

Tender Ref	Tender Title	Section Title	Question Number	Evaluation Question	Scored out of	Weight	Responses	Allow Attachment	Autoscore	Allow Autoscore Override	Scorer Guidance Notes	Supplier Guidance Notes
1864 \N		Section 1: General information	1.01	Registered name of the organisation	1	1	1 Line	No	No	No	All score 1	Must be provided. The name should be the same as it appears on your NECTR registration. Used for information only
1864 \N		Section 1: General information	1.02	Has your organisation changed its name within the last 3 years	1	1	None	No	Yes	Yes	No = 1; Yes = 0	Must be provided. Used for information only
1864 \N		Section 1: General information	1.02a	If the answer to 1.02 is 'YES', please provide the previous name of the company and the VAT registration number	1	1	1 Line	No	No	No	Company's previous name and VAT registration number provided = 1; Else = 0	Must be provided. Used for information only
1864 \N		Section 1: General information	1.03	What is the legal status of the organisation?	1	1	1 Line	No	Yes	Yes	All score 1 unless blank or spoiled	Must be provided. For information only. Please select from drop-down list
1864 \N		Section 1: General information	1.04	How many people are employed by your organisation	1	1	1 Word	No	Yes	Yes	All score 1 unless blank or spoiled	Status' means Sole Trader, Partnership, Limited Liability Partnership, Private Limited Company, Public Limited Company, etc. Please select the correct choice from the drop-down list then write the number in the space provided
1864 \N		Section 1: General information	1.05	Are you applying as part of a consortium?	1	1	None	No	Yes	Yes	No scores 1, Yes scores 0	Must be provided. For information only. If the answer is 'No' please go to question 1.06.
1864 \N		Section 1: General information	1.05a	If the answer to 1.05 above is 'YES', list the name of all members of the consortium and identify the lead organisation	1	1	10 Lines	No	No	No	Information provided scores 1; Else scores 0	Must be provided. All individual firms who are part of a consortium must submit an individual Corporate Questionnaire. If this is not complied-with, the submission of the consortium, and in that context all other individual members, will not be considered further.
1864 \N		Section 1: General information	1.06	Are you part of a group of companies?	1	1	None	No	Yes	Yes	No scores 1, Yes scores 0	Use the format shown on Page 6 of the Questionnaire Guidance.
1864 \N		Section 1: General information	1.06a	If the answer to 1.06 is 'YES', list the name of all members of the group and identify the lead organisation	1	1	10 Lines	No	No	No	Information provided scores 1; Else scores 0	NOTE: all individual member firms of the consortium MUST complete and return a separate questionnaire with their own Form of Declaration or Undertaking!
1864 \N		Section 1: General information	1.07	PLEASE LEAVE BLANK FOR OFFICE USE ONLY	1	1	1 Word	No	No	No	Has supplier passed or failed this section? Score = 1 for Name, Position and Contact Details; Else Score 0	Must be provided. All individual firms who are part of a consortium must submit an individual Corporate Questionnaire. If this is not complied-with, the submission of the consortium, and in that context all other individual members, will not be considered further.
1864 \N		Section 2: Company Information	2.01	Name, position and contact details of person(s) responsible for this form for further queries	1	1	5 Lines	No	No	No	NO scores 1; Yes scores 0	Use the format shown on Page 6 of the Questionnaire Guidance.
1864 \N		Section 2: Company Information	2.02	Is your organisation a local authority or local authority controlled?	1	1	1 Word	No	Yes	Yes	NO scores 1; Yes scores 0	If the answer is 'No' please go to question 2.03
1864 \N		Section 2: Company Information	2.02a	If your answer to 2.02 is 'yes', has your council (or organisation) authorised your organisation to make this application for this proposed tender opportunity?	1	1	None	No	Yes	Yes	Yes scores 1; Else scores 0	Authorisation must have been granted by the appropriate authority for this application to be considered further. If the answer is 'No' please go to question 2.04.
1864 \N		Section 2: Company Information	2.03	Has your organisation received any kind of grant or state aid in the last three years?	1	1	None	No	Yes	Yes	No scores 1, Yes scores 0	Authorisation must have been granted by the appropriate authority for this application to be considered further.
1864 \N		Section 2: Company Information	2.03a	If the answer to 2.03 above is 'YES' - please provide details	1	1	10 Lines	No	No	No	Details provided scores 1; Else scores 0	Authorisation must have been granted by the appropriate authority for this application to be considered further.
1864 \N		Section 2: Company Information	2.04	Is your organisation registered as a Charity, an Industrial and Provident Society, a Community Interest Company or other registered organisation?	2	1	None	No	Yes	Yes	NO scores 2; Yes scores 0	Where the Organisation is in receipt of a grant or loan or other form of financial aid or resource which has a value that supports the running of the Applicant's Organisation, and where it has the effect of reducing the overheads of the Organisation, the EU State Aid rules may apply, in which case the Council may determine not to proceed with the Application.
1864 \N		Section 2: Company Information	2.04a	If your answer to Question 2.04 is 'YES' please enter the registration number and the name of the registering body	1	1	5 Lines	No	No	No	Registration number score = 1; Registering body score = 1	Where the Organisation is in receipt of a grant or loan or other form of financial aid or resource which has a value that supports the running of the Applicant's Organisation, and where it has the effect of reducing the overheads of the Organisation, the EU State Aid rules may apply, in which case the Council may determine not to proceed with the Application.
1864 \N		Section 2: Company Information	2.05	PLEASE LEAVE BLANK FOR OFFICE USE ONLY	1	1	1 Word	No	No	No	Has Supplier 'PASSED' or 'FAILED' this section? Please provide reasons	Please leave blank
1864 \N		Section 3: Financial Information	3.01	Please attach your last two years' full set of audited, certified or final accounts and annual reports	2	1	None	Yes	No	No	Audited accounts attached score = 1; Annual Report attached score = 1	Unqualified accounts are required. The latest year's accounts must not be more than 10 months old - refer to page 6 of the Guidance. The evaluation will consider a firm's financial capacity to carry out the proposed contract and will be based upon key ratios in line with recognised industry standards. The value of the contract must not make the company over-dependent on LBN. Further specific information on the evaluation criteria can be obtained from LBN SPU upon request. Please note: Draft or Management Accounts are not acceptable. Further guidance on the evaluation criteria is given below.

1864 \N	Section 3: Financial Information	3.02	Are there any outstanding claims or litigations against the Company?	1	1 None	No	Yes	Yes	yes=0; no=1	All information supplied will be assessed in context. Where there is any named action, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will, however, be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract that is the subject of the PQQ process and promised through tender by the company.
1864 \N	Section 3: Financial Information	3.02a	If the answer to 3.02 is 'YES', please provide the details in the space provided	1	Full 1 Screen	No	No	No	Details Provided and satisfactory Score =1; Else = 0	All information supplied will be assessed in context. Where there is any named action, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will, however, be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract that is the subject of the PQQ process and promised through tender by the company.
1864 \N	Section 3: Financial Information	3.03	Has any director, partner, associate or your company secretary been involved in an organisation that has been liquidated, gone into receivership, been the subject of administration or been made personally insolvent/bankrupt?	1	1 None	No	Yes	Yes	yes=0; no=1	All information supplied will be assessed in context. Where there is any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised, however, where it is considered there is evidence of substantial mismanagement, fraud or other criminal activity. An application will be rejected if the firm's or an individual's history demonstrates they may put the nature of the contract, the Council, its reputation or anyone within its care, or assets within its control, at undue risk.
1864 \N	Section 3: Financial Information	3.03a	If your answer to 3.03 is 'YES', please provide details	1	Full 1 Screen	No	No	No	Details provided =1;else = 0	All information supplied will be assessed in context. Where there is any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised, however, where it is considered there is evidence of substantial mismanagement, fraud or other criminal activity. An application will be rejected if the firm's or an individual's history demonstrates they may put the nature of the contract, the Council, its reputation or anyone within its care, or assets within its control, at undue risk.
1864 \N	Section 3: Financial Information	3.04	Please leave blank	1	1 1 Word	No	No	No	Has Supplier 'PASSED' or 'FAILED' this section? Please provide reasons	Please leave blank
1864 \N	Section 4: Equal opportunities	4.01	Does your organisational operate Equal Opportunities in accordance with the Equality Act 2010 or equivalent?	1	1 None	No	Yes	Yes	YES = 1; No = 0	Any Organisation wishing to work for Newham will be expected to comply with the required legislation. Details of any such finding or investigation must be declared.
1864 \N	Section 4: Equal opportunities	4.02	In the last 3 years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?	1	1 None	No	Yes	Yes	YES = 0; No = 1	Of greatest interest are the steps taken in knight of any findings to rectify the situation and preclude a re-occurrence. Any such steps must demonstrate themselves to be at least adequate to address the issues that have arisen. Any Organisation wishing to work for Newham will be expected to treat all persons equally regardless of any of the characteristics listed. Details of any such finding or investigation must be declared.
1864 \N	Section 4: Equal opportunities	4.03	In the last three years has your organisation been the subject of a formal investigation by the Commission for Racial Equality (CRE) (or it's successors) on grounds of alleged unlawful discrimination?	1	1 None	No	Yes	Yes	YES = 0; No = 1	Of greatest interest are the steps taken in knight of any findings to rectify the situation and preclude a re-occurrence. Any such steps must demonstrate themselves to be at least adequate to address the issues that have arisen. Details of any such finding or investigation must be declared.
1864 \N	Section 4: Equal opportunities	4.04	If your answer to Question 4.02 and / or Question 4.03 is 'YES', what steps did your organisation take as a result of those findings or investigations?	2	Full 1 Screen	No	No	No	Score = 1 for each adequate response to each question where failing identified	Any Organisation wishing to work for Newham will be expected to comply with the required legislation. Documents may be requested in order to substantiate responses to this section. Details of any such finding or investigation must be declared.
1864 \N	Section 4: Equal opportunities	4.05	If requested, could you provide relevant examples of instructions, documents, recruitment advertisements or other literature to demonstrate your compliance with current and previous Equalities legislation?	1	1 None	No	Yes	Yes	YES = 1; No = 0	Of greatest interest are the steps taken in knight of any findings to rectify the situation and preclude a re-occurrence. Any such steps must demonstrate themselves to be at least adequate to address the issues that have arisen. Details of any such finding or investigation must be declared.
1864 \N	Section 4: Equal opportunities	4.06	Is your organisation currently subject to United Kingdom legislation?	1	1 None	No	Yes	Yes	YES = 1; No = 0	Of greatest interest are the steps taken in knight of any findings to rectify the situation and preclude a re-occurrence. Any such steps must demonstrate themselves to be at least adequate to address the issues that have arisen. Any organisation wishing to work for Newham will be expected to comply with all relevant UK legislation. Details of any such finding or investigation must be declared.
1864 \N	Section 4: Equal opportunities	4.07	If your organisation is not currently subject to United Kingdom legislation, are you willing to comply with all the UK legislation listed on page 7 of the Questionnaire Guidance?	1	1 None	No	Yes	Yes	YES = 1; N/A = 0; No = 0	Of greatest interest are the steps taken in knight of any findings to rectify the situation and preclude a re-occurrence. Any such steps must demonstrate themselves to be at least adequate to address the issues that have arisen.

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1864	W	Section 4: Equal opportunities	4.08	If your answer to 4.07 was No can you confirm that you have policies and procedures in place which comply with all Equalities related legislation which is relevant to the registered location of your organisation?	1	1	1	Word	No	No	No	No	No	The organisation must show that they are compliant with the laws relating to their place of registration. Yes=1, No=0 Has Supplier 'PASSED' or 'FAILED' this section?	All policies relating to Equal Opportunities must be made readily available to all staff and other stakeholder bodies in the Organisation and made clear in any recruitment process and associated publicity.				
1864	W	Section 4: Equal opportunities	4.09	PLEASE LEAVE BLANK	10	1	1	Word	No	No	No	No	Please provide reasons Score 1 for name, job title and contact details else = 0	A firm's Health & Safety Policy must be signed and dated by the person who has overall responsibility for H&S					
1864	W	Section 5: Health & Safety	5.01	State the name, position and contact details of the person responsible for health and safety within your organisation State the name, position and contact details of the person or people who act as your competent Health and Safety advisor	1	1	10	Lines	No	No	No	No	All score 1 unless blank or spoiled	A firm's Health & Safety Policy must be signed and dated by the person who has overall responsibility for H&S					
1864	W	Section 5: Health & Safety	5.02	If you have 5 or more employees, does your company have a Health and Safety Policy, including statement, organisation and arrangements sections as required under Section 2 (3) Health and Safety at Work etc Act 1974 and the relevant statutory provisions?	1	1	10	Lines	No	No	No	No	Current Health & Safety Policy attached = 1, Else scores 0	Where a firm comprises 5 or more employees, the company H&S Policy must be in writing. A signed and dated policy is required that demonstrates commitment to H&S and which details individuals' duties at each level of management and lays down procedures to deal with hazards and risks in the workplace. This must be attached to the response.					
1864	W	Section 5: Health & Safety	5.03	If you do NOT have more than 5 employees, do you have written emergency procedures for evacuation and first aid?	1	1	1	Word	Yes	Yes	Yes	Yes	YES scores 1, N/A Scores 1; Else scores 0	These procedures must be in place where a company employees less than 5 people.					
1864	W	Section 5: Health & Safety	5.04	Have any enforcement notices or prosecutions been served on your company in the last 5 years by your Health and Safety Enforcing Authority.	1	1	1	Word	Yes	Yes	Yes	Yes	YES scores 1, N/A Scores 1; Else scores 0	Where a notice has been served: we will assess the degree of negligence that caused the event, the frequency of any such occurrences and whether the action taken to prevent a recurrence is considered adequate and reflects a concern for the H&S of all employees.					
1864	W	Section 5: Health & Safety	5.05	If your answer to 5.05 is 'YES', please provide details including remedial action and the reference code from the HSE website	1	1	10	Lines	Yes	No	No	No	The incident will need to be checked to see if this influences the outcome of this evaluation. Score = 1 if appropriate remedial actions taken, Else score 0 Has Supplier 'PASSED' or 'FAILED' this section? Please provide reasons	Where a notice has been served: we will assess the degree of negligence that caused the event, the frequency of any such occurrences and whether the action taken to prevent a recurrence is considered adequate and reflects a concern for the H&S of all employees.					
1864	W	Section 5: Health & Safety	5.06	PLEASE LEAVE BLANK	1	1	1	Word	No	No	No	No	Please provide reasons	For office use only					
1864	W	Section 6: Operational Information	6.01	Has your organisation suffered a deduction of fees or other payments as a consequence of failure to perform a contract or had to pay liquidated or other damages in respect of a failure to perform to the terms of a contract in the last three years?	1	1	1	None	No	Yes	Yes	Yes	yes=0; no=1	All information supplied will be assessed in context. Where any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract and promised through tender by the company.					
1864	W	Section 6: Operational Information	6.01a	If your answer to 6.01 is 'YES', please provide details	1	1	Screen		No	No	No	No	Acceptable details provided =1;else = 0	All information supplied will be assessed in context. Where any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract and promised through tender by the company.					
1864	W	Section 6: Operational Information	6.02	Has your organisation ever had a contract terminated or your employment determined under the terms of a contract or withdrawn from a contract before the end of the contract period?	1	1	1	None	No	Yes	Yes	Yes	yes=0; no=1	All information supplied will be assessed in context. Where any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract and promised through tender by the company.					
1864	W	Section 6: Operational Information	6.02a	If your answer to 6.02 is 'YES', please provide details	1	1	Screen		No	No	No	No	Acceptable details provided =1;else = 0	All information supplied will be assessed in context. Where any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract and promised through tender by the company.					
1864	W	Section 6: Operational Information	6.03	Has your organisation ever had a situation where a contract was NOT renewed due to failure to perform to the terms of the contract?	1	1	1	None	No	Yes	Yes	Yes	yes=0; no=1	All information supplied will be assessed in context. Where any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract and promised through tender by the company.					
1864	W	Section 6: Operational Information	6.03a	If your answer to 6.03 is 'YES', please provide details	1	1	Screen		No	No	No	No	Acceptable details provided =1;else = 0	All information supplied will be assessed in context. Where any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract and promised through tender by the company.					
1864	W	Section 6: Operational Information	6.04	Has your organisation ever been suspended from an approved/select list of contractors?	1	1	1	None	No	Yes	Yes	Yes	yes=0; no=1	All information supplied will be assessed in context. Where any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract and promised through tender by the company.					
1864	W	Section 6: Operational Information	6.04a	If your answer to 6.04 is 'YES', please provide details	1	1	Screen		No	No	No	No	Acceptable details provided =1;else = 0	All information supplied will be assessed in context. Where any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract and promised through tender by the company.					
1864	W	Section 6: Operational Information	6.05	Is, or has, your organisation ever been subjected to court/legal arbitration or alternative dispute resolution as a result of works/services carried out by your organisation?	1	1	1	None	No	Yes	Yes	Yes	yes=0; no=1	All information supplied will be assessed in context. Where any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract and promised through tender by the company.					

1864	W	Section 6: Operational Information	6.05a	If your answer to 6.05 is 'YES', please provide details Has any director, partner, associate or your company secretary been convicted of a criminal offence relating to the conduct of their role in the organisation or their profession?	1	Full 1 Screen	No	No	No	Acceptable details provided =1; else = 0	All information supplied will be assessed in context. Where any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract and promised through tender by the company.
1864	W	Section 6: Operational Information	6.06		1	1 None	No	Yes	Yes	yes=0; no=1	
1864	W	Section 6: Operational Information	6.06a	If your answer to 6.06 is 'YES', please provide details Within the last 10 years, has any director, partner or associate been employed by, or served as a Member of Newham Council?	1	Full 1 Screen	No	No	No	Acceptable details provided =1; else = 0	All information supplied will be assessed in context. Where any named event has occurred, firms will not necessarily be precluded from proceeding to the next stage of the procurement process. Such progress will be jeopardised where it is considered there is evidence of fraud, criminal activity, intended negligence or deliberate intent to provide a service below the standard and quality required in the contract and promised through tender by the company.
1864	W	Section 6: Operational Information	6.07	Please name any director, partner or associate who has a relative(s) employed by Newham Council or who is a LB Newham Councillor	1	1 10 Lines	No	Yes	Yes	All score 1 unless spoiled	If yes, a process will be undergone to ensure that there is no conflict of interest. If it is considered there is a conflict of interest, the Application will not be considered further.
1864	W	Section 6: Operational Information	6.08	State the names of any directors, partners or associates of your organisation who have any involvement in other organisations that provides services to the council, and name the organisation	1	1 10 Lines	No	No	No	All score 1 unless spoiled	If yes, a process will be undergone to ensure that there is no conflict of interest. If it is considered that the individual's position in the Council is such that there is likely to be a conflict of interest, the Application will not be considered further.
1864	W	Section 6: Operational Information	6.09		1	1 10 Lines	No	No	No	All score 1 unless spoiled Has Supplier 'PASSED' or 'FAILED' this section?	Further information may be required to demonstrate that no collusion has taken place and that the relationship between the areas of involvement with the Council is not likely to result in a conflict of interest. Where there is considered to be a risk of conflict of interest, the Application will not be considered further.
1864	W	Section 6: Operational Information	6.1	PLEASE LEAVE BLANK	10	1 1 Word	No	No	No	Please provide reasons	For office use only
1864	W	Section 7: Sustainability	7.01	Newham Council expects its business partners to assist its plans for economic vitality and prosperity through selective use of Community Benefit Clauses in its contracts. Where these clauses are deemed necessary, are you willing to include proposals on training/apprenticeship and employment for residents to be evaluated as part of your overall submission in line with criteria shown in the tender documents?	3	1 None	No	Yes	Yes	YES scores 3; NO scores 0	It is expected that all firms will support Newham's community benefit ethos in a manner that is commensurate with their size and the nature of their business.
1864	W	Section 7: Sustainability	7.02	Does your organisation endeavour to use local firms/SMEs & BAMEs in its supply chain?	3	1 None	No	Yes	Yes	YES scores 3; NO scores 0	It is expected that all firms will support Newham's community benefit ethos in a manner that is commensurate with their size and the nature of their business.
1864	W	Section 7: Sustainability	7.03	Does your organisation have a Sustainable Procurement Policy, Environmental Policy and/or an environmental purchasing policy that outlines the environmental and sustainable practice of your firm?	2	1 None	Yes	Yes	Yes	YES scores 2; NO scores 0	It is expected that all firms will support supplier diversity within its supply chain activities.
1864	W	Section 7: Sustainability	7.04	Does your organisation hold any environmental management system accreditation (e.g. ISO 14001 or similar)	2	1 None	Yes	Yes	Yes	YES scores 2; NO scores 0	If 'YES', please attach your certificate of accreditation. Accreditation is preferred in all firms but is essential for companies tendering for contracts where the environmental impact may be high - e.g. hygiene services, cleaning or horticulture. Contract-specific documentation will clarify this point.
1864	W	Section 7: Sustainability	7.04a	If your answer to 7.04 above is 'NO', is your organisation working towards a recognised environmental accreditation?	2	1 None	No	Yes	Yes	YES scores 2; NO OR N/A scores 0	Accreditation is preferred in all firms but is essential for companies tendering for contracts where the environmental impact may be high - e.g. hygiene services, cleaning or horticulture. Contract-specific documentation will clarify this point.
1864	W	Section 7: Sustainability	7.05	Does your major supplier (applicable to this tender) have a Corporate Social Responsibility or an Environmental Policy?	1	1 None	Yes	Yes	Yes	YES and Policy endorses scores 1; Not Applicable scores 1; Else scores 0	All firms will be expected to be aware of their supply chain commitment towards environmental considerations. Note: Corrective action taken may mitigate any adverse score.
1864	W	Section 7: Sustainability	7.06	Has your organisation been the subject of any convictions for offences, notices or formal investigations served under the UK/EC Environmental Legislation or Environmental Enforcement during the last three calendar years?	3	1 None	No	Yes	Yes	YES scores 0; NO scores 3	Each instance will be considered on its merits, in particular the remedial actions taken. Evidence of habitual offending or persistent negligence may result in the application not progressing further.
1864	W	Section 7: Sustainability	7.06a	If the answer to 7.06 above is 'YES', please provide details and advise us of remedial actions taken to address the issue (in less than 150 words).	3	1 10 Lines	Yes	No	No	Acceptable remedial action scores 3, else scores 0	Each instance will be considered on its merits, in particular the remedial actions taken. Evidence of habitual offending or persistent negligence may result in the application not progressing further.
1864	W	Section 7: Sustainability	7.07	PLEASE LEAVE BLANK	10	1 1 Word	No	No	No	Has Supplier 'PASSED' or 'FAILED' this section? Please provide reasons	For office use only Please attach a copy of your current certificate.
1864	W	Section 8: Assurances	8.01	Do you currently have Employer's Liability Insurance cover at (or above) the level of cover required for this contract?	2	1 None	Yes	Yes	Yes	Applicants should check what levels of cover are being demanded. Insurance levels must be - or it must be assured they will be - at least equal to those required for the contract being tendered. 'YES' and document attached Scores 2; YES but no document OR below required level Scores 1 or; Not Applicable Scores 2; 'NO' scores 0	If neither of these conditions are met, the Application will progress no further in the process. Professional Indemnity: Applicants should check the tender and contract documentation to determine whether Professional Indemnity Insurance is required, and what level of cover is being demanded.

																				Please attach a copy of your current certificate.
																				Applicants should check what levels of cover are being demanded.
																				Insurance levels must be - or it must be assured they will be - at least equal to those required for the contract being tendered.
1864 \N	Section 8: Assurances	8.02	Do you currently have Public Liability Insurance cover at (or above) the level of cover required for this contract?	2	1	None	Yes	Yes	Yes	Yes	Yes	Yes	Yes	'YES' and document attached Scores 2; YES but no document OR below required level Scores 1; 'NO' scores 0	If neither of these conditions are met, the Application will progress no further in the process.	Professional Indemnity: Applicants should check the tender and contract documentation to determine whether Professional Indemnity Insurance is required, and what level of cover is being demanded.				If you do not currently have the required level of PI, please attach a letter from your broker confirming that the required cover will be provided and one from your organisation confirming the cover will be taken up if your tender is successful.
1864 \N	Section 8: Assurances	8.03	Do you currently have Professional Indemnity Insurance cover at (or above) the level of cover required for this contract? See Supplier guidance notes below.	2	1	None	Yes	Yes	Yes	Yes	Yes	Yes	Yes	'YES' and document attached Scores 2; YES but no document OR below required level Scores 1; Not-Applicable Scores 2; 'NO' scores 0 Letter from broker (confirming it will be provided) and letter from organisation (confirming it will be taken up) if successful also Scores 2.	PI cover may not be required - refer to documentation.	Applicants should check what levels of cover are being demanded.				Insurance levels must be - or it must be assured they will be - at least equal to those required for the contract being tendered.
1864 \N	Section 8: Assurances	8.04	If your organisation is a member of a group of companies, would the parent company be prepared to guarantee your contract performance as its subsidiary and to enter into the form of Parent Company Guarantee agreement used by Newham Council?	1	1	10 Lines	No	Yes	Yes	Yes	Yes	Yes	Yes	YES' scores 1; N/A scores 1; 'NO' and satisfactory explanation scores 1; else scores 0	Where a tendering firm is part of a Group, a Parent Company Guarantee would be expected for all contracts, except where otherwise stated in the information relating to the contract.					
1864 \N	Section 8: Assurances	8.05	Would you or your parent/ultimate holding company be able to provide a Guarantee Bond? (This is normally only applicable to contracts over £200,000).	1	1	10 Lines	No	Yes	Yes	Yes	Yes	Yes	Yes	YES' scores 1; 'NO' scores 0 Has Supplier 'PASSED' or 'FAILED' this section? Please provide reasons	A Bond (or Parent Company Guarantee) will normally be required for any contract above £200,000 in value. A Bond (or PCG) may also be required for contracts below this value.	Tender documents will advise whether a Bond (or PCG) is required for the contract to being let.3				
1864 \N	Section 8: Assurances	8.06	PLEASE LEAVE BLANK	10	1	1 Word	No	No	No	No	No	No	No	Pass score = 10; Else = 1	Please leave blank for office use only					
1864 \N	Section 8: Assurances	8.07	General Information	10	1	1 Word	No	No	No	No	No	No	No	Pass score = 10; Else = 1	Please leave blank for office use only					
1864 \N	Section 8: Assurances	8.08	Company Information	10	1	1 Word	No	No	No	No	No	No	No	Pass score = 10; Else = 1	Please leave blank for office use only					
1864 \N	Section 8: Assurances	8.09	Financial Information	10	1	1 Word	No	No	No	No	No	No	No	Pass score = 10; Else = 1	Please leave blank for office use only					
1864 \N	Section 8: Assurances	8.10	Equal Opportunities	10	1	1 Word	No	No	No	No	No	No	No	Pass score = 10; Else = 1	Please leave blank for office use only					
1864 \N	Section 8: Assurances	8.11	Health & Safety	10	1	1 Word	No	No	No	No	No	No	No	Pass score = 10; Else = 1	Please leave blank for office use only					
1864 \N	Section 8: Assurances	8.12	Operational Information	10	1	1 Word	No	No	No	No	No	No	No	Pass score = 10; Else = 1	Please leave blank for office use only					
1864 \N	Section 8: Assurances	8.13	Sustainability	10	1	1 Word	No	No	No	No	No	No	No	Pass score = 10; Else = 1	Please leave blank for office use only					
1864 \N	Section 8: Assurances	8.14	Assurances	10	1	1 Word	No	No	No	No	No	No	No	Pass score = 10; Else = 1	Please leave blank for office use only					
1864 \N	Section A: Technical Ability	9.1	Please define for which numbered lots your organisation wishes to make a bid. Have you attached the completed Lot Submission Sheet?	10	1	1 Word	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Bidders must provide an attached Lot Submission Sheet showing a wish to submit for at least one lot.	You must complete the Lot Submission Sheet which forms part of the downloadable documents pack and attach your saved file to this response. Question is weighted: 1. Attachment required.					
1864 \N	Section A: Technical Ability	9.2	Please provide a list of three councils or other organisations with details for obtaining references for which you have provided a similar service to the lot(s) now requested. Please provide copies of valid operator licences and records relevant to the lots you have selected	10	3	5 Lines	Yes	No	Yes	Yes	Yes	Yes	Yes	Have three similar previous contract details including referee details been provided? Check for the lots which have been requested. Check licence date validity and against each lot requested	No. of Councils, range of similar work shown, referee details included. Attachment allowed. This question is weighted: 3. Attach Private Hire operator Licence, PCV Licences, Carriage Office Licence, training records, first aid records etc as applicable to the lots requested.					
1864 \N	Section A: Technical Ability	9.3	Please give details of your fleet profile (vehicle range, volume and availability, adaptations for special needs and other passenger transport) as relevant to the lot(s) for which you are applying to tender.	10	1	5 Lines	Yes	No	Yes	Yes	Yes	Yes	Yes	1 to 10 in accordance with scoring methodology.	Ensure you enter relevant information relating to the descriptions of vehicle requirements for each lot that you are applying to tender for (as listed in the Lot Bid Submission Form). Attachment allowed. Weighting for this question: 6.					
1864 \N	Section A: Technical Ability	9.4	Please provide details of your organisation's rate of staff turnover over the past two years for drivers (all lots) and escorts (for lots requiring escorts).	10	1	5 Lines	No	No	No	No	No	No	No	Scored 1 to 10 in accordance with scoring methodology.	Organisation has employee turnover records and systems in place.					
1864 \N	Section A: Technical Ability	9.6	If you are applying to tender for any lots requiring escorts, provide details of contracts (including referees) where you have provided escorts for transporting passengers with special needs.	10	1	5 Screen	No	No	Yes	Yes	Yes	Yes	Yes	Scored 1 to 10 in accordance with scoring methodology.	Client, dates, value, scope of contract(s) and referees. This question is weighted: 5. This score will not be included in the evaluation for lots not requiring escorts. No attachment.					

1864	W	Section A: Technical Ability	9.7	Provide examples of previous transport route planning your organisation has undertaken to deliver cross-borough transport and/or transport with multiple collection and delivery sites.	10	3	10 Lines	Yes	No	Yes	1 to 10 as outlined in the scoring methodology. Evidence should demonstrate organisation's experience of delivering complex transport requirements effectively and economically. Problem-solving approach. Experience of delivering complex transport requirements effectively and economically. Question is weighted: 3.
1864	W	Section A: Technical Ability	9.8	Provide details of your organisation's policies and procedures relating to the safeguarding of children and vulnerable adults.	10	Full 5 Screen	Yes	No	Yes	1 to 10 as outlined in the scoring methodology. Policies exist, are appropriate and there are systems for monitoring, promoting and maintaining policies and procedures. Existing policies. Monitoring, promoting and maintaining policies. Question is weighted: 5.	