**SCHEDULE 4 TO:**

### OPEN PROCEDURE RESPONSE DOCUMENT

**INVITATION TO TENDER (ITT)**

**FRAMEWORK AGREEMENT FOR THE PROVISION OF:**

**INTERPRETATION AND TRANSLATION SERVICES**

### PRE-QUALIFYING BUSINESS QUESTIONNAIRE

(Sections A, D, F & G)

|  |  |
| --- | --- |
| Name of Tenderer: |  |

**© 2013**

###### Copyright – Cheshire East Council - All rights reserved

**No part of this publication may be reproduced,**

**stored in a retrieval system or transmitted**

**in any form or by any means electronic,**

**mechanical, photocopying, recording or**

**otherwise without the prior written permission**

**of the Council**

**Version 1**

Bidders must **PASS** all the pass/fail sections of the Business Questionnaire in order to be evaluated on the Qualitative Questions – bidders who receive a **FAIL** will not be evaluated any further.

Bidders are therefore strongly advised to ensure they answer all questions within each section.

1. **ORGANISATION PROFILE**

|  |
| --- |
| ***NOTE TO ORGANISATION:***  ***This section is required for information purposes only.* You should provided answers in this ITT Response Document – Schedule 4.** |

Please provide the following details:

Business name (or Consortium Name):

|  |
| --- |
|  |

Registered or trading name if different:

|  |
| --- |
|  |

Type of organisation (e.g. private limited company, partnership, sole trader):

|  |
| --- |
|  |

Registered address:

|  |
| --- |
|  |

Correspondence address if different from the above:

|  |
| --- |
|  |

Address from which the Contract will be provided if different from the above:

|  |
| --- |
|  |

Name of ultimate holding/parent company or subsidiary companies including addresses and an explanation of group structure and internal relationships:

|  |
| --- |
|  |

Company Registration Number of ultimate holding/parent company or subsidiary companies:

|  |
| --- |
|  |

If you have included details of an ultimate holding/parent company above would this company be willing to guarantee your contract performance and enter into any requisite legal documentation?

|  |
| --- |
|  |

Indication of the principal areas of business activity of your organisation:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Contact name: |  |
| Contact's position: |  |
| Contact's telephone number: |  |
| Contact's fax number: |  |
| Contact’s email address: |  |
| Company/ies registration number(s): |  |
| Place of registration: |  |
| Year established: |  |
| VAT number: |  |

**D. FINANCIAL INFORMATION**

|  |
| --- |
| ***NOTE TO ORGANISATION:***  ***This section is for Information Only purposes.* You should provided answers in this ITT Response Document – Schedule 4. *(Responses may result in the winning organisations being asked to enter into form of bond or parent company guarantee. Failure to agree will result in disqualification of your tender.***  Financial checks will be undertaken for the winning organisations only to determine their financial standings using the Councils current financial assessors.  It is the responsibility of the organisations bidding to ensure that appropriate accounts have been filed and that credit information held is correct. |

|  |
| --- |
| ***NOTES TO ORGANISATION:***   1. *You will be notified within this ITT, if your financial information is for information only or will be evaluated as part of the overall assessment of the ITT.* 2. *The Council will consult Dunn & Bradstreet on-line financial system to verify your Company and assess the Company’s Financial Good Standing.* 3. *The council reserves the right to seek independent financial and market advice to validate information or to assist in the evaluation (if being evaluated on financial information).* 4. *If deemed necessary and if your tender is successful, you may be required to provide additional information and/or obtain a parent company guarantee and/or provide a bond at tender stage.* |

D1. Who is the person responsible for financial matters in your organisation?

|  |
| --- |
| Response: |

D2. Please state the annual turnover of the specific tendering organisation for the past 2 years.

|  |
| --- |
| Response:  Year: £  Year: £ |

D3. The following may need to be provided upon request later, but are not required with the submission.

* A copy of the organisations most recent accounts, audited if applicable (for the last 3 years).
* Profit and Loss Account, Balance Sheet
* Cash flow forecast for the current year
* Bank letter outlining current cash and credit position
* Bank reference
* ‘Start-ups’ who have not been trading for 3 years should provide a statement from their bank providing information of financial backing and estimated turnover for this and the next financial year.

Failure to provide the required documents within 5 working days of request may result in your bid being unsuccessful.

Please confirm that your organisation could provide the above if requested:

|  |
| --- |
| Yes/No (Detail) |

**F EQUALITY AND DIVERSITY**

|  |
| --- |
| ***NOTE TO ORGANISATION:***  ***This section will be evaluated on a pass/fail basis.* You should provided answers in this ITT Response Document – Schedule 4.**  ***If a pass is not achieved on all questions within this section then the whole section will result in a FAIL. In respect of questions where further details are required and responses are deem unsatisfactory then this will result in a FAIL.*** |

F1 – Please indicate the number of directly employed persons in the box below – companies employing less than 5 are not required to answer the following questions, however, must provide written assurance that the appropriate level of the Standard will be achieved following any recruitment which increases the size of the company to 5 or more employees.

|  |
| --- |
|  |

**Please refer to Appendix 1 for further guidance in completing the below questions.**

F2 – Organisations need to demonstrate compliance with equality in employment legislation through their answers to the following seven questions and by providing supporting evidence.

**1.**

F2.1 Is it your policy as an employer to comply with your statutory obligations and to consider and promote non mandatory requirements to staff and applicants for employment under the equality and non-discrimination laws as listed under *the Acts” namely Equality Act 2010 and The Human Rights Act 1998.*

|  |
| --- |
| *Yes/No. If ‘No’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.* |

**2.**

F2.2 In the last three years has any finding of unlawful discrimination or other breach of these laws been made against the Organisation by any court or industrial tribunal?

|  |
| --- |
| *Yes/No. If ‘yes’ please provide details* |

**3.**

F2.3 In the last three years has the Organisation been the subject of formal investigation by the Equality and Human Rights Commission (EHRC) on grounds of alleged unlawful discrimination?

|  |
| --- |
| *Yes/No. If ‘yes’ please provide details* |

**4.**

F2.4 If you answered yes to question 2, or, in relation to question 3 a commission made a finding adverse to the Organisation, what steps did you take to address that finding?

**5.**

|  |
| --- |
| *Please provide details - . If a satisfactory explanation is received this will not result in a fail.* |

F2.5 Are your policies on *equality and Inclusion at work* set out:

**(a)** In instructions to those concerned with recruitment, training and promotion?

**(b)** In documents available to employees, recognised trade unions or other representative group of employees?

**(c)** In recruitment advertisements or other literature?

|  |
| --- |
| *Yes/No. If ‘Yes’ Please provide details.*  *If ‘No’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.* |

**6.**

F2.6 How do you promote and/or consider reducing socio-economic disadvantage. Do you observe as far as possible the equalities and non-discrimination as detailed in the Acts*”?*

|  |
| --- |
| *Please provide details.*  *If you do not abide by the above please provide details of why not - If a satisfactory explanation is received this will not result in a fail.* |

F2.7 Do you carry out ‘Equality Impact Assessments’ (please refer to [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk) for further information) of your main employment and services policies, if so how do you report your findings, and what positive impacts can you report in terms of employing a diverse and inclusive workforce?

|  |
| --- |
| *Yes/No. If ‘Yes’ Please provide details.*  *If ‘No’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.* |

**G. REFERENCES**

|  |
| --- |
| ***NOTE TO ORGANISATION:***  ***This section is required for information purposes only.* You should provided answers in this ITT Response Document – Schedule 4. *Non-provision of references, and/or inaccurate information provided when checked with reference will result in a fail.***  **Reasons that may lead to this submission being rejected: -**   1. **Failure to provide references of similar value, volume, nature and orientation to that expected of this tender** 2. **Failure to provide a single reference in accordance with (a)** 3. **Where poor references are sought** |

Supporting references are required to detail experience and ability to deliver a contract of this nature.

Please note references will only be taken up to validate submission information already provided by that bidder.

Please list major Contracts currently and recently held in public and private sectors for services of a similar type provided in the last three years from whom references may be solicited to testify to your technical capacity, standards and quality of service and other information provided in your submission.

Where a bidder has a mix of reference sites, please list in priority order the local authority and public sector sites. Please note that these must represent sites where the services performed are exactly aligned to those requested by this tender.

The Council reserves the right to obtain additional relevant references from alternative clients of the applicant if so desired. Please provide three references below. The Council will further select from this list. If you cannot provide three references, please explain why.

|  |  |
| --- | --- |
| **1.** Name and Address of Client: | Economic Operator to complete |
| Point of Contact: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Title of Contract: |  |
| Value of Contract: |  |
| Start date & Period of Contract: |  |
| State the proportion, value and nature of the activities that you subcontracted to other firms: |  |
| What was the reason for sub-contracting? |  |
| Detail of work comparable to the Councils requirements: |  |

|  |  |
| --- | --- |
| **2.** Name and Address of Client: | Economic Operator to complete |
| Point of Contact: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Title of Contract: |  |
| Value of Contract: |  |
| Start date & Period of Contract: |  |
| State the proportion, value and nature of the activities that you subcontracted to other firms: |  |
| What was the reason for sub-contracting? |  |
| Detail of work comparable to the Councils requirements: |  |

|  |  |
| --- | --- |
| **3.** Name and Address of Client: | Economic Operator to complete |
| Point of Contact: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Title of Contract: |  |
| Value of Contract: |  |
| Start date & Period of Contract: |  |
| State the proportion, value and nature of the activities that you subcontracted to other firms: |  |
| What was the reason for sub-contracting? |  |
| Detail of work comparable to the Councils requirements: |  |