

PRE-QUALIFICATION QUESTIONS

Instructions

Tenderers must complete this form in full. Questions must be answered as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Tenderer's organisation, this should be indicated, with an explanation.

Questions should be answered in English.

The information supplied will be checked for completeness and compliance with the instructions before responses are evaluated.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that a Tenderer will be rejected and the rest of its submitted tender will not be considered or evaluated.

The Council may disqualify any Tenderer who fails to:

- (i) certify at Annex A that it has fulfilled the requirements; and/or
- (ii) provide a satisfactory response to any questions in this form or inadequately or incorrectly completes any question.

Tenderers who are not disqualified in accordance with the above grounds will be evaluated in accordance with the criteria set out below.

If a Tenderer fails at Stage 1, 2 or 3 its application will be disqualified and the rest of its submitted tender will not be considered or evaluated.

EVALUATION CRITERIA	
Stage 1: Evaluation of Financial Information (section B) Tenderers must have sufficient financial resources to undertake the contract. The Council will carry out financial checks to ensure that Tenderers (and any companies offering parent company guarantees) are financially sound. Details of the checks to be carried out by the Council will be sent to Tenderers before the date for return of tenders.	PASS OR FAIL
Stage 2: Evaluation of Insurance (section C) Tenderers must currently have, or agree to obtain before the contract period starts, minimum levels of insurance. These are:	PASS or FAIL

(i) £600,000 (six hundred thousand) for Fidelity Guarantee insurance cover; (ii) £2 million (five million GBP) for Public Liability; and (iii) £2 million (one million GBP) for Professional Indemnity Any Tenderer which does not currently have or agree to obtain before the contract period starts the minimum levels of insurance above will be evaluated as a “fail” and will automatically be excluded from consideration for progression to the next stage of the selection process and the rest of their submitted tender will not be considered or evaluated.	
Stage 3: Evaluation of similar experience and references (section D) a) Similar Experience (question D1) Tenderers must provide details of experience of, or capability of undertaking, the following: (1) operating a prepaid card scheme; (2) negotiating with businesses to operate a finance-based scheme; and (3) handling individual card applications. Experience of all three need not be covered by a single scheme, but each must be covered in one of the schemes described in response to this section. Tenderers who are not able to demonstrate experience of the above will be disqualified and the rest of their tender will not be considered or evaluated. b) References (question D2) Tenderers must also provide details of two organisations to whom the Tenderer has provided similar services within the last three years. These organisations will be contacted by the Council and asked to provide an evaluation of the Tenderers service. The Council will ask them: • how careful was the Tenderer in managing the organisation's reputation? • how responsive was the Tenderer to meeting the organisation's needs? • how effective was the Tenderer in meeting time, cost and quality requirements? • how effective was the Tender in undertaking operational requirements? In each case, the Council will ask the organisation contacted to rate the service against the following range: • Excellent: exceeds requirements and adds value • Good: meets all requirements • Adequate: generally satisfactory but aspects cause some concern • Inadequate: meets some requirements but has serious concerns	PASS or Fail

• Unacceptable: requirements not addressed or little or none of the response is satisfactory If any response is Inadequate or Unacceptable, the Tenderer will be disqualified and the rest of its tender will not be considered. If more than two responses are judged Adequate, the Tenderer will be disqualified and the rest of its submitted tender will not be considered or evaluated.	
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Section A: Tenderer Information

Please note that the information provided in this section is for information only and is not evaluated.

The term “Officer” refers to any director, company secretary, partner, associate, employee, trustee or other person occupying a position of authority or responsibility within the Tenderer

A 1.	Name of Tenderer	
A 2.	Registered company name (if different from above)	
A 3.	Registered office address:	
A 4.	Tenderer's contact address (if different from above)	
A 5.	Tenderer's contact details:	Telephone: Fax number: Email address: Name of contact person:
A 6.	Date of incorporation of Tenderer	Date of incorporation:
A 7.	Registration number of Tenderer (where applicable)	Registration Number:
A 8.	Legal nature of the Tenderer (e.g. sole trader, partnership, private limited company, public limited company or other)	
A 9.	Is the Tenderer part of a group of companies of which it is either the holding company or a subsidiary company?	No ☐ Yes ☐ <i>(Tick appropriate box)</i>
	If the answer is YES; please attach the names and addresses of the ultimate holding company and associated companies, the	Details enclosed ☐ Not applicable ☐ <i>(Tick appropriate box)</i>

objectives of the group and full details of the structure of the group including a group Tenderer chart.

- A 10. Has any Officer of the Tenderer ever been employed by the Council? (If so, please provide details)

No ☐
 Yes, details attached ☐
(Tick appropriate box)

- A 11. Is any Officer related to a Councillor or a person employed by the Council at a senior level (Grade S01 or equivalent or above)? (If so please provide details)

No ☐
 Yes, details attached ☐
(Tick appropriate box)

- A 12. Does the Tenderer propose to deliver the service requirement by way of a joint venture with other organisations?

No ☐
 Yes, details attached ☐
(Tick appropriate box)

If the answer is YES, please provide details of the proposed venture, including the financial, managerial and legal relationships between the organisations involved (with an organisation chart illustrating these relationships).

Section B: Financial Information

B 1. Please provide details of the person in the Tenderer responsible for financial matters.	Name: Job title: Telephone:
B 2. Please provide, on headed paper details of the Tenderer's principal banker, and authorisation for the Council to take up a reference from its bank.	Details attached ☐ <i>(Tick box if attached)</i>
B 3. Please enclose copies of the Tenderer's accounts (audited if relevant) and supporting documents for the last three full years of trading and include the Tenderer's full annual company report. If the Tenderer has been established for less than 3 financial years, please submit a business plan together with any audited draft interim or management accounts available, detailing the Tenderer's current performance, cash flow forecast and plans for the future.	Details attached ☐ <i>(Tick box if attached)</i>
B 4. If the latest accounts you are submitting in respect of the Tenderer are more than 10 months old, has the Tenderer's trading position significantly changed? If YES, please attach details	No ☐ Not applicable ☐ Yes, details attached ☐ <i>(Tick appropriate box)</i>
B 5. Please confirm whether the Tenderer's group or its ultimate holding company would be prepared to guarantee the Tenderer's contract performance as its	Parent company guarantee available? No ☐ Yes ☐

	subsidiary (including guaranteeing any deposits made by Cardholders)? ☐ Not applicable <i>(Tick appropriate box)</i>
B 6. Where the Tenderer's ultimate holding company or other group company is offering a parent company guarantee (the "Guarantor"), please enclose copies of the Guarantor's accounts (audited if relevant) and supporting documents for the last three full years of trading and include the Guarantor's full annual company report. If the most recent audited accounts are more than 9 months old, please submit audited draft interim or management accounts as available, detailing the Guarantor's current performance, cash flow forecast and plans for the future. If the Guarantor has been established for less than 3 financial years, please submit a business plan together with any audited draft interim or management accounts available, detailing the Guarantor's current performance, cash flow forecast and plans for the future.	
B 7. If the latest accounts you are submitting in respect of the Guarantor are more than 10 months old, has the Guarantor's trading position significantly changed? If YES, please attach details	☐ No ☐ Not applicable ☐ Yes, details attached <i>(Tick appropriate box)</i>

B 8. Please provide the Tenderer's
VAT registration number

NOTE: Where a consortium or sub-contracting approach is proposed, the information requested above is required for each consortium member and or sub-contractor.

Section C: Insurance

Any Tenderer which wishes to contract with the Council must provide the minimum levels of insurance cover set out in this Section C.

Any Tenderer which does not currently have or agree to obtain before the contract period starts the minimum levels of insurance above will be evaluated as a “fail” under the Insurance criteria and will automatically be excluded from consideration for progression to the next stage of the selection process and the rest of their submitted tender will not be considered.

- C 1. Please give details of Fidelity Guarantee insurance cover held by the Tenderer:

Name of Insurer:

Insurance Broker:

Policy Number:

Expiry Date:

Limit of Indemnity in respect of one incident:

Annual aggregate limit of indemnity

Exclusions of cover:

Excess per claim (£):

Please provide a copy of the Tenderer's certificate of insurance in respect of Fidelity Insurance

Contact Name:	
Telephone:	
Fax number:	
Email:	
Details attached	☐
<i>(Tick box if attached)</i>	

- C 2. Please give details of Public Liability insurance held by the Tenderer:

Name of Insurer:

Insurance Broker:

Contact Name:	
Telephone:	
Fax number:	
Email:	

Policy Number:

Expiry Date:

Limit of Indemnity in respect
of one incident:

Annual aggregate limit of
indemnity

Exclusions of cover:

Excess per claim (£):

Please provide a copy of the
Tenderer's certificate of
insurance in respect of Public
Liability

Details attached ☐
(Tick box if attached)

C 3. Please give details of Professional Indemnity Insurance held by the Tenderer:

Name of Insurer:

Insurance Broker:

Contact Name:

Telephone:

Fax number:

Email:

Policy Number:

Expiry Date:

Limit of Indemnity in respect
of one incident:

Annual aggregate limit of
indemnity

Exclusions of cover:

Excess per claim (£):

Please provide a copy of the
Tenderer's certificate of
insurance in respect of
Professional Indemnity

Details attached ☐
(Tick box if attached)

C 4. If the Tenderer's current
levels of cover do not meet
the Council's minimum

Confirmed ☐

insurance requirements please confirm if the Tenderer will obtain the necessary level of insurance if the Tenderer were awarded a contract for the Services.	Not applicable ☐ Not confirmed ☐ <i>(Tick appropriate box)</i>
C 5. Have any claims in excess been made against the Tenderer within the last three years? If yes, please provide full details of the claims, including policy claimed against.	Yes ☐ No ☐ Details enclosed ☐ <i>(Tick appropriate box)</i>

NOTE: Where a consortium or sub-contracting approach is proposed, the information requested above is required for each consortium member and or sub-contractor.

Section D: Experience and References

- D 1. Tenderers must provide evidence of experience of, or capability of, undertaking the following:
- (i) operating a prepaid card scheme
 - (ii) negotiating with businesses to operate a finance-based scheme
 - (iii) handling individual card applications.

Experience or capability of all three need not be covered by a single scheme, but each must be covered in one of the schemes described in this section.

Tenderers should provide the following information in relation to each scheme:

- (i) name of organisation to which the service was provided;
- (ii) value of contract;
- (iii) start and end date of contract; and
- (iv) description of the services provided.

- D 2. Please provide details of two organisation, to which the Tenderer has provided similar services within the last three years who the Council may contact for references.

References will be evaluated in accordance with the table at page 2.

Reference One:

Name of Organisation:

Contact Person:

Contact Address:

Contact Telephone:

Contact Email:

Brief Description of Services:

Reference Two:

Name of Organisation:

Contact Person:

Contact Address:

Contact Telephone:

Contact Email:

Brief Description of Services:

ANNEX A
STATEMENT RELATING TO GOOD STANDING

STATEMENT RELATING TO GOOD STANDING — GROUNDS FOR OBLIGATORY EXCLUSION (IN ELIGIBILITY) AND CRITERIA FOR REJECTION OF CANDIDATES in accordance with Regulation 23 of the Public Contracts Regulations 2006 (as amended)

PROJECT TITLE: BRANDED PREPAID CARD

We confirm that, to the best of our knowledge, the Tenderer is not in breach of the provisions of Regulation 23 of the Public Contracts Regulations 2006 (as amended) and in particular that:

Grounds for mandatory rejection (ineligibility)

The Tenderer (or its directors or any other person who has powers of representation, decision or control of the named organisation) has not been convicted of any of the following offences:

- (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;
 - (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 (as amended); or
- (f) any other offence within the meaning of Article 45(1) of the Public Sector Directive.

Tenderer's name	
Signed	
Print Name	
Position	
Date	

Discretionary grounds for rejection

The Tenderer (or its directors or any other person who has powers of representation, decision or control of the named organisation) confirms that it:

- (a) being an individual is not bankrupt or has not had a receiving order or administration order or bankruptcy restrictions order made against him or has not 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 does not appear 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 not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other state;
- (b) being a partnership constituted under Scots law has not granted a trust deed or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of its estate;
- (c) being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has not passed a resolution or is not the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, nor had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is not the subject of similar procedures under the law of any other state;
- (d) has not been convicted of a criminal offence relating to the conduct of his business or profession;
- (e) has not committed an act of grave misconduct in the course of his business or profession;
- (f) has fulfilled 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 the organisation is established;
- (g) has fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established;
- (h) is not guilty of serious misrepresentation in providing any information required of him under this regulation;

- (i) in relation to procedures for the award of a public services contract, is licensed in the relevant State in which he is established or is a member of an organisation in that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member.

Tenderer's name	
Signed	
Print Name	
Position	
Date	