trustees or Senior Managers of ICU (a list of such persons is available upon request)? |  |

|  |  |  |
| --- | --- | --- |
| **Tender Information** | | |
| 2.1 | Are you submitting a tender as part of a consortium or group of economic operators? |  |
| 2.2 | If you answered YES to 2.1, please provide details of your consortium partners or other economic operators and the nature of the arrangement in place. |  |
| 2.3 | Are you planning to outsource any element of the delivery of the Services being tendered for? |  |
| 2.4 | If you answered YES to 2.3, please provide details of the outsourcing company/ subcontractor and the nature of the arrangement in place. |  |
| 2.5 | Can you supply a larger number of staff when needed? |  |
| 2.6 | Can you provide a dedicated welfare trained SIA officer for larger events? |  |
| 2.7 | What is your cover capacity for the London area? How easily would you be able to replace officers if needed? |  |

|  |  |  |
| --- | --- | --- |
| **Economic and Financial Standing** | | |
| 3.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested? |  |
| 3.2 | If you answered NO to 4.1, are you able to provide one of the following:   * 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. * A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. * 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). |  |
| 3.3 | If you were to be successful in this tender, would its value make up more than 15% of your annual turnover? |  |
| 3.4 | Does any existing contract make up more than 15% of your annual turnover? |  |

|  |  |  |
| --- | --- | --- |
| **Modern Slavery Act 2015** | | |
| 4.1 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? |  |
| 4.2 | If you have answered YES to question 5.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? |  |

|  |  |  |
| --- | --- | --- |
| **Insurance** | | |
| 5.1 | 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:  Employer’s (Compulsory) Liability Insurance = £5M  Public Liability Insurance = £3M  Professional Indemnity Insurance = £1M  Product Liability Insurance = £5M |  |

|  |  |  |
| --- | --- | --- |
| **Tender Exercise Response** | | |
| 6.1 | Please confirm that you have included a full schedule of fees. |  |
| 6.2 | Please confirm that you have included a tender proposal. |  |
| 6.3 | Please add the contact details of your referees. |  |