



Invitation to Quote for:

Research Services to Provide a Victim Needs Assessment for the City of York and North Yorkshire

Appendix 1 : Commercial Data Questionnaire (CDQ)

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FORM A: Organisation and Contact Details

Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted)		
ORGANISATION DETAILS		
Registered office address		
Company or charity registration number		
VAT registration number		
Name of immediate parent company		
Name of ultimate parent company		
Type of organisation	i) a public limited co.	<input type="checkbox"/>
	ii) a limited company	<input type="checkbox"/>
	iii) a limited liability partnership	<input type="checkbox"/>
	iv) other partnership	<input type="checkbox"/>
	v) sole trader	<input type="checkbox"/>
	vi) other (please specify)	<input type="checkbox"/>

CONTACT DETAILS	
Contact details for enquiries about this CDQ	
Name	
Address	
Post Code	

PROTECT CONTRACTS (when complete)

Country	
Phone	
Mobile	
Email	

Consortia and Sub-Contracting	a) Your organisation is bidding to provide the services required itself	<input type="checkbox"/>
	b) Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services	<input type="checkbox"/>
	c) The Potential Provider is a consortium	<input type="checkbox"/>
If your answer is (b) or (c) please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement.		

QUESTIONS 1.1 and 1.2 FOR COMPLETION BY NON-UK BUSINESSES ONLY		
1.1	Registration with professional body Is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annexes IX A-C of Directive 2004/18/EC) under the conditions laid down by that member state).	
1.2	Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? If yes, please provide details of what is required and confirm that you have complied with this.	

PROTECT CONTRACTS (when complete)

FORM B - Grounds for mandatory rejection

Important Notice:

In some circumstances the Commissioner is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state ‘Yes’ or ‘No’ to each question.

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Answer
(a) conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA (as amended);	
(b) corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 (as amended);	
(c) the offence of bribery;	
(d) fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:	
(i) the offence of cheating the Revenue;	
(ii) the offence of conspiracy to defraud;	
(iii) fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978;	
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006;	
(v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994;	
(vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993; or	
(vii) destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968;	
(e) money laundering within the meaning of the Money Laundering Regulations 2003 or Money Laundering Regulations 2007; or	

PROTECT CONTRACTS (when complete)

(f) any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.	
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FORM C - Grounds for discretionary rejection

Important Notice.

The Commissioner is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Commissioner in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

Is any of the following true of your organisation?	
(a) <u>being an individual</u> is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state;	
(b) <u>being a partnership constituted under Scots law,</u> has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate; or	
Has your organisation	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established;	
(d) failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established; or	

PROTECT CONTRACTS (when complete)

(e) been guilty of serious misrepresentation in providing any information required of you under Regulation 23 of the Public Contracts Regulations 2006?	
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FORM D - Economic and Financial Standing Regulation 24

2	FINANCIAL INFORMATION	
2.1	The Commissioner uses Experian, a credit reference and financial status records agency. It is policy to check all tenderer's financial status and stability against this system. State whether you have any objection to a financial check being carried out on your organisation.	
	If yes, please state your reasons:	
2.2	Please indicate which of the following you would be willing to provide:- (please indicate which one by ticking the relevant box)	
	<i>A copy of your audited accounts for the most recent two years</i>	<input type="checkbox"/>
	<i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i>	<input type="checkbox"/>
	<i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i>	<input type="checkbox"/>
	<i>Alternative means of demonstrating financial status if trading for less than a year</i>	<input type="checkbox"/>

3	INSURANCE	
3.1	<p>Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members). The Commissioner requires as a minimum the following levels of insurance:</p> <ul style="list-style-type: none"> • Employers Liability Indemnity with a minimum limit of indemnity of £10,000,000 • Public liability insurance cover with a minimum limit of indemnity of £5,000,000 • Professional/Design Indemnity insurance cover with a minimum limit of indemnity of £1,000,000 <p>Please confirm whether you are willing to meet these requirements should you be successful.</p>	

PROTECT CONTRACTS (when complete)

4	STAFFING	
4.1	Do you accept where appropriate, employees may be required to be cleared by security vetting? Contractor's staff will require NPPV Level 2 clearance. Checks would be made against the applicant and his/her spouse, partner and co-residents and positive clearance is normally valid for 3 years. The Contractor must not assign staff who have not been vetted by the Commissioner or who have failed vetting to this contract	

FORM E - Transparency

5	TRANSPARENCY	
5.1	<p>As a supplier / organisation looking to bid for public sector contracts you should be aware that as part of the government's transparency agenda tender documentation issued by government departments for contracts over £10,000 will be published on a single website and made available to the public. You should also be aware that if your bid is successful, the resulting contract between you and the department will be published. In some circumstances, limited redactions will be made to tender documentation and/or contracts before they are published in order to comply with existing law, to protect commercial interests, and for the protection of national security. Please confirm your acceptance of this statement.</p>	

FORM F - Project Specific Questions

6	EQUALITY	
6.1	Is it your policy as an employer to comply with all Equality related legislation, and is it your policy not to treat any one group of people less favourably than others because of their age, disability, gender, race, religion/belief or sexual orientation?	
6.2	In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?	
6.3	Does your organisation have a written Equality Policy?	
6.4	Does your organisation train its staff in Equality and Diversity issues?	

7	HEALTH AND SAFETY	
7.1	Is your organisation legally obliged to have a Health and Safety Policy?	
7.2	Does your organisation make sure it complies with the Health and Safety at Work Act 1974?	
7.3	Does your organisation have a written Health and Safety Policy?	
7.4	Does your organisation train its staff in Health and Safety?	

FORM G - Declaration

8	DECLARATION	
	<p>I declare that to the best of my knowledge the answers submitted in this CDQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to tender for the Commissioner's requirement and I am signing on behalf of my organisation. I understand that the Commissioner may reject this CDQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information</p>	
	FORM COMPLETED BY	
8.1	Name:	
8.2	Date:	
8.3	Signature:	